WARWICK DISTRICT COUNCIL	**Overview and Scrutiny Committee – 5 April 2016**	**Agenda Item No. 8**

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Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?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 8 April 2015 Council, 22 April 2015
Background Papers	Agendas/Minutes Municipal Year 2015/16

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	23.03.2016	Bill Hunt
Head of Service		
CMT	23.03.2016	Bill Hunt
Section 151 Officer		
Monitoring Officer		
Finance		
Portfolio Holder(s)		
Consultation & Community Engagement		
Chairman of Overview and Scrutiny – Councillor Boad		
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 2015/16, 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

4.1 Policy Framework

The recommendations of the report do not affect the Council's policy framework

4.2 Fit for the Future

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

4.3 **Impact Assessments** – This should set out the impacts of new or significant policy changes proposed in respect of Equalities. Reference can be made to an appendix which sets out the detail of the impacts

5. Budgetary Framework

5.1 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 2015/16

Chair's Introduction

This year has been a particularly interesting one for the Overview and Scrutiny Committee following the elections in May 2015 which resulted in the committee being made up of newly elected Councillors.

As chair, and the only councillor with previous experience of both Executive and Overview and Scrutiny committees, I set out to use the first year of the new committee to help members to understand the responsibilities of the committee, primarily in holding the Executive to account. Task and Finish groups and assisting portfolio holders, if asked, to develop policy would follow later.

The members have been receptive to developing their role and over the year have progressively been more effective in asking searching questions of the portfolio holders and in looking at Executive reports as evidenced by the increasing number of recommendations or questions to the Executive. Briefing papers or verbal reports have also been requested over the year to either flush out more detail, or to gain a better understanding of key issues.

Now is the right time to move on to more in depth work, and I certainly feel that the committee is now ready for the next step in developing their role, that of Task and Finish groups.

Following training towards the end of the municipal year to allow members to develop their much wider role to look in depth at issues of concern to the public and the wider community, the committee is now ready to take its first steps into Task and Finish groups, with potentially two to start in the new year.

I am hopeful that within the next 12 months the O and S committee will be really confident in its role and will be at the forefront of Overview and Scrutiny best practice in the country.

Councillor Alan Boad
23 March 2016

A synopsis of work undertaken by the Overview & Scrutiny Committee during the municipal year 2015/2016.

30 June 2015

This was the first meeting of the newly elected Council's Overview & Scrutiny Committee. The District Council elections in May 2015 had resulted in 27 previous Members of the Council being replaced with new membership; the knock-on effect of this was that for the Overview & Scrutiny Committee only one of its membership had prior experience of Overview & Scrutiny Committee work; Councillor Boad. The first act of the Committee was to vote in Councillor Boad as its Chairman.

The Chairman explained to the new Members how the Work Programme operated and the Committee set about updating its Work Programme for the municipal year. It also considered the following reports that were due to be considered by the Executive the following evening:

- housing allocations policy review; and
- the introduction of a pre-application charging regime for development proposals.

28 July 2015

The Committee updated its Work Programme and asked for a Scoping Document for a Task & Finish Group on Sales and Lettings Board to be brought up-to-date in light of current information received so that the Committee could consider it at the next meeting.

The Committee also considered the following report that was due to be considered by the Executive the following evening:

- Gypsies and Travellers – update on the progress of the Development Plan Document to allocate sites.

2 September 2015

The Committee embarked on its programme to hold Portfolio Holders to account. Councillor Cross, Portfolio Holder for Development Services was the first Portfolio Holder to attend Overview and Scrutiny Committee to explain how his Service Area was performing. Scrutiny Members were informed how the Service Area was investigating and generating additional sources of income.

The Committee considered the progress of the Council's Health Strategy, following on from which it the Chairman explained how health scrutiny issues had been handled under the previous Overview and Scrutiny Committee. It was evident that there was a lot of work to do on health scrutiny and so the Committee decided to re-instate the Health Scrutiny Sub-Committee. Its Standing Orders would be agreed at the next meeting.

At the request of the Head of Cultural Services and the Portfolio Holder, the Committee listened to a briefing in advance of a report going to the Executive in November on work being done to establish the District's leisure options needs and how these could be met.

Following on from a decision made by the Committee in July, it agreed that a lot of work had been done to alleviate the problems surrounding the proliferation of Sales and Lettings Boards. The Committee resolved that it was no longer necessary for a Task & Finish Group to look into resolving the issue.

The Committee considered two reports that were due to be considered by the Executive the following evening. Having already received an update that evening on progress made with St Mary's Lands, Warwick, the Committee was satisfied that the report need only be noted. However, in respect of the Sustainable Community Strategy and Fit for the Future Updates and Service Area Plans 2015/16, the Committee asked for the Executive to state how it intended to assess the feasibility/business case in financial and community impact terms, and which would have priority. It also raised concerns that the programme was over ambitious. The Executive, at its meeting on the following evening, recognised the Committee's concerns but pointed out that the Council had to make tough decisions to continue to deliver its services.

29 September 2015

Councillor Gallagher, Portfolio Holder for Cultural Services attended the meeting to give account of work being done in her Service Area. She was able to deliver positive news about progress made on booking top class acts to perform at the Spa Centre and considerable achievements in driving forward efficiency savings in the area.

The Committee agreed the Terms of Reference (Standing Orders) under which the Health Scrutiny Sub Committee would operate and agreed the Sub-Committee's membership: Councillors D'Arcy, Edgington, Parkins and Mrs Redford.

The Committee discussed two reports that would be going to the Executive the following evening:

- Air Quality Action Plan; and
- Council HQ Relocation Project

Suggestions made by the Committee to the Portfolio Holder, Councillor Grainger in respect of the Air Quality Action Plan were accepted by Councillor Grainger who had attended the Overview and Scrutiny Committee meeting.

3 November 2015

Both Scrutiny Committees met ahead of their respective individual meetings and discussed the Leisure Options report before it would be considered by Executive on the following evening. Recommendations were made to the Executive to remove certain of the report recommendations; namely 2.6, 2.7, 2.8 and 2.9 which would effectively retain the Leisure Options in the Council's management control and to leave current arrangements in place. Officers were also asked to investigate the option to introduce a "Passport to Leisure" into the contract to enable members of the community to access leisure facilities. At the meeting of the Executive on the following evening, the Executive agreed to investigate the option for introducing a Passport to Leisure into the contract, but did not accept the recommendations from the Joint Scrutiny Committee about the removal of certain recommendations from the report.

At the Overview and Scrutiny Committee's meeting, Councillor Mobbs gave the Committee an update the Coventry & Warwickshire LEP. Since this was a first update

for many of the Committee who had only joined the Council in May, he also explained what the LEP was and its purpose.

Councillor Whiting, Portfolio Holder for Finance attended the meeting to give account of work being done in his Service Area. Of particular concern was the issue of staffing in the Service Area, especially in the Procurement Section, with various staff leaving to pursue new challenges. The challenge was finding suitable replacement staff and work had been started to train staff.

The Committee fulfilled its annual obligation to review outside appointments and noted that Portfolio Holders represented the Council on many outside bodies. It decided to question Portfolio Holders about this when they attended Overview and Scrutiny Committee meetings to give account of their service areas.

The Committee reviewed its previous decision made at the start of September not to pursue Task & Finish Group work in respect of sales and lettings boards, following concerns being raised to the Chairman. The Committee still considered that the decision had been right but that it would request a follow-on report from Planning Enforcement to ensure the improvements continued, in early 2016.

The Leamington Creative Quarter report going to the Executive the following evening was considered and the Committee was content to note the report.

1 December 2015

Both Scrutiny Committees met ahead of their respective individual meetings and were given a briefing on the future delivery of housing aids and adaptations services which informed Members about the progress being made by the South Warwickshire Housing Assessment Team's pilot project to help people who had disabilities get the right grant funding and adaptations in their homes.

Following that, the Overview & Scrutiny Committee met and received an update from the Housing & Property Services Portfolio Holder, Councillor Phillips. He was able to assure Members that shared ownership options would be investigated to help people get on the housing ladder.

The Committee undertook its statutory duty to review the work of the South Warwickshire Community Safety Partnership which alongside the Police determined priorities in respect of crime reduction.

Following on from a decision by the Executive in November to agree the recommendations as written for Leisure Options, certain councillors had exercised their right to call-in the Leisure Development Programme report to Overview and Scrutiny Committee. Following detailed discussions, the Overview and Scrutiny Committee resolved that the decision made by the Executive should be referred back to it together with the observations made by the Overview and Scrutiny Committee and further advice by the Monitoring Officer. In January 2016, the Executive considered the observations made by Overview and Scrutiny Committee and the further advice received from the Monitoring Officer and resolved to confirm its original decision.

The Overview and Scrutiny Committee also considered the Digital Transformation of Council Services report going to the Executive for decision on the following evening. The Committee, whilst supporting the recommendations in the report, recommended that all Members were informed in advance when it was planned to stop cash and

cheque payment and close generic email accounts. These recommendations were accepted by the Executive.

12 January 2016

The Committee received an update on the development of the Council's car parking strategy for the District and attention was drawn to the work required at Linen Street car park in Warwick. It also received an update on the "vision" for Royal Leamington Spa Town Centre. Councillor Mobbs gave the Committee a further progress report on the Coventry & Warwickshire LEP and told them about the Local Government Association's Councils' Network.

Two Executive reports were considered and noted:

- Review of the Sexual Entertainment Establishment Policy; and
- Electric Vehicles and Charging Infrastructure.

9 February 2016

Councillor Shilton, Portfolio Holder for Neighbourhood Services, gave an update on his service area. He informed the Committee that a group would be set up to review the car parking charges and strategy. Of particular concern was the waste recycling contract and complaints received from residents about missed collections. The Committee decided that both of these areas would require further scrutiny. Councillor Boad, Chairman of Overview and Scrutiny Committee, was asked to bring forward a scoping document to the next meeting to look at off-street parking charges. The Committee would also review the work being done to improve the waste collection service at some future date once the work already undertaken by the service area to improve the service had had a chance to take effect.

The Committee also received and update from Councillor Grainger, Portfolio Holder of Health & Community Protection on the service area.

Members also undertook a previous commitment to review the impact of measures that had been taken to halt the proliferation of sales and lettings boards. Members were content that the measures being taken were working but officers were asked to remind letting agents of the regulations prior to the intake of new students at the local universities. Officers were also requested to keep meaningful statistics so that in 12 months' time the instances of where the regulations were flouted could be analysed and any trends could be ascertained.

The Committee also scrutinised the report going to the Executive on the following evening concerning Waste Container Charging. It asked that the Service Area collect various data once the recommendations were agreed, and then Overview and Scrutiny Committee would review the scheme in 12 months' time.

The Design Guidance for the strategic urban extension, South of Leamington Spa and Warwick report going to the Executive on the following evening was also considered and Members commented that they would like to see in practice higher housing densities where this was appropriate, but the Executive highlighted that the density of housing was not a matter that could be considered in this report's case.

8 March 2016

The Committee received a further update on the vision and strategy for Leamington Town Centre.

Councillor Boad delivered a scoping document for a Task & Finish Group on a review of off-street parking charges, which was agreed. Once membership of the Group was agreed at the next meeting in April, work would commence and it was hoped that it would complete by September. The Committee also asked two councillors to draw up a scoping document for a second Task & Finish Group in respect of the regulation of licensing houses in multiple occupation for its next meeting in April.

The Committee considered three reports going to the Executive:

- Hackney Carriage & Private Hire Drivers – Policy and Scheme of Delegation Changes;
- Rural / Urban Capital Improvement Scheme (RUCIS) Criteria; and
- Pump Room Gardens Parks for People Project

A recommendation by Overview and Scrutiny Committee that a Member of the Council should be appointed to the Pump Room Gardens for People Project was accepted by the Executive on the following evening.

A synopsis of work undertaken by the Health Scrutiny Sub-Committee during the municipal year 2015/2016.

24 November 2015

This was the first meeting of the Health Scrutiny Sub-Committee during the municipal year.

The Sub-Committee received an update on the Air Quality Action Plan and the Council's Health & Wellbeing Strategy.

19 January 2016

Councillor Parkins was voted the Sub-Committee's Chairman after Members had deferred the decision at the previous meeting.

The Sub-Committee welcomed a guest speaker from the Alzheimer's Society who explained the issues for people who lived with dementia and work being undertaken to help them. They were also informed about the work being undertaken by the Council in this respect, including the "Dementia Friends" initiative.