

Overview and Scrutiny Committee

Wednesday 4 April 2018

A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Wednesday 4 April 2018 at 6.00pm.

Membership:

	Councillor Mrs Falp (Chairman)	
Councillor Bromley		Councillor Naimo
Councillor Mrs Cain		Councillor Parkins
Councillor Davison		Councillor Mrs Redford
Councillor Miss Grainger		Councillor Shilton
Councillor Mrs Knight		Vacancy (Lib Dem)

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. 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 6 March 2018.

(To follow)

4. **Update from the Leader of the Council on his corporate and strategic leadership**

To consider a verbal update from the Leader of the Council.
(Please refer to Service Area Plans for 2018/19 and Annual Performance Reports for 2017/18 on the Executive Agenda 5 April 2018 for background information.)

5. **Shared Environmental Enforcement with Rugby Borough Council**

To receive a verbal update from Neighbourhood Services.

6. **Task & Finish Group – Role of Warwick District Council Chairman**

To receive a verbal update from a Member of the Task & Finish Group.

7. **Overview & Scrutiny Committee End of Term Report**

To consider a report from Democratic Services. **(Pages 1 - 15)**

8. **Member Children’s Champions: End of Year Report**

To consider the Children’s Safeguarding: Improvement Action Plan Update from the Deputy Chief Executive & Monitoring Officer. **(Pages 1 - 7)**

9. **To review membership /participation with certain Outside Appointments**

To consider a report from the Deputy Chief Executive & Monitoring Officer. **(Pages 1 - 10)**

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

To consider a report from Democratic Services. **(Pages 1 - 13)**

11. **Executive Agenda (Non-confidential Items and Reports) – Thursday 5 April 2018**

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)**

12. **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.

13. **Executive Agenda (Confidential Items and Reports) – Thursday 5 April 2018**

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)**

Published on 23 March 2018

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
o&committee@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.**

 Overview and Scrutiny Committee – 4 April 2018		Agenda Item No. 7
Title	Overview & Scrutiny Committee End of Term Report	
For further information about this report please contact	Lesley Dury, Committee Services Officer 01926 456114 committee@warwickdc.gov.uk	
Wards of the District directly affected	n/a	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	O & S 4 April 2017 Council, 21 June 2017	
Background Papers	Agendas/Minutes Municipal Year 2017/18	

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
Not required as this report gives a synopsis of work undertaken by the O & S Committee and contains no new material.	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	7/3/18	Andy Jones
Head of Service		
CMT	7/3/18	Andy Jones
Section 151 Officer		
Monitoring Officer	7/3/18	Andy Jones
Finance		
Portfolio Holder(s)		
Consultation & Community Engagement		
6 March 2018 - Chairman of Overview and Scrutiny – Councillor Mrs Falp		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1. **Summary**

1.1 An end of term report to the Council on the work the Overview & Scrutiny Committee has undertaken during the year. The report also includes work by the Health Scrutiny Sub-Committee.

2. **Recommendation**

2.1 It be recommended to Council that the list of matters considered by the Overview & Scrutiny Committee and Health Scrutiny Sub-Committee during the municipal year 2017/18, as detailed in appendix A to the report, be noted.

3. **Reasons for the Recommendation**

3.1 Under Article 6 of the Council’s constitution Overview & Scrutiny Committees and Policy Committees are required to provide an end of term report to the Council on work they have undertaken during the year.

3.2 The matters considered during the year are attached at appendix A to the report. This will be updated to include matters considered at this meeting, before it is submitted to Council.

4. **Policy Framework**

The Council’s FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council’s FFF Strategy.

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/ productivity of local economy Increased employment and income levels
Impacts of Proposal		
Nil	Nil	Nil
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u>	<u>Intended outcomes:</u>	<u>Intended outcomes:</u>

All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
Nil	Dialogue between Scrutiny and Executive enables robust decision making and ensures all elements of the proposal in respect of service provision are taken into account.	Nil

4.2 **Supporting Strategies**

Each strand of the FFF Strategy has several supporting strategies; however, this report is for governance purposes and allows an overview of the previous 12 months' work.

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

This report is made annually as a matter of good practice and Council policy.

4.3 **Changes to Existing Policies** - There are no changes to existing policies.

4.4 **Impact Assessments** - There are no new policy changes in respect of Equalities.

5. **Budgetary Framework**

5.1 The recommendations of the report do not affect the Council's budgetary framework.

6. **Risks**

6.1 There are no risks associated with this report which is purely provided as a matter of good practice and Council policy concerning Scrutiny committees.

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

7.1 There are no alternative options because this report complies with the requirements of Article 6 of the Council's Constitution.

Work handled by Overview & Scrutiny Committee 2017/18

Chair's Introduction

This year, I took over the Chair from Councillor Boad, who this year has undertaken the role of the Council's Chairman.

The Overview & Scrutiny Committee is now in its third year and this year the Committee has consolidated on some of the work done in the previous year. Last year, the Committee authorised work to go ahead by two Task & Finish Groups. A working party of officers was tasked with reviewing and implementing the recommendations from the Task & Finish Group, HMOs and the Committee has received regular updates from this officer working party giving updates on the actions they have set themselves in respect of HMOs.

The Task and Finish Group to review off-street car park charges submitted its report to the Executive back in June 2017 and the Executive agreed that the recommendations in this report would be reviewed in line with the draft car parking strategy report. However, this report is still awaited and the Committee will have to wait until 2018/19 before it can review how the Task & Finish Group's recommendations have been encompassed into the car parking strategy.

This year, the Committee has agreed to start a Task & Finish Group to review the role of the Council's Chairman. This work will start in earnest in the next municipal year.

The Committee has been kept busy with various reports that Members have called in from the Executive and there have been opportunities to pre-scrutinise reports before they have been published on the Executive agenda; an example is the "Update on Progress in respect of revisions to the Delegation Agreement particularly in relation to the determination of planning applications" that the Committee pre-scrutinised at the end of November 2017 prior to the report being considered by the Executive in January 2018.

The Health Scrutiny Sub-Committee has struggled to find its role, but at its meeting in January 2018, the Sub-Committee received a report on the Council's Health and Wellbeing Approach and the Action Plan to implement this. This gave the Sub-Committee the opportunity to see what work was planned by the Council and when this work would be happening. The Sub-Committee decided that it would focus its efforts on helping with two themes; mental health and housing. It was deemed impractical to cover all of the work in all areas on the Action Plan, and a better approach would be to focus on two areas. Work is now scheduled to start on this in 2018/19.

I have enjoyed this year as Chair and at times debate has been robust with some weighty and crucial reports being considered, not least the Local Plan finally being agreed. All Councillors have contributed to the debates and recommendations to the Executive and this has made it a very interesting and productive year.

Councillor Judy Falp

A synopsis of work undertaken by the Overview & Scrutiny Committee during the municipal year 2017/2018.

Meetings of the Committee were held on:

[31 May 2017](#)

[27 June 2017](#)

[25 July 2017](#)

[30 August 2017](#)

[18 September 2017 - Joint F&A and O&S Committees](#)

[26 September 2017](#)

[31 October 2017](#)

[13 November 2017 - Joint F&A and O&S Committees](#)

[28 November 2017](#)

[3 January 2018](#)

[6 February 2018](#)

[6 March 2018](#)

[4 April 2018](#)

31 May 2017

This was the first meeting of the 2017/2018 municipal year. The membership of the Committee changed slightly from the previous municipal year, with the loss of Councillors Boad, Margrave, D'Arcy and Edgington. Councillors Mrs Falp, Mrs Knight and Shilton joined the Committee. Councillor Mrs Falp was elected Chairman for the municipal year in her absence.

The Committee appointed Councillors Mrs Cain, Mrs Falp, Mrs Knight, Parkins and Mrs Redford to the Health Scrutiny Sub-Committee, and resolved that all members of the Overview & Scrutiny Committee could act as substitute members of the sub-committee.

Reports considered on the Overview & Scrutiny Work Programme:

Off-street Car Parking Charges Review Task & Finish Group

The Committee gave its approval for the report from the Task & Finish Group to proceed to the Executive for consideration.

Review of membership/participation with certain Outside Appointments

The Committee considered recommendations from the Deputy Chief Executive on specific outside appointments and whether these appointments should continue or cease. The Committee approved the recommendations but asked for a report on all outside appointments to come to the meeting later in the year when councillors gave their reports on the work done by outside bodies.

Reports considered on the Executive Agenda:

Item 9 – Health & Community Protection and Neighbourhood Services Potential Redundancy

The Overview & Scrutiny Committee noted the report and the Executive approved the recommendations in the report.

27 June 2017

Reports considered on the Overview & Scrutiny Work Programme:

Linen Street Car Park and Warwick Displacement Plan

The Committee received an update on progress dealing with the structural issues at Linen Street multi-storey car park in Warwick and the progress of the Warwick car parking displacement plan to cope with the parking numbers as a result of the closure of Linen Street car park.

Review of Council's Sustainability and Climate Change Approach

The Committee considered a report from Health & Community Protection which summarised the Council's current position in relation to sustainability and climate change, including the current approach and the Council's achievements in the last year.

The Committee requested annual reports.

Reports considered on the Executive Agenda:

Item 3 – Updated Council Strategy and Performance Management Framework

The Committee asked for the wording of the Mission Statement to be changed because it was not keen on the references to "lights". It also requested that District car parks were listed as a major project in Table 2 of the report.

The Executive approved the recommendations in the report.

Item 6 – Housing related Support Services

The Committee noted the report and the Executive approved the recommendations in the report.

Item 7 – Draft Car Park Strategy

The Committee noted the report and the Executive approved the recommendations in the report.

Item 8 – Task & Finish Group – Off-street car parking charges review

The Executive considered the recommendations from the report done by a Task & Finish Group asked to review off-street car parking charges. This Group was chaired by Councillor Quinney and other members of the Group were Councillors Ashford, Boad, Mrs Cain, Mrs Stevens and Day.

The Executive thanked the Task & Finish Group for its report and agreed that the recommendations in the report should be considered in more detail and in conjunction with the results arising from the draft car parking strategy. The date of the draft car parking strategy has been delayed from April 2018 to a date yet to be confirmed.

25 July 2017

Reports considered on the Overview & Scrutiny Work Programme:

HomeChoice Allocation Scheme

Members received a training session about the HomeChoice Allocation Scheme so that they would be better able to scrutinise a report going to the Executive for consideration in November 2017.

Royal Leamington Spa Car Parking Displacement Plan

The Committee considered a verbal report from Neighbourhood Services on the progress made on the redevelopment of Covent Garden Car Park and Leamington

displacement plan to provide extra parking spaces arising from the loss of the car park.

Leisure Centre Management Contract Update

The Committee considered a briefing note from Cultural Services that gave an update on progress since Sports and Leisure Management, operating as Everyone Active (EA), had been awarded the contract to run four Council owned facilities plus the dual use facilities at Kenilworth School and Myton School from 1 June 2017.

Reports considered on the Executive Agenda:

Item 4 – Fire Safety in High-Rise Buildings

The Committee supported the recommendations in the report and the Executive approved the recommendations in the report subject to recommendation 2.2 being amended to read as follows:

“That Council delegates authority to the Deputy Chief Executive (BH) in consultation with the Housing Portfolio Holder, to agree additional expenditure in 2017/18 for fire safety works to Housing Revenue Account (HRA) properties, utilising the unallocated balances on the Major Repairs Reserve.”

Item 7 – Environment Enforcement Service Delivery Options

The Committee supported Option 2 in the report recommendations and strongly recommended that enforcement through the Courts should be looked at. It was also stressed that enforcement should not focus solely on South Leamington, but was required across the whole District.

The Executive approved the recommendations in the report, along with the recommendation from Overview & Scrutiny Committee that:

- (i) enforcement through the Courts be looked at; and
- (ii) enforcement should relate to the whole of the District.

30 August 2017

Reports considered on the Overview & Scrutiny Work Programme:

Portfolio Holder Update – Cultural Services

The Portfolio Holder, Councillor Coker, answered questions on a report he had provided giving an update on the ongoing work and issues in Cultural Services. Councillor Coker explained the work being done with the upgrading of the facilities at the Leisure Centres and the main problem that had been encountered was with connection of water supply at Newbold Comyn, which had caused a delay to the works. He also explained the change in the location of the Spa Centre box office to the Pump Rooms.

Events Review 2017

The Committee considered the Terms of Reference for the Events Review 2017 and an update on progress, which also identified some of the issues the Events Review was expected to address. Members were informed that the Events Review had started as an internal exercise to collect data on events happening in the District. With the reduction in budgets covering the support the council could lend to events around the District, it was necessary to build a picture of these to allow prioritisation.

Reports considered on the Executive Agenda:

Item 8 – 12 Month Waste Container Charging Update

The Committee supported the recommendations in the report and the Executive approved the recommendations in the report.

Item 10 – Disposal of WDC land off The Holt / Cubbington Road, Lillington, Leamington Spa

The Committee accepted the recommendations in principle but formally recommended that these were subject to a public consultation if it transpired that this was a legal requirement when disposing of open space public land.

The Executive approved the recommendations in the report subject to recommendation 2.1 being amended so that agreement of the ultimate sale of the land was delegated to the Deputy Chief Executive (AJ), in consultation with the Portfolio Holder for Neighbourhood Services. They would ensure that Section 123 of the Local Government Act 1972 was adhered to.

Item 12 – Delivery of the proposed Hotel forming part of the St Mary's Lands Masterplan, Warwick

The Committee supported the recommendations in the report.

The Executive approved the recommendations in the report subject to an amendment "that the proposal at Appendix 1 is agreed as the way to bring the hotel forward and that further reports be brought back to Executive at the end of stages 1-2 and 3".

18 September 2017 – Joint F&A and O&S Committees

Reports considered on the Executive Agenda:

Item 2 – Local Plan Adoption

Both Scrutiny Committees agreed with the Local Plan as set out and supported the Plan going forward and the Executive supported the recommendations in the report.

26 September 2017

Reports considered on the Overview & Scrutiny Work Programme:

Portfolio Holder Update – Development Services

The Portfolio Holder, councillor Rhead, answered questions on a report he had provided giving an update on the ongoing work and issues in Development Services. He highlighted work being done to find locations for siting gypsies and travellers; collect Section 106 monies; and to encourage developers to embrace renewable energy in their builds.

Reports considered on the Executive Agenda:

Item 6 – Shared Environmental Enforcement with Rugby Borough Council

The Committee supported the recommendations in the report and requested that the Communication Strategy included consultation with letting agents, local businesses, Town and Parish Councils (possibly via Warwickshire Association of Local Government), and residents in social housing.

The Committee also sought assurance that in practice officers, in consultation with Legal, would ensure that the most appropriate individual/organisation would be served with any notice.

The Executive thanked the Scrutiny Committee for its considered comments and debate on the previous evening. It recognised that the communications strategy should be amended as proposed.

31 October 2017

Reports considered on the Overview & Scrutiny Work Programme:

Portfolio Holder Update – Finance

The Portfolio Holder, Councillor Whiting, answered questions on a report he had provided giving an update on the ongoing work and issues in Finance. He explained his concerns that the revenue budget excluded depreciation and amounts required for capital works. This would cause significant issues when funding was required for projects such as the rebuilding of multi-storey car parks. He talked about the work being done to improve services the Council offered for benefit support and how the section was coping with call handling.

Leamington Car Park User Survey

Members were informed of the outcome of the Leamington Car Park User Survey which had been undertaken to inform how the temporary impact of the Covent Garden car parks could affect car park user habits. The survey addressed where people would park when the car park was closed to provide information for the displacement plan.

Reports considered on the Executive Agenda:

Item 4 – Severe Weather Emergency Protocol

The Committee welcomed that this report had come forward so soon after the motion to Council and that there would be a further report to Executive in January 2018.

The Committee welcomed that, as a result of the debate, officers agreed to undertake discussions/consultation with our partners both statutory and non-statutory to ensure a co-ordinated approach within the District ahead of the report in January 2018.

The Executive approved the recommendations in the report.

13 November 2017 – Joint F&A and O&S Committees

Reports considered on the Executive Agenda

Item 4 – Community Infrastructure Levy

The Committees supported the recommendations in the report and the Executive recommended to Council that it approved the recommendations as set out in the report.

28 November 2017

Reports considered on the Overview & Scrutiny Work Programme:

Portfolio Holder Update – Housing & Property Services

The Portfolio Holder, Councillor Phillips, answered questions on a report he had provided giving an update on the ongoing work and issues in Housing & Property Services. He explained the challenge faced by the council to find land to build new housing and what the Council was doing following the Grenfell Tower tragedy.

Events Review Update

Members were given an update on the key findings from the data collection exercise following analysis of the events that had taken place in the summer of 2017. It was recognised that without financial support from the Council, some events might have to close, but a balance had to be found with reduced budgets.

Summary of the role, responsibilities and the work of the South Warwickshire Community Safety Partnership

This was an annual report that the Committee considered to comply with the requirements of the Police and Justice Act 2006, which required all local authorities to undertake annual scrutiny of local Community Safety Partnerships.

Progress on the Action Plan for Recommendations made on HMOs

The Deputy Chief Executive (AJ) gave an update on the HMO Officer Working Group's Action Plan. This would be a regular report to the Committee until the work was completed.

Annual Feedback on Outside Appointments

Members considered reports from Councillors who represented the Council on Outside Bodies. Members had asked for the annual report at the end of each municipal year on which outside bodies the Council would continue to support in readiness for the appointment of Councillors to those bodies, be changed so that they could see how the Deputy Chief Executive (AJ) arrived at his decisions on which outside bodies would continue to be supported and which would not.

Update on Progress in respect of revisions to the Delegation Agreement particularly in relation to the determination of planning applications

Members considered a update on a report that would be going to the Executive in January but there were concerns that some of the proposals might impact on the power Ward Councillors had to request that applications be considered by Planning Committee.

Role of the Warwick District Council Chairman

The Committee agreed the Scoping Document for a Task & Finish Group to review the role of the Council's Chairman. At the meeting in January 2018, membership of the Task & Finish Group was agreed as Councillors Ashford, Mrs Knight and Margrave. The Group has had to delay the start of the work because of staff availability, but work should commence in earnest during March 2018.

Reports considered on the Executive Agenda:

Item 5 – Civil Penalties Policy – Private Sector Housing

The Committee fully supported the recommendations in the report, including a suggested amendment to recommendation 2.1d that would be proposed at Executive on the following evening that delegated authority be given to the Head of Housing Services in consultation with the Housing Portfolio Holder to make decisions about imposing civil penalties in individual cases.

The Executive approved the recommendations in the report with the amendment to recommendation 2.1d that delegated authority to the Head of Housing Services, in consultation with the Housing Portfolio Holder to make decisions about imposing civil penalties in individual cases.

3 January 2018

Reports considered on the Overview & Scrutiny Work Programme:

Portfolio Holder Update – Health & Community Protection

The Portfolio Holder, Councillor Thompson, answered questions on a report he had provided giving an update on the ongoing work and issues in Health & Community Protection. He explained what could and could not be controlled in respect of Uber and agreed that the issues needed to be raised with local MPs because a change in legislation was required.

Reports considered on the Executive Agenda:

Item 3 – Revisions to the Scheme of Delegation and Council Procedure Rules

The Committee supported the report with the following exceptions.

The Committee had concerns about the revision to include the need for the five objections to be from different addresses, this was because the Committee felt this was removing the rights of individuals. It was agreed the Development Manager and the Democratic Services Manager would look at this with the Portfolio Holder and Chairman of Planning Committee and bring an amendment to either Executive or Council ahead of the final decision.

The Committee welcomed, after discussion and agreement with Officers, that the proposal to delegation DS(70) (iv) should remain within the scheme of delegation and therefore the current proposal to remove this should be withdrawn.

The Committee had concerns about delegation DS(70) (iii)(b) and the potential for this to imply that Parish/Town Councils may lose the right for their objection to bring the matter to Planning Committee. The Development Manager and the Democratic Services Manager would look at this with the Portfolio Holder and Chairman of Planning Committee and bring an amendment to either Executive or Council ahead of the final decision.

The Executive approved the recommendations in the report subject to the changes to DS(70) not being taken forward at this stage and officers were asked to consider these in the light of the comments made by O & S.

Item 4 – Housing Allocations Policy Review

The Committee supported the recommendations in the report.

The Committee welcomed the agreement from the Portfolio Holder to widen the criteria to address the situation where the property allocation quotas might mean it could be better to be in a lower priority band compared to higher bands e.g. regarding the balance between band 2's and band 3's demand and available properties. The Committee supported the following revision to the section on the imbalance of the housing register to remove this potential issue within paragraph 2 on Item 4/ page 12;

"It is proposed that this should be monitored and if the situation does not improve the Head of Housing, in consultation with the Portfolio Holder, should have delegated authority to re-balance the quotas to secure that a greater proportion of the out-of-balance properties would be advertised to the higher priority band to redress the balance.

The Committee welcomed that the 4th paragraph on Item 4, page 14 of the report would be amended to read "For applicants in this situation that cannot be considered under homelessness legislation....".

The Committee was mindful of the proposed delegation to the Head of Housing in consultation with the Portfolio Holder to make minor changes to the Policy (Item 4 Page 15). It noted that the intention to this would be to accommodate any amendments by statute, government guidance or to enable clarity on policy and its intentions. Therefore the Committee welcomed that the Portfolio Holder would incorporate details of these changes as part of his annual report to the Committee.

The Executive agreed the recommendations in the report were agreed subject to an implementation date of no later than 1 August 2018 and the amendments made by O&S.

Item 6 – Homelessness Initiatives and the New Legislation

The Committee noted the report and welcomed the work being undertaken in homelessness initiatives and strongly encouraged the continued dialogue between Housing Associations and this Council to help tackle this problem.

The Executive thanked the Committee for its comments.

6 February 2018

The Committee welcomed Anne Banks from Stratford upon Avon District Council, who had stepped in at short notice to take minutes of the meeting due to illness of the regular Committee Clerk.

Reports considered on the Overview & Scrutiny Work Programme:

HEART project Progress Report

The Committee received a report from Housing that informed the Committee of current operational and financial performance with the countrywide Home Environment Assessment and Response Team (HEART). Members were informed that South HEART would be fully staffed by the end of March.

Welfare Reforms

The Committee were given an update from Finance on welfare reform. A further delay in the roll-out of Universal Credit until October 2018, meant that housing benefits would remain in-house, following which, it would move to the full service introduction. This had not caused any delay to residents receiving their benefits.

Reports considered on the Executive Agenda:

Item 8 – Recommendations for the Commissioning of Voluntary and Community Sector services for 2018-2021

The Committee noted the report but raised concerns regarding the reduction in allocation for the community forums.

The Executive agreed the recommendations in the report.

Item 11 – Leisure Development Programme – Phase II (Kenilworth)

The Committee noted the recommendations in the report and the Executive agreed the recommendations in the report.

Item 12 – Events Review Update

The Committee agreed to include the proposed report within its work plan and the Executive agreed the recommendations in the report.

Item 13 – 2018/19 ICT Services Digital Work Programme

The Committee noted the recommendations in the report and the Executive agreed the recommendations in the report.

Urgent Item – Beauchamp House – 77-79 Coten End – Confidential Report

The Committee noted the report including a revised wording to recommendation 2.1.

The Executive agreed the recommendations in the report subject to the revised wording in recommendation 2.1.

6 March 2018

Reports considered on the Overview & Scrutiny Work Programme:

Portfolio Holder Update – Neighbourhood Services

The Portfolio Holder, Councillor Grainger, answered questions on a report she had provided giving an update on the ongoing work and issues in Neighbourhood Services. Members were pleased to note that the arrangement with Rugby Borough Council for shared Environmental Enforcement had got off to a good start. The Portfolio Holder advised Members that recycling rates had dropped; some of this could be expected as people moved to online newspapers, but more work was required to encourage residents to recycle other types of waste, such as food waste.

Portfolio Holder Update – Business

The Portfolio Holder, Councillor Butler, answered questions on a report he had provided giving an update on the ongoing work and issues in Business.

Shakespeare’s England

The CEO from Shakespeare’s England informed Members of initiatives being pursued to encourage tourism in the area.

Reports considered on the Executive Agenda:

Item 6 – Review of Green Space Strategy & Approval of Revised Green Space Action Plan

The Committee supported the recommendations in the report, and detailed additional information it would like in future reports. The Executive agreed the recommendations in the report.

Item 9 – Vision & Strategy for Leamington Town Centre

The Committee supported the recommendations in the report, which were agreed by the Executive.

Item 10 – Residential Design Guide – Supplementary Planning Document (SPD) & Parking Standards SPD

The Committee supported the recommendations in the report, which were agreed by the Executive.

Item 11 – Local Development Scheme (LDS)

The Overview & Scrutiny Committee noted the recommendations but expressed concern that Gipsies and Travellers, sustainable buildings and health impacts were not being addressed in the next three years, although the Committee recognised the limitations due to staffing issues.

The Executive agreed the recommendations in the report.

4 April 2018

The details of this meeting will be completed after the meeting is held, and prior to the report being considered by Council on 18 April 2018.

A synopsis of work undertaken by the Health Scrutiny Sub-Committee during the municipal year 2017/2018.

Meetings of the Sub-Committee were held on:

[4 July 2017](#)

[21 November 2017](#)

[16 January 2018](#)

[14 March 2018](#)

4 July 2017

This was the first meeting of the 2017/2018 municipal year. The membership of the Sub-Committee changed slightly from the previous municipal year, with the loss of Councillors D'Arcy and Edgington, and Councillor Parkins was elected as its Chairman. Councillors Mrs Falp and Mrs Knight became voting members of the Committee, instead of co-opted members.

Councillor Quinney was appointed as a co-opted Member.

Reports considered on the Health Scrutiny Sub-Committee Work Programme:

Health and Wellbeing Update

The Sub-Committee received a report from Health & Community Protection which outlined the work being undertaken across the Council to improve the health and wellbeing of communities within Warwick District and to address the health and wellbeing needs of the Council's own staff.

21 November 2017

Reports considered on the Health Scrutiny Sub-Committee Work Programme:

Health and Wellbeing Annual Report

This report gave the annual update on the progress being made in delivering the Council's Health and Wellbeing approach and on improving the health and wellbeing of the communities within the District.

Annual Status Report – Air Quality Management

Members were informed that within the District, air quality was generally good but nitrogen dioxide levels regularly exceeded the national objective in town centres at specific locations.

16 January 2018

Reports considered on the Health Scrutiny Sub-Committee Work Programme:

Embedding Health and Wellbeing Strategically

Embedding Health and Wellbeing at a strategic level was one of the Council's three priorities within its Health and Wellbeing approach. Members were informed of how it was intended to accomplish this priority.

Health and Wellbeing Priorities and Action Plan 2018-20

This Action Plan showed the work required to accomplish the Council's Health and Wellbeing approach and when this work was planned. Members decided that the Action Plan would provide a useful tool to set the Sub-Committee's own Work Programme and decided that in the first instance, it would focus on mental health and improving housing conditions as its main focus for the coming meetings in the municipal year 2018/19.

14 March 2018

The details of this meeting will be completed after the meeting is held, and prior to the report being considered by Council on 18 April 2018.

Children’s Safeguarding: Improvement Action Plan Update

Action Required	Officer(s) Responsible	2015 Position	2018 Position	Comments
1. Report to Executive to recommend formal designation of and role for, Member Children’s Champions.	Bill Hunt	Complete Formal role agreed by 3/9/14 Executive Councillors Falp and Gallagher appointed until May 2015	New member Champions have been appointed - Councillors Mrs Grainger and Cllr Parkins	Completed
2. Review intranet/internet information to updating and re-position information on Children’s Safeguarding. To include: -Checking Information is comprehensive and up to date. -Information on what to do if worried a child is being abused -Whistleblowing in respect of safeguarding issues -WSCB structure, reporting mechanisms and escalation procedures -Safeguarding contacts and accountabilities within and outside of WDC -Dissemination of information from WSCB	Bill Hunt, in liaison with Michael Branson	Complete New information added on Child Sexual Exploitation. Further review scheduled for April 2015 Updated June 2015 Updated September 2015	The pages will be reviewed this year as part ongoing, business as usual reviews (Michael Branson will contact service areas to prompt them to check their content is up to date if it hasn’t been updated in 12-18 months). However the content can be updated at any point if it’s necessary. Service areas can proactively update outdated content outside of wider content reviews.	Completed

Action Required	Officer(s) Responsible	2015 Position	2018 Position	Comments
3. Review roles with service areas to determine the requirement for DBS checks	Heads of Service, in liaison with Karen Weatherburn and Andy Jones	2016 asked HoS to review of all roles relating to DBS requirements. Received Sept 2016	As new recruitment/ new roles are created the requirement for DBS check is updated on a manual log. Working with Self-Serve system to ensure this can be logged and reported on. Cross reference data received sept 2016 for DBS requirements to match roles with people. This is linked comment above related to reports from self-serve system.	On-going action taken by WSG – to understand which roles need DBS
4. Undertake full training audit for awareness training (including refresher training) and specific functional training e.g. CAFs to identify needs	Karen Weatherburn, in liaison with Heads of Service	June 15 Update: Underway: L&D Officer in dialogue with WSCB Training Officer.	CSE Training organised via Barnardos 163 staff and 9 Cllrs attended to-date. Further sessions being planned for both groups. 17 Cllrs also attended Safe Guarding Session by Bill Hunt.	Booked sessions in 2018


Action Required	Officer(s) Responsible	2015 Position	2018 Position	Comments
Match training needs to appropriate training and deliver training programme	Karen Weatherburn, in liaison with WSCB Training Officer and Heads of Service	June 15 Update: Underway – L&D officer co-ordinating the training needs analysis in line with identified needs of Service Areas.	CXO 5/Culture 41/Development 22/Finance 2/H&CP 35/H & P 32/Neighbourhood 26 E-Learning – Now available via WiLMA – the Warwickshire County Council E –learning website (WCC)	
5. Review staff induction process	Karen Weatherburn, in liaison with Bill Hunt	Underway: Investigate WSCB training to see if suitable module	Review new E-Learning modules for new starters where appropriate to role	Investigating new e-learning not WSCB
6. Develop an e-learning tool, as part of a wider meta compliance package that will lock staff out of the ICT system until successfully completed.	Graham Leach/Karen Weatherburn, in liaison with Ty Walter	Not yet started – linked to the above.	Decision made that this subject is not suitable for inclusion with the MetaCompliance tool	Completed Linked to Point 4
7. Review if a specific policy is required in relation to safeguarding training or if this is adequately covered within the existing Training Policy or other service specific policies	Karen Weatherburn, in liaison with Bill Hunt	No new policy considered necessary but this will be kept under review	2017 Reviewed – No new Policy required	Completed

Action Required	Officer(s) Responsible	2015 Position	2018 Position	Comments
8. Introduce central recording of safeguarding training and refresher training	Karen Weatherburn, in liaison with Heads of Service	Recording via Training Logs for centrally organised training.	Completed – The logs are reported back in the overall training data on an annual basis corporately	Reminders to be sent out regularly to ensure training records are up to date
9. Review need for a specific mechanism to seek the views of young people in all relevant consultations or whether current arrangements are suitable.	Bill Hunt, in liaison with relevant staff in Housing & Property Services and Cultural Services	Not yet started	Not considered necessary to have a specific mechanism.	Completed
10. Review commissioning arrangements in Cultural Services	Rose Winship, in liaison with Bill Hunt	Complete		Completed

Action Required	Officer(s) Responsible	2015 Position	2018 Position	Comments
<p>11. Review Whistleblowing policy to determine if it should specifically refer to safeguarding</p>	<p>Bill Hunt, in liaison with Richard Barr</p>	<p>Underway</p>	<p>Complete Safeguarding, in its current definition, does not receive a specific mention in the policy but it could be said to be covered by "sexual or physical abuse of clients" We do not feel that Safeguarding needs a specific reference in the policy. The policy's main focus is the protection of employees who raise concerns about the council's provision of services and the conduct of members and officers. The council is not a direct provider of children's services, related to Safeguarding, its role comprises of co-operation with all of the other partner organisations and raising awareness generally.</p>	<p>Complete – no amendment to be made</p>

Action Required	Officer(s) Responsible	2015 Position	2018 Position	Comments
12. Complete review of Records Management Policy	Graham Leach, in liaison with CMT	Not yet started	This piece of work is being combined with the preparatory work ahead of the introduction of GDPR in spring 2018	Work has commenced as part of GDPR project.
13. Consider if the Recruitment and Selection Policy needs to be reviewed and/or a separate Disclosure and Barring Policy implemented	Karen Weatherburn, in liaison with Bill Hunt and Richard Barr	Underway: Review of DBS processes and inclusion in R & C Policy if relevant	Reviewed and complete- no amendments in policy required or separate policy	Completed
14. Resume regular attendance of WSCB meetings	Bill Hunt	Complete	N/A	Completed
15. Conclude discussions at WSCB District sub-committee meetings on: -Taking children's views into account on operational issues, e.g. homelessness decisions -potential for reciprocal external audits of each other's safeguarding function	Bill Hunt	Underway	Not yet complete	Further discussion to be had at WSCB
16. Consider feasibility of adding children's safeguarding to internal audit processes.	Richard Barr, in liaison with Bill Hunt	Underway	Safe Guarding Audit undertaken Dec 2016 – Substantial Assurance	Completed

Action Required	Officer(s) Responsible	2015 Position	2018 Position	Comments
17. Consider options for measuring the effectiveness of the mechanism for embedding recommendations arising from WSCB guidance and/or Serious Case Reviews into practice.	Bill Hunt, in liaison with Richard Barr	Underway Linked to above		Awaiting next SCR
18. Review adequacy of existing equality and diversity monitoring, draft and agree with WSCB Development Officer, Child Protection Policy and Procedures that properly reflect the Equality Act 2010, the Public Sector Discuss with WSCB Training Officer whether there is any need to introduce bespoke policies relating to the supervision of staff who work directly with children.	Karen Weatherburn, in liaison with Bill Hunt	Underway: All District and Borough Councils reviewing and standardising their policies. Link with existing review of E & D legislations and compliance for WDC Underway Delayed by reorganisation of WSCB sub-committees	E&D Policy updated 2016 Working with WSCB to implement a WDC Child Protection & Safe Guarding Policy	On-going – working with new Workgroup to look at Policy/need for Policy

 Overview & Scrutiny Committee 4 April 2018		Agenda Item No. 9
Title	To review membership/participation with certain Outside Appointments	
For further information about this report please contact	Andrew Jones – Deputy Chief Executive & Monitoring Officer Lesley Dury – Committee Services Officer	
Wards of the District directly affected	None	
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	Overview & Scrutiny Committee 31 May 2017 and 28 November 2017 Council 21 June 2017	
Background Papers	None	

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, not applicable

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	22/3/2018	Andrew Jones
Head of Service		
CMT	22/3/2018	Andrew Jones
Section 151 Officer		
Monitoring Officer	22/3/2018	Andrew Jones
Finance		
Portfolio Holder(s)		
Consultation & Community Engagement		
The Deputy Chief Executive and Monitoring Officer liaises with Group Leaders.		
Final Decision?		No
Suggested next steps (if not final decision please set out below)		
The report will be presented to Council in May 2018 for approval of the appointments.		

1. **Summary**

- 1.1 Each year, Councillors who are appointed to represent this Council on outside bodies provide a report to Overview & Scrutiny Committee on what the outside body has achieved during the preceding 12 months; and what has been the personal contribution of the Councillor to this achievement. This municipal year, these reports were presented at the Overview & Scrutiny Committee's meeting at the end of November 2017. Under this Council's Scheme of Delegation, the Deputy Chief Executive (AJ) & Monitoring Officer undertakes an annual review of outside appointments, and this report details his initial decisions.
- 1.2 This report also details the Council's Champion appointments for information purposes.

2. **Recommendation**

- 2.1 That Overview & Scrutiny Committee note the recommendations for outside appointments 2018/2019, as set out at Appendix 1, to be agreed by Council in May 2018.
- 2.2 That Overview & Scrutiny Committee note the Council's Champion appointments.

3. **Reasons for the Recommendation**

- 3.1 The Council's Constitution, Section 4 – Scheme of Delegation stipulates that:

The Deputy Chief Executive (AJ) & Monitoring Officer shall have authority to:

MO(2) – Subject to consultation with Group Leaders, make appointments to outside bodies in accordance with the political balance already agreed. As a result in the cessation of the Warwick Town Centre Management Group and the Rural Services Network (from early 2019) the number of appointments allocated to each Group will need to be amended. This would result in the current allocation for the Conservative Group being reduced by one (from 10 to 9) and the allocation for the Labour Group being increased by 1 (from 2 to 3)

- 3.2 This delegated power allows the Deputy Chief Executive (AJ) to determine which outside appointments can be discontinued after consulting with Group Leaders.
- 3.3 The appointments by Council are made on a politically proportionate basis. The process for nominations is that the largest group on the Council are requested to make their nominations first, followed by, in turn, the second and third largest.
- 3.4 Over time, the list of the Council's Champions has increased and it was felt that each year a "stock-take" should be done of these, presented to Annual Council. This report lists which Councillors act as Champions so that it is transparent what work is being undertaken by whom.

4. **Policy Framework**

- 4.1 **Fit for the Future (FFF)**

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy.

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/productivity of local economy Increased employment and income levels
Impacts of Proposal		
Nil	Nil	Nil
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
Re-evaluating which outside bodies require councillor participation ensures that time is not wasted.	Nil	Nil

4.2 Supporting Strategies

Each strand of the FFF strategy has a number of supporting Strategies, however this report does not relate to one of them.

4.3 Changes to Existing Policies - There are no changes to existing policies.

4.3 Impact Assessments – There are no new policy changes in respect of Equalities.

5. **Budgetary Framework**

5.1 The report does not impact on the Budgetary Framework.

5.2 The only outside appointments the Council has made a financial contribution, in terms of subscriptions and grants, during the current financial year are:

- West Midlands Employers £9831.56
- District Councils Network £492
- Association of Retained Council Housing £3000
- Shakespeare's England Ltd £93,844.80

6. **Risks**

6.1 The main risk associated with the appointments to outside bodies is the need for Members to be mindful of their roles and responsibilities to the Council and the organisation they are appointed to. Therefore, it is considered that Members should be refreshed of this following a review of the guidance.

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

7.1 No alternative options have been considered as in this instance, it is unnecessary.

8. **Background**

8.1 It is considered good practice to regularly review the outside appointments by the Council to ensure that they are beneficial to the Councillor and the Councillor appointed is held to account for their actions.

8.2 The Overview & Scrutiny Committee therefore receives reports from all Councillors on outside appointments and it is intended to continue this arrangement on an annual basis.

8.3 In 2016/17 the Council made an extensive review of outside appointments (report submitted to Overview & Scrutiny Committee in May 2017).

8.4 At the Overview & Scrutiny Committee meeting November 2017, the Monitoring Officer explained the criteria he used to evaluate the outside appointments and their usefulness.

8.5 The criteria used by the Monitoring Officer is:

Council agreed criteria:

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.

Additional Criteria used by the Deputy Chief Executive & Monitoring Officer:

- 6. Does the body play a significant role in local service delivery;
- 7. Does the body have significant influence on local or national policy.

8.6 It should be noted the appointments listed in Appendix 1 are split between Executive and Council appointments. Executive appointments are ones which are appointments made by the Executive and therefore cannot be made by the Council and in doing this are not subject to the calculation of political proportionality. However, these are included in the report for information.

8.7 Appendix 1 lists the outside appointments, with the Monitoring Officer's evaluation included.

8.8 Appendix 2 lists the Council's Champions.

Appendix 1 – Outside Appointments

Executive appointments

(Appointments made by the Executive and therefore not a decision for the Council and not subject to political proportionality rules)

Conservative Appointments	Number of places	Councillor
Warwickshire Police & Crime Panel (Health & Community Protection Portfolio Holder)	1	Cllr Thompson
West Midlands Employers formerly West Midlands Councils and West Midlands Leaders Board	1	Cllr Mobbs
Coventry and Warwickshire LEP (Including City Deals)	1	Cllr Mobbs
LLP Board	3	Cllr Butler Cllr Whiting Cllr Mobbs
Safer Warwickshire Partnership Board (Health & Community Protection Portfolio Holder)	1	Cllr Thompson
South Warwickshire Community Safety Partnership (Health & Community Protection Portfolio Holder)	1	Cllr Thompson
Warwickshire County Council Health & Wellbeing Board (Health & Community Protection Portfolio Holder)	1	Cllr Thompson
Association of Retained Council Housing (ARCH) (H&PS Portfolio Holder)	1	Councillor Phillips
Shakespeare's England (Development Portfolio Holder)	1	Councillor Butler
Total	11	

Warwick District Council appointments to be agreed by Council 9 May 2018

Conservative Appointments	Number of places	Councillor 2018/2019	*Evaluation Criteria	Continue (Y/N)
Coventry Airport Consultative Committee	1	Cllr Wright	2	
Kenilworth Abbey Advisory Committee	1	Cllr Cooke	4	
Kenilworth Town Centre Partnership	1	Cllr Coker	4	
LGA District Councils' Network	1	Cllr Mobbs	5	
South Warwickshire NHS Foundation Trust	1	Cllr Mrs Bunker	5	
Warwick Town Centre Management Group	No longer exists			
Warwickshire County Council – Adult Social Care and Health Overview & Scrutiny Committee	1	Cllr Mrs Redford	5	
Warwickshire Waste Management Forum	1	Cllr Grainger	2	
Birmingham Airport Consultative Committee	1	Cllr Illingworth	2	
Bid Leamington Board	1	Cllr H Grainger	2	
Chase Meadow Community Centre	1	Cllr Butler	4	
Total	10			

*Evaluation Criteria Key:

Council agreed criteria:

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.

Additional Criteria used by the Deputy Chief Executive & Monitoring Officer:

6. Does the body play a significant role in local service delivery;
7. Does the body have significant influence on local or national policy.

Labour Appointments	Number of places	Councillor 2018/2019	*Evaluation Criteria	Continue (Y/N)
National Association of Councillors	1 (but with two votes)	Cllr Naimo	3	
Rural Services Network (Notice to cease financial contributions has been issued. Membership ends in 2019)	1	Cllr Barrott	WDC's membership ends in 2019	
National Parking Adjudication Service (PATROL)	1	Cllr Barrott	1	
Total	3			

Whitnash Residents Association Appointments	Number of places	Councillor 2018/2019	*Evaluation Criteria	Continue (Y/N)
South Warwickshire Community Safety Partnership (Non Executive rep)	1	Cllr Heath	2	
Total	1			

*Evaluation Criteria Key:

Council agreed criteria:

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.

Additional Criteria used by the Deputy Chief Executive & Monitoring Officer:

6. Does the body play a significant role in local service delivery;
7. Does the body have significant influence on local or national policy.

Appendix 2 – Champions

Champions	Lead Officer	Number of places	Councillors 2017/2018
Children’s Champions <ul style="list-style-type: none"> Assure themselves that the Council has sound arrangements to protect children and promote their welfare are in place within the District Council and that the Council is promoting and engaging in effective interagency cooperation and collaboration in these fields; Undertake reasonable investigations so as to be able to form a view of the quality of the Council’s child safeguarding activities and work with the officer Children’s Champion to assist the Council and improve the quality and/or effectiveness of those activities whenever appropriate; Act as a “critical friend” to constructively challenge officers and elected members on child safeguarding and welfare issues as appropriate; Promote awareness of child safeguarding and welfare issues and the activities and processes undertaken by this Council amongst elected members. 	Andy Jones	2	Thompson (PH) / Parkins
Heritage Champion (See Caf constitution for definition)	Nick Corbett	1	Chairman of CAF
HS2 Champion <ul style="list-style-type: none"> (To monitor the impact of HS2 on Warwick District and work on mitigation for this; To liaise with appropriate officers and organisations on HS2 matters and support the Portfolio Holder in this detailed area of work) 	Debbie Prince	1	Illingworth
Armed Forces Covenant Champion	Bernie Allen	1	Illingworth
Procurement Champions	Mike Snow	4	Barrott Gifford Quinney Rhead
Parish/Town Champion – Role Profile <ul style="list-style-type: none"> To raise awareness and have regard of issues affecting Local Councils within the District Council; To respond to invitations from Local Councils to attend 	Bernie Allen	1	Gallagher

<p>meetings of mutual interest;</p> <ul style="list-style-type: none">• To be the first point of contact for Local Councils in the event of concerns relating to dealings with the District Council;• To ensure that Local Councils view are taken into account when the District Council undertakes consultation;• To facilitate discussions in relation to the possibility of devolving services to Local Councils;• To encourage joint training events including Councillors from the District Council and Local Councils• To respond to invitations to attend Warwickshire and West Midlands Association of Local Councils (WALC) Area Committees;• To attend other Local Council liaison meetings as appropriate			
--	--	--	--

	Overview & Scrutiny Committee – 4 April 2018	Agenda Item No. 10
Title	Work Programme, Forward Plan & Comments from Executive	
For further information about this report please contact	Lesley Dury, Committee Services Officer, 01926 456114 or committee@warwickdc.gov.uk	
Wards of the District directly affected	N/A	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	6 March 2018	
Background Papers	N/A	
<p style="text-align: center;">This report is produced for Scrutiny meetings for governance purposes. It is part of the process for ensuring that the Council is held to account for the decisions it makes or may make.</p>		

1. Summary

- 1.1 This report informs the Committee of its work programme for 2018 (Appendix 1) and of the current [Forward Plan - April to July 2018](#)
- 1.2 In addition, it provides the Committee with the response that the Executive gave to its comments regarding the reports submitted to the Executive on 7 March 2018 (Appendix 2).
- 1.3 Appendix 3 (to follow) is the updated version of the Action Plan outlining the progress made to-date on the recommendations on HMOs.

2. Recommendation

- 2.1 Members consider the work programme (Appendix 1) and agree any changes as appropriate.
- 2.2 The Committee to; identify any Executive items on the Forward Plan which it wishes to have an input before the Executive makes its decision; and to nominate a Member to investigate that future decision and report back to the Committee.
- 2.3 Members note the responses made by the Executive on the Comments from the Executive report (Appendix 2).
- 2.4 Members note the contents of Appendix 3, progress on the Action Plan for recommendations made on HMOs.

3. Reasons for the Recommendation

- 3.1 The work programme should be updated at each meeting to accurately reflect the workload of the Committee.
- 3.2 Two of the five main roles of overview and scrutiny in local government are to undertake pre-decision scrutiny of Executive decisions and to feed into policy development.
- 3.3 If the Committee has an interest in a future decision to be made by the Executive, or policy to be implemented, it is within the Committee's remit to feed into the process.
- 3.4 The Forward Plan is actually the future work programme for the Executive. If a non-executive member highlighted a decision(s) which is to be taken by the Executive which they would like to be involved in, that member(s) could then provide useful background to the Committee when the report is submitted to the Executive and they are passing comment on it.
- 3.5 Appendix 2, Comments from Executive, is produced to create a dialogue between the Executive and the Overview and Scrutiny Committee. It ensures that the Overview and Scrutiny Committee are formally made aware of the Executive's responses.
- 3.6 Where the Overview & Scrutiny Committee have made a recommendation as opposed to a comment the Executive are required to respond to the recommendation(s) made, including whether or not they accept the recommendation(s).

4. Background

- 4.1 The five main roles of overview and scrutiny in local government are: holding to account; performance management; policy review; policy development; and external scrutiny.
- 4.2 The pre-decision scrutiny of Executive decisions falls within the role of 'holding to account'. To feed into the pre-decision scrutiny of Executive decisions, the Committee needs to examine the Council's Forward Plan and identify items which it would like to have an impact upon.
- 4.3 The Council's Forward Plan is published on a monthly basis and sets out the key decisions to be taken by the Council in the next twelve months. The Council only has a statutory duty to publish key decisions to be taken in the next four months. However, the Forward Plan was expanded to a twelve month period to give a clearer picture of how and when the Council will be making important decisions.
- 4.4 A key decision is a decision which has a significant impact or effect on two or more wards and/or a budgetary effect of £50,000 or more.
- 4.5 The Forward Plan also identifies non-key decisions to be made by the Council in the next twelve months, and the Committee, if it wishes, may also pre-scrutinise these decisions.

- 4.6 There may also be policies identified on the Forward Plan, either as key or non-key decisions, which the Committee could pre-scrutinise and have an impact upon how these are formulated.
- 4.7 The Committee should be mindful that any work it wishes to undertake would need to be undertaken without the need to change the timescales as set out within the Forward Plan.
- 4.8 At each meeting, the Committee will consider their work programme and make amendments where necessary, and also make comments on specific Executive items, where notice has been given by 9am on the day of the Overview and Scrutiny Committee meeting. The Committee will also receive a report detailing the response from the Executive, on the comments the Committee made on the Executive agenda in the previous cycle.
- 4.9 The Forward Plan is considered at each meeting and allows the Committee to look at future items and become involved in those Executive decisions to be taken, if members so wish.
- 4.10 As part of the new scrutiny process, the Committee is no longer considering the whole of the Executive agenda.
- 4.11 On the day of publication of the Executive agenda all Councillors are sent an e-mail asking them to contact Committee Services, by 09.00am on the day of the Overview and Scrutiny Committee meeting to advise which Executive items they would like the Committee to consider.
- 4.12 As a result the Committee considered the items detailed in appendix 2. The response the Executive gave on each item is also shown.
- 4.13 In reviewing these responses Committee can identify any issues for which they would like a progress report. A future report, for example on how the decision has been implemented, would then be submitted to the Committee at an agreed date which would then be incorporated within the Work Programme.

**Overview and Scrutiny Committee
Work Programme 2018**

30 May 2018

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Elect an Overview and Scrutiny Committee Chairman					May 2019	Annually
Heath Scrutiny Sub-Committee – Appoint members and substitutes					May 2019	Annually
Task & Finish Group – Role of Warwick District Council Chairman	O&S Task & Finish Group	Either as part of the Work Programme, or a written report	TBA	Councillors Ashford, Mrs Knight and Margrave	Every meeting until completed	

26 June 2018

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Review of Council's Sustainability and Climate Change Approach	27 June 2017	Written report followed by Q&A	Marianne Rolfe		June 2019	Annually
Local Plan Infrastructure Delivery Plan	30 June 2015	Written report followed by Q&A at meeting	Tony Ward/Dave Barber		September December March June	Quarterly Update

24 July 2018

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

29 August 2018

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account – Cultural Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Coker		August 2019	Annually

25 September 2018

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Events Review Update	O&S 6 February 2018, minute 78	Written report followed by Q&A	James Deville / Dave Barber		February to April 2019	4 th quarter of 2018/19
Holding Portfolio Holders to account – Development Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Rhead		Late Sept / Early Oct 2019	Annually

30 October 2018

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account – Finance	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Whiting		Late Oct / Early Nov 2019	Annually

27 November 2018

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Annual Feedback on Outside Appointments	Standing Annual Item	Written Report	Democratic Services		November 2019	Annually
Holding Portfolio Holders to account – Housing & Property Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Phillips		Late Nov / early Dec 2019	Annually
Current Arrangements for South Warwickshire Community Safety Partnership	Mandatory	Written report followed by Q&A at meeting	Pete Cutts		Late Nov / Early Dec 2019	Annually

8 January 2019

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account – Health & Community Protection	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Thompson		January 2020	Annually
Vision & strategy for Leamington town centre annual update and progress on Action Plan.	O&S 6 March 2018	Written report followed by Q&A at meeting	Phillip Clarke		January 2020	Annually

5 February 2019

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account – Neighbourhood Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Grainger		February 2020	Annually
Progress report on the HEART service	O&S 6 February 2018, minute 75	Written report followed by Q&A at meeting	Mark Lingard			5 February 2019

5 March 2019

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account – Business	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Butler		March 2020	Annually

TBA

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Policy on Regulating the Private Rented Sector - Update(Ref 880)	30 August 2017	TBA	Ken Bruno			
"Mystery Shopper" – testing customer service at the Council	25 July 2017	TBA	TBA			
Housing & Homelessness Strategy	27 September 2016	Written report followed by Q&A at meeting	Charlotte Lancaster			
Phase 2 Leisure Development in Kenilworth	1 June 2016	Verbal Update	Rose Winship		C. Servs to notify when the report can be presented	
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

<p>Council Development Company (Forward Plan Ref 727)</p>	<p>February 2016</p>	<p>Written report followed by Q&A at meeting</p>	<p>Head of Housing</p>		<p>A report cannot be brought forward until housing futures and changes to the Housing and Planning Act have been completed</p>	
<p>Emergency Planning in light of Grenfell Tower and other major incidents (To include: <ul style="list-style-type: none"> • What this Council has done, • Capacity • Staff Learning) </p>	<p>27 June 2017</p>	<p>Written report followed by Q&A at meeting</p>	<p>Marianne Rolfe</p>		<p>When the results from the Government enquiry into Grenfell Tower are known</p>	
<p>Asset Management Strategy (Corporate Assets) (Forward Plan Ref 641) – Overview and Scrutiny Committee to determine if this should be a Work Programme item</p>	<p>November 2015</p>	<p>Written report followed by Q&A at meeting</p>	<p>Councillor Phillips</p>			

**Response from the meeting of the Executive on O&S Committee's Comments
- 6 March 2018**

Items no.	4	Title	Local Code of Corporate Governance	Requested by	Labour Group
Reason considered	Strengthen the frame work of the policy, more opportunities for the public to comment on proposals.				
Scrutiny Comment	The Overview & Scrutiny Committee asked Councillor Naimo to speak on this at Executive. <i>(Due to a clash of schedules between F&A and O&S, and the importance of the report author's presence at F&A, the report author was unable to attend O&S in time.)</i>				
Executive Response	The recommendations in the report were agreed.				

Items no.	6	Title	Review of Green Space Strategy & Approval of Revised Green Space Action Plan	Requested by	Green Party / Labour Group
Reason considered	<p>Green Party</p> <p>We are strongly in favour of investment in Green Spaces and so welcome Phase 2 of the action plan. However, can details of the quality audits be provided to help understanding of current strengths and weaknesses? Specifically:</p> <ol style="list-style-type: none"> 1. When are future quality audits to be undertaken? (see section 3.6) 2. What opportunity is there for local residents and councillors to feedback on completion of sites (section 3.8)? <ol style="list-style-type: none"> 1. Are smaller works not listed? E.g. money available for Wych Elm? 3. How are the aims in section 8.4 mapped onto the quality audit? For example is community use and participation in decision-making captured by the audit? 4. Section 8.5 mentions 8 key criteria and 27 field assessments: can these all be given in the table? 5. For each of the key criteria and field assessments, can you provide the average percentage score for both the self-assessment and independent surveyor's assessment? 6. Is the quality focus different for different types of green space e.g. play area versus wildlife habitat as well as the hierarchy: destination, district, neighbourhood and local? <p>Labour Group</p> <p>To better understand the priorities and projects, project process management.</p>				

Scrutiny Comment	The Overview & Scrutiny Committee supported the recommendations in the report, and detailed additional information it would like in future reports.
Executive Response	The recommendations in the report were agreed.

Items no.	9	Title	Vision & Strategy for Leamington Town Centre	Requested by	Green Party
Reason considered	<p>This is an excellent aspirational document; our concerns are over implementation.</p> <ol style="list-style-type: none"> 1. Action Plan p17 – 32: can the officer and department leading each WDC action be included? 2. The 'Green' actions in the plan (on-going and short-term) should all be completed by end of 2019. So would it be appropriate to report progress to O&S in January 2019, then again in January 2020. 3. p 23. Change numbering so 7.1 not 6.1 in section 7 etc <p>Are the highway improvements in section 9.1 (should be 10.1) to reduce traffic flow and speeds to help create pedestrian and cycling routes (B1) and so encourage modal shift (B11)?</p>				
Scrutiny Comment	The Overview & Scrutiny Committee supported the recommendations in the report.				
Executive Response	The recommendations in the report were agreed.				

Items no.	10	Title	Residential Design Guide – Supplementary Planning Document (SPD) & Parking Standards SPD	Requested by	Labour Group
Reason considered	<p>Housing To discuss housing density figures and living accommodation standards. To gain a greater understanding of the formulation of the policy and justification.</p> <p>Parking To gain a greater understanding of what our capacity is for on street and off street parking. (Capacity, usage and time of day) Can we generate an agreed database? All examples used are Leamington focused no consideration of other areas, e.g. Warwick</p>				
Scrutiny Comment	The Overview & Scrutiny Committee supported the recommendations in the report.				
Executive Response	The recommendations in the report were agreed.				

Items no.	11	Title	Local Development Scheme (LDS)	Requested by	Labour Group
Reason considered	<p>Gipsies and Travellers missing off the programme. How hard are we working to find the sites and update.</p> <p>Why can't contingency sites be allocated? What are the options to improve responsiveness to the issues whilst there is a clam on this issue?</p>				
Scrutiny Comment	<p>The Overview & Scrutiny Committee noted the recommendations but expressed concern that Gipsies and Travellers, sustainable buildings and health impacts were not being addressed in the next three years, although the Committee recognised the limitations due to staffing issues.</p>				
Executive Response	<p>The recommendations in the report were agreed.</p>				