Overview and Scrutiny Committee

Tuesday 29 November 2016

A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Tuesday 29 November 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.

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3. **Minutes**

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

4. **Portfolio Holder Update – Housing & Property Services**

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

5. **Summary of the role, responsibilities and work of the South Warwickshire Community Partnership (SWCSP)**

To consider a report from Health & Community Protection. **(Item 5/Page 1)**

6. **Review of Health Scrutiny Sub-Committee**

To consider a report from Health & Community Protection. **(To Follow)**

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

To consider a report from Democratic Services. **(Item 7/Page 1)**

- Children's Champions – To receive a verbal report from the Deputy Chief Executive (BH) on progress and points raised at O&S 1 November 2016.

8. **Task & Finish Group Updates**

(a) To consider a verbal update from a member of the Task & Finish Group – HMO's.

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

9. **Executive Agenda (Non Confidential Items and Reports) – Wednesday 30 November 2016**

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

You are requested to bring your copy of that agenda to this meeting.
(Circulated separately)

10. **Public and Press**

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

11. **Executive Agenda (Confidential Items and Reports) – Wednesday 30 November 2016**

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

You are requested to bring your copy of that agenda to this meeting.
(Circulated separately)

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You can e-mail the members of the this Committee at o&scommittee@warwickdc.gov.uk

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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 1 November 2016 at the Town Hall, Royal Leamington Spa at 6.00 pm.

Present: Councillor Boad (Chairman); Councillors Bromley, Davison Edgington, Gallagher, Margrave, Naimo, Parkins, Mrs Redford, Mrs Stevens and Weed.

Also Present: Councillors Butler, Coker, Cross and Mobbs.

37. **Apologies and Substitutes**

Councillor Gallagher substituted for Councillor Mrs Cain, Councillor Mrs Stevens substituted for Councillor Miss Grainger and Councillor Weed substituted for Councillor D'Arcy.

38. **Declarations of Interest**

There were no Declarations of Interest.

39. **Minutes**

(a) The minutes of the meeting held on 27 September 2016 were taken as read and signed by the Chairman as a correct record.

(b) The minutes of the Health Scrutiny Sub-Committee meeting held on 24 August 2016 were noted.

40. **Shakespeare's England**

The Committee welcomed two representatives from Shakespeare's England (SE); Ms Helen Peters - Chief Executive and Ms Jo Lloyd – Chair. They explained that the Council had given funding of £75,000 to SE this financial year, conditional on key performance indicators being met. Part of the terms was that SE should give six-monthly reports to Overview & Scrutiny Committee, and this first report would be in the form of a presentation. Both Ms Peters and Ms Lloyd then explained their backgrounds and their roles within SE.

The presentation gave information about:

- the current value of tourism and its importance;
- recent activity undertaken by SE;
- upcoming events and ongoing projects; and
- the Destination Management Plan update.

Ms Peters explained that SE was the destination management organisation for Warwick, Stratford-upon-Avon, Royal Leamington Spa, Kenilworth and the surrounding areas. It was a public/private sector partnership that had been launched in 2013. It currently had 107 members, including Warwick Castle, RSC, Eden Hotels, English Heritage, Birmingham Airport, Bicester Village and Chiltern Railways. Its purpose was to promote tourism in Warwick and the wider area, both domestically and internationally. Ms

Peters gave details of the work being done to promote tourism and the fee scales being charged to its member organisations, which would benefit from this work. She gave details of markets yet to be fully captured, such as promoting the area to Chinese tourists.

In response to questions from Members, Ms Peters replied that:

- The intention was to approach National Trust properties within the area to see if they would consider paying for membership.
- Work was being done on looking at the transport infrastructure in the area and to ensure that tourists could travel to areas of interest easily from London and Birmingham. A feasibility study was in progress looking at routes between Stratford-upon-Avon and Warwick Parkway. It was recognised that transport between Warwick and Stratford-upon-Avon could be improved.
- Priorities regarding where to concentrate efforts to promote tourism were determined through consultation and this gave rise to the Destination Management Plan. SE would work with other Destination Management Organisations to provide itineraries for the tourist to travel around the UK.

Members thanked Ms Lloyd and Ms Peters and requested that future updates included information on the return for the investment.

(Councillor Mobbs left the meeting during the course of the presentation. Councillor Butler left the meeting at the end of the presentation.)

41. **Portfolio Holder Update – Cultural Services**

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

- All efforts were being made to provide alternatives to school users and the general public whilst swimming pools were closed for refurbishment. It was recognised that it would not always be possible to provide an alternative facility near enough to the schools concerned, but once the refurbishment works were completed, the District would have two very good swimming pools. It was felt that communication of the works had been adequate and a further bulletin was to be released on 16 November. Adverts would also be placed in local newspapers, via media and social media and at schools.
- He would ensure that parish councils were informed of the refurbishment works.
- It was necessary to have a good mix of acts at the Spa Centre, including headline acts, to ensure the continued success of the Centre.
- He was happy to authorise the repair of the leaking roof at the Pump Rooms.
- The Council had operated a GP referral service for about 30 years whereby GPs could refer patients to the Council to receive fitness training. However, not all GPs were aware of the scheme.
- Bowls England had reported that the event run during the year had gone extremely well and were very pleased with the work done by

the Council.

The Committee noted the comments about the GP referral scheme and requested that the Health Scrutiny Sub-Committee should scrutinise the wider aspects of this and its effectiveness.

The Chairman thanked Councillor Coker for attending the meeting to answer questions.

(Councillor Coker left the meeting at the end of this item.)

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

The Committee considered a report from Development Services which provided a further update on the progress with the pre-application advice scheme.

Since February 2016, the scheme had included a financial charge for advice. The report advised the Committee of a small number of minor changes to the scheme, which would be recommended to the Executive in January 2017, in order to assist with its smooth running.

The Development Manager informed Members that:

- After difficulty recruiting someone to give pre-application advice, the department now had filled the vacancy.
- Indicators were good that the costs of the pre-application advice service would be covered by the fees received.
- More thought would be given to applicants who repeatedly returned for advice and to "cost avoidance" (the costs that would be incurred if the service was not provided).
- The Department was now achieving refusal rates of just 2%, and it was contended that the pre-application advice given had had some part in this success.

(Councillor Cross left the meeting at the end of this item.)

43. Annual Feedback on Outside Appointments

The Committee considered a report which detailed the annual statement of work undertaken by Outside Bodies, written by the Councillors who represented the Council on these Outside Bodies.

Members noted that certain Outside Bodies had a "nil response" recorded against them in the report and were informed that where this was the case, the Councillor responsible had not submitted a report.

Councillor Bromley apologised for not submitting a report for Hill Close Gardens and stated that he would do so if required. However, he gave a short summation of his work and felt it was useful to have representation on this Outside Body.

The Committee noted that Councillor Shilton had not submitted reports either. Both the Committee Services Officer and the Deputy Chief Executive

(AJ) informed the Committee that Councillor Shilton had told them that he had not attended any of the relevant Outside Body meetings because he felt that officers' attendance was sufficient. The Committee felt that the Waste Management Forum was, in particular, an important Outside Body and the Deputy Chief Executive (AJ) stated that he would speak to Councillor Shilton.

The Committee felt that in order to properly scrutinise which Outside Body appointments were valuable, more information was required on matters such as:

- Whether or not the Council appoint representatives to any Outside Bodies concerned with land owned by the Council (if was felt that this was necessary).
- The nature of the Council's requirement to appoint a representative to an Outside Body.

The Deputy Chief Executive (AJ) agreed that he would liaise with the Committee Services Officer to produce an appropriate report in advance of the annual appointments being made to Outside Bodies in 2017. This would be scrutinised by the Committee.

The Committee also felt that in future, any Councillor who failed to respond to the annual report would be called to Committee to give an explanation.

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

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

Task & Finish Group – Houses in Multiple Occupation Interim Report

Councillor Naimo reported that subsequent to the last report given to the Committee, the Government had produced a report with proposals to extend the scope of properties to be licensed as HMOs. She felt that the changes were very likely to come into effect. The Committee agreed to the Task and Finish Group setting this issue aside until a clear direction was established, and instead dealing with the other items on the Scoping Document, with recommendations for these being brought forward in March 2017. The aspects concerning licensing HMOs would be dealt with after this.

Task & Finish Group – Off-Street Parking Charges Review

The Chairman advised Members that the Task & Finish Group had held discussions with Warwickshire County Council (WCC) staff about Park and Ride proposals. They had sought information on why the Stratford-upon-Avon scheme had not been successful at first and why officers at WCC felt that such a scheme would work in the District. The Task and Finish Group was also looking at the absence of parity in the parking fees charged in the different towns in the District.

Other items on the Overview and Scrutiny Committee Work Programme

- 4 January 2017 – An update on the pre-application charging regime for development proposals:

  It was agreed that this could be removed from the Work Programme, but when the Executive Report went forward in January it would be scrutinised by the Committee.

- 4 January 2017 – Interim Update HQ Relocation – Outcome of Phase 1:

  The Committee agreed that a verbal report could be given, providing a short briefing note was circulated with the agenda for studying prior to the meeting.

- Future of Community Forums; and Recommendations from the One Stop Shop Review:

  It was agreed that these reports could be removed from the Work Programme, but when the Executive Reports went forward the Committee would scrutinise them.

Concern was voiced about Children's Champions. It was felt that an initiative suggested by the previous Children's Champions to provide contact details had not been pursued, and the Committee was unclear as to the work the Council was doing towards Child Safety. Councillor Parkins also informed the Committee that her offer to undertake the role of Children's Champion alongside Councillor Grainger had not received a response. The Committee agreed that a report should be given at the end of November to give clear indication of what was happening.

Resolved that:

(1) a report on the work currently being done at the Council by Children's Champions be brought to the 29 November meeting;

(2) Forward Plan Reference 812 – Recommendations from One Stop Shop Review be removed from the Work Programme but discussed by the Committee when the report to the Executive is produced;

(3) Future of Community Forums be removed from the Work Programme, but discussed by the Committee when the report to the Executive is produced;

(4) a verbal report with a briefing note be sent out with the agenda for the Work Programme 4 January 2017 "Interim Update HQ Relocation – outcome of Phase 1";

(5) an update on the pre-application charging regime for development proposals on the Work Programme 4 January 2017 be removed, but

discussed but the Committee when the report to the Executive is produced; and

(6) written reports or notes must be provided ahead of meetings; verbal reports alone are not conducive to proper scrutiny work.

(The meeting finished at 8.15 pm)

Housing & Property Services Portfolio Holder
Update on the last 12 months for Overview & Scrutiny Committee

Notable achievements/successes

Delivery of Affordable housing

The redevelopment of the former Fetherstone Court sheltered housing scheme into Sayer Court, a new modern facility of 76 apartments for the active elderly and five bungalows for families with a disabled member was completed and handed over to the Council in the last fortnight. The first offers have already been made and the first tenants will be moving in shortly. A formal opening is planned for January 2017.

At the time of the last report the purchase of 21 new HRA homes (15 shared ownership and 6 social rented houses) at Great Field Drive in South West Warwick had just been completed. All these properties were quickly occupied and the Council's first venture into the shared ownership market, to date the preserve of housing associations, went without any hitches – a credit to the Lettings team.

Through the W2 Joint Venture with Waterloo Housing Association a further 31 new affordable homes have been delivered in the past 12 months. Waterloo started on site in October on the first phase of the Station Approach redevelopment, which will ultimately deliver 212 new homes, 160 of which will be affordable, in this landmark, brownfield site.

Other Registered Providers (RPs), (i.e housing associations), are also delivering affordable homes either

1) Through participating in private sector development sites that are required, through s106 planning agreements, to have a proportion of affordable housing or
2) on sites developed by the RPs themselves where they can deliver an all-affordable housing scheme. 186 new affordable homes were completed in the district in 2015/16 by RPs and a further 96 have been completed in the first two quarters of 2016/17.

Allocations

All the new affordable homes referred to above have been, or will be, allocated to applicants on the Council's HomeChoice scheme.

The new HomeChoice Allocations Policy was implemented in June 2016. This allows existing council and registered provider tenants with limited housing need (reasonable preference as defined by the Government), but good reasons for wanting to move, the opportunity to transfer. As well as giving existing tenants more options to move this also enables the Council to make better use of its scarce housing stock resources.

Other changes include the restriction of applicants to those with a local connection, except in specific circumstances, and the removal of the ability to bid for one bedroom in excess of need.

The new customer information documents accompanying the policy change were crystal marked by the Plain English Campaign to make them as readable as possible.

Although we are still in the bedding down phase of the new policy, so far it is going as planned, with a review scheduled for 2017, to address any issues.

Homelessness

The robustness of our homelessness procedures was examined by the courts following a legal challenge against one of our homelessness decisions. We had made an offer of accommodation following an acceptance of a household as homeless and that the Council had a duty to house them. The offer was rejected as unsuitable by the household who requested a review. We completed the review and upheld our initial decision that the offer was reasonable. This decision was challenged by solicitors acting for the household and went to County Court on the 27 October 2016.

Had we lost we would have been liable to pick up court costs that were in excess of £20,000 but the Court found in our favour, finding our decision making process robust and upholding our decision on the suitability of the offer. This case is a good example of the pressures that our Homelessness Team face.

Financial Inclusion

We are unusual amongst stock retaining Councils in having two staff that offer specialist advice to tenants who are struggling to pay their bills and maintain their tenancies. One of the team is qualified and the other member will also be undertaking a qualification for the Institute of Money Advisors. We have started the Rental Exchange project which should broadly result in more tenants having access to cheaper financing.

Priority Families Support Worker

We also have a dedicated post, jointly funded by Warwickshire County Council and Warwick District Council, to support households living in our homes who have been identified as meeting the criteria of the Government's Priority Families Programme, designed to provide support and the earliest possible interventions for households with complex needs who would otherwise require expensive interventions from a range of public agencies.

James Orchard has now been in post for 12 months and has been able to support seven families to sustain their tenancy, by working with the family to address rent arrears, getting to the route cause of anti-social behaviours and signposting to enable them to receive appropriate support. Other local authorises are now keen to consider doing the same in their area and are now using our project as a pilot.

Tenancy visits

We started a programme of cyclical visits to tenants' homes for all our general needs properties in July 2016, with a plan to visit all these properties within a 3 year cycle. We hope to identify issues early, such as tenants who are having difficulties paying their rent or those with previously unidentified support needs to ensure that we make the relevant referrals to support them. We are currently ahead of schedule on these visits and they are proving to be of good value. We have found that 75% of tenants really look after their property and really love where they live, that 20% are struggling to sustain their home and will require further visits and potential interventions, with only 5% not currently willing to engage with us.

Neighbourhood and Estates Team

The new Neighbourhood Officers are now all in post, replacing the previous Estate Supervisor posts. The team of four is managed by Philomena Sheen and between them they manage 279 blocks of flats, carrying out various duties to maintain the communal areas to a high standard. They are a mobile team and in December they will be issued with liveried vans carrying the WDC logo, so that they will be able to become a real

presence in our communities. They have already begun undertaken projects to make our tenants surroundings more appealing.

Lifeline/Warwick Response

This team are collecting the BMW i3 Electric Pool cars at the moment that have also been 'wrapped' with the WDC 'brand' and logo. We will be doing a press release when the vehicles are fully deployed, as part of a wider marketing plan to sell more of our services across the district. It continues to provide a valuable service to both council tenants and private sector tenants.

Anti Social Behaviour

We have recently used for the first time one of the new powers granted in the Anti-Social Behaviour, Crime and Policing Act 2014, to seek possession on a tenant who committed a serious crime in the locality of the property. The process has yet to be completed but demonstrates our willingness to tackle anti-social behaviour and those that have been affected have expressed gratitude that the Council has taken their complaints seriously.

Stock Condition Survey

In the last month the Assets Management Team has received the Stock Condition Survey data which, for the first time ever, was commissioned on the basis of a full survey of the building components of every HRA home. The data will be supplemented by further specialist surveys, including condition surveys of the high-rise flats, and will enable us to derive a detailed picture of the condition of every home. This will allow a tailored approach to our investment and improvement packages in a more cost effective way and deliver the aspirations of the Council and its tenants faster and more efficiently.

Housing repairs

We have moved from an open book basis to a schedule of rates this year and this is reflected in the HRA business plan. We are also looking at introducing mobile phone text satisfaction surveys for our tenants, so that we can get rapid feedback on the quality of the works being done.

What is planned in the coming 12 months?

Completion of the Housing Futures project

Housing Futures has two interlinked strands that, taken together, will allow us to strategically assess where the Council needs to support, or even intervene, in the local housing market to ensure that its is balanced and offers choice and opportunity for households living in the district, or wishing to live here in the future, with differing levels of income.

Part of the project is to review, update and approve a new Housing & Homelessness Strategy. We have finished the consultation period, are analysing the responses and will be taking a draft Strategy to the Housing Advisory Group in late January and Scrutiny & Executive in March.

The other strand of the project is a full review of the HRA Business Plan, as how we maintain, manage, and hopefully grow our own housing stock is an important element of the wider strategic approach. The review will be based on an assessment of the outcomes of a full Stock Condition Survey, partially completed (see above) but with additional surveys ordered for our 7 multi-storey blocks and properties of a non-

traditional construction type, e.g. steel frame or concrete panel. It will also review the financial implications of the Housing & Planning Act.

I reported on the main provisions of the then Bill a year ago but although the Bill received Royal Assent earlier this year, the detailed Statutory Instruments that will govern how its provisions are implemented have yet to be published. We are, therefore, still awaiting detailed guidance on two crucial elements of the Act which will have a financial impact on the current Business Plan:

- The extension of the Right-to-Buy to RP tenants and the proposal that the costs of discounts are funded by stock-retaining councils, either through a 'notional' levy or funded by the sale of 'high-value' council homes as they become empty.
- The introduction of the 'Pay to Stay' levy for council tenants in a household with an income of more than £31,000. The levy will be placed on stock owning councils, initially at a notional level based on an estimate of the number of such households in that Councils area, with an expectation that the Council will collect the sums due by charging those tenants a higher rent than other tenants.

This means that this element of Housing Future will slip from the previous March reporting date and that, unfortunately I am, as yet, still unable to provide a revised date. I have recently written to ARCH and the Minister expressing our concern at the delays in laying the regulation before the House, and the potential impact on the delivery of affordable housing.

Delivery of affordable housing

We have therefore put on hold the work that had been started to review options for delivering new homes, developed and owned by the Council, on either redundant garage sites and other small parcels of Council owned land, as the viability of such schemes is dependent on the outcome of the Business Plan review. However, significant review work has already been undertaken so hopefully we will be able to re-start this project during the next 12 months.

Consideration is also being given to further large scale opportunities for new housing, including the potential for the HRA to purchase the affordable homes developed on the Europa Way site and the ability to develop new homes to support wider social and economic development and regeneration in Lillington. However these potential schemes will also need to be considered in the light of the regulations issued under the provisions in the Housing and Planning Act.

HomeChoice

A review of the new allocations policy will be carried out twelve months after implementation to see whether there are any further changes required.

Houses in multiple occupation (HMOs)

A Task and Finish Group is currently investigating the issues surrounding the proliferation of HMOs in and around South Leamington. The Government has also indicated an intention to extend the mandatory licencing of HMOs to include a wider number of properties. We will be considering the findings of the Task & Finish Group in due course and dovetail this in with the implementation of the new Government rules as and when the regulations are issued.

Temporary Accommodation

We are undertaking a review of our Temporary Accommodation for households awaiting a homelessness decision or awaiting an offer where a duty to house them has been

agreed. As part of this we will be setting out an action plan to look to end the use of bed and breakfast accommodation in all but emergency cases. One element of this is the decision to use the five self-contained units at 69 Willes Road as temporary accommodation rather than selling the property when it is returned to us by Chapter One, who had previously leased it to provide supported accommodation.

Housing Related Support

We will complete the review of our own supported housing services, following the withdrawal of funding from Warwickshire County Council last August. This affects both our Lifeline Services and our Housing Support Officers who provide support to our five sheltered schemes as well as designated properties for the over 60s. We are in the consultation period, with leaflets having been sent out to all affected tenants of these properties for comment before the end of the consultation period on the 20 December 2016. There have also been a series of nine public meetings in early November to discuss the proposals and provide answers to any questions. These were well attended and very helpful. A report will be taken to Executive in February 2017 with recommendations.

Rents Policy

We are updating our rent arrears policy, and this is going to Executive tomorrow and then on to Council for approval. Once this is agreed we will update procedures to ensure actions are as effective as possible and we can continue with the journey to improve performance.

Financial Inclusion

The Government introduced a revised Benefit Cap, further reducing benefits payable to affected households earlier this month. This currently affects 32 tenants and their households, all of which have been contacted by our staff with advice and support offered. Further engagement is planned in January for any of these tenants who may be struggling to pay their rent as a result of their benefit reduction.

A further challenge to tenants' ability to manage their rents will come with the introduction of Universal Credit. The roll out to JSA claimants continues and we currently have 43 tenants in receipt of Universal Credit. The full roll-out plan has just been announced with Warwick District seeing all new claims being for Universal Credit from June 2018 with roll-out to existing claimants after that. This gives us some time to talk to tenants about payment plans and introduce support for any who are likely to struggle with the transition. We intend to work with the DWP on awareness training for staff and tenants.

We are looking to move ahead with the Rental Exchange project, which we believe will improve tenants' ability to access cheaper loans by improving their credit scores and, therefore, their ability to access affordable loans.

Aids and Adaptations

Following the Council's review of the Warwickshire Housing Assessment Team (HAT) pilot project, delivering housing aids and adaptations to help support people with disabilities remain living at home, we will be joining the new single shared service across the whole County starting from 1st April 2017.

The WDC staff in the southern area HAT pilot, a partnership between WDC, Stratford upon Avon District Council and Warwickshire County Council will be TUPE transferred to

the new service, apart from the fixed term Project Manager who has secured a new position within the Council.

Any issues the Service Area faces

Homelessness

Homelessness is a matter of increasing concern for the district. There has been:

- an increasing number of people approaching the council as homeless
- reductions by Warwickshire County Council in funding for housing-related support services for vulnerable people
- significant turnover in staff in our homelessness team

Along with other issues this has led to people staying longer in temporary accommodation with a knock-on effect of greater use of bed and breakfast and consequent high levels of expenditure and a need to increase the budget to cover this.

This is being considered as part of the preparation of the new Housing and Homelessness Strategy and a broad review of temporary accommodation provision for the homeless.

Housing Waiting List

With the completion of Sayer Court the Council currently owns 5,455 homes. However, the rate of Right to Buy applications and sales is increasing with 27 sold during 2014/15 and a further 42 in 2015/16

The current Housing Register for affordable housing stands at 2,712 applications. Most of the demand is for smaller homes as the following table shows:

Property required	**Number of applicants**	**Number of voids in period 1st November 2015 to 31st October 2016**
1 bed	1677	174
2 bed	727	138
3 bed	253	77
4 bed	44	1
5 bed	9	0
6 bed	2	0
Total	**2712**	**390**

The current levels of affordable housing and their likely depletion when the Right to Buy is extended to RPs constrains our ability to offer accommodation to all those on the Housing Register.

Any areas you believe that the Overview and Scrutiny Committee might usefully examine/scrutinise to help.

The Housing Advisory Group will be considering the proposed revised Housing & Homelessness strategy in January, prior to it being formally presented to members. The intention is that the new five year strategy will have an accompanying action plan and that progress against this is formally reported to the Overview & Scrutiny Committee on an annual basis, allowing the Committee to consider whether it wishes to undertake any further detailed scrutiny of any aspect of the Action Plan.

WARWICK DISTRICT COUNCIL	**OVERVIEW & SCRUTINY COMMITTEE** Tuesday 29th November, 2016	**Agenda Item No. 5**

Title: Summary of the role, responsibilities and work of the South Warwickshire Community Safety Partnership (SWCSP)

For further information about this report please contact	Pete Cutts Safer Communities Manager pete.cutts@warwickdc.gov.uk 456021
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	01/12/15 - Minute 45
Background Papers	Appendix 1 Terms of Reference Appendix 2 Performance

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
As this is a partnership the statutory duty is unclear in terms of which aspects would need assessing and which agency would carry that out.	

Officer/Councillor Approval		
Officer Approval	**Date**	**Name**
Chief Executive/Deputy Chief Executive	07/11/16	Andrew Jones
Head of Service	07/11/16	Marianne Rolfe
CMT		
Section 151 Officer		
Monitoring Officer		
Finance	07/11/16	Mike Snow
Portfolio Holder(s)	07/11/16	Cllr Moira-Ann Grainger
Consultation & Community Engagement		
The priorities of SWCSP are based on a risk harm matrix which forms part of the annual Strategic Assessment and includes a summary of the Community Forum Priorities.		
Final Decision?		Not a decision item
Suggested next steps (if not final decision please set out below) n/a		

1. Summary

This report sets out the role, responsibilities and work of South Warwickshire Community Safety Partnership (SWCSP). This is the statutory body for reducing crime, disorder, substance misuse and reoffending in South Warwickshire.

2. Recommendation

2.1 Note the report.

3. Reasons for the Recommendation

3.1 To inform the scrutiny of SWCSP.

4. Policy Framework

4.1 **Policy Framework** -Work in tackling crime, disorder and substance misuse is a significant part of the council's vision for Safer Communities:

Protecting our communities from harm with an emphasis on the prevention of incidents, whilst focusing on the most vulnerable to make them feel safer

4.2 **Fit for the Future** –Tackling crime, disorder and substance misuse impacts significantly on the quality of life of residents, businesses and visitors. The level of crime and disorder is cited as the top consideration when deciding on where to live.

4.3 **Impact Assessments** – none

5. Budgetary Framework

5.1 There are no costs associated with this report.

5.2 SWCSP does not have its own budget. The work of SWCSP is funded through the core budgets of partners and via a bid to the Police & Crime Commissioner.

6. Risks

6.1 Not applicable

7. Alternative Option(s) considered

7.1 It is a statutory duty to have a Community Safety Partnership and Warwick District Council as a responsible authority under the terms of the Crime & Disorder Act (1998) is required to serve on that partnership.

8. Background

8.1 The Duty

8.1.1 Crime & Disorder Reduction Partnerships were created as part of the Crime & Disorder Act (1998). They are the responsible bodies for reducing crime, disorder, substance misuse and reoffending.

8.12 The two Crime & Disorder Reduction Partnerships for Stratford-on-Avon & Warwick Districts were formally merged in September 2008. This is the South Warwickshire Community Safety Partnership (SWCSP) or Safer South Warwickshire.

8.1.3 The duties on the SWCSP are:

- produce an annual picture of crime and disorder (Strategic Assessment)
- agree annual priorities and realistic and challenging targets
- produce a 3 year partnership plan updated annually
- review performance six monthly
- hold an annual public meeting
- carry out a review of any domestic homicides

8.1.4 The Responsible Authorities for South Warwickshire are:

- South Warwickshire Clinical Commissioning Group
- Stratford-upon-Avon District Council
- Warwick District Council
- Warwickshire County Council
- Warwickshire Fire Authority
- Warwickshire Police
- Warwickshire Probation

8.1.5 Due to poor attendance at its public meetings it was decided to produce a video which details priorities, approach and performance. This video is available at:
http://www.youtube.com/watch?v=0gS83zJOQqo

8.2 Organisation

8.2.1 The review of the partnership provisions of the Crime and Disorder Act (1998) in the Police & Justice Act (2006) proposed a split between the strategic and operational decision making responsibilities of Community Safety Partnerships.

8.2.2 SWCSP has a board at the executive/strategic level and the South Warwickshire Operational Group (SWOP) at the tactical/delivery level.
(See terms of reference – Appendix 1).

8.2.3 The Strategic Member Board (SMB) is required to deliver continuous partnership performance and meets in order to fulfil its responsibilities including directing the work of SWOP as follows:

- May – to review annual performance
- November – review 6 monthly performance and consider additional priorities
- January – receive and agree the Strategic Assessment, endorse any new priorities, set strategic priorities for the next 12 months
- Special meetings may also be convened as required eg Domestic Homicide.

8.2.4 The six-monthly meetings, with elected members, is where the strategic direction will be decided for SWCSP, based on the latest strategic intelligence data and advice, thus clearly separating strategy from operational delivery.

8.2.5 Where there is a Portfolio Holder for the community safety service the Portfolio Holder's participation in the strategic decision making process is mandatory. That Councillor must serve on the CSP. This top-level strategic meeting will include the portfolio holders and

other key elected members, with representation from all the responsible authorities listed above.

8.2.6 The review of the partnership provisions of the Crime and Disorder Act (1998) in the Police & Justice Act (2006) requires CSP's to adopt an intelligence-led, problem-solving and outcome-orientated approach to community safety along the lines of the National Intelligence Model.

The second tier operational and tactical group (SWOP), comprising only officers, adopts this approach and produces the Partnership Plan including action plans for each priority.

8.2.7 SWOP meets quarterly in February, May, August and November and is responsible for:

- Developing an intelligence-led action planning approach based on the priorities agreed at the Strategic Board as a result of the findings of the Partnership Strategic Assessment
- Commissioning quarterly analysis of recorded crime
- Receiving quarterly reports on progress towards strategy targets
- Receiving detailed trend analysis and hot-spotting in relation to the strategic priorities agreed at the Strategic Board
- Evaluating the effectiveness of action plans.

8.2.8 Should SWOP be unable to take the necessary action to bring performance back on track, because, for example, additional partnership resource is required, or a partner is not contributing as required, this will be referred to the Strategic Member Board for action.

Membership of Strategic Member Board

Members	
Cllr Moira-Ann Grainger (Chair)	Warwick District Council
Cllr Tony Heath	Warwick District Council
Cllr Stephen Gray	Stratford District Council
Cllr Jacqui Harris	Stratford District Council
Cllr Chris Williams	Warwickshire County Council
Cllr Kate Rolfe	Warwickshire County Council
Cllr John Horner	Warwickshire Fire & Rescue
Supt David Gardner	Warwickshire Police
Donald McGovern	CRC lead (Probation)
Sue Philipps	SW Clinical Commissioning Group

Also invited is the Police & Crime Commissioner or his representative.

The meeting is supported by officers from the responsible authorities.

8.4. Funding

8.4.1 Originally the Home Office made an annual allocation directly to each Crime & Disorder Reduction Partnership. The amount was calculated using a complex 20 point socio –economic formula.

8.4.2 Warwick District and Nuneaton & Bedworth each used to receive £179,000, Stratford & Rugby around £139,000 and North Warwickshire around £119,000.

8.4.3 In 2006 funding was given to Warwickshire County Council to administer but the amount made available by The Home office reduced steadily year on year. A total of £37,000 was made available for all of South Warwickshire in 2011/12.

8.4.4 In November 2012 the responsibility for allocating the award from the Home Office moved to the Police & Crime Commissioner. In the first full financial year of his office (2013/14) the awards to the Warwickshire CSP's was maintained and increased in 2014/15.

8.4.5 In 2016/17 the amount received by SWCSP was £88,043.

8.5. Priorities & targets

8.5.1 Priorities are agreed following consideration of the annual Strategic Assessment which includes analysis of community forum priorities. At the meeting of SWCSP in February 2016 it was agreed that the targets for 2016/17 would be:

- **to reduce violent crime*** - lead agency Warwickshire Police
- **to reduce anti-social behaviour***- lead agency District Councils
- **to reduce re-offending*** - lead agency Probation

* compared to 2015/16

8.5.2 Violent Crime:

- Domestic Violence
- Domestic Abuse
- Alcohol and drug related violence

8.5.3 Anti**-**Social Behaviour:

- Continue to support the implementation of E-CINS.
- Support proactive, educational initiatives around substance misuse and ASB and street begging.

8.5.4 Reducing Re-offending:

- With a focus on offender management

8.5.5 Alcohol and Drugs:

- Maintain alcohol/drugs as cross cutting theme within the priorities of violent crime and anti-social behaviour.

8.6. Approach & Plans

8.6.1 Plans to reduce reoffending are organised at a county level by Probation. Plans for violence and anti-social behaviour are at a South Warwickshire level and produced and monitored at SWOP.

8.6.2 An early intervention approach is set out in the Partnership Plan http://www.warwickdc.gov.uk/downloads/file/1870/south_warks_csp_partnership_plan_2016-17 together with action plans for tackling violence and anti-social behaviour. These are monitored using a traffic light system.

8.7. Performance

8.7.1 The 2015/16 performance summary is in Appendix 2.

Appendix 1

South Warwickshire Crime and Disorder Reduction Partnership
Terms of Reference (approved 13th May, 2013)

Overview:

The two Crime & Disorder Reduction Partnerships for Stratford-on-Avon & Warwick Districts were formally merged in September 2008.

The South Warwickshire Community Safety Partnership (SWCSP) has a Board at the Executive /Strategic level and the South Warwickshire Operational Group (SWOP) at the tactical/delivery level.

The Strategic Member Board meets in order to fulfil its statutory duties as follows:

May –Review annual performance against priorities
November – Review 6 monthly performance and consider additional priorities
January – Receive and agree the Strategic Assessments, endorse any new priorities, set and targets, and refer any strategic issues to the relevant forums for consideration and action.
*Special meetings may also be convened as required.

SWCSP is charged with developing and agreeing realistic and challenging targets annually to address crime and disorder. Based on factors which will include past performance, trend analysis, PESTELO considerations and comparison with family groups SWOP will propose targets to the Strategic Member Board for endorsement and adoption. Once agreed, SWOP incorporates those targets into the individual delivery plans for each district based action plan.

SWOP meets quarterly in February, May, August and November monitoring progress against each action plan and identifying remedial action where performance and projection analysis indicates that the partnership is in danger of missing a target. Should SWOP be unable to take the necessary action to bring performance back on track, because, for example, additional partnership resource is required, or a partner is not contributing as required, this will be referred to the Strategic Member Board for action.

Strategic /Executive Level – SWCSP Strategic Member Board

Notes:
The Crime and Disorder Act (CDA) Review proposed a split between the strategic and operational decision making responsibilities of CDRPs/CSP's. This was supported by the Department for Communities and Local Government (DCLG) as it fits with the overall role for the Local Strategic Partnerships established in their consultation.
The CDA review encourages CDRP mergers as a means to creating greater co-terminosity across agency boundaries where it is clear that the results will benefit local communities by facilitating the delivery of better outcomes for them, whilst maintaining local focus.
The CDA review requires an ongoing strategic intelligence assessment to replace the 3-year audit.
The CDA review requires Portfolio Holders for Community Safety to sit on the CDRP. The Portfolio Holder's participation in the strategic decision making process is mandatory.

How does this governance structure address these issues?

The six-monthly meetings, with elected members, is where the strategic direction will be decided for the CSP, based on the latest strategic intelligence data and advice, thus clearly separating strategy from operational delivery
This top-level strategic meeting will include the portfolio holders and other key elected members, with representation from all the responsible authorities as defined by the Crime and Disorder Act (1998)

Terms of Reference and Role of the Strategic Member Board

This is the Member-led Board giving high-level strategic direction and is responsible for:

Receiving the annual Strategic Assessment
Setting the strategic priorities for the next 12 months
Directing the work of SWOP (delivery)
Receiving exception reports on progress towards overall SWCSP strategic targets
Continuous improvement of partnership performance

In order to facilitate the achievement of the above, meetings will operate as follows:
Frequency & Timing – meetings will be six-monthly, the timing dictated by the production of the Strategic Assessment. Agenda and papers will be sent out at least one week prior to the meetings. The venue will alternate between Stratford and Warwick districts.
Chair – the Chair shall be nominated by the Strategic Member Board. It is suggested that the Chair could rotate between the portfolio holders from the county and the two districts. The chairing of the group to be reviewed every two years.
Vice Chair **-** the Vice Chairs shall be the other two portfolio holders*.*
Membership **–** membership (10 in total) shall be as follows:
2 elected members from Stratford-upon-Avon District Council
2 elected members from Warwick District Council
2 elected members from Warwickshire County Council (1 from each Area Committee)
1 Warwickshire Fire Authority representative
1 South Warwickshire Clinical Commissioning Group Member
1 Warwickshire Probation Trust representative
1 Warwickshire Police Officer- South Warwickshire Superintendent

Voting – should a vote be required only the above members will be allowed to vote and if votes are tied the Chairman will have the casting vote.

Also invited to attend: Police & Crime Commissioner or his representative.

Officers attending to include representatives from
Stratford-on-Avon District Council (*a Senior Officer*)*
Warwick District Council *(a Senior Officer)**
2 x Chairs of SWOP
Warwickshire County Council Group Manager Community Safety & Substance misuse)
Warwickshire Police –Chief inspector Neighbourhood Policing
Fire & Rescue (Principal Officer)
Probation (Senior Officer)
Warwickshire Observatory(Research Officer Crime & Community Safety)
Substitution arrangements – if any of the substantive members are unable to attend a scheduled meeting, they may nominate an appropriate representative to attend that meeting in their place. The name of this substitute should be notified to the officer support to the meeting in advance.

Delivery/Operational Level –
South Warwickshire Operational Group

Notes:
The CDA review requires CSP's to adopt an intelligence-led, problem-solving and outcome-orientated approach to community safety along the lines of the National Intelligence Model
There is a requirement to produce an annual rolling three year community safety plan, underpinned by strategic intelligence assessments and informed by consultation and engagement with communities

How does this governance structure address these issues?
SWCSP is taking an intelligence-led, problem-solving and outcome-orientated approach. This second tier group, comprising only officers, will be concerned with this approach guided by the strategic assessment and monthly intelligence.

Outline Terms of Reference and Role of the South Warwickshire Operational Group

This is the operational officer group responsible for:
Receiving annual priorities from the Strategic Member Board
Developing an intelligence-led action planning approach based on the priorities agreed at the Strategic Board as a result of the findings of the Partnership Strategic Assessment
Commissioning quarterly analysis of recorded crime
Receiving quarterly reports on progress towards strategy targets
Receiving detailed trend analysis and hot-spotting in relation to the strategic priorities agreed at the Strategic Board
Evaluating the effectiveness of action plans

In order to facilitate the achievement of the above, meetings will operate as follows:
Frequency & Timing – meetings will be quarterly during February, May, August and November with the May and November meeting shortly after the six monthly Strategic Member Board meeting sin order to respond promptly to any new directions. Agenda and papers will be sent out at least one week prior to the meetings. Venues will alternate between Stratford and Leamington.
Chair - the Chairing of the meetings will alternate between the respective district council community safety lead officers.
Vice Chair – the Vice Chair shall be the Warwickshire Police Chief Inspector Neighbourhood Policing

Membership – membership shall be officer representatives from the responsible authorities and other agencies as follows:
Stratford-on-Avon District Council (Community Safety Lead Officer)
Warwick District Council (Community Safety Lead Officer)
Warwickshire County Council (South Warwickshire Community Safety Project Officers)
Warwickshire Police (South) –Chief inspector Neighbourhood Policing
Warwickshire Police(South) Inspectors Neighbourhood Policing
Warwickshire Police(South) Safer Neighbourhood Sergeants
Warwickshire Police (South) ASB/PCSO's
District Council, Anti-social behaviour, environmental health and licensing
Warwickshire Observatory (Research Officer Crime & Community Safety)
Fire & Rescue (Group Commanders)
Registered Social Landlords
Substitution arrangements – if any of the substantive members are unable to attend a scheduled meeting, they may nominate an appropriate representative to attend that meeting

in their place. The name of this substitute should be notified to the officer support to the meeting in advance.

Community Safety Performance Monitoring Report

South Warwickshire 2015/16 Report – Year End

1a. Performance – South Warwickshire

VIOLENT CRIME* Local Indicators	2014/15 Baseline	2015/16 Target	Year End 2015/16	Change on Baseline 2014/15	Status vs Target
Violence Against the Person & Sexual Offences	2,107	-	3,681	**75% (1,574)**	-
Violence with injury	*986*	-	*1,388*	**41% (402)**	-
Violence without injury	*840*	-	*1,893*	**125% (1,053)**	-
ACQUISITIVE CRIME Local Indicators	2014/15 Baseline	2015/16 Target	Year End 2015/16	Change on Baseline 2014/15	Status vs Target
Serious Acquisitive Crime	1,716	-	1,591	**7% (125)**	-
Domestic Burglary	*514*	-	*521*	**1% (7)**	-
Robbery	*84*	-	*63*	**25% (21)**	-
Theft from Vehicle	*924*	-	*812*	**12% (112)**	-
Theft of Vehicle	*194*	-	*195*	**1% (1)**	-
ANTI-SOCIAL BEHAVIOUR Local Indicators	2014/15 Baseline	2015/16 Target	Year End 2015/16	Change on Baseline 2014/15	Status vs Target
Anti-Social Behaviour Incidents (All)	6,545	6,544	5,967	**9% (578)**	**G**
Personal	*1,466*	-	*1,206*	**18% (260)**	-
Nuisance	*4,616*	-	*4,183*	**9% (433)**	-
Environmental	*463*	-	*578*	**25% (115)**	-
Criminal Damage & Arson	1,608		1,672	**4% (64)**	-
Deliberate Small Fire Incidents**	97	-	100	**3% (3)**	-
				Change on Baseline 2014/15	
TOTAL RECORDED CRIME	**10,679**	**-**	**12,643**	**18% (1,964)**	-

Source: Warwickshire Police Notes:
** Violent crime target and status vs target columns left blank due to impact of changes to the crime recording method and inclusion of back record conversion figures which make comparison to 2014/15 unfeasible.*
*** Deliberate Small Fire incidents reported to Warwickshire Fire & Rescue Service*

For this 2015/16 year end report the RAG scale represents whether levels were higher than, the same as or less than at year end 2014/15:

Green *= below yearend total 2014/15*
Red *= above yearend total 2014/15*
Amber *= equal to yearend total 2014/15*

1b. Performance – Stratford District

VIOLENT CRIME Local Indicators	2014/15 Baseline	2015/16 Target	Year End 2015/16	Change on Baseline2014/15
Violence Against the Person & Sexual Offences	863	-	1,478	**71% (615)**
Violence with injury	*415*	-	*538*	**30% (123)**
Violence without injury	*344*	-	*755*	**119% (411)**
ACQUISITIVE CRIME Local Indicators	2014/15 Baseline	2015/16 Target	Year End 2015/16	Change on Baseline 2014/15
Serious Acquisitive Crime	741	-	716	**3% (25)**
Domestic Burglary	*222*	-	*196*	**12% (26)**
Robbery	*33*	-	*14*	**58% (19)**
Theft from Vehicle	*385*	-	*422*	**10% (37)**
Theft of Vehicle	*101*	-	*84*	**17% (17)**
ANTI-SOCIAL BEHAVIOUR Local Indicators	2014/15 Baseline	2015/16 Target	Year End 2015/16	Change on Baseline 2014/15
Anti-Social Behaviour Incidents (All)	2,438	-	2,215	**9% (223)**
Personal	*636*	-	*468*	**26% (168)**
Nuisance	*1,611*	-	*1,538*	**5% (73)**
Environmental	*186*	-	*209*	**12% (23)**
Criminal Damage & Arson	606	-	668	**10% (62)**
Deliberate Small Fire Incidents *	33	-	37	**12% (4)**

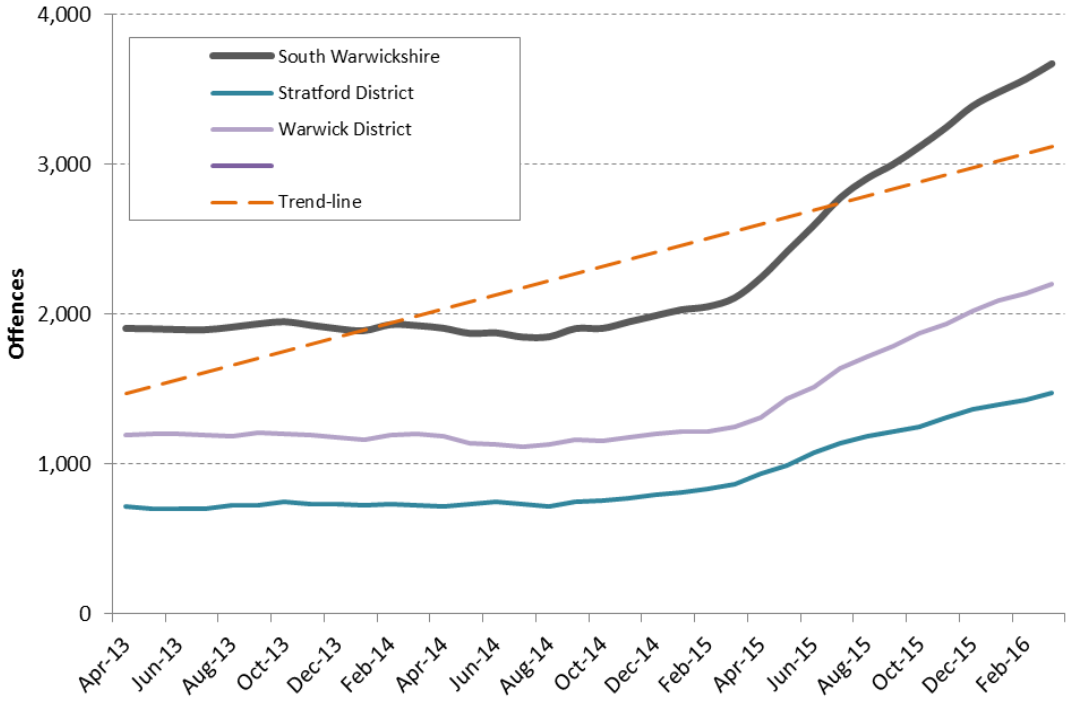
1c. Performance – Warwick District

VIOLENT CRIME Local Indicators	2014/15 Baseline	2015/16 Target	Year End 2015/16	Change on Baseline 2014/15
Violence Against the Person & Sexual Offences	1,244	-	2,203	**77% (959)**
Violence with injury	*571*	-	*850*	**49% (279)**
Violence without injury	*496*	-	*1,138*	**129% (642)**
ACQUISITIVE CRIME Local Indicators	2014/15 Baseline	2015/16 Target	Year End 2015/16	Change on Baseline 2014/15
Serious Acquisitive Crime	975	-	875	**10% (100)**
Domestic Burglary	*292*	-	*325*	**11% (33)**
Robbery	*51*	-	*49*	**4% (2)**
Theft from Vehicle	*539*	-	*390*	**28% (149)**
Theft of Vehicle	*93*	-	*111*	**19% (18)**
ANTI-SOCIAL BEHAVIOUR Local Indicators	2014/15 Baseline	2015/16 Target	Year End 2015/16	Change on Baseline 2014/15
Anti-Social Behaviour Incidents (All)	4,107	-	3,752	**9% (355)**
Criminal Damage & Arson	1,002	-	1,004	**0.2% (2)**
Deliberate Small Fire Incidents *	64	-	63	**2% (1)**

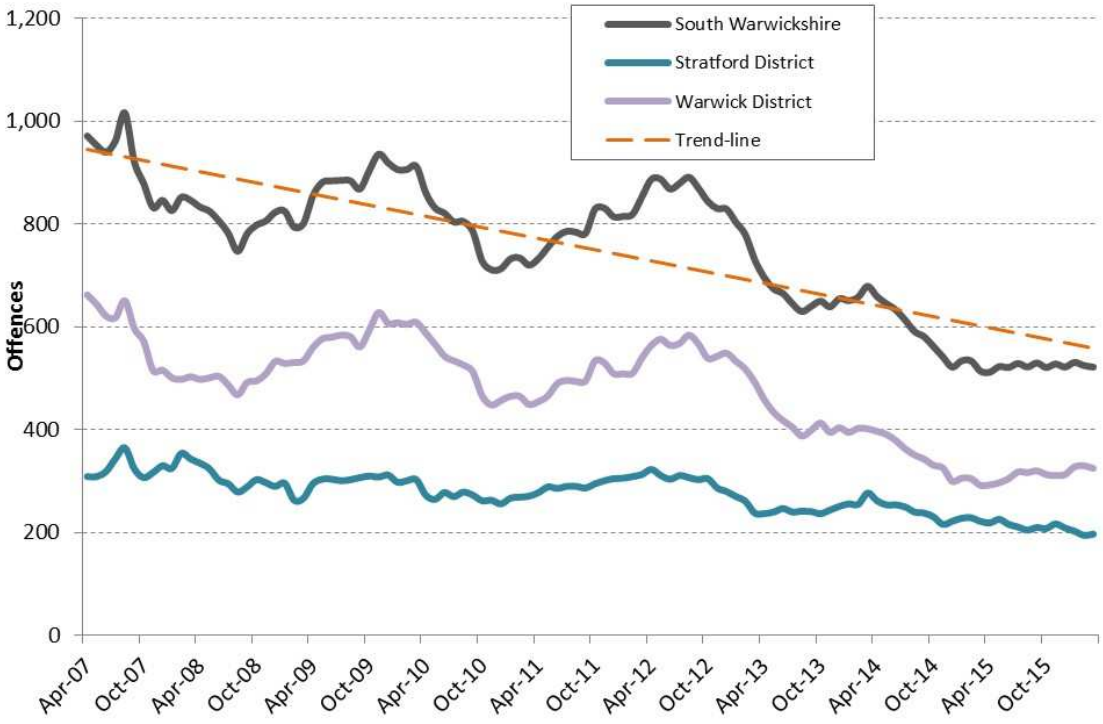
Source: Warwickshire Police
*Note: * Deliberate Small Fire incidents reported to Warwickshire Fire & Rescue Service*

Green *= below yearend total 2014/15*
Red *= above yearend total 2014/15*
Amber *= equal to yearend total 2014/15*

South Warwickshire Violence Against the Person & Sexual Offences Trend Chart

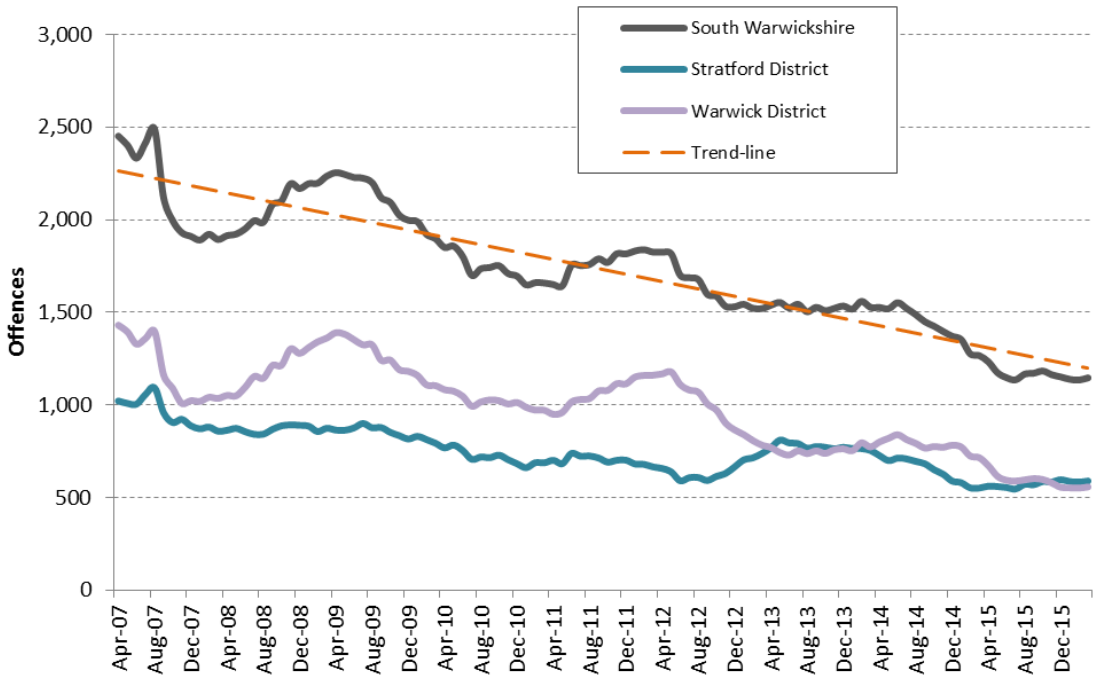


South Warwickshire Domestic Burglary - Trend Chart



Source: Warwickshire Police

South Warwickshire Vehicle Crime - Trend Chart

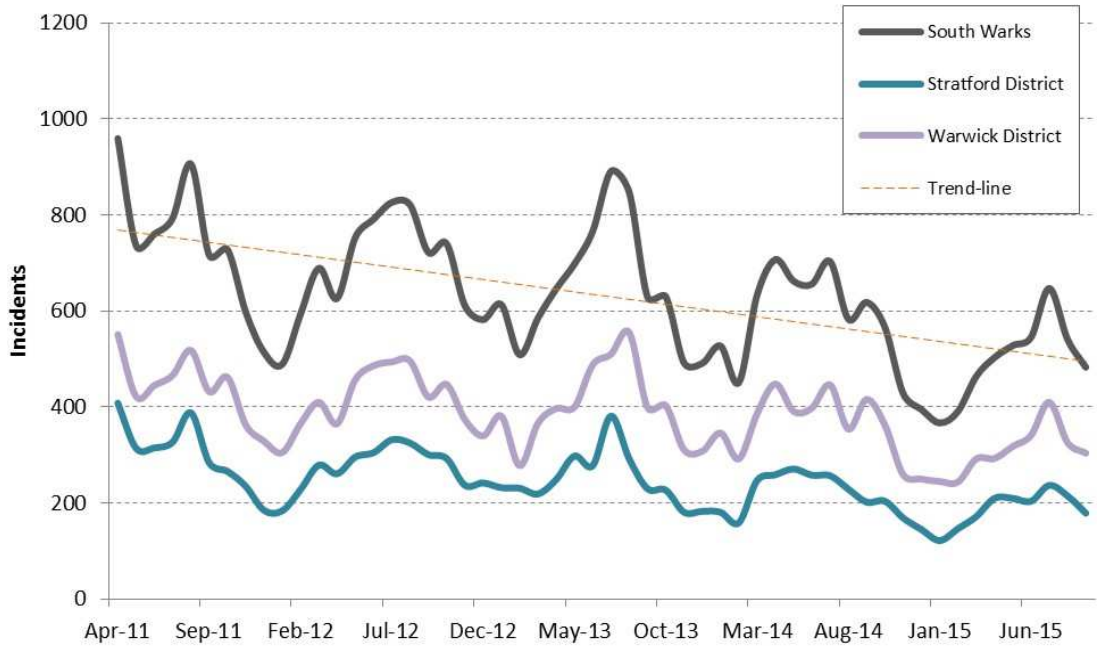


Source: Warwickshire Police

2. Anti-Social Behaviour

Incidents	2014/15 Baseline	Year End 2015/16	Change on Baseline 2014/15
Environmental	*463*	*578*	***25% (115)***
Nuisance	*4,616*	*4,183*	***9% (433)***
Personal	*1,466*	*1,206*	***18% (260)***
Total Anti-Social Behaviour Incidents	**6,545**	**5,967**	**9% (578)**

Trend Chart – Anti-Social Behaviour Incidents: by District

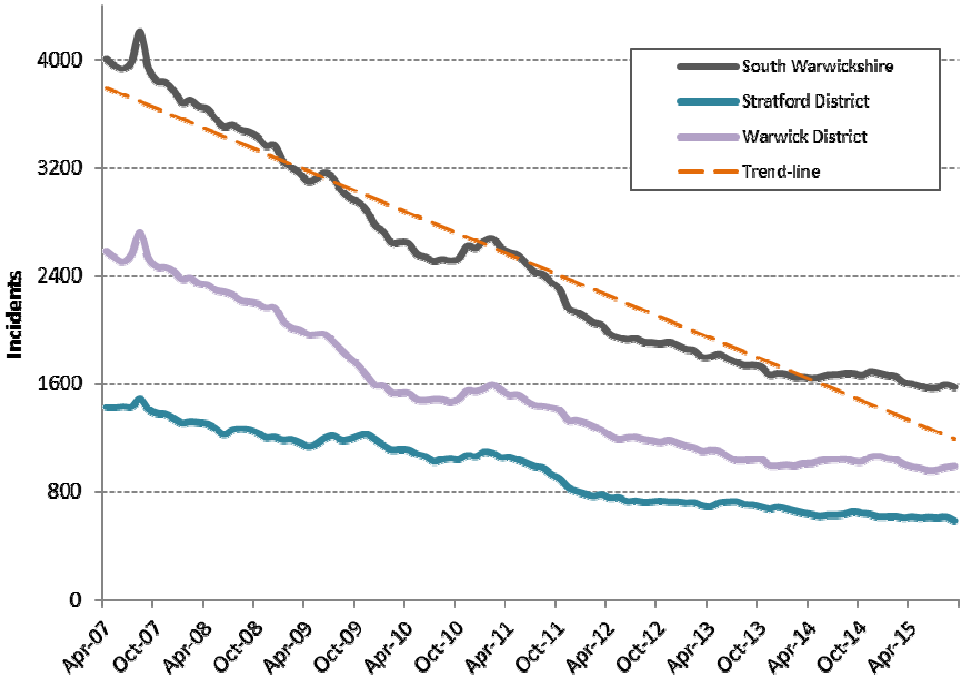


Source: STORM Incident System, Warwickshire Police

3. Criminal Damage

Crimes	2014/15 Baseline	Year End 2015/16	Change on Baseline 2014/15
Criminal Damage Offences	1,608	1,672	4% (64)

Criminal Damage Offences - 12 Month Rolling Trend Chart



Source: Warwickshire Police

4. IQuanta – Benchmarking Performance

Comparison to Most Similar Groups – Iquanta

15 members of Most Similar Group
1 = Good Performance 15 = Bad Performance

Crime Type	IQuanta Rank (Year End 15/16)	Rate Per 1000 Pop (Year End 15/16)	Avg of Most Similar Group	IQuanta Rank (YE 14/15)	Rate Per 1000 Pop (YE 14/15)	STATUS Has last 12 months ranking improved on YE 14/15 position?
Criminal Damage & Arson	7th	6.19	6.60	6th	5.99	WORSE
Domestic Burglary	10th	4.72	4.99	9th	4.67	WORSE
Robbery	10th	0.24	0.23	12th	0.32	IMPROVED
Serious Acquisitive Crime	10th	6.08	6.07	12th	6.60	IMPROVED
Vehicle Crime	10th	4.37	4.28	12th	4.87	IMPROVED
Violence Against the Person	12th	13.88	13.09	2nd	7.68	WORSE
Total Recorded Crime	10th	48.51	46.59	6th	41.05	WORSE

Source: IQuanta

6. Further Information

This is the latest overview of recorded crime and disorder statistics. The report is produced for the use of Warwickshire Community Safety Partnerships and the agencies within those Partnerships. The figures should not be reproduced outside of the Partnerships without permission from the owners of the statistics. Report produced by Warwickshire Observatory.

Sources: Warwickshire Police and Warwickshire County Council, Warwickshire Observatory

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WARWICK DISTRICT COUNCIL	**Overview and Scrutiny Committee – 29 November 2016**	**Agenda Item No. 7**

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	1 November 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 End of November 2016 to February 2017 (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.

8.10 At Overview & Scrutiny Committee 1 November 2016, Members raised certain matters they wanted to pursue and asked for a report to the next meeting:

Minute 44:
"Concern was voiced about Children's Champions. It was felt that an initiative suggested by the previous Children's Champions to provide contact details had not been pursued, and the Committee was unclear as to the work the Council was doing towards Child Safety. Councillor Parkins also informed the Committee that her offer to undertake the role of Children's Champion alongside Councillor Grainger had not received a response. The Committee agreed that a report should be given at the end of November to give clear indication of what was happening."

Overview and Scrutiny Committee
Work Programme 2016

29 November 2016

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Children's Champion Report	1 November 2016	Report	Bill Hunt			

To be scrutinised when the reports go to the Executive

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Future of Community Forums	27 September 2016 and 1 November 2016	Call-in when report goes to Executive (O&S 1 November 2016)				
Recommendations from the One Stop Shop Review (Forward Plan Reference 812)	27 September 2016 and 1 November 2016	Call-in Executive Report (O&S 1 Nov 2016)				
An update on the pre-application charging regime for development proposals	28 June 2016 and 1 November 2016	Call-in Executive Report (O&S 1 Nov 2016)	Gary Fisher / Tracy Darke			

4 January 2017

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 22 November 2016					Following next Health Scrutiny Sub-Committee Meeting	On-going
Interim Update HQ Relocation – outcome of Phase 1	1 June 2016	Briefing Note and verbal report	Bill Hunt /Duncan Elliott			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
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

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
Housing Futures – Housing and Homelessness Strategy 2017 (Forward Plan Reference 822 scheduled for 8 March 2017)	27 September 2016	Report	Andrew Jones to speak to Bill Hunt about when this report can be given.		Andrew Jones to speak to Bill Hunt to determine a date for this report.	
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		Head of H&PS		TBA once the changes to the Act have been published.	

Council Development Company (Forward Plan Ref 727)	February 2016		Head of H&PS		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
Holding Portfolio Holders to account - Finance	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Whiting		Late Sept / Early Oct 2018	Annually

Late October / Early November 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 – Cultural Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Coker		Late Oct / Early Nov 2018	Annually
Outside Bodies Annual Report	Standing Annual Item	Written Report			Late Oct / Early Nov 2018	Annually

Late November 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 – Housing & Property Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Phillips		Late November 2018	Annually
Current Arrangements for South Warwickshire Crime and Disorder Scrutiny	Mandatory	Report	Pete Cutts		Late Nov / Early Dec 2018	Annually

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

Appendix 2
Warwick District Council Forward Plan
30 November 2016 to February 2017

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.

(831)

Section 1 – The Forward Plan 30 November 2016 to February 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**
30 November 2016						
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 ~~6/4/2016~~ ~~02/06/16~~ Reason 1 ~~29/6/2016~~ Reason 4,5 30/11/2016	22/11/2016	John Gallagher Cllr Phillips	
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~~ Reason 5 30/11/2016	22/11/2016	Chris Elliott Cllr Butler	Range of events with local community and groups
Code of Procurement Practice (Ref 805)	To consider and recommend to Council an updated Code of Procurement Practice.		Executive ~~28/9/2016~~ Reason 5 30/11/2016	22/11/2016	John Roberts Cllr Whiting	
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/ Council ~~03/09/15~~ ~~30/09/15~~ ~~02/12/2015~~ ~~6/4/2016~~ ~~2/6/2016~~ 30/11/2016	22/11/2016	Chris Elliott Cllrs Mobbs, Coker, Phillips, Whiting & Cross	

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	
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~~ Reason 5 5/1/2017	22/12/2016	Gayle Spencer Cllr Butler	
Leamington Cemetery North Lodge (Ref 828)	To review the future use of Leamington Cemetery North Lodge.		Executive 5/1/2017	22/12/2016	Rob Hoof Cllr Shilton	
Visitor Information Review (Ref 816)	Review of the provision of visitor information services within the District.		Executive ~~2/11/2016~~ Reason 5 ~~30/11/2016~~ Reason 5 5/1/2017	22/12/2016	David Butler Cllr Butler	Item 7 Executive 2 June 2016
Corporate Asset Management Strategy (Ref 641)	To propose an Asset Management Strategy for all the Council's buildings and land holdings.		Executive ~~29/6/2016~~ Reason 6 ~~1/9/16~~ Reasons 3 & 5 5/1/2017	22/12/2016	Bill Hunt Cllrs Mobbs, Cross, Shilton, Coker & Whiting	

Review of Community Partnership Working	To consider proposals for the future work of the Community Partnership working by Warwick District Council		Executive 5/1/2017	22/12/2016	Liz Young Cllr Grainger	

8 February 2017						
General Fund 2017/18 Budgets & Council Tax (Ref 807)	To update Members on the overall financial position of the Council and 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	Simon Brooke Cllr Phillips	

Section 2 Key decisions which are anticipated to be considered by the Council between March 2017 and June 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**
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	
New Domestic Abuse Policy (Ref 826)	To consider a Domestic Abuse Policy.		Executive 8/3/2017	28/02/2017	Sue Sweeney Cllr Phillips	
Amended Anti-Social Behaviour Policy (Ref 827)	To consider a revised Anti-Social Behaviour Policy.		Executive 8/3/2017	28/02/2017	Simon Brooke Cllr Phillips	
5 April 2017 – No scheduled reports at this time & **June 2017** Executive date TBC mid November 2016						

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**
Private Sector Housing Grants Policy (Ref 658)	To propose a revised policy for the allocation of grant funding for private residents.		Ken Bruno 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.	Scheduled for July once date of Executive is confirmed.	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			
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			

HS2 (Ref 818)	To request revisions to the Constitution/Delegation Agreement.	Anticipated this will be a report to Council in January 2017	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		
Leisure Development – Phase II (Kenilworth) (Ref 803)	To agree the scope of Phase II.	Executive ~~28/9/2016~~ Reason: 5	Rose Winship Cllr Coker			
HRA Asset Management and Development Policy (Ref 829)		Executive	Andy Thompson Cllr Phillips			

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**
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 5/1/2017		Graham Leach Cllr Mobbs	
Councillors IT	To report back on the work of the Councillor IT Working Party.		Executive 5/1/2017		Graham Leach Cllr Mobbs	
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 5/1/2017		Graham Leach Cllr Mobbs	Councillors Barrott, Boad, Mrs Falp and Mobbs (Group Leaders), Overview & Scrutiny Committee (27/9/16)
Rural Urban Community Initiative Scheme Applications	To 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	To consider applications for Rural and Urban Initiative Grants.		Executive 5/1/2017		Jon Dawson Cllr Whiting	

Rural Urban Community Initiative Scheme Applications	To 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	To consider applications for Rural and Urban Initiative Grants.		Executive 5/4/2017		Jon Dawson Cllr Whiting	
Response to Peer Review Recommendations			Executive 5/1/2017		Chris Elliott Cllr Mobbs	

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