Overview and Scrutiny Committee

Tuesday 27 September 2016

A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Tuesday 27 September 2016 at 6.00pm.

Membership:

Councillor Boad (Chairman)

Councillor Bromley	Councillor Miss Grainger
Councillor Mrs Cain	Councillor Margrave
Councillor D'Arcy	Councillor Naimo
Councillor Davison	Councillor Parkins
Councillor Edgington	Councillor Mrs Redford

Emergency Procedure

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

Agenda

1. **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.

recycle When you have finished with this please recycle it
POSITIVE ABOUT DISABLED PEOPLE
INVESTORS IN PEOPLE
WARWICK DISTRICT COUNCIL

3. **Minutes**

(a) To confirm the minutes of the meeting held on 28 June 2016.
(Item 3a/Page 1)

(b) To confirm the minutes of the meeting held on 26 July 2016.
(Item 3b/Page 1)

4. **Portfolio Holder Update – Finance**

Question and Answer session arising from a report from the Portfolio Holder for Finance giving an update on his service area. **(Item 4/Page 1)**

5. **Portfolio Holder Update – Development Services**

Question and Answer session arising from a report from the Portfolio Holder for Development Services giving an update on his service area. **(Item 5/Page 1)**

6. **How HS2 planning applications will be processed**

To consider a verbal report from Development Services.

7. **Creative Quarter Update**

To consider a verbal report from the Business Manager, Projects.

8. **Leamington Spa Town Centre Vision Update**

To consider a verbal report from the Business Manager, Projects.

9. **Comments from the Executive**

To consider a report from Democratic Services **(Item 9/Page 1)**

10. **Task & Finish Group Updates**

(a) To consider the Task & Finish Group – HMOs Interim Report.
(To follow)

(b) To consider a verbal update from a member of the Task & Finish Group – Off-street parking charges review.

11. **Review of the Work Programme and Forward Plan**

To consider a report from Democratic Services. **(Item 11/Page 1)**

Published on 19 September 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 o&scommittee@warwickdc.gov.uk

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

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

Minutes of the meeting held on Tuesday 28 June 2016 at the Town Hall, Royal Leamington Spa at 6.00 pm.

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

Also Present: Councillors Cross and Shilton.

12. **Apologies and Substitutes**

(a) There were no apologies.

(b) There were no substitutes.

13. **Declarations of Interest**

There were no declarations of interest.

14. **Minutes**

The minutes of the meeting held on 1 June 2016 were unavailable for approval and would be approved at the next meeting.

15. **Comments from the Executive**

The Committee considered a report from Democratic Services which detailed the Executive's responses to the comments the Overview and Scrutiny Committee made regarding the reports submitted to the Executive in early June 2016.

Resolved that the report be noted.

16. **Waste Collection Update**

The Committee considered a report from Neighbourhood Services which provided a review of the performance of the waste collection services and details on whether there were any discernible patterns in relation to customer complaints.

In response to questions, the Contract Services Manager and the Portfolio Holder - Neighbourhood Services, Councillor Shilton, informed Members that:

- in respect of recyclable materials, the Council had benefitted from very competitive prices from its contractor;
- the contractor would have to bear the risks associated with this competitive contract, and would not be able to reduce its service to recoup any losses;
- the problems regarding waste collection experienced last Christmas would not re-surface next Christmas. Lessons had been learnt and

there was now regular dialogue between the contractor and the Council. The service was now receiving plaudits from residents;

- residents could request waste advice visits to discuss problems with disposing of certain types of waste, for example, nappies. Residents might be provided with a larger waste bin as a result;
- in-cab technology would allow cameras to be fitted to the waste trucks. The film footage could be used to prove fault in accidents and the Council would have access to the footage;
- only a small number of the problems with the service were crew related. It would take too many resources to investigate every incident, especially when there were so few. When an investigation took place and the contractor was at fault, it was served with a default notice and bore the costs;
- if whole streets were missed on a waste collection round, the reasons for this were investigated, however, odd missed properties were not; and
- Satisfaction Surveys were stopped by the Council three to four years ago due to the cost of undertaking them.

The Chairman thanked both the Contract Services Manager and Councillor Shilton for the report and for answering questions.

The Committee was interested to see if there had been less recycling subsequent to the introduction of charges for bins. It therefore

Resolved that a report be provided in six months' time detailing the trend in respect of recyclable waste subsequent to the introduction of charges for bins.

17. **Recruitment and Retention**

The Committee considered a report from Human Resources which set out the policies and procedures the Council operated relating to recruitment and retention of staff, and highlighted further actions that had been identified to ensure that the Council was fit for purpose and able to deliver its services efficiently and effectively, with the right people, in the right place, at the right time. The implementation of these further actions would be reviewed in line with changing organizational needs and the impact of legislative and external factors.

In response to questions, the HR Manager and the Head of Cultural Services, informed the Committee that:

- overall, retention and recruitment of staff was not a general issue for the Council, but there were one or two areas where this proved difficult, such as:
    - Cultural Services – recruitment of staff was proving to be difficult whilst there was so much change in the service area. Management was trying to ensure there was a variety of options to spread the skills and to support the staff; and
    - Development Services – recruitment and retention of staff was a national issue within this area. A review was being undertaken to look at how the Council recruited; the packages on offer; and to promote the non-monetary benefits of working for the Council;

- the Council was looking at the feasibility for apprenticeship schemes;
- the Council monitored the use of Agency staff. Human Resources made regular reports to the Senior Management Team;
- advertising for new staff was done internally first before the vacancy was advertised externally. The response rate was monitored. The use of Social Media to advertise opportunities was being investigated; and
- the Council benchmarked its staff turnover against other nearby Authorities and other District Authorities.

18. **An update on the pre-application charging regime for development proposals**

The Committee considered a report from Development Services which provided an update on the progress with the introduction and operation of a chargeable pre-application advice scheme.

In response to questions, the Development Manager, the Head of Development Services and Councillor Cross, the Portfolio Holder for Development Services, informed them that:

- since introduction of the charging for the service in April, £16,000 income had been made; and it was anticipated that if continued, the service would become self-financing;
- the trial of the service had been running now for five months. It was felt that the trial needed another five to six months before it would be could be identified if a full-time or part-time member of staff should be employed to run the service; currently the work was being undertaken by a member of staff provided by an agency, who was working two and half hours on a Wednesday afternoon;
- the service was being marketed on the website;
- a satisfaction survey might be considered once the service was fully self-financing; and
- the fee scale would be reviewed in due course; currently the emphasis was to get the service operating efficiently.

19. **Task & Finish Group – Houses in Multiple Occupation (HMO's)**

Resolved that the membership of the Task & Finish Group – Houses in Multiple Occupation is Councillors Davison, Miss Grainger, Mrs Knight, Naimo, Quinney and Thompson.

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

The Committee considered its work programme for 2016/2017 and the Forward Plan.

Resolved that a follow-up report on the pre-application charging regime for development proposals be provided in six months' time.

(The meeting finished at 7.43 pm)

Overview and Scrutiny Committee

Minutes of the meeting held on Tuesday 26 July 2016 at the Town Hall, Royal Leamington Spa at 6.00 pm.

Present: Councillor Boad (Chairman); Councillors Bromley, Mrs Cain, Edgington, Gill, Mrs Hill, Margrave, Naimo, Parkins and Mrs Redford.

Also Present: Councillor Phillips.

21. **Apologies and Substitutes**

(a) An apology for absence was received from Councillor Davison.

(b) Councillor Gill substituted for Councillor D'Arcy, and Councillor Mrs Hill substituted for Councillor Miss Grainger.

22. **Declarations of Interest**

Minute Number 24 - Executive Agenda Wednesday 27 July 2016 - Item number 8 – Review of Warwick District Members' Allowances Scheme

It was noted that Councillors did not need to make a declaration on this item because dispensation has been granted by Standards Committee on 2 June 2015, for all Councillors to discuss this matter.

23. **Minutes**

(a) The minutes of the meeting held on 1 June 2016 were taken as read and signed by the Chairman as a correct record.

Following on from minute number 11, 1 June 2016, the Deputy Chief Executive confirmed that the offer from Councillor Parkins to undertake the role of a second Children's Champion was acceptable to the Leader of the Council and Councillor Grainger. Councillor Parkins confirmed that she would be able to attend daytime meetings if given sufficient notice.

Resolved that Councillor Parkins undertakes the role of Children's Champion, working with Councillor Grainger, and that the Deputy Chief Executive (BH) will confirm her appointment.

(b) The minutes of the meeting held on 28 June 2016 were unavailable for approval and would be presented for approval at the next meeting.

(c) The draft minutes of the Health Scrutiny Sub-Committee meeting held on 5 July 2016 were noted.

24. **Executive Agenda (Non-confidential items and reports) – Wednesday 27 July 2016**

The Committee considered the following non-confidential item which would be discussed at the meeting of the Executive on Wednesday 27 July 2016.

Item number 8 – Review of Warwick District Members' Allowances Scheme

The Committee noted the report.

25. **Update on the performance of the South Warwickshire Housing Assessment Team (Aids and Adaptations Services)**

The Committee considered a report from Housing & Property Services which provided an update on the performance of the South Warwickshire Housing Assessment Team (HAT).

The team was operating as part of a pilot project, in partnership with Stratford-on-Avon District Council and Warwickshire County Council, to deliver improved aids and adaptations services along with a range of home improvement agency services to enable residents in South Warwickshire to remain independent in their homes.

The report provided an update on the progress made by the Warwickshire Heads of Housing and the Warwickshire County Council Project Board on the proposal to set up a county wide shared service to deliver this service.

The report updated the Committee on the next steps for Warwick District Council to agree on a permanent service delivery model for aids and adaptations and home improvement services.

In response to questions, the Head of Housing & Property Services, the Project Manager (HAT), the Private Sector Housing Manager and the Portfolio Holder for Housing & Property Services, Councillor Phillips, informed the Committee that:

- Benchmarking the service against other similar Authorities had been difficult and officers acknowledged that the benchmarking done was not on like for like Authorities. The Head of Housing & Property Services agreed to feed back to the Project Board that results should be categorised by the different types of adaptations; and benchmarking should be against Authorities more aligned to Warwick District Council, i.e. two-tier and district councils.
- Figures of requests for adaptations were unavailable on the historic backlog that had been inherited.
- Figures were unavailable for how many applicants were turned down.
- It was clarified that on receipt of an enquiry, an assessment would be made by a case worker, and if required, this would be followed by a home visit to make an assessment, with discussions on how the service would be financed. Intricate cases would be passed to an occupational health therapist to determine the needs.
- Financing was either through a grant for those who qualified. Where the aids and adaptations had to be paid for by the individual, help would be provided in options for finding financing.
- To date no case had appeared where the solution provided was impractical. But if such a situation did arise, it was expected that the case worker would visit the resident within a week to sort out a solution.
- When a stair lift was no longer required and was under three years old, attempts were made to reuse it. After three years, the stair lift

was the customer's own property, but if the stair lift then became obsolete or could not be repaired, then help would be provided to replace it.

The Chairman thanked the officers and the Portfolio Holder for the report and answering the questions.

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

The Committee considered its work programme for 2016/2017 and the Forward Plan.

Task & Finish Group – off-street parking charges review

The Committee Services Officer reported that all documentation for this Group would now be on the Council's Committee Management Information System so that Members could access information on-line.

The next meeting of the Group was scheduled on 1 August 2016.

Task & Finish Group – Houses in Multiple Occupation

Councillor Naimo reported that the Group had held its first meeting. It had been disappointed that it did not have a representative from Kenilworth. It was agreed that Councillor Mrs Cain would undertake this role unless she could find someone to take over who represented Kenilworth.

The next meeting was scheduled on 28 July 2016 at the Town Hall.

Councillor Naimo requested that all documentation for this Group should be loaded onto the Committee Management Information System.

Resolved that the report be noted.

(The meeting finished at 7.00 pm)

Finance – Portfolio Holder Update

Service Area Plan Performance 2016/17

1. Background

The customers of Finance can be broadly categorised in three ways:-

External

These customers include all those responsible for the payment of council tax and business rates, for which there are approximately 62,000 and 5,000 respective properties (as at 31 August 2016). Housing Benefit claimants currently total 6,300 (value £30.3m pa), with there being 7,000 (value £6.1m pa) households in receipt of Council Tax Reduction (previously council tax benefit).

Finance also administer the Rural and Urban Capital Initiative Scheme for which for which there is a budget of £75,000 for new grants to be awarded in 2016/17.

Internal

Much of Finance is a support service, primarily providing services to the Council's officers and councillors. The services here include:-

- Accountancy
- Internal Audit and Risk
- Procurement
- Payments and sundry debtors

Corporate/Strategic

Finance is responsible for managing the Council's overall finances. This includes maintaining the Medium Term Financial Strategy, Budget setting and monitoring expenditure/income against Budget.

2. Performance

Council Tax/Business Rates

The processing time for council tax correspondence has improved in the current year from 24 days in March to 18 for August. Whilst there is some annual seasonality in these figures, this represents a significant improvement compared to the peak of 48 days in June 2015, and 22 days for the same period last year. This improvement reflects the dedication of the team and the many initiatives to make improvements. These include:-

- The work piloting the move to generic working within Council Tax/Business Rates has helped to reduce processing times
- Staff doing some weekend working

- The new Customer Service Team, who provide a more specialised service and provide processing support during quiet times.
- Whilst the improvement is welcomed, a staffing review is planned to embed the generic working across the section and ensure the section is better placed to be able to accommodate the expected increase in future workload as the District see further substantial development in future years.

Housing Benefits/Council Tax Reduction

The introduction of "E-Forms" for new housing benefit/council tax reduction claims and notification of changes in circumstances has proved a success. The table below shows the proportion of new claims now being received electronically.

	Apr-16	**May-16**	**Jun-16**	**Jul-16**	**Aug-16**	**Total**
New E Claims	49	64	61	54	40	268
New paper claims	228	154	143	131	134	790
Total	277	218	204	185	174	1,058
% E forms	**18%**	**29%**	**30%**	**29%**	**23%**	**25%**

There are many benefits associated with the process, for the customer and the Council:-

- The system tells the claimant what specific documentation is required to support the claim, and how this is to be provided.
- Claims are quicker to submit.
- There is no scanning required of the claim.
- Data entry is greatly reduced.
- With claims being more complete, the requests for further information from claimants are greatly reduced.
- Claims are processed and benefit awarded much faster.

These improvements all amount to an improved customer service and efficiencies for the Council. More promotion of the E-forms is planned, along with more training to ensure that Reception/One Stop Shop staff actively encourage on-line claims.

The audit of the 2015/16 Housing Benefit Claim by the Council's external auditors on behalf of DWP is currently underway. Some errors have been identified which mean that the claim is likely to be qualified. The effect on the final subsidy claim will not be known until the results of further testing.

Customer Service Team

With the demise of the shared Customer Service Centre with WCC, the Benefits section took responsibility for the new Benefits/Revenues Customer Team from

February 2016, with staff transferring and two new appointments. Overall the service quality has greatly improved with more calls dealt with at first point of contact and some reduced waiting time. The Team also manage Switchboard Calls for the Council, for which further work is on-going to reduce these calls. An apprentice has recently been appointed within the team to manage switchboard calls. Whilst it is too early to comment on overall reductions in the numbers of calls, longest wait times and abandoned calls have reduced. The Team are still striving to reduce average wait times. It is believed that the more specialised service now provided is providing a higher quality service.

Accountancy

The Accountancy Team have had specific challenges during the year, with the absence of a key members of staff, and a new Principal Accountant starting in May. The work for the first half of the year is dominated by the completion of final accounts and the Statement of Accounts. The audit of the accounts is nearing completion, with no significant issues expected to be reported. Consequently, an unqualified audit opinion is expected. The auditors have so far been pleased with the improved quality of the accompanying working papers, although there is still scope to reduce the overall size of the documents.

Internal Audit and Risk

Up until the end of August, eight internal audits had been completed. As reported to Finance and Audit Scrutiny Committee in August, there has been a slow start in achieving this year's audit plan due to resources being diverted to investigation work. The team are reasonably confident that they should be able to "catch up", with progress on the audit plan being closely monitored.

Following on from the external review of Internal Audit in line with the Public Sector Internal Audit Standards, the action plan of improvements was reported to Finance & Audit Scrutiny Committee in June. In addition a review of Risk Management across the organisation was undertaken by Zurich Insurance. Again the action plan was presented to Finance and Audit Scrutiny Committee. Both action plans form part of the Finance Service Area Plan for 2016/17.

Procurement

The new Procurement Team has continued to strive to embed good procurement practices across the authority whilst providing support to procurement projects. The Code of Procurement Practice has been reviewed, and is due to be considered by Executive again in September. Many guides and supporting documents have been produced to support officers in procuring goods and services.

There has continued to be much emphasis on further procurement training, both in formal and one to one sessions. In addition, all Council managers were party to a recent Managers Forum session considering procurement. Contract

Management training is also being arranged. A report is due to be presented to Finance and Audit Scrutiny Committee in September on the half year update on the Procurement Action Plan.

3. Risks

The Finance Risk Register has continued to be reviewed throughout the year, and was presented to Finance & Audit in April 2016. There are no risks that score in the "red". Risks are regularly considered at Finance Management Team meetings, along with the register being reviewed quarterly with the Finance Portfolio Holder.

4. Workforce Planning

Within the Exchequer Team, there is a continued move towards greater generic working, which enables officers to be trained in more aspects of the work in the section. This has been piloted for over a year and is now planned to be rolled out to all officers.

The Procurement Team has struggled to appoint to the three year Procurement Officer post. Working with local colleges, we are seeking to appoint a Procurement Apprentice to support the team and so gain working experience.

The long term sickness of a senior officer within Accountancy has impacted upon the some of the work within Finance. To assist in this, a temporary Principal Accountant has been appointed to provide additional support.

5. Budget

The Finance budget for 2016/17 includes the 5% reduction to discretionary budgets. There is also an assumed £50,000 additional investment interest included from the use of alternative investment vehicles. this being something that is being progressed with the Council's investment advisors, Capita.

In terms of the overall Council Budget, the Accountancy Team actively works with Budget Managers across the Council to review the current year expenditure and income and that for future years. In addition, the medium term financial strategy is maintained and updated – this driving the Council's overall finances.

Following on from the 2015/16 surplus, there is tighter scrutiny being given of significant income budgets such as planning fees, parking and cremations. These budgets can be difficult to forecast, which has led to some overly cautious forecasting in recent years.

Finance - Planned Changes, Major Workstreams and Projects

Change/Project	Milestones
Review of Concurrent Services and parish support	Report to July Executive, currently subject to consultation.
On-line Returns - Live roll-out to RSC and Leisure Centres. Investigate use of OLR for other services.	System live. Currently being operated by RSC staff, rollout to leisure centres being planned.
Arrange investment in Equity Funds in line with 2016/17 Investment Strategy	Currently in discussion with Capita to form plan.
Plan for Early Closure of Accounts – inc 2015/16 de-cluttering, improved electronic WPs, planning for2017/18 closedown.	Reviewed 2015/16 closedown in July with all Accountancy.
Support Service budget and allocations review as a result of Leisure Centre operational management changes	Support Service savings targets included within June 2016 FFF report. To be progressed within 2017/18 Estimate process.
Re-write HRA Business Plan Model	Base Budget report, February 2017 Rent and HRA Business Plan Executive reports. Business Plan to be informed by Stock Condition Survey, Housing Futures Project and HRA Levies.
Budget Review – increase corporate subjective monitoring	Income monitoring included in greater detail within Budget Monitoring reports. Other subjective budget spend included within month 4 SMT report, and being analysed by accountants.
Review of Council Tax Reduction Scheme in light of Universal Credit	Report to July Executive, currently subject to consultation.
Review of new development monitoring by Visiting Officers	Initial discussion with Dev Services Further actions TBC
Auto-matching for Creditor invoices – implement across Council	Agree PID, but subsequent system problems suggest the system may not perform as required. Project being further reviewed.
Council Tax "Self Serve" (Open Channel) module business case	Business Case to be produced.
Cost Audit by third party of selected corporate supplies	Consultant appointed to review landlines. Initial report due September.
Progress actions from January 2016 Risk Management Review	Update provided to August F&A.

Change/Project	Milestones
Progress actions from April 2016 Internal Audit Review	Being monitored by Audit and Risk Manager. Actions to be completed during 2016/17.
Review usage being made of Procurement System with a view to its use being made across the Council in managing contracts, updating contracts register and procuring services.	Phase 1 – contract details input onto system complete. Alerts now being used on system. Further rollout of system under consideration.
Social Value – agree corporate approach and priorities for Social Value	Paper to SMT September 2016
Procurement Training for officers across the Council	Informal training provided on one to one basis. Refresher training provided at August Managers' Forum. Formal training sessions planned from September, including contract management.
Procurement Strategy Action Plan	As laid out in Action Plan presented to F&A March 2016, update to September 2016 F&A.

Overview & Scrutiny Committee

September 2016

Development Services - Policy and Development Portfolio Holder Update

Service Plan Performance

The service area is continuing to perform at a high level with regard to planning application performance with the number of planning applications determined within the statutory time scale again remaining at over 90%. There also continues to be significant schemes submitted resulting in sustained high levels of fee income, which is a pattern that has continued over the last three years.

There has been an increase in the number of successful appeals against officer and committee decisions which officers sought to vigorously defend. Officers prepare regular reports to planning committee to give an opportunity to review the decisions and learn lessons from these.

The number of enforcement cases on hand throughout the year has remained at a level of up to 160 open investigations. This has continued to increase from previous years.

The revised procedure to monitor section 106 agreements and contributions is working well with those procedures being kept under review and fine-tuned particularly in respect of the level of collaborative working that is required with the County Council and other partners. A further internal audit of this area of work was undertaken in March this year which concluded that there was a substantial level of assurance reflecting the progress that has been made to date.

The new householder 'drop in' service which provides free pre-application advice on domestic extensions, etc. has been well received and continues to be fully booked on a weekly basis.

In line with most other Council's, a charging regime for the provision of non-householder pre-application advice was introduced in February this year and is being kept under review and closely monitored. To date, the income received is resulting in a cost neutral position. The scheme was considered by the Overview and Scrutiny Committee at their meeting on 28 June 2016 and the intention is to continue to trial it for the next year.

Late last year, a Land Charges Kiosk service was introduced in the Riverside House reception area which enables personal search providers to access the relevant information themselves without any input from officers.

As expected, the demand and take up of this service has been very high which has also resulted in a reduction in the workload and a post on the establishment offered up as a saving.

The Government continues to press ahead with proposals to move land charges to become the responsibility of the Land Registry in the next few years.

Within Development Management, Officers are continuing to review processes and procedures to ensure that all areas of work are undertaken as effectively and efficiently as possible whilst also ensuring a continuing high level of customer service. As part of that, Officers are starting to plan and prepare for the changes that will be introduced within the planning system by the Housing and Planning Act including the proposal to introduce competition in respect of the consideration of planning applications.

Building Control is now part of a joint service with Rugby and Daventry Councils. This year we have also done a re-structure as a result of the joint service. The workload remains at a fairly constant level which, with strong competition from Approved Inspectors. Building Control continues to receive positive feedback from clients responding to the customer satisfaction questionnaire, with a very high level of satisfaction. Income levels are slowly improving.

In June 2016, Council submitted modifications to the Local Plan to address issues raised by the Inspector in his letter of 1st June 2015. This followed extensive work to reach agreement with the other Councils in Coventry and Warwickshire to redistribute unmet housing need arising in Coventry. The Inspector initially agreed to a period of suspension, but has now agreed to reconvene the examination at the end of September. The Inspector has now formally ended the period of suspension for the Local Plan Examination and has confirmed the timetable for the hearing sessions. These are due to commence on 27th September and to end on 15th December. It is hoped that we will have an adopted plan by Summer 2017.

Development Services has a permanent part time officer working on HS2, to ensure that the authority is fully engaged with the process and is in a position to deal effectively and appropriately with the related planning applications when they start to arrive by being a designated authority, the first in the country. We are also assisting areas that are significantly affected by HS2 by liaising with the public and parish councils and ensuring that they understand the process.

Risks

Risks to the service area are as follows:

Local Plan being delayed or not being adopted with impacts on our ability to defend appeals or resist applications outside the green belt and inability to progress needed development in the green belt

Failure to allocate G&T sites continue to be a risk to the progress of the Local Plan, although this risk will be reduced if the Council can provide a clear commitment to identify sites and bring forward an allocations plan quickly after the adoption of the Local Plan. In the meantime, there are also risks of G&T sites being set up in inappropriate locations

Lack of marketing Building Control service resulting in further loss of business to Approved Inspector's - it should be noted that mitigation has been put in place with the appointment of a marketing consultant, who will be helping to brand the service and provide advice on how we market our business better.

Volume of work – increase in number of planning and building regulation applications

Difficulty in recruiting professional experienced staff generally

Work Volumes: The volume of work generally remains at a high level and whilst all staff continue to work as effectively as possible and are fully supported by managers in doing so, there is a risk of increased levels of health and well-being impacts that managers are monitoring closely.

Workforce Planning

There have been significant difficulties in recruiting experienced professional staff. We are therefore considering ways of developing staff so that we 'grow our own' expertise in these areas. One example of this has been with a member of staff in Development Management, who was appointed in a trainee role, and has developed into a Senior Planning Officer and is currently at the late stages of her qualifications supported by the Authority. We have recently recruited an Assistant Conservation Officer at an appropriate level to assist with the range of heritage-related work within the team but also grow and develop into the role. We are also in the process of recruiting an Assistant Building Consultant for the Building Control team. Finally, we have started trialling the introduction of a "planning technician" role to assist with some of the routine planning work and have done so by offering a 9 month work placement role to a degree level student.

Succession Planning: Historically, Development Services have had some difficult experiences with the lack of succession planning severely impacting on the service, and therefore we are trying to ensure that we have plans in place by training and developing staff to assist in their career development. It is hoped that we will have staff able to step into more senior roles when they become available.

Skills, Training and Competency Needs: Officers are developing a service area training plan following on from staff appraisals, which will provide generic training as well as specialist planning and building control training.

Finance

Development Services achieved the 2.5% saving on discretionary budgets in 2015/16, and for 2016/17.

The additional work to progress the local plan has required the Planning Reserves being topped up. There has been a need to carry out some short pieces of work to strengthen our evidence for the local plan examination.

Budget: Officers have been involved in additional finance training throughout the year.

Procurement: As part of the training stated above, officers are working closely with the Procurement team to ensure that procedures are improved.

Contract management: Through a significant amount of work and scrutiny of the Contracts Register for the service area by Finance and Audit, the data held is now much clearer and has helped us as a service area understand what needs to be included in the Contracts Register. An up-to-date contracts register is being maintained

Audits: We have had a number of recent audits which have all had satisfactory or substantial ratings.

Risk Register: This is regularly reviewed for the service area. This is also a standing item on our team meetings and meetings with our Portfolio Holder.

Work Streams and Projects

Building Control:

During the year, we have progressed the new structure for Building Control following the merger of the three Councils services. We are also transferring Rugby and Daventry ICT systems onto IDOX which is a major migration process and very time consuming and costly for the joint Building Control service. Daventry's migration is near completion.

The Building Control service is established and recognised by Architects and Builders who continue to use the service as we are able to remain competitive, cost neutral and reactive. We have a strong relationship with Warwick University and the Developers where we have secured the contract to provide the BC Service for the Sherbourne Residental Blocks, the conference centre which is under construction, Sports Hall Hub and 6no extensions to the Art Block. We are inspecting at JLR Fen End, a new test facility, and projects at Warwick Hospital. Rugby School has over £30 million to spend over the next few years. Bloor Homes are now an established partner and we have recently secured two large housing developments in Rugby/Warwick area. AC Lloyds are about to submit a B/Regulation application for Station Approach which is for 210 units. Building

Control has recently appointed a Marketing Consultant, and this should identify areas for further development.

We also need to consider ways of retaining our current Building Control staff, who are often being approached by the private sector, due to the lack of qualified people in the industry. This review was agreed by Employment committee in December and work is commencing shortly.

Development Management:

Across Development Services there is a need to continually improve the electronic delivery of the services we offer, in particular for development management and building control as they are very customer facing services.

Alternative Service Providers within Development Management: The Housing and Planning Bill which is currently going through Parliament proposes the introduction of alternative providers for key elements of the development management service which will add a significant level of complexity into the process. This will means choice to customers, so we will be in direct competiton. Therefore, we need to shape the service in the next three years so that it is more efficient and effective by streamlining what we do so that we are competitive for the future changes. If not, then we will lose business and involvement in the planning process for those applications dealt with by the private sector.

Policy:

A number of neighbourhood plans are expected to reach adoption during the year including Barford and Leek Wootton

We have progressed towards the examination of the local plan. Linked to this we will be submitting the Community Infrastructure Levy and will be commencing the examination process for this. Work to allocate sites for Gypsy and Traveller sites is also progressing in the Local Development Scheme. Also, work is underway with our partners on a visioning exercise which will inform an Area Action Plan for Leamington Town Centre.

Work will continue through the year on progressing the delivery of major housing sites including the provision of infrastructure to go alongside the new housing

Any Changes Required to Service Area Plan

There are no changes required. It should be noted that the service area has been through significant redesigns in 2015/16, and the Service Area Plan for 2016/17 reflects this.

WARWICK DISTRICT COUNCIL	**Overview and Scrutiny Committee – 27 September 2016**	**Agenda Item No. 9**

Title	Comments from the Executive
For further information about this report please contact	Lesley Dury, Committee Services Officer, 01926 456114 or committee@warwickdc.gov.uk
Service Area	Democratic Services
Wards of the District directly affected	N/A
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006	No
Date and meeting when issue was last considered and relevant minute number	26 July 2016
Background Papers	Executive Minutes – 27 July 2016

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 *must* be approved by the report authors relevant director, Finance, Legal Services and the relevant Portfolio Holder(s).

	Date	**Name**
Relevant Director		
Chief Executive		
CMT		
Section 151 Officer		
Legal		
Finance		
Portfolio Holders		

Consultation Undertaken

N/A

Final Decision?	Yes

Suggested next steps (if not final decision please set out below)

1. Summary

1.1 This report informs the Committee of the response the Executive gave to their comments regarding the reports submitted to the Executive in July 2016.

2. Recommendation

2.1 The responses made by the Executive are noted.

3. Reasons for the Recommendation

3.1 This report is produced to create a dialogue between the Executive and the Overview and Scrutiny Committee. It ensures that the Overview and Scrutiny Committee are formally made aware of the Executive's responses.

3.2 Where the Overview & Scrutiny Committee have made a recommendation as opposed to a comment the Executive are required to respond to the recommendation(s) made, including whether or not they accept the recommendation(s).

4. Alternative Option considered

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

5. Budgetary Framework

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

6. Policy Framework

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

7. Background

7.1 As part of the new scrutiny process, the Committee is no longer considering the whole of the Executive agenda.

7.2 On the day of publication of the Executive agenda all Councillors are sent an e-mail asking them to contact Committee Services, by 09.00am on the day of the Overview and Scrutiny Committee meeting to advise which Executive items they would like the Committee to consider.

7.3 As a result the Committee considered the items detailed in appendix 1. The response the Executive gave on each item is also shown.

7.4 In reviewing these responses Committee can identify any issues for which they would like a progress report. A future report, for example on how the decision has been implemented, would then be submitted to the Committee at an agreed date which would then be incorporated within the work programme.

Response from the meetings of the Executive on Overview and Scrutiny Committee Comments 27 July 2016

Items no.	8	**Title**	Review of Warwick District Members' Allowances Scheme	**Requested by**	Labour Group
Reason considered	Members wished to understand the rationale for some of the recommendations, other possible options and how the review would be conducted.				
Scrutiny Comment	The Overview & Scrutiny Committee noted the report.				
Executive Response	The recommendations in the report were approved subject to the following: (a) The Chairman of the Review Panel is asked to appoint three former Councillors to the review panel and not one; (b) All members should be sent the timetable for the review once it is finalised with the panel; (c) All members should be encouraged to submit their views on the allowances scheme; (d) A brief guide to the allowances regulations should be sent to all Councillors explaining what can and cannot be included, for example the legalities of an attendance allowance; and (e) The Review Panel is asked to consider the specific nature of the carer's allowance and if the requirement for professional carers can be removed.				

WARWICK DISTRICT COUNCIL	**Overview and Scrutiny Committee – 27 September 2016**	**Agenda Item No. 11**

Title	Review of the Work Programme & Forward Plan
For further information about this report please contact	Lesley Dury, Committee Services Officer, 01926 456114 or committee@warwickdc.gov.uk
Service Area	Democratic Services
Wards of the District directly affected	N/A
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006	No
Date and meeting when issue was last considered and relevant minute number	26 July 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
Equality and Sustainability Impact Assessment Undertaken	No
n/a	

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

1. Summary

1.1 This report informs the Committee of its work programme for 2016/2017 (Appendix 1) and of the current Forward Plan September 2016 to November 2016 (Appendix 2).

2. Recommendations

2.1 The report be noted;

2.2 Any amendments suggested at the meeting for the Work Programme, be made accordingly;

2.3 The Committee to identify any future Executive decisions to be made, or future policies to be adopted, which members wish to have an input into before the Executive take the decision, and either:

1. nominate one member to investigate that future decision/policy and report back to a future meeting of the Overview and Scrutiny Committee, before the final report is submitted to the Executive.

2. request an officer report to be submitted to a future meeting of the Overview and Scrutiny Committee, before the final report is submitted to the Executive.

3. Reasons for the Recommendations

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

3.2 Two of the five main roles of overview and scrutiny in local government are to undertake pre-decision scrutiny of executive decisions and to feed into policy development.

3.2 If the Committee has an interest in a future decision to be made by the Executive, or policy to be implemented, it is within the Committee's remit to feed into the process.

3.3 The Forward Plan is actually the future work programme for the Executive. If a non-executive member highlighted a decision(s) which is to be taken by the Executive which they would like to be involved in, that member(s) could then provide useful background to the Committee when the report is submitted to the Executive and they are passing comment on it.

4. Policy Framework

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

5. Budgetary Framework

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

6. **Risks**

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

7**. Alternative Options Considered**

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

8. **Background**

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

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

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

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

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

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

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

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

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

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

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

Overview and Scrutiny Committee
Work Programme 2016

27 September 2016

Title	Where did item originate from	Format	Lead Officer	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 Sept / Early Oct 2017	Annually
Holding Portfolio Holders to account – Development Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Cross		Late Aug/Early Sept 2017	Annually
How HS2 planning applications will be processed.	1 June 2016	Verbal Update	Tracy Darke			27 September 2016
Creative Quarter Update	1 June 2016	Verbal Report	Philip Clarke/Bill Hunt			
L/Spa Town Centre Vision Update	1 June 2016	Verbal Report	Phillip Clarke			
T&F Groups' Updates		Verbal reports	TBA	T&F Gp – off-street parking charges review – Councillors Quinney (Chairman); Ashford, Boad, Mrs Cain, Day Mrs Stevens. T&F Gp –HMOs – Councillors Naimo, Mrs Knight, Quinney, Miss Grainger, Thompson, Davison, Mrs Cain	Every Meeting until…	…T&F Group work completed

1 November 2016

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
To note the minutes of the Health Scrutiny Sub-Committee meeting 24 August 2016					Following next Health Scrutiny Sub-Committee Meeting	On-going
T&F Groups' Updates		Verbal reports	TBA	T&F Gp – off-street parking charges review – Councillors Quinney (Chairman); Ashford, Boad, Mrs Cain, Day Mrs Stevens. T&F Gp –HMOs – Councillors Naimo, Mrs Knight, Quinney, Miss Grainger, Thompson, Davison, Mrs Cain	Every Meeting until…	…T&F Group work completed
Shakespeare's England	Request from Report Author	Written Report	David Butler		March 2017	September 2019
Outside appointments Report – Annual statement of the work undertaken by the Body	Standing Annual Item	Written report	Lesley Dury		November 2017	Annually
An update on the pre-application charging regime for development proposals	Executive 1 July 2015 – Minute 9	Written report	Tracy Darke/Gary Fisher		March 2017	Every three months
Holding Portfolio Holders to account – Cultural Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Coker		Late Oct / Early Nov 2017	Annually

29 November 2016

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
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 2017	Annually
T&F Groups' Updates		Verbal reports	TBA	T&F Gp – off-street parking charges review – Councillors Quinney (Chairman); Ashford, Boad, Mrs Cain, Day Mrs Stevens. T&F Gp –HMOs – Councillors Naimo, Mrs Knight, Quinney, Miss Grainger, Thompson, Davison, Mrs Cain	Every Meeting until…	…T&F Group work completed
Scrutiny of South Warwickshire Crime and Disorder Partnership	Mandatory	Verbal briefing and discussion	Pete Cutts		Late Nov / Early Dec 2017	Annually
To note the minutes of the Health Scrutiny Sub-Committee meeting 22 November 2016					Following next Health Scrutiny Sub-Committee Meeting	On-going

4 January 2017

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Interim Update HQ Relocation – outcome of Phase 1	1 June 2016	Verbal Report	Bill Hunt/Phillip Clarke			4 January 2017
Health Scrutiny – Review of the work undertaken by the Sub-Committee since inception and decide whether to continue with the sub-committee.		Written Report	Chairman of Health Scrutiny Sub-Committee			4 January 2017
An update on the pre-application charging regime for development proposals	28 June 2016	Written Report	Gary Fisher / Tracy Darke			4 January 2017
Holding Portfolio Holders to account – Health & Community Protection	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Grainger		January 2018	Annually

7 February 2017

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Letting Boards – Update against the position 12 months ago and the trend	9 February 2016	Report / Q & A	Rajinder Lalli			7 February 2017
Waste Collection Update	28 June 2016	Report / Q & A	Gary Charlton			7 February 2017
Waste Container Charging Review – In light of monitoring of figures of numbers of bins/boxes bought / supplied and whether recycling has increased/decreased	9 February 2016 & 28 June 2016	Report / Q & A	Councillor Shilton			7 February 2017
Holding Portfolio Holders to account – Neighbourhood Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Shilton		February 2018	Annually
To note the minutes of the Health Scrutiny Sub-Committee meeting 17 January 2017					Following next Health Scrutiny Sub-Committee Meeting	On-going

7 March 2017

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Shakespeare's England	Request from Report Author	Written Report	David Butler		September 2017	September 2019
Follow-up report on the pre-application charging regime for development proposals	28 June 2016	Written Report	Gary Fisher			March 2017
Holding Portfolio Holders to account – Business	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Butler		March 2018	Annually

4 April 2017

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Update from the Leader of the Council on his corporate and strategic leadership	Standing Annual Item	Verbal report followed by Q&A at meeting	Councillor Mobbs		April 2018	Annually
Procurement – 12 month review of the impact of the changes to the Code of Procurement Practice	April 2016	Report	John Roberts			
Overview and Scrutiny Committee End of Term Report	Standing Annual Item	Written Report	Lesley Dury		April 2018	Annually
Children's Champions – End of Year Report	Standing Annual Item	Written Report	Bill Hunt		April 2018	Annually
To note the minutes of the Health Scrutiny Sub-Committee meeting 15 March 2017						

TBA

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
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
Housing Strategy 2014-2017	February 2016		Andy Thompson		TBA once the changes to the Act have been published.	
Council Development Company (Forward Plan Ref 727)	February 2016		Andy Thompson		A report cannot be brought forward until housing futures and changes to the Housing and Planning Act have been completed	

Local Plan Infrastructure Delivery Plan	30 June 2015	Report	Tony Ward/Dave Barber			Quarterly Update once the Local Plan has been agreed.
Asset Management Strategy (Corporate Assets) (Forward Plan Ref 641) – Overview and Scrutiny Committee to determine if this should be a Work Programme item	November 2015	Report	Councillor Coker			
National Association of Councillors Report – and decide if further action required.	November 2015	Report	Councillor Coker			

First meeting of each Municipal Year

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Elect an Overview and Scrutiny Committee Chairman					1st meeting of Municipal Year 2017/18	Annually
Heath Scrutiny Sub-Committee – Appoint members and substitutes					1st meeting of Municipal Year 2017/18	Annually

August / Early September 2017

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account – Development Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Cross		Late Aug/Early Sept 2018	Annually

Late September / Early October 2017

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Shakespeare's England	Request from Report Author	Written Report	David Butler		March 2018	September 2019

March 2018

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Shakespeare's England	Request from Report Author	Written Report	David Butler		September 2018	September 2019

September 2018

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Shakespeare's England	Request from Report Author	Written Report	David Butler		March 2019	September 2019

March 2019

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Shakespeare's England	Request from Report Author	Written Report	David Butler		September 2019	September 2019

September 2019

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Shakespeare's England	Request from Report Author	Written Report	David Butler			September 2019

Warwick District Council Forward Plan
September 2016 to November 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.

(826)

Section 1 – The Forward Plan September 2016 to November 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**
28 September 2016						
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	
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	
Employment Land Memorandum of Understanding (Ref 820)	To endorse the Coventry and Warwickshire Employment Land Memorandum of Understanding which was supported by all Councils at the Coventry and Warwickshire Joint Committee on 21 July 2016		Executive 28/9/2016	20/9/16	Dave Barber Cllr Cross	Submitted Local Plan (January 2015) Local Plan Modifications (February 2016)
Street Trading Policy Review (Ref 811)	To consider a revised Street Trading Policy following public consultation		Executive 28/9/2016	20/9/2016	Kathleen Rose Cllr Grainger	Public Consultation -internet, letters to stake and licence holders
St Mary's Lands (Ref 821)	To report back on the public consultation undertaken this summer and to agree the next steps		Executive 28/9/2016	20/9/2016	Chris Elliott Cllr Butler	Range of events with local community and groups

Maintenance of Pay on Foot Equipment in Covent Garden and St Peter's Car parks (Ref 824)	To request an exemption from the Code of Procurement Practice to enable the continued maintenance of the pay on foot equipment in Covent Garden and St Peter's car parks.		Executive 28/9/2016	20/09/2016	Becky Davies Cllr Shilton	

2 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	Andy Crump Cllr Whiting	
Visitor Information Review (Ref 816)	Review of the provision of visitor information services within the District		Executive 2/11/2016	25/10/2016	David Butler Cllr Butler	Item 7 Executive 2 June 2016
WDC Enterprise – New Trading Arm (Ref 817)	To seek approval to establish a Local Authority Trading Company, to expand support provision whilst capitalising on existing skills to maximise income		Executive 2/11/2016	25/10/2016	Gayle Spencer Cllr Butler	
Revised Call-in Procedure for Warwick District Council (Ref 823)	To recommend to Council a revised call-in procedure of Executive decisions for Warwick District Council		Executive 2/11/2016	25/10/2016	Graham Leach Cllr Mobbs	Councillors Barrott, Boad, Mrs Falp and Mobbs (Group Leaders), Overview & Scrutiny Committee (27/9/16)

30 November 2016						
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	

New Rent Arrears Policy (Ref 748)	To seek approval of new rent arrears policy for WDC Council Tenants		Executive 30/11/2016	22/11/2016	Jacky Oughton Cllr Phillips	

Section 2 Key decisions which are anticipated to be considered by the Council between December 2016 and May 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**

There is no planned meeting of the Executive in December 2016.

5 January 2017.						
Local Council Tax Reduction Scheme (Ref 806)	Final approval of Scheme after consultation		Executive 5/1/2017	22/12/2016	Andrea Wyatt Cllr Whiting	
Recommendations from One Stop Shop Review (Ref 812)	The report will formally ask for the recommendations from the review to be agreed		Executive 5/1/2017	22/12/2016	Graham Folkes-Skinner Cllr Shilton	Warwickshire County Council
The Rental Exchange Project (Ref 825)	Final approval to join the Rental Exchange project following completion of Stage 1		Executive 5/1/2017	22/12/2016	John Gallagher Cllr Phillips	

8 February 2017						
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 2017/18 – Council Tenants (Ref 809)	To propose the level of recharges to council housing tenants to recover the costs of communal heating, lighting and water supply.		Executive 8/2/2017	31/1/2017	Mike Snow Cllr Phillips	
Treasury Management Strategy (Ref 810)	To seek member approval of the Treasury Management Strategy and Investment Strategy for the forthcoming year		Executive 8/2/2017	31/1/2017	Mike Snow Cllr Whiting	
Housing Related Support Services (Ref 777)	To propose new Housing Related Support services for tenants of the Council		Executive 8/2/2017	31/1/2017	Jacky Oughton Cllr Phillips	

8 March 2017 – No scheduled reports at this time.						
Housing Futures – Revised Housing Revenue Account Business Plan (Ref 775)	To propose a revised Housing Revenue Account Business Plan		Executive 8/3/2017	28/02/2017	Andy Thompson Cllr Phillips	
Housing Futures – Housing and Homelessness Strategy 2017 (Ref 822)	To propose a new Housing and Homelessness Strategy for Warwick District		Executive 8/3/2017	28/02/2017	Andy Thompson Cllr Phillips	

5 April 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 Development Programme (Ref 813)	To request approval for a development programme for new council-owned homes	~~Executive 27/7/2016~~ Reasons: 4 (Replaces report on Acorn Close development proposal)	Andy Thompson Cllr Phillips	Awaiting: i) outcome of feasibility studies (e.g. financial, planning , technical) on a number of sites to allow for long term programme to be proposed; ii) outcome of Housing Futures – Review of Housing Revenue Account Business Plan which will provide the information necessary to determine the financial capacity of the Council to invest in a new homes programme.		
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
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			
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~~	Andy Thompson Cllr Phillips			
Asset Management Strategy (Ref 641)	To propose an Asset Management Strategy for all the Council's buildings and land holdings.	~~(Moved Reason 6) 29/6/2016~~ Moved Reasons 3 & 5 – 01.09.16	Bill Hunt Cllrs Mobbs, Cross, Shilton, Coker & Whiting			
New Rent Arrears Policy (Ref 748)	To seek approval of new rent arrears policy for WDC Council Tenants	~~Executive 6/4/2016 02/06/16 Reason 1 29/6/2016 Reason: 4,5~~	Jacky Oughton Cllr Phillips			
Council Housing Development Programme (Ref 798)	To request approval for a development of new council-owned homes in Stoneleigh and Warwick	~~Executive 29/6/2016 27/7/2016 Reason 4~~	Matt Jones Cllr Phillips			

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~~	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 have also been subject to public consultation. The proposal has been the subject of discussion privately and confidentially with a number of agencies but especially with the County Council. Submission version of Local Plan; Planning Application (W/14/1076); Planning Application (W/14/0967); Report		
Car Parking strategy (Ref 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~~ ~~27/7/2016~~ Reason 3	Rob Hoof Cllr. Shilton			
69 Willes Road (Ref 815)	To request approval for the sale of 69 Willes Road	Executive ~~1/9/16~~ Reason 5	Matt Jones Cllr Phillips			

HS2 (Ref 818)	To request revisions to the Constitution/Delegation Agreement		Debbie Prince Cllr Cross	This will come forward once appropriate details have been received from HS2 in conjunction with legal advice received.		
Revisions to the Constitution/ Delegation Agreement (Ref 819)	To request revisions to the Constitution/ Delegation Agreement with regard to the determination of Planning Applications		Tracy Darke/Gary Fisher Cllr Cross	This is the subject of on-going discussion with key members.		
Aids and Adaptations Services (Ref 776)	To propose a new approach to providing aids and adaptations services for the residents of Warwick District	Executive ~~28/9/2016~~ Reason: 4	Abigail Hay Cllr Phillips	The financial assessment of the comparative costs of the options for the delivery of this service is still under review.		
Leisure Development – Phase II (Kenilworth) (Ref 803)		Executive ~~28/9/2016~~ Reason: 5	Rose Winship Cllr Coker			

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**
Flag Flying Policy for the Town Hall	To consider a policy for flying flags at the Town Hall.		Executive 28/9/16	20/9/16	David Guilding Cllr Coker	
Review of Significant Business Risk Register	To inform Members of the Significant Risks to the Council.		Executive 28/9/2016	20/9/2016	Richard Barr Cllr Whiting	
Recording and Broadcasting of public meetings	To inform members of the research into the potential to record and broadcast all Council meetings as per the Notice of Motion to Council.	Council 29/6/2016	Executive 28/9/2016	20/9/2016	Graham Leach Cllr Mobbs	
Councillors IT	To report back on the work of the Councillor IT Working Party.		Executive 02/11/2016		Graham Leach Cllr Mobbs	
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 Register	To inform Members of the Significant Risks to the Council.		Executive 5/1/2017		Richard Barr Cllr Mobbs	
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