

Overview and Scrutiny Committee

Tuesday 27 June 2017

A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Tuesday 27 June 2017 at 6.00pm.

Membership:

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

Emergency Procedure

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

Agenda

1. Apologies and Substitutes

- (a) to receive apologies for absence from any Councillor who is unable to attend; and
- (b) to receive the name of any Councillor who is to act as a substitute, notice of which has been given to the Chief Executive, together with the name of the Councillor for whom they are acting.

2. Declarations of Interest

Members to declare the existence and nature of interests in items on the agenda in accordance with the adopted Code of Conduct.

Declarations should be entered on the form to be circulated with the attendance sheet and declared during this item. However, the existence and nature of any interest that subsequently becomes apparent during the course of the meeting must be disclosed immediately. If the interest is not registered, Members must notify the Monitoring Officer of the interest within 28 days.

Members are also reminded of the need to declare predetermination on any matter.

If Members are unsure about whether or not they have an interest, or about its nature, they are strongly advised to seek advice from officers prior to the meeting.

3. **Minutes**

To confirm the minutes of the meeting held on 31 May 2017.

(Item 3/Page 1)

4. **Comments from the Executive**

To consider a report from Democratic Services.

(Item 4/Page 1)

5. **Linen Street Car Park and Warwick Displacement Plan**

To consider a briefing note from Neighbourhood Services. **(Item 5/Page 1)**

6. **Review of Council's Sustainability and Climate Change Approach**

To consider a report from Health & Community Protection. **(Item 6/Page 1)**

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

To consider a report from Democratic Services.

(Item 7/Page 1)

8. **Executive Agenda (Non-confidential Items and Reports) – Wednesday 28 June 2017**

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)

9. **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.

10. **Executive Agenda (Confidential Items and Reports) – Wednesday 28 June 2017**

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)

(*Denotes those items upon which decisions will be made under delegated powers, as previously granted by the Council).

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

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

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

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

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

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

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

Overview and Scrutiny Committee

Minutes of the meeting held on Wednesday 31 May 2017 at the Town Hall, Royal Leamington Spa at 6.00 pm.

Present: Councillors Bromley, Mrs Cain, Davison, Heath, G Cain, Mrs Knight, Naimo, Parkins, Mrs Redford and Shilton.

Also Present: Councillors Day and Thompson.

1. **Apologies and Substitutes**

- (a) There were no apologies for absence.
- (b) Councillor Heath substituted for Councillor Mrs Falp and Councillor G Cain substituted for Councillor Miss Grainger.

2. **Appointment of Chair**

It was moved by Councillor Heath, and duly seconded that Councillor Mrs Falp be appointed Chair of Overview and Scrutiny Committee.

Resolved that Councillor Mrs Falp be elected Chair of Warwick District Council's Overview and Scrutiny Committee for the municipal year 2017/18.

(In the absence of Councillor Mrs Falp, Councillor Naimo was appointed to Chair the meeting 31 May 2017.)

3. **Declarations of Interest**

Councillor Shilton asked the Deputy Chief Executive and Monitoring Officer to advise him if during the course of the meeting, he should declare an interest because of his previous role as Portfolio Holder, Neighbourhood Services.

4. **Minutes**

The minutes of the meeting held on 4 April 2017 were taken as read and signed by the Chairman as a correct record.

The minutes of the Joint meeting of the Finance & Audit and Overview & Scrutiny Committees held on 11 April 2017 were taken as read and signed by the Chairman as a correct record.

5. **Comments from the Executive**

The Committee considered a report from Democratic Services which detailed the responses the Executive gave to the comments the Overview and Scrutiny Committee made regarding the reports submitted to the Executive in April 2017.

Resolved that the report be noted.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

6. Task & Finish Group – Off-street car parking charges review

In March 2016, the Overview & Scrutiny Committee agreed a scoping document for a Task & Finish Group to review off-street car parking charges (Appendix 10 to the report). The Group had two main objectives:

- to understand the rationale behind the current method of deciding the levels of off-street car parking charges across the towns in the District; and
- to recommend a transparent charging regime for off-street car parking charges across the District that met both the needs of the residents and enhanced the economic prosperity of the town centres.

The Task & Finish Group presented its recommendations to the Overview & Scrutiny Committee and sought approval for these recommendations to be put forward to Executive.

The recommendations were intended to provide a consistent, transparent and flexible basis for balancing the Council's requirements:

- to seek to ensure the service broke even financially over the medium-term; in order
- to continue to support and improve the facilities for shoppers and visitors; and
- to take account of alternatives such as on-street, private and rail station parking operators.

It was based on information gathered from extensive consultation with Warwick District Council (and Warwickshire County Council) officers and business representatives and analysis of data.

Other key considerations discussed in more detail within the report were:

- the £300,000 loss that was being incurred on Warwick District Council car parks, on a full cost accounting basis;
- car park user priorities and preferences, indicated by the 2016 survey; a long delay in implementing new charges agreed in 2015; and
- growing pressure on parking capacity, especially for short-term users in some locations.

This was the second time that the Task & Finish Group had presented its report to the Overview & Scrutiny Committee and sought approval for it to go forward to the Executive. The previous time had been at the start of March 2017. The Committee had requested that additional information should be added to the report and then brought back for consideration. These amendments had been made and so the Committee was once again asked to recommend that the report went forward to Executive for consideration.

Committee Members agreed that the report and its recommendations could now go forward to the Executive for consideration. The Committee Services Officer was asked to change recommendation 2.11 (iv) so that "Ward Councillor" stated "Division Councillor" and the table in Appendix 1

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

was checked with Finance because there was not a repeat of the columns headed "2016-17 Revised 1105 Budget".

Resolved that the report and recommendations from the Task & Finish Group – Off-street car parking charges review be submitted to Executive for consideration.

The Members thanked the members of the Task & Finish Group and the officers involved for their hard work.

7. Health Scrutiny Sub Committee

Resolved that

- (a) Councillors Mrs Cain, Mrs Falp, Mrs Knight, Parkins and Mrs Redford be Members of the Health Scrutiny Sub Committee for the municipal year 2017/2018; and
- (b) all other Members of Overview and Scrutiny Committee are substitute Members of the Health Scrutiny Sub Committee for the municipal year 2017/2018.

8. To review membership/participation with certain Outside Appointments

The Committee considered a report from Democratic Services and the Deputy Chief Executive and Monitoring Officer. Back in November 2016, Councillors who were appointed to represent the District Council on outside bodies provided their annual report on what the outside bodies had achieved during the preceding 12 months; and what had been their personal contribution towards these achievements. Following this last set of reports, the Deputy Chief Executive (AJ) undertook to review certain appointments to these outside bodies to see whether they should continue.

Members asked the Deputy Monitoring Officer (AJ) to provide details of the following as part of the Councillors' annual report in November:

- a list of the criteria used by him to determine whether the Council should make an outside appointment to an outside body; and
- to list which criterion/criteria was/were applied against each outside body.

Members agreed with the Deputy Chief Executive's evaluation to continue or discontinue appointing representatives to the listed outside bodies in appendix 1 to the report. The Deputy Chief Executive (AJ) informed Members that the next stage would be for him to speak to the Group Leaders of the assessment made and then to write formally to the outside bodies where the Council would no longer appoint a representative.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

Resolved that:

- (1) the report is noted and the Committee agrees with the evaluation made by the Deputy Chief Executive and Monitoring Officer as detailed in Appendix 1 to the report; and
- (2) as part of the Councillors' annual report on outside bodies, the Deputy Chief Executive and Monitoring Officer will provide details of:
 - a. the criteria he uses to determine whether the Council should make an outside appointment to an outside body; and
 - b. to list which of these criterion/criteria is/are applied to each outside body and reassess each appointment.

9. Public and Press

Resolved that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following two items by reason of the likely disclosure of exempt information within the paragraphs 1 and 2 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006, as set out below.

Minute Nos.	Para Nos.	Reason
10	1	Information relating to an individual
10	2	Information which is likely to reveal the identity of an individual.

10. Executive Agenda (Confidential items and reports) – Thursday 1 June 2017

The Committee considered the following confidential item which would be discussed at the meeting of the Executive on Thursday 1 June 2017.

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

The Committee noted the report.

The meeting resumed public session.

(Councillors Heath, Mrs Redford and Thompson left the meeting.)

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)


11. Review of the Work Programme & Forward Plan

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

Resolved that

- (1) the heading of one of the columns in the work programme is amended from "Lead Officer" to "Lead Officer/Councillor";
- (2) learning points from the Task & Finish Groups be put back to 25 July 2017;
- (3) the Portfolio Holder be invited to attend the meeting when the 2015 Sustainability Strategy for the Council is considered;
- (4) the Leamington Spa car parking displacement plan be added to the work programme ahead of going to Executive – the officer should be approached to see if he can give a report to the Committee in July; and
- (5) the officer responsible for the Linen Street Car Park and Warwick displacement plan should be invited to the meeting at the end of June to give an update – he should send his report in its current form at that time for consideration and can talk through the changes yet to be made.

(The meeting finished at 7.25 pm)

	Overview and Scrutiny Committee – 27 June 2017	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	31 May 2017	
Background Papers	Executive Minutes – 1 June 2017	

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 <i>must</i> 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 1 June 2017.

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 – 31 May 2017**

Items no.	9	Title	Confidential Report Health & Community Protection and Neighbourhood Services Potential Redundancy	Requested by	Labour Group
Reason considered	To investigate the process and the impact on staff.				
Scrutiny Comment	The Overview & Scrutiny Committee noted the report.				
Executive Response	The recommendations in the report were approved.				

Linen Street Car Park and Warwick Displacement Plan
O&S Update

1. Summary

- 1.1 In the context of significant structural issues at Linen Street MSCP, officers are continuing to give consideration to the long-term future of parking facilities in Warwick.
- 1.2 A study has been recently undertaken and completed which gives indicative guidance on potential future growth for demand in parking in Warwick, against which potential future development options are to be considered.
- 1.3 The study suggests there is a high demand for short-stay parking in Warwick town centre and that consideration will need to be given to the appropriate long-term re-provision of this in the context of the proposed closure of Linen Street Car Park.
- 1.4 High-level feasibility work has been undertaken for potential replacement parking options on the existing site of Linen Street and for development of decked parking at West Rock car park.
- 1.5 In response to the outcome of this work further, alternative options for long-term parking provision are being explored by officers to ensure any future business case for re-provision of parking at the Linen Street site is robust.
- 1.6 Monthly structural surveys are being undertaken on the current Linen Street car park and repairs are being made in response to report findings to keep the car park safe and operational.
- 1.7 The survey findings are currently encouraging and indicate a slow deterioration in the structure. A managed, co-ordinated closure of Linen Street car park and displacement of users, once an alternative long-term parking option has been agreed remains the project objective.
- 1.8 A risk does remain however that the car park may need to be closed for public use at short notice and a viable displacement plan to respond to this is a priority.
- 1.9 A draft displacement plan has been devised that proposes options for displacing affected users of Linen Street Car Park. Consultation with key stakeholders is taking place with regards to this displacement plan.
- 1.10 The Friends' of St. Mary's Lands and the Warwick Society have raised concerns with elements of the plan relating to the proposal to temporarily

park season tickets holders on land between the existing car parks at St. Mary's Lands Area 3 and St. Mary's Lands Area 4.

- 1.11 Alternative options have been suggested by stakeholders and Warwick District Council is in the process of investigating the cost and planning implications on a number of these options.
- 1.12 The displacement plan has been altered slightly in response to the objections to ensure that a viable plan exists in the event that Linen Street car park has to be closed at short notice.
- 1.13 This displacement plan is currently being prepared and costed and planning permission will be required for elements of the plan.
- 1.14 It is planned that by late-2017 an implementable displacement plan, to manage the impact of an unplanned closure of Linen Street MSCP, will be in place.



**Overview & Scrutiny Committee
29 November 2016**

Agenda Item No. 6

Title	Review of Councils Sustainability and Climate Change Approach
For further information about this report please contact	Marianne Rolfe, Head of Health and Community Protection Marianne.rolfe@warwickdc.gov.uk Tel: 01926 456700
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	
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	Yes

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	15/06/17	Chris Elliot
Head of Service	31/10/16	Marianne Rolfe
CMT	15/06/17	Chris Elliot
Section 151 Officer		
Monitoring Officer		
Finance		
Portfolio Holder(s)	16/11/16	Andrew Thompson
Consultation & Community Engagement		
Final Decision?		No
Suggested next steps (if not final decision please set out below)		

1. SUMMARY

- 1.1. This report summarises the Council's current position in relation to Sustainability and Climate Change including the current approach and the Council's achievements in the last year.

2. RECOMMENDATIONS

- 2.1 The committee note the achievements of the council against the thematic priority of Sustainability.

3. REASONS FOR RECOMMENDATIONS

- 3.1 Significant achievements have been made by officers and the council in delivering against the sustainability agenda.

4. BACKGROUND

- 4.1. In 2016 officers undertook an annual review of the Council's approach to sustainability to ensure that the approach was correctly directed and delivering actions which were measurable. The 2016 revision of the approach is attached in appendix 1 (dated May 2017 as amended).
- 4.2. However, it will be noted that there is a shift in emphasis towards improving our impact. This is a reflection of the current Fit for the Future priorities and availability of resource to progress initiatives. The exceptions to this prioritisation are in the areas of fuel poverty and our responsibilities as a landlord.
- 4.3. The action plan from the 2014 report can be found in appendix 2. This demonstrates how the actions have been included in the revised approach and the progress against those actions prior to migration to the new approach format.
- 4.4. The inclusion of landlord responsibilities stems both from the need to invest in our housing stock to ensure it remains fit for purpose in the longer-term and from new legislation affecting both our domestic and commercial property holdings. Under the provisions of the Energy Efficiency (Private Rented Sector) (England and Wales) Regulations 2015, from 2018 private sector rentals (including non-domestic properties) will

be required to have an Energy Performance Certificate (EPC) rating of E or better. The regulations will come into force for new lets and renewals of tenancies from 1st April 2018 and for all existing tenancies on 1st April 2020. In addition, the Heat Network (Metering and Billing) Regulations 2014 required the council as the supplier of heat through communal and district heating systems to install heat meters for each end user (i.e. individual tenant), where feasible, by 31st December 2016. Where metering is found not to be feasible, the feasibility exercise must be repeated at least every four years. This has been completed where feasible.

- 4.5. The action plan in appendix 1 details the progress that is being made towards achieving our aims. However the detail below outlines some of the activities in more detail.
- 4.6. Some of the actions have not been completed by the timescale set however all actions have work on going. Following this report the approach will be further updated to reflect the new expected timescales.
- 4.7. The paragraphs below highlight some of the specific actions contained within the action plan successes column in more detail.
- 4.8. Strategic Aim 1
- 4.9. Good progress is being made in terms of embedding sustainability into the organisation and implementing practical projects to meet the specific objectives set out in in the Strategic Approach to Sustainability and Climate Change. However, it is recognised that more needs to be done to engage the council's workforce in order to increase staff participation and accountability and to facilitate capture of monitoring information.
- 4.10. Sustainability input has been provided to the following strategic plans and projects :
 - Local Plan
 - Air Quality Action plan
 - Leisure centre redevelopment
 - HQ relocation
 - Housing Strategy refresh
 - Proposed new car parking strategy
- 4.11. In February 2015, Warwick District Council signed up to the LGA's Climate Local initiative. Whilst the programme technically still exists, the programme closed on 1st April 2016.

4.12. Strategic Aim 2

- 4.13. The phase 1 District Heat Mapping and Energy Master planning Study, carried out by AECOM on the council's behalf, is now complete. The study identified three main opportunity areas for future district heating schemes: Leamington town centre, an area to the south of Myton Road, and Warwick town centre. A successful application for further funding was made to the Department for Energy and Climate Change. This resulted in a grant of £87,100 being awarded to the Council to part-fund full feasibility studies for schemes in Leamington town centre and an area to the south of Myton Road.
- 4.14. A project manager has been appointed to oversee the invitation to tender and the delivery of the second phase. It is estimated that study will be completed by 31st March 2018.
- 4.15. Following the successful bid for funding from the Department for Transport's 'ULEV (ultra-low emissions vehicles) Readiness' fund to cover 75% of the cost of a two-year lease on five electric vehicles and associated charging infrastructure, and subsequent approval of the business case by Executive to cover the remaining costs, the vehicles were procured. They have been in use since June and July 2016.
- 4.16. Charging points were installed in March / April at Riverside House and Acorn Court. The vehicles will be used by the Lifeline team (two BMWs), Development Services (one Nissan Leaf), and Housing and Property (one Nissan Leaf and Peugeot Partner van). Their usage levels, and resultant cost savings and carbon emissions reductions will be monitored. Currently 21597 miles have been travelled in the 5 vehicles within the first 10 months.
- 4.17. The council's green travel plan for the HQ relocation, the purpose of which is to identify and implement measures to make staff travel more sustainable and cost-effective, has been written.
- 4.18. A Riverside House bicycle user group (BUG) has been set up, consisting of WDC employees and representatives of CSW Sport. The group meets regularly and has succeeded in creating a secure cycle store, improving locker and shower facilities, creating an identity (logo, email address, intranet page and pull-up) and a cycle to work day event. A modest budget has been secured to cover further improvements (racking to go in the cycle store and a work station) and further promotional events.
- 4.19. Council staff are travelling less mileage in their cars than in previous years. There has been a 53,989 mile reduction in claimed over the last

three years which is an 18% reduction in mileage travelled and thus a reduction in our carbon footprint for this aspect of our operation since 2014.

- 4.20. An assessment of renewable and low carbon energy options has been carried out to support proposals for the upgrading Newbold Comyn and St Nicholas Park leisure centres, as a result of which combined heat and power units will be installed which will power the carbon footprint of the properties. In addition a Solar photovoltaics system will be installed in Newbold Comyn Leisure centre to supply energy to heat water and electric vehicle charging points in the carpark.
- 4.21. Strategic Aim 3
- 4.22. Affordable Warmth training sessions for frontline staff have been carried out.
- 4.23. The council remains an active member of the South Warwickshire Affordable Warmth Group and Public Health Warwickshire-funded Warm and Well Partnership. Aimed primarily at vulnerable residents with health complaints that are exacerbated by inadequately heated living accommodation, the latter provides a range of interventions including emergency heating, boiler servicing and repairs, benefits checks, and grant funding for insulation and replacement boilers.
- 4.24. A Warm Home Discount campaign was run in conjunction with the County Council and Citizens' Advice during the winter season 2015/16, the purpose of which is to assist eligible residents to claim a £140 discount on their fuel bills from their energy supplier. As a result of this campaign, information on the Warm Home Discount scheme was provided to 162 residents of the district, of whom 17 were helped to make a claim (total value £2,900). A further 41 residents were helped to switch energy supplier and as a result achieved total savings on their fuel bills of £12,700.
- 4.25. The council has continued to engage with the community and voluntary sector on sustainability and has:
- funded energy efficiency audits of three community buildings
 - assisted The Gap Community Centre to obtain additional RUCIS funding to make their building more energy efficient
 - provided advice to the Bishop's Tachbrook Neighbourhood Planning group on incorporating sustainability into their new draft neighbourhood plan
 - assisted the Burton Green village hall committee in drawing up proposals to make their new building - to be funded by HS2 - more

sustainable, for example through the addition of renewable energy technologies (PV and heat pump) and high levels of insulation.



Warwick District Council's Strategic approach to sustainability and climate change 2016 (as amended)

Issue 3 Revisions 1, May 2017

Warwick District Council
Riverside House
Milverton Hill
Leamington Spa
CV32 5HZ

Strategic approach to sustainability and climate change for Warwick District Council

Introduction

The Sustainable Community Strategy (2009-2026)¹ sets the shared vision for the District as:

“Warwick District, a great place to live, work and visit, where we aspire to build sustainable, safer, stronger and healthier communities”.

In line with this vision, this document outlines how the Council will play its role in making the District more sustainable, by addressing key issues such as climate change, energy security and depletion of natural resources. It defines our strategic aims and associated objectives, and presents an action plan - covering the period 2016-2019 - which describes how the aims and objectives will be fulfilled in the short-to-medium term.

Why do we need to define a strategic approach to sustainability?

Sustainability is a complex, multi-faceted and ever-evolving issue, and one which frequently involves making choices between competing priorities. Therefore, if it is to be addressed effectively, aims and objectives need to be defined and priorities set.

The Council recognises that in its role as a public authority, service provider and community leader it is uniquely placed to make a significant difference to the sustainability of the District, both through the actions it takes to address its own impacts and vulnerabilities, and its influence in the wider community.

Priority issues relating to sustainability to be addressed by this strategic approach Greenhouse gas emissions

It is now widely accepted that climate change is happening and that anthropogenic greenhouse gas emissions - primarily of carbon dioxide resulting from the burning of fossil fuels to generate energy for domestic, commercial / industrial and transport uses - are the main cause. The UK is committed under the Climate Change Act 2008 to reducing greenhouse gas emissions by 34% by 2020 and 80% by 2050, using 1990 as a baseline.

In March 2011, the Secretary of State for Energy and Climate Change and the Vice-Chair of the Local Government Association signed a Memorandum of Understanding² designed to recognise the pivotal role that local councils have in taking action to combat climate change by taking action to:

¹ Warwick Partnership, 2009. *A Shared Vision. Warwick District's Sustainable Community Strategy 2009-2026*

² DCLG & LGA, 2011. *Memorandum of Understanding between the Local Government Association and the Department of Energy and Climate Change*

- reduce energy consumption from their own estate, and from homes, businesses and transport;
- create more renewable energy generation; and,
- Participate in national initiatives at the local level.

Climate change

Climate change adaptation is high on the central government agenda, the Department for Environment, Food and Rural Affairs (DEFRA) having stated "*Local Government plays a central role in leading and supporting local places to become more resilient to a range of future risks and to be prepared for the opportunities from a changing climate.*"

The national Climate Change Risk Assessment 2017 states there has been a global increase in temperature of 0.85°C since 1880 and this is mirrored in the UK climate with higher average temperatures and some evidence of extreme weather events. There is a trend towards milder winters and hotter summers in recent decades. In addition sea levels have risen by 15-12cm since 1990. Whilst natural variability in the climate will have a considerable influence on individual weather events, the recent episodes of severe and sustained rainfall are consistent with the climate change projections.

The earth's climate is changing, and projections indicate that, regardless of what actions are taken now and in the future to reduce emissions of greenhouse gases, weather patterns will continue to change over the coming decades as a result of historic emissions. We therefore need to take actions to enable us to adapt to these changing climatic conditions.

Unless we are able to adapt, this will result in adverse impacts on human health, habitats and biodiversity, food security, and infrastructure. Along with increasing temperatures, we will see reduced summer rainfall, with projections indicating a 20% reduction by 2080. Summer droughts are therefore likely to occur much more frequently. Winters, on the other hand, are likely to be warmer and wetter, with rainfall predicted to increase by 5% by 2020 and 18% by 2080. Rainfall events are also likely to become more intense, resulting in more frequent flooding and storm damage, with areas already vulnerable becoming more so if interventions are not made.

The impacts of climate change are already being felt in the District, and have led to significant disruption and costs in dealing with emergencies and repairing the damage. Despite implementation of a number of recent alleviation schemes, river flooding is still a cause of concern. Historically, rainfall events of sufficient severity to cause widespread flooding have occurred approximately every two or three decades, but the frequency of such storms is steadily increasing and they are now occurring at a frequency of every ten years or less, with major events recorded in 1998, 2007 and 2016, together with a near miss in 2012. The District also experienced heat waves in 2003 and 2006, gales in 2005, and cold snaps in 2009 and 2010.

The Council recognises that climate change poses a threat to its services, and includes it the organisation's Significant Business Risk Register. The impacts of

climate change will be felt across all service areas, and robust plans are needed in order to mitigate the risks.

Energy efficiency in buildings

Reducing energy consumption produces wide a range of benefits including: cost savings; carbon emissions reductions; creation of jobs; greater security of energy supply; and, protection against future increases in fuel costs. It is an area that we as a local authority, in our position as domestic and commercial landlord, private sector housing regulator, energy consumer and community leader, are in a position to significantly influence.

Under the provisions of the Home Energy Conservation Act 1995 (HECA), the Council has a legal duty to promote domestic energy efficiency in the District, and every two years is required to prepare a report setting out the energy conservation measures that the authority considers practicable, cost-effective and likely to result in significant improvement in the energy efficiency of residential accommodation in its area.

One of the biggest challenges in reducing domestic energy use in the District is with the existing privately-owned stock. Despite a history of grants and incentive schemes designed to encourage homeowners to install energy efficiency measures, there still remain a large number of unfilled cavities and poorly insulated lofts, leaving scope for significant improvements in this area.

Where the Council's own housing stock is concerned, whilst almost all have been fitted with energy efficient boilers, minimum levels of loft insulation and, where appropriate, cavity wall insulation, there are still a significant number of so-called 'hard to treat' properties, which are older dwellings with uninsulated solid walls. A full condition survey of the entire stock is due to be carried out during 2017-18, which will inform a long-term investment strategy. This will include options for upgrading energy efficiency ratings.

In terms of the Council's operational buildings, for the larger properties we are required each year, by law, to produce a Display Energy Certificate (DEC), which provides a benchmark of how much energy they use. The DEC ratings for applicable buildings for 2016-17 are shown in appendix 1.

Performance varies greatly between the buildings, as do the opportunities for improvement. The future of the stock is currently under consideration, and options for potential future energy efficiency improvements and reducing running costs will be a key consideration in reaching decisions.

Despite Warwick District's relative affluence, in 2013, 11.1% households within the district live in fuel poverty this decreased to 10.8% in 2014. Warwick and neighbouring district of Nuneaton and Bedworth, has the highest levels of fuel poverty of any local authority area in Warwickshire. The average for the county is 10.9%, whilst for the West Midlands it is 13.9% and for England as a whole 10.4%.

This is a serious issue and, with rising fuel costs, one which without concerted effort is likely to become much more pronounced in the future.

The Council works in partnership with agencies across the District and beyond on a variety of initiatives aimed at reducing fuel poverty. This programme of work is mainly addressed through the councils Health and Wellbeing approach although it is recognised that increased energy efficiency of buildings will play a considerable contribution towards reduction of fuel poverty.

Renewable and low-carbon energy

Solar photovoltaics (PV)

According to the latest Department of Energy and Climate Change statistics in 2014, there are over 1000 domestic solar photovoltaic systems in the District for which the Feed-in Tariff is being paid, , together with 40 non-domestic systems here are also a large (2MW) rooftop array at the Wolseley headquarters, plus two solar farms within the district. .

Encraft estimates that that around 28% of the District's housing stock (approximately 17,000) properties) are theoretically suitable for a roof-mounted solar PV or solar thermal system.

Wind energy

The 2014 published statistics state that there is 1 small-scale system currently registered to receive the Feed-in Tariff. There are no large turbines in the District.

According to Encraft estimates, there are a sufficient number of suitable rural locations to install small- and medium-scale wind turbines which are realistically deployable by 2026.

Hydro electricity

There are currently no hydro schemes within the District. Due to the complexities of the permitting regime and the limited number of locations suitable for hydro, the realistic potential is small. However, the council will continue to review all possible options

Renewable and low-carbon heat technologies – biomass, heat pumps (water, air and ground source), solar thermal, biogas/biomethane

Renewable and low-carbon heat technologies are particularly suitable for properties that are off the gas grid, because for these properties fuel costs are usually significantly higher than for grid-connected properties. In 2015 within Warwick District, some 13% of dwellings were off-grid, (approximately 7,800).

Encraft estimates that at least 21.8MW of renewable and low-carbon heat technologies are realistically deployable across the District up until 2026.

Council's own estate

The Council has installed a number of solar PV arrays and biomass boilers for its housing stock, and has embarked upon a programme of converting several buildings with communal heating into biomass-fuelled systems. In the past,

consideration has been given to installing hydro turbines at Jephson Gardens and Princes Drive, and to adding a solar array to the roof of the Spa Centre. The proposals were not progressed, mainly due to technical and financial uncertainties that were relevant at the time. However, opportunities for renewable and low-carbon energy still exist, for example as part of new office headquarters. Consideration is also being given to the potential for district heating³ within the urban areas of Leamington and Warwick.

Staff travel

In order to conduct the functions of the council, staff must travel for business purposes. In 2014 staff travelled 273,000 miles on business, and travel-related carbon dioxide emissions were responsible for just under 10% of our total carbon footprint. In terms of staff commuting, a travel survey carried out in November / December 2013 revealed that 88% of staff usually travel to work by car (79% as the sole occupant and 9% as car sharers), despite the fact that 46% of employees live within 5 miles and 66% live within 10 miles of their place of work.

The Council are working towards lowering the impact of staff travel arrangements.

Other aspects of sustainability

As sustainability is such a wide subject area. There are either aspects of the sustainability agenda not covered in this strategy or are given less emphasis than the issues discussed above. This is because they are issues over which the Council has little influence and/or because they are addressed through other means. However we will continue to contribute to the wider sustainability agenda in these areas.

These aspects include:

- **Waste**, addressed primarily through Warwickshire's Municipal Waste Management Strategy⁴;
- **Air quality**, covered by the Warwick District Air Quality Action Plan⁵;
- **Water quality**, dealt with primarily by other agencies, for example the Environment Agency and DEFRA by means of river basin management plans. Warwick District is covered by the Severn River Basin Plan⁶;
- **Transport**, addressed by the Warwickshire Local Transport Plan⁷ and the emerging Warwick and Leamington Sustainable Transport Strategy; and,
- **Biodiversity**, covered by the Warwickshire, Coventry and Solihull Local

³ District heat networks supply heat from a central source directly to homes and businesses through a network of pipes carrying hot water. This means that individual homes and business do not need to generate their own heat on site.

⁴ Warwickshire Waste Partnership, 2013. *Warwickshire's Municipal Waste Management Strategy*. Adopted October 2005, Updated December 2013

⁵ Warwick District Council, 2008. *Warwick District Air Quality Action Plan 2008*.

⁶ Department for Environment and Rural Affairs & Environment Agency, 2009. *Water for life and livelihoods. River Basin Management Plan for Severn River Basin District*

⁷ Warwickshire County Council, 2011. *Warwickshire Local Transport Plan 2011-2026*

Biodiversity Action Plan⁸ and, at the District level, by the Green Space Strategy⁹ and management plans covering specific sites, for example Jephson Gardens¹⁰ and Oakley Wood¹¹.

However, any cross over with this approach action plan will be reported through the action plan successes.

Strategic aims and objectives

Given the size and complexity of the challenge of addressing the risks and opportunities presented by sustainability and climate change, the Council cannot act in isolation, but rather must engage and work in partnership with the wider community. Therefore, in defining this strategy, three overarching aims have been set, as follows:

1. Embed sustainability at a strategic level within the organisation;
2. Address our own impacts relating to sustainability and ensure our physical assets and operations remain resilient in the face of a changing climate; and,
3. Promote and enable sustainability and climate change resilience in the wider district.

For each of these strategic aims, a number of specific objectives were defined in 2016, based around the priorities discussed in Section 2. These objectives are shown in appendix 2.

How the strategic aims and objectives will be achieved

The means by which each of these objectives will be achieved is detailed in the Action Plan presented in the Appendix 3 to this document. The Plan will be updated on an ongoing basis, to reflect updated information and new opportunities as they arise.

A Sustainability Officers Group has been established to ensure the delivery and the integration of the sustainability agenda into the operational delivery of council services and activities.

Where an action has significant budgetary implications a business case will be produced, and if the expenditure is approved it will be incorporated into the relevant Service Area Plans(s) for the appropriate year(s).

Monitoring and reporting

Monitoring of progress made towards meeting the aims and objectives of this strategy will be the responsibility of the Sustainability Officer, reporting through the Head of Health and Community Protection to the Senior Management Team on

⁸ Warwickshire, Coventry and Solihull Biodiversity Action Partnership, 2014. *Warwickshire, Coventry and Solihull Biodiversity Action Plan*

⁹ Warwick District Council, 2012. *Green Space Strategy for Warwick District 2012-2026*

¹⁰ Warwick District Council, 2013. *Jephson Gardens and Mill Gardens Management Plan 2013-2018*

¹¹ Warwick District Council, 2009. *Woodland Management Plan 2009-2029: Oakley Wood, January 2009, updated March 2009*

a half-yearly basis. The strategy will be reviewed annually. The next review is due in October 2017 .

Appendix 1: DEC ratings for Council–owned buildings

Building	2016/17 DEC rating (score given in brackets)*
Newbold Comyn Leisure Centre	C(70)
Royal Spa Centre	B(44)
Town Hall	D(79)
Pump Rooms	E(118)
Abbey Fields Swimming Pool	A(23)
St Nicholas Park Leisure Centre	C(55)
Jephson Gardens Temperate House	F(142)
Riverside House	D(81)
Castle Farm Sports Centre	B(31)

* Note that a lower score represents a better performance
Green is improvement in DEC rating compared with 2014/15

Appendix 2: Sustainability Approach 2016-201

Our aims	To embed sustainability at a strategic level	To address our own impacts	To promote and enable sustainability in the wider district
Our priorities	<ul style="list-style-type: none"> • Ensure our policies, strategies, plans & projects address sustainability • Engage & enable staff / elected members to incorporate sustainability into their roles 	<ul style="list-style-type: none"> • Become more efficient in our use of energy • Seek to use more energy from renewable & low-carbon sources • Use other resources more efficiently • Adopt more sustainable forms of travel • Integrate sustainability into procurement processes and practices • Seek to ensure our assets and services remain resilient in the face of a changing climate 	<ul style="list-style-type: none"> • Seek to reduce fuel poverty district-wide • Improve the energy efficiency of our housing stock and engage with our tenants on reducing fuel bills • Ensure we meet our legal obligations as landlords relating to energy efficiency • Engage with third parties (community groups, local businesses, educational establishments & public bodies) to achieve mutual aims on sustainability
Indicators	<ul style="list-style-type: none"> • Percentage of major decisions subject to a sustainability impact assessment • Percentage of major plans & projects considering sustainability throughout the process • Percentage of staff and elected members receiving relevant information and training 	<ul style="list-style-type: none"> • Energy consumption (MWh/annum, MWh/employee/annum) • Water consumption (m³/annum) • Paper use (reams/annum) • Carbon emissions (tCO_{2e}/annum, tCO_{2e}/employee/annum) • Level of compliance with sustainable procurement requirements 	<ul style="list-style-type: none"> • Number of households in fuel poverty • Average SAP rating of WDC housing stock • Number of WDC tenants receiving energy advice and assistance • Level of compliance with landlord legal requirements • Number of third parties engaged with
What success looks like	<p><i>By 31st March 2017:</i></p> <ul style="list-style-type: none"> • A sustainability impact assessment process has been put in place for major decisions • All of our staff and elected members have received relevant information and training and plans are in place for the ongoing identification of training needs <p><i>By 31st March 2018:</i></p> <ul style="list-style-type: none"> • Every major decision is subject to a sustainability impact assessment • All major projects consider sustainability as part of the process 	<p><i>By 31st March 2017:</i></p> <ul style="list-style-type: none"> • We have produced a sustainable travel plan • We have produced a sustainable procurement toolkit • We have identified and assessed the viability of additional energy & resource efficiency measures and set post-2018 targets • We have assessed the viability of renewable & low-carbon energy schemes and set post-2018 targets • We have updated our climate change risk assessment <p><i>By 31st March 2018:</i></p> <ul style="list-style-type: none"> • Our energy consumption per employee has reduced by 10% • Our paper use has reduced by 10% • Our carbon footprint per employee has reduced by 5% • Sustainable procurement requirements are fully complied with <p><i>By 31st March 2019:</i></p> <ul style="list-style-type: none"> • We will meet additional targets relating to our energy, water and paper consumption, installed capacity of renewable / low-carbon energy, and carbon footprint 	<p><i>By 31st March 2017:</i></p> <ul style="list-style-type: none"> • We have completed our housing stock condition survey and produced an investment strategy to improve our stock's energy efficiency • We have produced a district-wide fuel poverty strategy <p><i>By 31st March 2018:</i></p> <ul style="list-style-type: none"> • All of our tenants have been provided with advice and/or assistance (as required) relating to reducing fuel bills <p><i>By 31st March 2019:</i></p> <ul style="list-style-type: none"> • Rates of fuel poverty in the district have halved

Appendix 3: Action Plan

Strategic Aim 1 - Embedding sustainability at a strategic level with the organisation

Priorities –

Ensure our policies, strategies, plans & projects address sustainability
Engage & enable staff/ elected members incorporate sustainability into their roles.

Indicators measures and success:

Ref	Action	Timescale	Status	Indicator Measures	Successes
1.1	A sustainable impact assessment process has been put in place for major decisions, policies and strategies	31 st March 2017	Ongoing	Percentage of major decisions subject to a sustainability impact assessment.	
1.2	All of our staff and elected members have received relevant information and training and plans are in place for the ongoing identification of training needs	31 st March 2017	Ongoing	Percentage of major plans & projects considering sustainability throughout the process	
1.3	Every major decision , policies, and strategies is subject to a sustainability impact assessment	31st March 2018	Ongoing	Percentage of staff and elected members receiving relevant information and training.	
1.4	All major decisions, policies, strategies, project and plan consider sustainability as part of the process.	31st March 2018	Ongoing		<ul style="list-style-type: none"> • Councils Green Space Strategy • Green Space management plans • Habitat Plans • Conservation Plans • Planning document - 'Garden Towns, Villages and Suburbs A prospectus for Warwick District Council' • Financial Inclusion Meetings include fuel poverty. • Code of Procurement • Local Plan • New Leisure Centre Construction Projects, Leisure Centre Operator Contract, HQ Relocation and Sayer Court Development. • Reusable materials requirement in planning guidance

Ref	Action	Timescale	Status	Indicator Measures	Successes
					<ul style="list-style-type: none"> • Draft car parking strategy • Signed up to LGA Climate Local initiative

Strategic Aim 2 - Address our own impacts

Priorities-

Become more efficient in our use of energy

Seek to use more energy from renewable & low carbon sources

Use other resources more efficiently

Adopt more sustainable forms of travel

Integrate sustainability into procurement processes and practices

Seek to ensure our assets and services remain resilient in the face of a changing climate.

Indicator Measure and successes:

Ref	Action	Timescale	Status	Indicator Measures	Successes
2.1	<i>Have produced a sustainable travel plan</i>	31 st March 2017	Completed	Consumption of electricity (kWh), gas (KWh), LPG (m ³), biomass (tonnes) Water consumption (m ³) Paper consumption (reams)	<ul style="list-style-type: none"> • Linking of cycle paths to allow alternative travel methods through planning, partnership and project work. • Leasing of 5 electric vehicles for staff use. • Green Travel plan produced for the relocation. • Events Cycle to Work Day, Chairman Family Walk Day
2.2	<i>Produced a sustainability procurement toolkit.</i>	31 st March 2017	Ongoing		<ul style="list-style-type: none"> • Sustainability assessment is included in all procurement activities and in detail for all procurement over 50K
2.3	<i>Identified and assessed the viability of</i>	31st	Ongoing		

Ref	Action	Timescale	Status	Indicator Measures	Successes
	<i>additional energy and resource efficiency measures and set targets post 2018</i>	March 2017			
2.4	<i>Assessed the viability of renewable and low carbon energy schemes and set post 2018 targets</i>	31st March 2017	Ongoing		<ul style="list-style-type: none"> • Phase 1 district network heating assessment completed. Phase 2 underway. Project Manager appointed.
2.5	<i>Updated the climate risk assessment</i>	31 st March 2017	Ongoing		
2.6	<i>Our energy consumption per employee has reduced by 10%</i>	31 st March 2018	Ongoing		<ul style="list-style-type: none"> • Forced air cooling in data centre to reduce reliance on air conditioning for cooling (reduced power consumption) • Use of server virtualisation has reduced number of physical servers from 120 to 5. Reducing power consumption • Replacing desk top PCs with thin clients has reduced power consumption. • Electrical charging points within carparks in Leamington Spa. • Electrical charging points in Riverside House Carpark • Lights and fittings in carparks are replaced with low energy replacements • Reduction of 208,902kWH electricity since 2013/2014 (⊖ 6.5%) • Increase of 54,194kWH gas since 2013/14 (⊕ 1%)
2.7	<i>Paper use has reduced by 10%</i>	31 st March 2018	Ongoing		<ul style="list-style-type: none"> • Eforms used to replace 30 page hard copy benefit claim forms. • Reduced distribution of budget books to reduce use of paper. • Scanning of hard copies and reducing production of paper copies of documents. • Encouraging the use of Direct debits and online payments rather than paper bills or paper mandates • No longer printing large licensing information and application packets. Need water, paper and energy figures

Ref	Action	Timescale	Status	Indicator Measures	Successes
					<ul style="list-style-type: none"> • Reduction in mass leafleting. • Increased use of social media/website • Increase of 0.3 million sheet of paper (∅ 9.6%) (caused by the number of elections last year) • All Paper is 80% recycled material.
2.8	<i>Our carbon footprint per employee has reduced by 5%</i>	31 st March 2018	Ongoing		<ul style="list-style-type: none"> • Use of agile working technology reduces the need for travel (home & on site working) • Invested money in super broadband which allows agile working of persons within the district (reducing travel) • 150Kw Biomass boiler at Sayer Court (carbon emissions 25% less than minimum standard) • Using of Electric and Electric Hybrid cars by lifeline and number of officers. 21597 miles travelled in vehicles • Reduction in mileage travelled by staff by 53,989 miles (∅ 19% since 2014)
2.9	<i>Sustainable procurement requirements are fully complied with</i>	31 st March 2018	Ongoing		<ul style="list-style-type: none"> • Consideration of using local suppliers (procurement) • Sustainability included in procurement activities.
2.10	<i>Additional targets related to energy, water, and paper consumption, installed capacity of renewable/ low carbon energy and carbon footprint.</i>	31 st March 2019	Ongoing		<ul style="list-style-type: none"> • Reduced annual bedding and not replaced in certain areas or replaced with sustainable planting (self seeding) • Reduced the amount of peat being used. • Reduced the amount of watering required. • Use of drought tolerant plant species. • Reduced mowing regimes • Introduce meadows which are less intensive to maintain. • Plant and manage trees and woodlands and replace those trees that are lost where appropriate • Source FSC certified timber products • Reuse timber from tree/forestry products • Waste in Riverside recycled • Range of recycling options provided through waste collection. • Recycling green waste which can be composted or

Ref	<i>Action</i>	Timescale	Status	Indicator Measures	Successes
					as mulch. <ul style="list-style-type: none"> • Recycling litters collected in parks • Supporting volunteers who use more environmentally friendly methods of maintenance.

Strategic Aim 3 – To promote and enable sustainability in the wider district

Priorities:

Seek to reduce fuel poverty district wide

Improve the energy efficiency of our housing stock and engage with our tenants on reducing fuel bills

Ensure we meet our legal obligations as landlords relating to energy efficiency

Engage with third parties to achieve mutual aims on sustainable.

Indicator Measure and successes:

Ref	Action	Timescale	Status	Indicator Measures	Successes
3.1	<i>Have completed our housing stock condition survey and produced an investment strategy to improve our energy efficiency</i>	31 st March 2017	Ongoing	Number of households in fuel poverty Average SAP rating of housing stock Number of WDC tenants receiving energy advice and assistance Level of compliance with landlord requirements Number of third parties engaged with	<ul style="list-style-type: none"> • Progression on phase 2 of District network heating project. Project Manager appointed and progressing project. • Tender for housing stock survey underway. • Programme of improvement in own housing stock including 393 energy efficient boilers installed, loft insulation, cavity wall insulation installed • Work with landlords forum to improve energy efficiency of private rental properties • Average property SAP 2015-17 D (40.2%), 39% properties fall into A-C.
3.2	<i>Have produced a district wide fuel poverty strategy</i>	31 st March 2017	Ongoing		<ul style="list-style-type: none"> • Actions contained within the Health and Wellbeing strategy and is a priority area for Health and Wellbeing Board 2017-18 (TBC). • Working in partnership - Affordable Warmth Group
3.3	<i>All of our tenants have been provided with energy advice and or assistance as required relating to reducing fuel bills</i>	31 st March 2018	Ongoing		<ul style="list-style-type: none"> • Advice to tenants on debit management . • Advice to tenants on improving energy of new homes & including how to change tariff and how to choose the best tariff. • Improving the energy efficiency of housing stock. (Each void property gets EPC. Findings discussed with new tenant and thermal improvements works undertaken.

Ref	Action	Timescale	Status	Indicator Measures	Successes
					<ul style="list-style-type: none"> • Involvement with Warwickshire County Council white label energy initiative. • 650 households provided with energy advice in St John Kenilworth through SLA agreement with Act on Energy. • 90 events, 6 home visits, 26 projects, 247 telephone conversations, 1900 freephone telephone conversations (national stats) and 31,207 website hits provided by Act on Energy.
3.4	<i>Rates of fuel poverty in the district have halved</i>	31st March 2019	Ongoing		<ul style="list-style-type: none"> • Affordable Warmth Group established to work in partnership with agencies to reduce fuel poverty • Initiatives to reduce fuel poverty through AWG • Warm and Well Discount Scheme • Actions also contained within the Health and Wellbeing strategy Priority area Health and Wellbeing Board 2017-18.

Appendix 2 : 2015 Action plan:

Strategic Aim 1:

Embed sustainability at a strategic level with the organisation

Objective 1.1

Ensure the Council's strategies, policies and plans address relevant issues relating to sustainability and climate change

Objective 1.2

Raise staff and Elected Member awareness of issues relating to sustainability and their respective roles in promoting it

Strategic Aim 2:

Address our own impacts relating to sustainability and ensure our physical assets and operations remain resilient in the face of a changing climate

Objective 2.1

Make our operational property holdings more efficient in the use of energy, water and other resources

Objective 2.2

Make our housing stock more energy efficient

Objective 2.3

Provide more energy from renewable and low-carbon sources

Objective 2.4

Reduce transport-related carbon dioxide emissions

Objective 2.5

Ensure sustainability is fully integrated into procurement activities

Objective 2.6

Ensure the Council's property, land holdings and services remain resilient in the face of a changing climate

Strategic Aim 3:

Promote and enable sustainability and climate change resilience in the wider district

Objective 3.1

Reduce fuel poverty in the District

Objective 3.2

Work proactively with community groups and the general public to promote and enable sustainability and climate change resilience in the District

Objective 3.3

Engage with local businesses to enable them to operate more sustainably and to create a thriving local low-carbon economy

Objective 3.4

Engage with other public bodies and educational establishments to achieve joint aims on sustainability and climate change

Appendix: Action Plan

Strategic Aim 1 - Embedding sustainability at a strategic level with the organisation

Objective 1.1:

Ensure the Council's strategies, policies and plans address relevant issues relating to sustainability and climate change

Measure(s):

- Proportion of strategies, policies and plans demonstrating evidence of consideration of implications for sustainability

Action plan:

Ref	Action	Responsibility	Resource implications	Priority	Timescale	Transferred to new action plan?
1.1.1	Include a sustainability impact assessment for all major projects / policies and strategies / committee-level decisions	Relevant lead officer	Officer time	High	Ongoing	Yes – 1.1, 1.3, 1.4
1.1.2	Periodically review corporate risk register / emergency plans / businesses continuity plans to ensure fully take into account sustainability-related issues	Service Heads	Officer time	High	Completed.	No
1.1.3	Review and update as required sustainability-related policies in proposed new Local Plan, and produce new sustainability supplementary planning document to provide guidance on how planning policies can be complied with	Planning Policy team	Officer time Document design costs	High	Ongoing	Yes – 1.4

Objective 1.2:

Raise staff and Elected Member awareness of issues relating to sustainability and their respective roles in promoting it

Measure(s):

- Number of members of staff and Elected Members receiving briefings / attending training sessions, seminars and site visits

Action plan:

Ref	Action	Responsibility	Resource implications	Priority	Timescale	Transferred to new action plan?
1.2.1	Deliver sustainability briefings and training to: <ul style="list-style-type: none"> existing staff (all), in form of e-learning packages Elected Members 	Sustainability Officer Training Officer	Officer time Training set-up costs - tbc	Medium	Ongoing	Yes - 1.2
1.2.2	Set up Sustainability section on intranet	Sustainability Officer	Officer time	Medium	Completed	No

Strategic Aim 2 - Addressing our own impacts and vulnerabilities

Objective 2.1:

Make our operational property holdings more efficient in the use of energy, water and other resources

Measure(s):

- Consumption of electricity (kWh), gas (KWh), LPG (m³), biomass (tonnes)
- Water consumption (m³)
- Paper consumption (reams)

Action plan:

Ref	Action	Responsibility	Resource implications	Priority	Timescale	Transferred to new action plan?
2.1.1	a) Identify and produce business cases for energy efficiency measures across Council operational stock	Assets team Sustainability Officer	Officer Time		Ongoing	Yes - 2.3, 2.4, 3.1, 3.2, 3.4
2.1.2	Identify suitable water efficiency measures across the Council's entire operational building stock and land holdings; produce business case for expenditure, as appropriate	Energy Manager	Officer time	High	Ongoing	Yes - 2.10,
2.1.3	Identify options for reducing paper use and set reduction target; implement options	tbc	Officer time	High	Ongoing	Yes - 2.7
2.1.4	Improve waste segregation and recycling / reuse within operational	Facilities Manager	Officer time	Medium	Completed	No

Ref	Action	Responsibility	Resource implications	Priority	Timescale	Transferred to new action plan?
	buildings and other sites					

**Objective 2.2:
Make our housing stock more energy efficient**

Measure(s):

- Energy Performance Certificate / SAP¹ ratings
- Measured or calculated energy savings

Action plan:

Ref	Action	Responsibility	Resource implications	Priority	Timescale	Transferred to new action plan?
2.2.1	Include appraisal of options for improving energy efficiency of existing Council-owned housing as part of planned stock review	Housing & Property	Officer time, with consultancy input as required	High	ongoing	Yes - 2.3, 2.4, 3.1, 3.2, 3.4
2.2.2	Based on findings of review, set minimum standards for energy efficiency to be achieved for whole of existing stock within stated timescale, and produce business case and plan for delivery	Housing & Property	Officer time, with potential consultancy input	High	ongoing	Yes – 2.10
2.2.3	Set minimum energy efficiency standards for new-build projects	Housing & Property	Officer time, with potential consultancy input	High	Completed	No

**Objective 2.3:
Provide more energy from renewable and low-carbon sources**

Measure(s):

- Installed capacity of renewable and low-carbon energy technologies

Action plan:

¹ Energy performance certificates (EPCs) provides a rating for residential and commercial buildings, showing their energy efficiency based on the performance of the building itself and its services (such as heating and lighting). EPCs are required whenever a building is built, sold or rented out. The Standard Assessment Procedure (SAP) is the method used to calculate the EPC rating.

Ref	Action	Responsibility	Resource implications	Priority	Timescale	Transferred to new action plan?
2.3.1a	Carry out heat mapping and energy master-planning to identify opportunities for district heating networks ²	Sustainability Officer	Officer time plus £15k (33% matched funding) – as agreed	High	Completed	No
2.3.1b	DH feasibility for Leamington town centre and Myton	Head of Service HCP	Project Manager recruitment to manager.	High	By 31/03/18	Yes -2.4
2.3.2	Continue with programme of upgrading of flats / care facilities to incorporate communal biomass boilers	Energy Manager	Budget allocated (Housing)	High	Ongoing	Yes – 2.3, 2.4, 3.1, 3.2, 3.4
2.3.3	Re-examine business case for solar photovoltaics on Spa Centre	Sustainability Officer	Officer time, plus potential future feasibility study costs	Medium	ongoing	Yes – 2.10
2.3.4	Re-evaluate business case for hydropower scheme at Jephson Gardens & Princes Drive	Sustainability Officer	Officer time	Low	Completed –	not feasibly due to location of gauge station
2.3.5	Consider full range of options for renewable and low-carbon energy at sports centres as part of upgrades	Sports and Leisure	Officer time plus consultancy input	High	ongoing	Yes -2.10
2.3.6	Consider other options for installing renewable and low-carbon energy technologies	Sustainability Officer	Officer time, plus potential future feasibility study costs	Medium	ongoing	Yes – 2.4

Objective 2.4

Reduce transport-related carbon dioxide emissions

Measure(s):

- Carbon dioxide emissions

² District heat networks supply heat from a central source directly to homes and businesses through a network of pipes carrying hot water. This means that individual homes and business do not need to generate their own heat on site.

Action plan:

Ref	Action	Responsibility	Resource implications	Priority	Timescale	Transferred to new action plan?
2.4.1	Introduce package of measures to encourage staff to use alternative modes of transport to the car, including salary sacrifice scheme for cycle purchase, upgrading of shower and bike storage facilities, provision of free trial bus passes, cycle business mileage rate, on-site cycle repair days	Sustainability Officer Human Resources	Officer time plus costs of measures	High	Ongoing	Yes – 2.1, 2.8
2.4.2	Introduce staff travel policy and set up travel management system	Human Resources Procurement	Officer time Potential cost savings (to be identified)	Medium	completed	Yes – 2.1, 2.8
2.4.3	Reconsider green travel options as part of office relocation project	Project Coordinator	Officer time (plus potential resource implications to implement measures)	Medium	Ongoing	Yes 2.1, 2.8
2.4.4	Re-assess business case for introduction of pool cars (including electric vehicles) and bicycles	Sustainability Officer	Officer time	High	ongoing	yes 2.1, 2.8

Objective 2.5

Ensure sustainability is fully integrated into procurement activities

Measure(s):

- tbc

Action plan:

Ref	Action	Responsibility	Resource implications	Priority	Timescale	Transferred to new action plan?
2.5.1	Identify key procurement activities and for each assess main sustainability issues to be addressed	Procurement	Officer time	High	Ongoing. In place for large projects	Yes 2.2

Ref	Action	Responsibility	Resource implications	Priority	Timescale	Transferred to new action plan?
2.5.2	Identify and document appropriate procurement criteria for key procurement activities	Procurement	Officer time	High	Ongoing	Yes 2.2
2.5.3	For ongoing contracts, set up process for reviewing sustainability requirements as existing contracts are due for renewal	Procurement	Officer time	High	Ongoing,	Yes 2.2, 2.9

Objective 2.6

Ensure the Council's property, land holdings and services remain resilient in the face of a changing climate

Measure(s):

- Water consumption (m³)
- Adaptation measures incorporated (number and type)

Action plan:

Ref	Action	Responsibility	Resource implications	Priority	Timescale	Transferred to new action plan?
2.6.1	Ensure climate change adaptability is fully taken into account in making decisions on future of existing building stock and location of new offices / housing stock	Project Coordinators Housing and Property Sustainability Officer	Officer time, other resources tbc (case-dependent)	High	Ongoing	Yes – 1.3,1.4
2.6.2	As part of the planned housing stock review, examine options for enhanced water efficiency and, where appropriate, set minimum water efficiency standards for existing and new housing stock	Housing and Property	Officer time, other resources tbc	High	By 31/03/15	Yes – 2.10
2.6.4	As part of housing stock review process, identify those properties that are vulnerable to the impacts of climate change and appropriate adaptation measures. Incorporate these measures into refurbishment programmes	Housing and Property, with input from Sustainability Officer	Officer time, other resources tbc	High	By 31/03/16	Yes – 3.1,
2.6.5	Ensure appropriate flood resilience measures are incorporated into leisure centre upgrades and, if appropriate, new	Sports and Leisure	Officer time, other resources (tbc)	High	Completed	No -

Ref	Action	Responsibility	Resource implications	Priority	Timescale	Transferred to new action plan?
	headquarters	Project Coordinators				

Strategic Aim 3 – Promoting and enabling sustainability and climate change resilience in the wider district

Objective 3.1

Reduce fuel poverty in the District

Measure(s):

- Number of households in fuel poverty

Action plan:

Ref	Action	Responsibility	Resource implications	Priority	Timescale	Transferred to new action plan?
3.1.1	Provide advice on domestic energy-related issues to general public (targeted at most vulnerable residents), via advice clinics, home visits, helpline, website and printed literature	Sustainability Officer	Officer time, plus cost of Service Level Agreement (SLA) with Act on Energy (approx. £9k pa)	High	Ongoing (Yes – 3.3
3.1.2	Provide energy efficiency information and advice to WDC tenants: <ul style="list-style-type: none"> • include leaflets in new tenant sign-up packs • via newsletters, events and home visits 	Sustainability Officer Sustaining Tenancies team	Officer time	High	Completed (integrated into procedures)	Yes – 3.3
3.1.3	Provide training on domestic energy efficiency for frontline staff	Sustainability Officer	Officer time, Act on Energy costs (through SLA)	High	Completed	No
3.1.4	Run targeted campaign to increase take-up of Warm Homes Discount	Sustainability Officer Financial Inclusion team	Officer time, plus campaign costs (£4k) – to be paid for via Public Health grant	High	Completed	No

Ref	Action	Responsibility	Resource implications	Priority	Timescale	Transferred to new action plan?
3.1.5	For private rented sector, examine options for enhanced usage of Housing Health and Safety Rating System as a means of enforcement in cases where extreme cold are identified	Private Sector Housing	Officer time; other resources (potentially purchase of software)	Medium	By 30/09/15	Yes – 3.4

Objective 3.2

Work with community groups and the general public to promote and enable sustainability and climate change resilience in the District

Measure(s):

- Number of community groups and members of public engaged with
- Number of renewable energy projects supported and installed capacity of renewable energy

Action plan:

Ref	Action	Responsibility	Resource implications	Priority	Timescale	Transferred to new action plan?
3.2.1	Set up network of community groups with an interest in sustainability, produce regular email updates and hold annual sustainability forum	Sustainability Officer	Officer time plus costs to host forum (tbc)	Low	Ended Unable to progress	No
3.2.2	Include sustainability criteria for deciding on allocation of small grant schemes	Community Partnership team	Officer time	Low	Completed	No
3.2.3	Investigate opportunities for setting up community renewable energy schemes	Sustainability Officer	Officer time	Medium	Completed	No
3.2.4	Investigate setting up a dedicated web-based sustainability hub to engage local residents on issues relating to sustainable lifestyles	Sustainability Officer	Officer time, plus website set-up and hosting costs (tbc – funding options to be investigated)	Medium	Completed	No
3.2.5	Produce district-level heat wave and cold weather plans	Environmental	Officer time	Medium	Completed	Part of County plans

Ref	Action	Responsibility	Resource implications	Priority	Timescale	Transferred to new action plan?
		Sustainability team				
3.2.6	Examine options for increasing local food growing	Sustainability Officer Green Space Team	Officer time	Medium	Ended – unable to progress	No

Objective 3.3

Engage with local businesses to enable them to operate more sustainably and to create a thriving local low-carbon economy

Measure(s):

- Number of local businesses engaged with

Action plan:

Ref	Action	Responsibility	Resource implications	Priority	Timescale	Transferred to new action plan?
3.3.1	Work with BID Leamington to improve waste recycling by town centre businesses	Economic Regeneration & Development Manager Sustainability Officer	Officer time	Medium	Ended	No – no longer included with sustainability action plan as covered by alternative strategies
3.3.2	Investigate setting up a district-based green Business club	Sustainability Officer	Officer time (potential funding available through CWLEP)	Medium	Unable to be progressed	
3.3.3	Examine opportunities to link Council activity with corporate social responsibility programmes	Sustainability Officer	Officer time	Medium	Completed	Post moved within Community Partnership team

Objective 3.4


Engage with other public bodies and educational establishments to achieve joint aims on sustainability and climate change

Measure(s):

- Numbers of interventions made by 'Warm and Well' partnership
- Flood prevention / response initiatives successfully implemented
- Additions made to cycle network (or enhancements to existing network)

Action plan:

Ref	Action	Responsibility	Resource implications	Priority	Timescale	Transferred to new action plan?
3.4.1	Collaborate with Warwickshire County Council and other organisations on sustainable transport-related issues, including the delivery of the Warwick and Leamington Sustainable Transport Strategy, the further development of local cycle networks, and the setting up of community car-share clubs and vehicle charging infrastructure	Environmental Sustainability team	Officer time Other resources (tbc)	High	Ongoing	No Part as of delivering the other actions.
3.4.2	Work with Public Health Warwickshire, Act on Energy, and other local authorities & agencies in the sub-region to deliver the outcomes of the 'Warm and Well' partnership	Sustainability Officer Health and Wellbeing Lead Financial Inclusion team	Officer time	High	Completed	No

 Overview and Scrutiny Committee – 27 June 2017		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	31 May 2017	
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 2017/2018 (Appendix 1) and of the current Forward Plan June to September 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.

**Overview and Scrutiny Committee
Work Programme 2017/2018**

25 July 2017

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Leamington Spa car Parking Displacement Plan	31 May 2017	Written report followed by Q&A at meeting	Paul Garrison			25 July 2017
Learning Points from the Task & Finish Groups	4 April 2017	To be decided	Cllr Naimo?			
Waste Container Charging Review - Update subsequent to the last report February 2017 (to include a pie chart with updated figures as shown in paragraph 8.2 of the Waste Collection Service Update report, 7 Feb 2017.)  RE Update report for O&S meeting 25 J	7 February 2017	Written report followed by Q&A at meeting	Becky Davies			25 July 2017

30 August 2017

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account – Development Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Rhead		Late Aug/Early Sept 2018	Annually
Planned review of Event Services (See Forward Plan ref 832)	4 April 2017	Written report followed by Q&A at meeting	James Deville / Cllr Butler			30 August 2017

26 September 2017

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

31 October 2017

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account – Finance	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Whiting		Late Oct / Early Nov 2018	Annually
Outside Bodies Annual Report	Standing Annual Item	O&S Report for Council	All councillors representing WDC on Outside Bodies. (Report collated by Committee Services)		Late Oct / Early Nov 2018	Annually

28 November 2017

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account – 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	Written report followed by Q&A at meeting	Pete Cutts		Late Nov / Early Dec 2018	Annually
Progress report on the HEART service	Email request from Ken Bruno 27 Jan 2017	Written report followed by Q&A at meeting	Mark Lingard			

3 January 2018

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

6 February 2018

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

6 March 2018

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account – Business	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Butler		March 2019	Annually
Shakespeare's England	Request from Report Author	Written Briefing Note followed by Q&A at meeting	David Butler		March 2019	September 2019

4 April 2018

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Overview and Scrutiny Committee End of Term Report	Standing Annual Item	O&S Report for Executive	Committee Services Officer		April 2019	Annually
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 2019	Annually
Member Children's Champions: End of Year Report	Standing Annual Item	Written report followed by Q&A at meeting	Andrew Jones		April 2019	Annually

1st meeting of the municipal year

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

TBA

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Housing & Homelessness Strategy	27 September 2016	Written report followed by Q&A at meeting	Charlotte Lancaster			
Phase 2 Leisure Development in Kenilworth	1 June 2016	Verbal Update	Rose Winship		C. Servs to notify when the report can be presented	
CWLEP update	30 June 2015	Verbal Report	Councillor Mobbs		BH to provide a copy of the Board Meeting Dates to LD	Quarterly if an update is available

Appendix 1 – O&S Work Programme

Council Development Company (Forward Plan Ref 727)	February 2016	Written report followed by Q&A at meeting	Head of Housing		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	Written report followed by Q&A at meeting	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	Written report followed by Q&A at meeting	Councillor Phillips			

March 2019

Title	Where did item originate from	Format	Lead Officer/ Councillor	Membership of Task & Finish	Next report date if applicable	Completion date
Shakespeare's England	Request from Report Author	Written Briefing Note followed by Q&A at meeting	David Butler		September 2019	September 2019



Warwick District Council Forward Plan June to September 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 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.

(881)

Section 1 – The Forward Plan June to September 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
28 June 2017						
Risk Based Verification (Ref 846)	To seek approval for using Risk Based Verification for Benefit Claims		Executive 28/06/2017	20/06/2017	Andrea Wyatt Cllr Whiting	
St Mary's Lands Master Plan and Delivery Plan Implementation Update (Ref 842)	To consider the masterplan for adoption as the policy for the area and further decisions on its implementation.		Executive 28/06/2017	20/06/2017	Chris Elliott Cllr Butler	
Housing Related Support (Ref 854)	To approve new budgetary arrangements following a restructure of Housing Support Services.		Executive 28/06/2017	20/06/2017	Simon Brooke Cllr Phillips	
Linen Street Car Park (Ref 861)	To consider recommendations for redevelopment for the Linen Street Car Park facility		Executive 28/06/2017	20/06/2017	Paul Garrison Cllr Grainger	
Task & Finish Group – Off-street Car Parking Charges Review (Ref 864)	To consider the report and recommendations from the Off-street car parking Task & Finish group.		Executive 01/06/2017 Reason 4 28/06/2017	20/06/2017a	Cllrs Quinney, Day, Mrs Cain, Mrs Stevens, Boad & Ashford P/H Cllr Grainger	BID Leamington, Warwick District Chambers of Trade, WCC Park & Ride and WCC On-street parking and liaison

Whitnash Community Hub Business Plan and Funding (Ref 870)	To agree the next steps for the funding of the community hub.		Executive 28/06/2017	20/06/2017	Andrew Jones Cllr Mobbs	
Land at The Holt, Leamington Spa (Ref 872)	To consider the potential disposal of WDC owned land.		Executive 28/06/2017	20/06/2017	Chris Makasis Cllr. Phillips	Ward Councillors
Revised Council Strategy (Ref 873)	To report back on the LGA Peer Review which was agreed in April and promised an updated Council Strategy.		Executive 28/06/2017	20/06/2017	Chris Elliott Cllr Mobbs	
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 2/6/2016 27/7/2016 Reason 3 01/06/2017 Reason 3 28/06/2017	20/06/2017	Paul Garrison Cllr. Grainger	
Members' Allowances Scheme (Ref 853)	To consider the recommendations of the Independent Review Panel with regard to Warwick District Councillors Allowances.		Executive 4/4/2017 Reason 3 01/06/2017 Reason 1 28/06/2017	20/06/2017	Graham Leach Cllr Mobbs	
Transforming our Workplace Budget Provision (Ref 880)	To request a budget allocation to support the change programme to agile working.		Executive 28/06/2017	20/06/2017	Bill Hunt Cllr Mobbs	

July 2017						
Final Accounts 2016/17 (Ref 847)	To report on the Council's outturn position for both revenue and capital.		Executive 26/07/2017	18/07/2016	Marcus Miskinis Cllr Whiting	
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 Reasons 3 & 5 8/2/2017 Reasons 3 & 5	18/07/2016	Bill Hunt Cllrs Mobbs, Butler, Grainger, Coker & Whiting	
Abbey Fields, Parks for People Bid (Ref 863)	To consider bringing forward a tender to scope and consult on a Heritage Lottery funding bid for Abbey Fields		Executive 26/07/2017	18/07/2016	Richard Lunwood Cllr Grainger	
Review of Significant Business Risk Register (Ref 875)	To inform Members of the Significant Risks to the Council.		Executive 26/07/2017	18/07/2017	Richard Barr Cllr Mobbs	
August 2017						
Budget Review Quarter One to include Financial Projections (Ref 848)	To report on the latest financial prospects for the current and future 5 years.		Executive 31/08/2017	22/08/2017	Andy Crump Cllr Whiting	
12 Month Review of Waste Container Charging Policy (Ref 857)	To review the waste container charging policy after 12 months of it being in effect.		Executive 31/08/2017	22/08/2017	Becky Davies Cllr Grainger	Waste container charging paper: Executive meeting - 10 February 2016 - Agenda

						<p>item no.3 and Council – 24 February 2016</p> <p>8 month review of waste container charges:</p> <p>Finance and Audit Scrutiny Committee – 7 Feb 2017 Agenda item no.9 and Overview and Scrutiny Committee – 7 Feb 2017 Agenda item no.7</p>
Leamington Spa Car Parking Displacement Plan (Ref 844)	To set out the options available should vehicles be displaced from Covent Garden car park and to consider alternative parking options within Leamington Town Centre.		Executive 4/4/2017 Reason 2 31/08/2017	22/08/2017	Gary Charlton Cllr Grainger	
Car Park Fees and Charges (Ref 862)	To consider the recommendations for changes to car park fees and charges.		Executive 31/08/2017	22/08/2017	Paul Garrison Cllr Grainger	Warwick District Chambers of Trade and BID Leamington.
Leamington Cemetery North Lodge (Ref 828)	To review the future use of Leamington Cemetery North Lodge.		Executive 4/4/2017 Reason 3 28/06/2017 Reason 3 31/08/2017	22/08/2017	Rob Hoof Cllr Grainger	

September 2017						
Fees and Charges (Ref 849)	To propose the level of fees and charges to be levied from 2 January 2018.		Executive 27/09/2017	19/09/2017	Andy Crump Cllr Whiting	

Section 2 Key decisions which are anticipated to be considered by the Council between October and December 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
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October 2017 – No scheduled Executive meetings at this time.

1 November 2017

Review of Significant Business Risk Register (Ref 876)	To inform Members of the Significant Risks to the Council.		Executive 01/11/2017	24/10/2017	Richard Barr Cllr Mobbs	
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29 November 2017

12 Month Review of New Housing Allocations Policy (Ref 858)	To review the working of the new Housing Allocations Policy.		Executive 29/11/2017	21/11/2017	Ken Bruno Cllr Phillips	
Budget Review Quarter Two (Ref 874)	To report on the latest financial prospects for the current and future 5 years.		Executive 29/11/2017	21/11/2017	Andy Crump Cllr Whiting	

General Fund Base Budgets 2018/19 to include Budget Review for the current year (Ref 877)	To consider the following year revenue budgets for the General Fund and update Members on the latest Budgets for 2017/18.		Executive 29/11/2017	21/11/2017	Marcus Miskinis Cllr Whiting	
HRA Base Budgets 2018/19 (Ref 878)	To consider the following year revenue budgets for the HRA and update Members on the latest position for the current year.		Executive 29/11/2017	21/11/2017	Andrew Rollins Cllr Phillips	

December 2017 – No scheduled Executive meetings at this time.

Section 3 Key decisions which are anticipated to be considered by the Council but the date for which is to be confirmed

Topic and Reference	Purpose of report	History of Committee Dates & Reason code for deferment	Contact Officer & Portfolio Holder	Expansion on Reasons for Deferment	External Consultees/ Consultation Method/ Background Papers	Request for attendance by Committee
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
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 Reasons 1 & 2	Bill Hunt Cllr Phillips	Awaiting further information on the implications of the Housing & Planning Act.		

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 Rhead	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)			Bill Hunt Cllr Phillips			
Recording and Broadcasting of Public Meetings (Ref 840)	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 8/2/2017 Reason 3	Graham Leach Cllr Mobbs	Currently being investigated in tandem with Council Chamber PA issues.		
Councillors IT (Ref 841)	To report back on the work of the Councillor IT Working Party.	Executive 5/1/2017 8/2/2017 Reason 3	Graham Leach Cllr Mobbs	Awaiting the outcome of Members' Allowances Review.		

Consideration of a Hackney Carriage Vehicle Limitation Policy (Ref 851)	To update members on the results of the WDC Hackney Carriage Unmet Demand Survey and: Meeting 1 – Introduce highlights of survey and propose a 6 week consultation on recommended options outlined in the survey. Meeting 2 – Update on the consultation & determine any change to policy, following the consultation.		Lorna Hudson Cllr Thompson	This report will go to Licensing & Regulatory Committee on 20/02/17 & 30/05/17 prior to being brought to Executive.	Taxi trade, local business, safer communities, disability, equality and other local group representatives, Town Councils, Police. Questionnaire on website/email. CTS Traffic & Transportation Final Report - July 2016.	
WDC Enterprise – New Trading Arm (Ref 817)	To seek approval to establish a Local Authority Trading Company, to expand support provision whilst capitalising on existing skills to maximise income.	Executive 2/11/2016 Reason5 5/1/2017 Reason5 8/2/2017 Reason 5	Gayle Spencer Cllr Butler			
Events Review (Ref 832)	To review the provision and support of events in the District.	Executive 8/3/2017 Reason 4	Stuart Poole Cllr Butler			
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.	Executive 26/07/2017 Reason 3	Bill Hunt Cllrs Mobbs, Whiting, Rhead, Butler, Grainger	Timing is dependent on the completion of the planning, marketing and procurement processes.		

Proposed Relocation of Kenilworth School (Ref 869)	To agree the Council's level of support in enabling the school to take its proposals forward.	Executive 28/06/2017 Reason 3	Andrew Jones Cllr Mobbs			
Article 4 Direction for Royal Leamington Spa Conservation Area (Ref 859)	To authorise the creation of an Article 4 Direction for Royal Leamington Spa Conservation Area, to restrict those permitted development rights that are potentially harmful to the appearance of the Conservation Area.	Executive 27/09/2017 Reason 5	Nick Corbett Cllr Rhead			
Policy on Regulating the Private Rented Sector (Ref 880)	To adopt a revised policy on private rented sector regulation in light of new legislation and guidance.		Ken Bruno Cllr Phillips	Awaiting the publication of government guidance.		
St Mary's Lands Warwick Golf Centre (Ref 843)	To consider the business case for an investment proposal. (Private and Confidential by virtue of paragraph 3 of Local Government Act 1972 - Schedule 12A following the Local Government (Access to Information) (Variation) Order 2006).	Executive 4/4/2017 Reason 3 01/06/2017 Reason 3 28/06/2017 Reason 5	Chris Elliott Cllr Butler			

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
28 June 2017						
Rural Urban Community Initiative Scheme Applications	To consider applications for Rural and Urban Initiative Grants.		Executive 28/06/2017	20/06/2017	Jon Dawson Cllr Whiting	
Appointment of Assistant Conservation Officer	To approve the funding for the appointment of an Assistant Conservation Officer.		Executive 28/06/2017	20/06/2017	Nick Corbett Cllr Rhead	
July 2017 – No scheduled reports at this time.						
August 2017						
Rural Urban Community Initiative Scheme Applications	To consider applications for Rural and Urban Initiative Grants.		Executive 31/08/2017	22/08/2017	Jon Dawson Cllr Whiting	
September 2017						
Rural Urban Community Initiative Scheme Applications	To consider applications for Rural and Urban Initiative Grants.		Executive 27/09/2017	19/09/2017	Jon Dawson Cllr Whiting	
October 2017 – No scheduled Executive meetings at this time.						
1 November 2017 – No scheduled reports at this time.						

29 November 2017						
Rural Urban Community Initiative Scheme Applications	To consider applications for Rural and Urban Initiative Grants.		Executive 29/11/2017	21/11/2017	Jon Dawson Cllr Whiting	
Internal Audit Quarter 2 Progress Report	To review progress in achieving the Audit Plan.		Executive 29/11/2017	21/11/2017	Jon Dawson Cllr Whiting	
December 2017 – No scheduled Executive meetings at this time.						

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**