Overview and Scrutiny Committee

Tuesday 12 January 2016

A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Tuesday 12 January 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**

(a) to confirm the minutes of the Overview & Scrutiny Committee meeting held on 1 December 2015. **(To Follow)**

(b) to confirm the minutes of the Joint meeting of the Finance & Audit and Overview & Scrutiny Committee held on 1 December 2015. **(Item 3b/Page 1)**

(c) to note the minutes of the Health Scrutiny Sub-Committee meeting held on 24 November 2015. **(Item 3c/Page 1)**

4. **Comments from the Executive**

To consider a report from Democratic Services. **(Item 4/Page 1)**

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

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

6. **Update on the Development of the Council's Car Parking Strategy**

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

7. **Proposed "Vision" for Royal Leamington Spa Town Centre**

To consider a verbal report from the Deputy Chief Executive (BH).

8. **Coventry & Warwickshire LEP Update**

To receive a verbal update from the Leader on the CWLEP.

9. **LGA District Councils' Network**

To receive a verbal update from the Leader on the LGA District Councils' Network.

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

To consider a report from Democratic Services. **(Item 10/Page 1)**

11. **Executive Agenda (Non Confidential Items and Reports) – Wednesday 2 December 2015**

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

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

12. **Public and Press**

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

13. **Executive Agenda (Confidential Items and Reports) – Wednesday 2 December 2015**

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)

14. **Meeting Closure**

Followed by Member Training on Work Programming.

Published on 4 January 2016

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

Telephone: 01926 456114
E-Mail: committee@warwickdc.gov.uk

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

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

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

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

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

Joint meeting of the Finance & Audit and Overview & Scrutiny Committees

Minutes of a joint meeting held on Tuesday 1 December 2015, at the Town Hall, Royal Leamington Spa at 6.00pm.

Present: Councillors Ashford, Barrott, Boad, Mrs Cain, D'Arcy, Davison, Day, Edgington, Gifford, Heath, Illingworth, Mrs Knight, Mann, Margrave, Naimo, Quinney, Mrs Redford, Mrs Stevens and Thompson.

Also present: Councillors Cain, Coker, Gill, Mobbs and Phillips.

Apologies for absence were received from Councillors Butler and Rhead.

7. **Appointment of Chairman**

It was proposed and duly seconded that Councillor Barrott be appointed as Chairman for the meeting.

Resolved that Councillor Barrott be appointed as Chairman for the meeting.

8. **Substitutes**

Councillor Ashford substituted for Councillor Miss Grainger, Councillor Mrs Stevens substituted for Councillor Harrington, Councillor Quinney substituted for Councillor Parkins and Councillor Mrs Knight substituted for Councillor Quinney.

Councillor Cain was advised that because no prior notification had been given to Committee Services, he could not substitute for Councillor Butler.

9. **Declarations of Interest**

There were no declarations of interest.

10. **Future Delivery of Housing Aids and Adaptations Services (HEART)**

The Committee received a briefing from Housing and Property Services officers on the future delivery of Housing Aids and Adaptations Services (HEART).

The briefing covered:

- the background to the South Warwickshire Housing Assessment Team's (HAT) pilot project;
- an explanation of what HAT was;
- an update on HAT performance; and
- the next steps.

Members were informed of the types of adaptations being made to properties to help people with disabilities and what grant funding was available to provide these facilities. Means testing was required to obtain a Government grant, but adaptations to Council owned housing did not require means testing and adaptations to this housing stock was funded from the Housing Revenue Account from a budget of £920k.

It was noted that providing adaptations to help people with disabilities was a growing demand because of the increasing number of older people in the District, and the fact that advances in medical knowledge meant that more people with complex disabilities were surviving into adulthood. Members were advised of the rate by which growth in demand would increase. Increased spending would offset costs incurred in Social Care services by allowing people to live more independently and with dignity.

Officers explained how the service was being improved and that the objectives of the HAT pilot were:

- to improve performance;
- to increase resilience;
- to create a multi-skilled team;
- to create a broader caseworker role – capable of delivering straightforward applications from start to finish;
- to reduce end to end times; and
- to provide a more holistic service.

In response to questions, Members were advised that:

- when stair lifts were installed, there was a five year maintenance agreement, after which it was the homeowner's or tenant's responsibility to keep the equipment maintained;
- if properties were not suitable for adaptation, then residents might be offered more suitable accommodation, however, the Council had no authority to compel people to move. If the property was Council owned, then if the tenant agreed to move, the Council would then try to match the now vacant dwelling with someone whose needs were met by that vacant property, but this was not always possible.
- if the resident died after a stair lift had been installed, then ownership of the stair lift could return to the Council if it was within five years of installation; past that point, the stair lift was owned by Next of Kin; and
- residents who did not qualify for grant funding would be directed to other sources of help such as Age UK.

(The meeting ended at 6.51 pm)

Health Scrutiny Sub-Committee

Minutes of the meeting held on Tuesday 24 November 2015 at the Town Hall, Royal Leamington Spa at 6.00 pm.

Present: Councillors D'Arcy, Parkins and Mrs Redford

Also Present: Councillors Mrs Falp, M-A Grainger, Mrs Knight and Quinney.

An apology for absence was received from Councillor Edgington.

1. **Substitutes**

There were no substitutes.

2. **Appointment of Chair**

In the absence of any nominations for the position of Chairman for the municipal year, a chairman was appointed for the meeting only. The business of appointing a Chair for the Municipal Year would be carried forward to the next meeting.

Resolved that Councillor Parkins be appointed as Chair for the meeting.

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

Resolved that Councillors Mrs Falp, Mrs Knight and Quinney be appointed as co-opted Members of the Health Scrutiny Sub-Committee.

4. **Declarations of Interest**

Councillor Mrs Knight declared an interest because of the "Beat the Streets" item on the Work Programme.

5. **Review of the Work Programme**

The Sub-Committee considered its work programme for 2015/16.

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

Resolved that:

(1) a representative for mental healthcare be invited to a future meeting to talk about the Council's role;

(2) Mr Glen Burley, Chief Executive of Warwick Hospital be contacted to build a picture of the costs of the night-time economy on hospital resources (casualties, alcohol related incidents, etc);

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(3) Councillor Grainger would speak to the Safer Communities Manager to decide who would be the best representative to invite to a future meeting to talk about the night-time triage initiative operating in Coventry;

(4) Councillor Quinney will monitor the Sexual Health Service, and report back to the Sub-Committee if a report is required; and

(5) the Committee Services Officer will find out the name of the person who is responsible for the sexual health service at Warwickshire County Council.

6. **Air Quality Action Plan Update**

The Sub-Committee received a verbal update on the progress of the Air Quality Action Plan, which had been available to view on the Council's website since September 2015. The Sub-Committee was informed that work was in progress to obtain five electricity powered vehicles for the Council's use on a two year trial. The Council was also close to launching its Cycle to Work scheme in the New Year, which would provide loan funding for staff to purchase bicycles to cycle to work and to use on official Council business. The loan repayments would be deducted at source from salary payments.

In response to questions, Members were informed that:

- The Council was focussing on improving bus services in Royal Leamington Spa, Warwick and Kenilworth. People who lived in rural areas would still have to focus on using cars; any initiative to improve rural bus services would need to come from Warwickshire County Council, representatives of which would need to speak with the bus service providers.
- An initiative to make owners of diesel cars pay more for parking was a possibility, but it was not high up in the parking strategy.
- Research made on the optimum concentration of dwellings that made bus routes viable would be circulated to Members.
- There was a misconception that diesel emissions from lorries caused the most pollution in towns; but following a low emission feasibility study commissioned by DEFRA three to four years ago, it was discovered that diesel family vehicles were the worst polluters. A suggestion to "buy-out" diesel cars with petrol models had not found much favour. Town centre bypass routes for HGVs would be considered but in the case of Warwick, it would be difficult. Other initiatives such as restricting delivery times would also be considered.
- There was a need to encourage employers to instigate employee car share schemes, but the difficulty with this initiative would be flexible working hours.

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Resolved that the review of the annual progress report be scheduled into the Health Scrutiny Sub-Committee's Work Programme for its first meeting around June 2016 and annually thereafter.

7. **Health & Wellbeing Strategy Update**

The Health & Wellbeing Lead (H&WBL) gave a verbal update to Members of the Health Scrutiny Sub-Committee on the progress of the Health & Wellbeing Strategy. He gave examples of the work that was currently being undertaken:

- **National Workplace Wellbeing Charter** – a peer review scheme to assess the ways in which the Council fostered the health improvement of employees. Subject areas had to demonstrate the Council's commitment, attainment and excellence including leadership, smoking, alcohol, physical activity mental health and absence management. One piece of evidence, for example, was the provision of opportunities to receive the flu jab at Riverside House. Also, how the Council reviewed staff absenteeism and also "presenteeism" (which could arise as a result of bullying and harassment).
  The Council was being assessed the following week to see how well it looked after its staff in these respects.

- **Dementia Friendly Community** – a report recommending that the Council became a member of the County Dementia Action Alliance had been drafted. The H&WBL had trained as a Dementia Champion and had a programme of enabling staff to become Dementia friends.

- **Walking –** schemes such as 'Beat the Streets' had been investigated and many found to be costly. 'Walking for Health' was delivered by Ramblers (ex Ramblers Association) and commissioned by Macmillan Cancer Care. It depended on trained volunteers to train walk leaders and to lead walks. The H&WBL had now trained as a Walk Leader and would be further trained as a Cascade Trainer. 'Measured miles' had been established in partnership with, and around, Warwick Hospital. More were to follow, based on the health hubs. These might provide the focus for 'Walking for Health' walks.

- **HIWEB** (Health & Wellbeing Improvement Board) would be succeeded by a Financial Inclusion Partnership to be developed by the Community Partnership Team.

- **Healthy Warwick & Stratford Projects –** the 29 tenders were to be evaluated and the Contracts awarded soon.

The Health & Wellbeing Lead was asked to send a link for Members to find the Work Place Wellbeing Charter and the Health & Wellbeing Strategy.

(Councillors Grainger, Mrs Knight and Quinney all left the meeting during discussion of this item.)

(The meeting finished at 7.28 pm)

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WARWICK DISTRICT COUNCIL	**Overview and Scrutiny Committee – 12 January 2016**	**Agenda Item No. 4**

Title	Comments from the Executive
For further information about this report please contact	Lesley Dury, Committee Services Officer, 01926 456114 or committee@warwickdc.gov.uk
Service Area	Democratic Services
Wards of the District directly affected	N/A
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006	No
Date and meeting when issue was last considered and relevant minute number	1 December 2015
Background Papers	Executive Minutes – 1 December 2015

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

Officer/Councillor Approval		
With regard to officer approval all reports *must* be approved by the report authors relevant director, Finance, Legal Services and the relevant Portfolio Holder(s).		
	Date	**Name**
Relevant Director		
Chief Executive		
CMT		
Section 151 Officer		
Legal		
Finance		
Portfolio Holders		

Consultation Undertaken	
N/A	
Final Decision?	Yes
Suggested next steps (if not final decision please set out below)	

1. Summary

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

2. Recommendation

2.1 The responses made by the Executive are noted.

3. Reasons for the Recommendation

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

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

4. Alternative Option considered

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

5. Budgetary Framework

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

6. Policy Framework

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

7. Background

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

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

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

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

Response from the meetings of the Executive on Overview and Scrutiny Committee Comments – 2 December 2015

Items no.	5	**Title**	Digital Transformation of Council Services	**Requested by**	Whitnash Residents' (Independents) Group
Reason considered	Concerns on payment options for some residents. Possible impact on one stop shops and review on that service. Questions about project costs, information about usage of cash and cheques for payment (stats), email and alternative contact mechanisms (like chat and resident online Warwick District Council accounts), and how to review.				
Scrutiny Comment	The Overview & Scrutiny Committee supported the report but recommends that all Members are informed in advance when it is planned to: (a) Cease cash and cheque payments; or (b) Close generic email accounts				
Executive Response	The recommendations were agreed as written subject to the addition that that all Members and relevant parties were informed in advance when it was planned to cease cash and cheque payments, or to close generic email accounts.				

Overview & Scrutiny Committee

12th January 2016

Neighbourhood Services Portfolio Holder Update

Service Plan Performance

Neighbourhood Services provides a range of key front line services including waste collection/recycling, street cleansing, parks and open spaces, off street car parking, bereavement services, and oversees the operation of the customer service centre and one stop shops which are provided jointly with Warwickshire County Council.

There are approximately 4 million waste collections carried out each year, with 99.9% of completed on the scheduled day. The Council's recycling rate is approximately 56%, which is well ahead of the national target of 50% by 2020.

The standard of street cleansing remains high due a variety of cleansing regimes, the work of the Rapid Response Teams and the additional input of the new Ranger Service.

The maintenance of parks and open spaces continues to improve by working closely with the Council's grounds maintenance contractor and other partner organisations. The Green Flag and Green Heritage Award have been retained for Jephson Gardens, in addition to the BALI National Landscapes Award. The NS team also supported Warwick Town Council in achieving the Britain in Bloom Gold Award, and Leamington Town Council in achieving Silver Guilt. NS also play a key role in providing the high quality bowling greens at Victoria Park where the men's and women's National Bowls competitions are held each year.

The Bereavement Services Team has continued to provide a high quality service despite the challenges of operating in the centre of a construction site, due to the Crematorium building and car park improvements project.

The performance of the joint Customer Service Centre has continued to be below the standard required despite the best efforts of staff. Changes to the way this service is provided will be implemented in early 2016, with the aim of improving the quality of service provided to customers.

The One Stop Shops continue to provide a range of services to customers in Warwick, Leamington, Whitnash, Kenilworth and Lillington. A review of the service will be carried out in 2016 to better understand customer needs, the services being provided, and potential benefits of implementing the Council's digital strategy.

Risks

The main risk identified by NS at present is the condition of two of the Council's multi storey car parks. Surveys have identified that Linen Street (Warwick) is coming to the end of its operational life, and may have to close in the next 6 to 12 months. Covent Garden (Leamington) requires a significant amount of investment if it is to have a long term future, due to a number of structural issues.

Workforce Planning

Over the last year recruitment to vacant posts has become more difficult, especially in relation to the Ranger Service. Even after numerous rounds of recruitment there are still two vacant posts, and the delay in employing the required number of staff has hindered the roll out of the new service.

Additional posts have been created and recruited to the Green Space Team, due to the increased work load and the number of projects that need to be delivered in the next three years.

The repatriation of staff from the Customer Service Centre will add two extra posts to the Business Support Team, with the team taking on all NS calls directly from April 2016.

Budget

Neighbourhood Services achieved the 2.5% saving on discretionary budgets in 2015/16, and have identified a further 5% saving (£30k) for 2016/17.

Income from recycling credits is likely to be in line with budget estimates of approximately £430k.

Car parking income continues to remain strong due to the increased usage and no disruption as a result of bad weather.

The decision to take back the responsibility for WDC calls will deliver savings of at least £170k, and avoid additional costs of £250k by continuing to operate the current model.

The cost of providing waste collection receptacles (wheeled, bins, boxes and bags) continues to rise as they begin to fail, are lost or damaged. A review is being carried out as to how to address this issue, especially with the added pressure of housing growth in the district all requiring a range of waste receptacles for each property.

Repairs to the multi storey car parks and ongoing maintenance costs are currently being evaluated, and are likely to become a significant budget issue.

Consultation is currently underway in regards to increases in car park charges with aim of increasing income by approximately £170k per annum.

Work Streams and Projects

The £1.2million refurbishment of Oakley Wood Crematorium has been completed successfully, with improved chapel facilities and additional car parking capacity.

The Green Space Team has completed a number of projects as part of the roll out of the Green Space Strategy which include:-

St Johns Playing Field, Kenilworth
Eagle Recreation Ground, Leamington
Roxborough Croft, Leamington
St.Michaels Open Space, Warwick
Stamford Gardens, Leamington

Other projects completed include:-

Jephson Gardens sensory garden, poppy memorial and Chelsea exhibit
Victoria Park irrigation system
Oakley Wood Crematorium Landscaping
Improved security measures at Shrublands Park

Green Space Strategy planned improvements for the next 2 years include:-

Ebourne Close, Kenilworth
Redland Recreation Ground, Whitnash
Cubbington Waterworks, Leamington
Wych Elm Drive, Leamington
Villiers Street, Leamington
Priory Pools, Warwick
Shrublands Park, Leamington
The Holt, Leamington
Mason Avenue, Leamington
Saltisford Common, Warwick

Other planned projects:-

Pump Room Gardens project, Leamington
Country Park, Bishops Tachbrook
St. Nicholas Park, Warwick
Victoria Park skate park, Leamington

Any Changes Required to Service Area Plan

The decision to end the shared Customer Service Centre with WCC will mean that the responsibility for taking WDC calls will be passed to each individual Service Area, therefor no longer the responsibility of NS.

WARWICK DISTRICT COUNCIL	**Overview Scrutiny Committee 12th January 2016**	**Agenda Item No. 6**

Title	Update on the Development of the Council's Car Parking Strategy
For further information about this report please contact	Rob Hoof Head of Neighbourhood Services
Wards of the District directly affected	ALL
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	NA
Background Papers	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality Impact Assessment Undertaken	Not at this stage

Officer/Councillor Approval		
Officer Approval	**Date**	**Name**
Chief Executive/Deputy Chief Executive	23/12/2015	Bill Hunt
Head of Service	23/12/2015	Rob Hoof
CMT		
Section 151 Officer	23/12/2015	Mike Snow
Monitoring Officer		
Finance		
Portfolio Holder(s)	30/12/2015	Cllr David Shilton
Consultation & Community Engagement		
Consultation to be undertaken with a number of stakeholders over a 3 month period.		
Final Decision?	No	

1. Summary

1.1 The Council is currently in the process of developing a car parking strategy for the district.

1.2 The Overview and Scrutiny Committee has asked for an update on the development of the Car Parking Strategy which is the purpose of this report.

2. Recommendation

2.1 That the Overview and Scrutiny note the report, the progress to date and the issues that have been raised.

3. Reasons for the Recommendation

3.1 The Car Parking Strategy is currently being developed and will be subject to extensive consultation, and a future report to the Executive.

4. Policy Framework

4.1 The Car Parking Strategy will have an influence on, and will be influenced by a number of strategies/policies/plans/projects including:-

Sustainability Strategy
Prosperity Agenda
The Local Plan
Riverside House Relocation
Leisure Options
Medium Term Financial Strategy
Fit For the Future
Equality Objectives
Asset Management Strategy

4.2 Impact Assessments

4.2.1 An Equality Impact Assessment will be carried out as part of the review and will form part of the Car Parking Strategy.

5. Budgetary Framework

5.1 Income from WDC car park activities is approximately £2.8 million per annum.

6. Risks

6.1 As the report has identified there are a number of issues that can have a significant impact on the Car Parking Strategy.

6.2 Significant investment is required to repair/replace two multi storey car parks. This will require careful consideration as to the financial viability of providing and maintaining these assets, and the impact of not providing them.

6.3 The Car Park Strategy will need to take a view as to the future parking needs of the District, and the ability of WDC to continue to provide the level of service required in the future.

6.4 The risk of not developing a Car Parking Strategy is that the Council will have no medium to long term view of a service that has a direct impact on the town centres, local economy, parks and open spaces, leisure facilities etc.

7. Alternative Option(s) considered

7.1 The Council could continue to operate the service in the absence of a Car Parking Strategy; however this has been discounted due to the issues that are currently facing the service and the decisions required relating to longer term provision and investment.

8. Background

8.1 The previous Car Parking Strategy included both on and off street parking services and covered the period 2007 to 2012. On street enforcement was carried out on behalf of Warwickshire County Council (WCC) by WDC during this period.

8.2 In 2013 WCC made the decision to take back the on street enforcement function, and operate the service using a private contractor. The contract commenced on the 1st November 2014, and is for a period of 5 years.

8.3 WDC therefore needs to develop a new off street Car Parking Strategy, which includes the operation of 3 multi storey car parks, 26 enforced surface car parks, management arrangement to enforce on 3 private car parks, and a small number of car parks where no enforcement currently takes place.

8.4 The Car Parking Strategy will need to consider a number of issues including:-

- The needs of various car park users such as residents, shoppers, visitors, local businesses and workers.
- Current and future car parking capacity required.
- How car parks contribute to a vibrant local economy and support the town centres.
- The level of car parking charges now and in the future.
- The financial viability of the service, and future investment required.
- Alternative uses for car parks which are not required.
- Impact on other Council policies, strategies, projects, plans and agendas.
- Impact on other parking providers including WCC.

8.5 There are a number of key issues that are currently being considered that affect the development of the Car Parking Strategy.

8.6 WDC engaged a specialist company to undertake detailed structural surveys of its multi storey car parks and ascertain accurate costs for the necessary repairs. This information will be made available to the Council in January 2016 and will be subject of a report to Members in February 2016.

8.7 Initial findings indicate that Linen Street multi storey car park is coming to the end of its serviceable life, and may have to close in the next 6 to 12 months. A number of options are being considered in relation to the future parking provision in Warwick.

8.8 Initial findings indicate that Covent Garden multi storey car park requires significant structural repairs in order for it to continue to operate into the longer term. It is also linked with the plans to relocate the Council Offices on Covent Garden surface car park which is currently being investigated.

8.9 Other car parks have been identified which are not required due to surplus capacity, although do offer the opportunity for alternative uses.

8.10 Although WDC holds detailed information on parking ticket sales, there was very little in relation to customer preferences and expectations of the parking service. A survey of car park users and local businesses has recently been completed which will provide a better evidence base for the Car Park Strategy.

8.11 There is currently a consultation underway with regards to increasing car parking charges across the district. Feedback from local stakeholders has highlighted the potential difficulties with significant future price rises, which may make some car parks unviable.

8.12 It is envisaged that the draft Car Parking Strategy will be produced by the end of this financial year, followed by a period of consultation with key stakeholders. The aim is to have a final proposal by July 2016 for Members to consider.

WARWICK DISTRICT COUNCIL	**Overview and Scrutiny Committee – 12 January 2016**	**Agenda Item No. 10**

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 December 2015
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 (Appendix 1) and of the current Forward Plan January 2016 to April 2016 (Appendix 2).

2. Recommendations

2.1 The report be noted;

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

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

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

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

3. Reasons for the Recommendations

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

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

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

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

4. Policy Framework

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

5. Budgetary Framework

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

6. **Risks**

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

7**. Alternative Options Considered**

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

8. **Background**

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

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

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

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

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

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

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

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

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

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

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

Overview and Scrutiny Committee
Work Programme 2016

12 January 2016

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Housing – Adaptations for people with disabilities – to consider whether to set up a Task & Finish Group to streamline the assessment process	Suggestion made by Councillor Mrs Falp – O & S 8 April 2015					

Work Programme Items listed as separate items on the Agenda:

Item 3c – To note the minutes of the last Health Scrutiny Sub-Committee
Item 5 – Portfolio Holder Update
Item 6 – Update on the Development of the Council's Car Parking Strategy
Item 7 – Proposed "Vision" for Royal Leamington Spa Town Council
Item 8 – Coventry & Warwickshire LEP Update
Item 9 – LGA District Council's Network
Member Training Session on Work Programming

9 February 2016

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Sales & Lettings Boards – report on action taken to control the proliferation of sales and lettings boards and analysis on reported incidents – see minutes November 2015	November 2015	Report	Rajinder Lalli			
CWLEP – Verbal Update	O & S July 2015	Briefing	Councillor Mobbs		5 April 2016	
Holding Portfolio Holders to account – Health & Community Protection	30 June 2015	Report / Q & A	Councillor Grainger		9 February 2017	Annually
Health Scrutiny Sub-Committee Minutes					5 April 2016	

8 March 2016

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account	30 June 2015	Report / Q & A	Councillor Mobbs		8 March 2017	Annually

5 April 2016

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
End of Term report	Mandatory	Written report	Committee Services		5 April 2016	
CWLEP – Verbal Update	O & S July 2015	Briefing	Councillor Mobbs		Next O & S Meeting following: 23 May, 25 July, 10 October, 28 November	
Children's Champions – End of Year Report	Council recommendation	Written report	Bill Hunt and Member Children Champions		April/May 2016	
Review Pre-application Charging Regime for Development Proposals	Executive 1 July 2015 – Minute 9	Report	Tracy Darke		April 2016	Every three months
Review Pre-application Charging Regime for Development Proposals	Executive 1 July 2015 – Minute 9	Report	Tracy Darke		July/August 2016	Every three months
Health Scrutiny Sub-Committee Minutes					TBA	

Future Items or Dates to be Agreed 2016 onwards

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
National Association of Councillors Report – and decide if further action required.	November 2015	Report	Councillor Coker			
Review of Taxi Token Scheme – See Health Scrutiny Minutes October 2014 and November 2014	Health Scrutiny Sub-Committee October and November 2014	TBA	TBA		TBA	Deferred until the arrangements for Health Scrutiny have been agreed.
Health Scrutiny – Resolve whether to continue with a sub-committee and if so, re-confirm the sub-committee's standing orders and appoint membership.		Written Report			May 2016	Annually
Local Plan Infrastructure Delivery Plan	30 June 2015	Report	Tony Ward/Dave Barber		TBA	Quarterly update once the Local Plan has been agreed.
Social Value in Procurement & what is happening about this in the Council update report.	29 September 2015	Report	Mike Snow		May 2016	

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Current arrangements for Crime and Disorder Scrutiny	Mandatory	Verbal briefing and discussion	Pete Cutts		May 2019 – New Council	
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
Holding Portfolio Holders to account – Development Services	30 June 2015	Report / Q & A	Councillor Cross		Early September 2016	Annually
Holding Portfolio Holders to account – Cultural Services	30 June 2015	Report / Q & A	Councillor Gallagher		Late September 2016	Annually
Holding Portfolio Holders to account - Finance	30 June 2015	Report / Q & A	Councillor Whiting		November 2016	Annually
Holding Portfolio Holders to account – Housing & Property Services	30 June 2015	Report / Q & A	Councillor Philips		December 2016	Annually
Outside appointments Report – Annual statement of the work undertaken by the Body	O & S September 2013	Written report	Lesley Dury		November 2016	Annually
Holding Portfolio Holders to account – Neighbourhood Services	30 June 2015	Report / Q & A	Councillor Shilton		January 2017	Annually

FORWARD PLAN
Forward Plan January 2016 to April 2016

COUNCILLOR ANDREW MOBBS
LEADER OF THE EXECUTIVE

The Forward Plan is a list of all the Key Decisions which will be taken by the Executive or its Committees in the next four months. The Warwick District Council definition of a key decision is: - a decision which has a significant impact or effect on two or more wards and/or a budgetary effect of £50,000 or more.

Whilst the majority of the Executive's business at the meetings listed in this Forward Plan will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information.

This is formal notice under the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 that part of the Executive meeting listed in this Forward Plan will be held in private. This is because the agenda and reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. Those items which are proposed to be considered in private are marked as such along with the reason for the exclusion in the list below.

If you would like to make representations or comments on any of the topics listed below, including the confidentiality of any document, you can write to the contact officer, as shown below, at Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ. Alternatively you can phone the contact officer on (01926) 353362. 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.

(754)

Section 1 – The Forward Plan December 2015 to March 2016

Topic and Reference	Purpose of report	If requested by Executive –date, decision & minute no.	Date of Executive, Committee or Council meeting	Publication Date of Agendas	Contact Officer & Portfolio Holder	External Consultees/ Consultation Method/ Background Papers
13 January 2016						
HRA Business Plan Review (Ref 736)	To set out the outcome of the annual review of the HRA Business Plan		Executive 13/1/16	5/1/2016	Andy Thompson Cllr Phillips	
Partnership Policy & Constitution Review (Ref 740)	To agree the Council's Partnership Policy and to consider revisions/ updates to various parts of the Constitution.		Executive 13/1/16	5/1/2016	Andrew Jones Councillor Mobbs	
Supporting People Grant Changes (Ref 674)	To provide an update on the outcome of the Supporting People Funding consultation and its effect on Warwick District (Moved Reason 2- Waiting for further information from a Government Agency)		~~Executive 11th February 2015~~ Executive ~~04/11/15~~ 13/1/16	5/1/2016	Jacky Oughton Cllr Phillips	
HRA Budgets 2016-17 (Ref 700)	To consider the following year revenue budgets for the HRA		Executive – ~~02/12/15~~ 13/1/2016	5/1/2016	Mike Snow Cllr Whiting	

HQ Relocation (Ref 742)	Part A and B reports regarding the future location of the Council's HQ.		Executive 13/1/16	5/1/2016	Duncan Elliott Cllr Mobbs	Executive papers – 30/09/2015
Future Delivery of Housing Aids and Adaptations Services – HEART (Ref 734)	To propose a revised approach to the delivery of aids and adaptations for residents of social and private housing.		Executive ~~30/09/15~~ ~~02/12/15~~ 13/1/16	5/1/2016	Andy Thompson Cllr Phillips	
Procurement of Corporate Energy Supplies (Ref 735)	To propose a cost effective approach to securing energy supplies for the Council		Executive ~~04/11/15~~ ~~02/12/15~~ 13/1/16	5/1/2016	Andy Thompson Cllr Phillips	
Private sector housing grants policy (Ref 658)	To propose a revised policy for the allocation of grant funding for private residents		Executive ~~11/3/2015~~ ~~02/12/15~~ 13/1/16	5/1/2016	Abigail Hay Cllr Phillips	TBC
Becoming a Dementia Friendly Council (Ref 714)	To consider a report from Health and Community Protection		Executive ~~03/09/15~~ ~~02/12/15~~ 13/1/16	5/1/2016	Rob Chapleo Cllr Mrs Grainger	
Waste container charging (Ref 731)	To consider whether to bring in a charge for wheeled bins, recycling boxes and bags. . Postponed from 04/11 - Portfolio Holder has deferred the consideration of the report		Executive ~~04/11/2015~~ ~~02/12/2015~~ 13/1/16	5/1/2016	Becky Davies Cllr Shilton	

Multi-storey car park update (Ref 728)	To consider a report on the structural repairs and refurbishment requirements of our multi-storey car parks		Executive ~~02/12/15~~ 13/1/16	5/1/2016	Gary Charlton Cllr Shilton	
Statement of Community Involvement (SCI) (Ref 733)	This report seeks adoption of the Statement of Community Involvement 2016 (SCI). The SCI formally sets out the policy and standards for engaging residents, local groups, stakeholders and statutory consultees in preparing development plans and how the council will consult on planning applications.		Executive ~~02/12/15~~ 13/1/16	5/1/2016	Lorna Coldicott Cllr Cross	
Electric Vehicle Project (Ref 743)	To approve the finance for a match funded Government Project		Executive 13/1/16	5/1/2016	Su Smith Cllr Mrs Grainger	
Fees and Charges – Lifeline Services (Ref 746)	Proposed Introduction of Fees and Charges for Lifeline Services (previously Warwick Response)		Executive 13/1/16	5/1/2016	Jacky Oughton Cllr Phillips	
Fees and Charges – Off Street Car Parking (Ref 751)	To consider proposals for amendments to the Fees and Charges for Car Parks in Warwick District.		Executive 13/1/16	5/1/2016	Gary Charlton Cllr Shilton	
Called in Item – Executive Decision – Leisure Options Programme (Ref 688)	To consider a report and recommendations from the Overview & Scrutiny Committee regarding the called in Executive decisions.		Executive 13/1/16	5/1/2016	Rose Winship Cllr Gallagher	

Customer Contact Review (Ref 752	To consider a report regarding the future of this role. This report will be private and confidential because it contains information		Executive 13/1/16	5/1/2016	Tracy Dolphin	

	about an individual.				Cllr Mobbs	
A review of Conservation Buildings Grant scheme' (Ref 753)	To consider a report that outlines the review of Conservation Buildings Grants Scheme		Executive 13/1/16	5/1/2016	Tracy Darke Cllr Cross	

27 January 2016						
Local Plan (744)	To recommend to Council the Local Plan for Warwick District		Executive 27/1/16	19/1/2016	Dave Barber Cllr Cross	
Strategic Opportunity Proposal (Ref 712)	To update Members on the current position. It is anticipated that this report will be, in part, Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the authority holding that information)		Executive ~~03/09/15~~ ~~30/09/15~~ ~~02/12/2015~~ Reason 4 27/1/2016	19/1/2016	Chris Elliott Cllrs Mobbs, Coker, Phillips, Whiting, Cross & Gallagher	The Local Plan proposals have been subject to a number of public consultations and planning applications involved have also been subject to public consultation. The proposal has been the subject of discussion privately and confidentially with a number of agencies but especially with the County Council. Submission version of Local Plan; Planning Application (W/14/1076); Planning Application (W/14/0967);

						Report to Executive in October 2014 re Council Housing Programme; Report to Executive in November 2014 re Sports and Leisure Review. Reports to Council and Executive January & March 2015 re: SOP
10 February 2016						
Whitnash Community Hub (Ref 741)	To receive information following the feasibility study of a Whitnash Community Hub		~~Executive 13/1/16~~ Reason 5 10/2/2016	1/2/2016	Andrew Jones Cllr Mrs Grainger	
HRA Rent Setting (Ref 749)	To agree rents and related charges for 2016-2017		Executive 10/2/2016	1/2/2016	Andy Thompson Cllr Phillips	
9 March 2016						
The Rental Exchange (Ref 747)	To seek approval for the Council to pilot 'The Rental Exchange' in order to improve tenants financial capability		Executive 9/3/2016		John Gallagher Cllr Philips	
Guy Road Housing Development (Ref 750)	A project to develop new homes in Kenilworth		Executive 9/3/2016		Matt Jones Cllr Phillips	
Council Development Company (Ref 727)	To consider a report on establishing a Council Development Company		Executive 9/3/2016		Andy Thompson Cllr Phillips	

6 April 2016						
New Rent Arrears Policy (Ref 748)	To seek approval of new rent arrears policy for WDC Council Tenants		Executive 6/4/2016		Jacky Oughton Cllr Phillips	

Section 2 Key decisions which are anticipated to be considered by the Council between May 2016 and August 2016						
Topic and Reference	**Purpose of report**	**If requested by Executive –date, decision & minute no.**	**Date of Executive, Committee or Council meeting**	**Publication Date of Agendas**	**Contact Officer & Portfolio Holder**	**External Consultees/ Consultation Method/ Background Papers**
May 2016						
Nil						
June 2016						
Investment in Leisure Centres (745)	To consider final plans, costs and associated studies and planning applications relating to the proposed investment at St Nicholas Park and Newbold Comyn Leisure Centres	Nov 4th 2015	End June		Rose Winship Cllr Mrs Gallagher	The report is the culmination of project to expand these 2 leisure centres. Consultation with users through the Planning process and dialogue with clubs and national governing bodies of sport. Various reports from June 2014 onwards.

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**
Health Strategy (Ref 576)	To update members on the formulation of the Council's Health Strategy, following the return of Public Health to local authorities (Moved March 14 Reason 3)	~~Executive 12 March 2014~~	Rob Chapleo Cllr Mrs Grainger	The strategy will need to take into account the approach of the new administration and County Health & Wellbeing Strategy		
Asset Management Strategy (Ref 641)	To propose an Asset Management Strategy for all the Council's buildings and land holdings. (Moved Reason 6 Seeking further clarification on implications of report)	~~5 November 2014~~ ~~Executive (03/09/15)~~	Bill Hunt Cllrs Coker & Mobbs			

Section 3 – 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
RUCIS	To consider an application made under the Rural Urban Initiative Grant Scheme		Executive 13/1/2016	5/1/2016	Jon Dawson Cllr Whiting	
Warwickshire County Council Minerals Plan	To note the submission made to Warwickshire County Council approved by the Chief Executive, following appropriate consultation, as an urgent item under delegated powers.		Executive 13/1/2016	5/1/2016	Dave Barber Cllr Cross	
Whitnash Neighbourhood Plan	To make the Neighbourhood Plan for Whitnash		Executive 13/1/2016	5/1/2016	Lorna Coldicott Cllr Cross	
Nomination for the appointment of Chairman & Vice Chairman of the Council for 2016/17			Executive 10/2/2016	1/2/2016	Graham Leach 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:

2. Portfolio Holder has deferred the consideration of the report
3. Waiting for further information from a Government Agency
4. Waiting for further information from another body
5. New information received requires revision to report
6. 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