



1 September 2023

## SCRUTINY COMMITTEE –11 SEPTEMBER 2023

A meeting of the Scrutiny Committee will be held at 6pm on Monday 11 September 2023 in the Council Chamber at the Town Hall, Rugby.

*Members of the public may view the meeting via the livestream from the Council's website.*

Mannie Ketley  
Chief Executive

### A G E N D A

#### PART 1 – PUBLIC BUSINESS

1. Minutes

To approve the minutes of the meeting held on 19 June 2023.

2. Apologies

To receive apologies for absence from the meeting.

3. Declarations of Interest

To receive declarations of:

(a) non-pecuniary interests as defined by the Council's Code of Conduct for Councillors;

(b) pecuniary interests as defined by the Council's Code of Conduct for Councillors;

(c) notice under Section 106 Local Government Finance Act 1992 – non-payment of Community Charge or Council Tax.

***Note: Members are reminded that they should declare the existence and nature of their non-pecuniary interests at the commencement of the meeting (or as soon as the interest becomes apparent). If that interest is a pecuniary interest, the Member must withdraw from the room unless one of the exceptions applies.***

***Membership of Warwickshire County Council or any Parish Council is classed as a non-pecuniary interest under the Code of Conduct. A Member does not need to declare this interest unless the Member chooses to speak on a matter relating to their membership. If the Member does not wish to speak on the matter, the Member may still vote on the matter without making a declaration.***

4. Community Safety Annual Report.
5. Discussion with the Regulation and Safety Portfolio Holder.
6. Customer Services Update (report to follow).
7. Review of the Live Music Scene in Rugby.
8. Draft Overview and Scrutiny Annual Report 2022/23.
9. Overview and Scrutiny Work Programme.

**Membership of the Committee:**

Councillors Mistry (Chair), Mrs Brown, Lawrence, Ms Livesey, Mrs McKenzie, Mrs New, Mrs Parker, Rabin and Mrs Timms

*If you have any general queries with regard to this agenda please contact Linn Ashmore, Democratic Services Officer on 01788 533522 or email [linn.ashmore@rugby.gov.uk](mailto:linn.ashmore@rugby.gov.uk). Any specific queries concerning reports should be directed to the listed contact officer.*

***AGENDA MANAGEMENT SHEET***

<b>Report Title:</b>	Community Safety Annual Report
<b>Name of Committee:</b>	Scrutiny Committee
<b>Date of Meeting:</b>	11 September 2023
<b>Contact Officer:</b>	David Burrows
<b>Summary:</b>	<p>The report provides a summary of work in relation to Crime and Disorder, as delivered through the Rugby Community Safety Partnership.</p> <p>The report considers performance during the previous year, priorities for the forthcoming year and highlights several projects delivered through the Community Safety Partnership.</p>
<b>Financial Implications:</b>	None.
<b>Risk Management/Health and Safety Implications:</b>	None.
<b>Environmental Implications:</b>	None.
<b>Legal Implications:</b>	The committee is scrutinising the work of the Rugby Community Safety Partnership in accordance with S19 of the Police and Justice Act 2006.
<b>Equality and Diversity:</b>	No specific implications. Partnership priorities include hate crime.

**Scrutiny Committee - 11 September 2023**

**Community Safety Annual Report**

**Public Report of the Chief Officer - Regulation and Safety**

**Summary**

The report provides a summary of work in relation to Crime and Disorder, as delivered through the Rugby Community Safety Partnership.

The report considers performance during the previous year, priorities for the forthcoming year and highlights several projects delivered through the Community Safety Partnership.

**1. Introduction**

The 1998 Crime and Disorder Act requires 'responsible authorities' to work together to reduce crime and disorder at a local level. In England, the responsible authorities are the police, local authorities, fire and rescue authorities, health and probation services. The responsible authorities must work together to protect their local communities from crime and to help people feel safer.

The Scrutiny Committees have a statutory responsibility (at least once a year) to review the decisions and actions of the responsible authorities within the Rugby Community Safety Partnership in relation to their crime and disorder functions.

**2. The Rugby Community Safety Partnership**

The Rugby Community Safety Partnership (CSP) is well established with a good track record of understanding levels of risk within the Borough, producing action plans to deal with local community safety concerns and working across partners to maximise resources.

The community safety function currently sits within the Environmental Health and Community Safety Team. The team is managed by Henry Biddington. The Council's Community Wardens, who have a very good reputation with elected members for providing front line proactive and reactive services including out of hours and at weekends, is part of this team. There was a long-term sickness absence of the Community Safety and Anti-Social Behaviour Coordinator and the person in this post left Rugby Borough Council in August 2022. It was decided that to ensure consistency and prevent duplication of work this post would temporarily be amalgamated into a new post. Claire Baldwin (Principal Community Warden) took

the temporary position of Community Safety Team Leader in January 2023. Helen Highfield took the temporary position of Senior Community Warden to take on some of Claire's previous duties. Following a trial of this new structure it was agreed by Council in June and subsequently Claire Baldwin is now the Community Safety Team Leader and Helen Highfield the Senior Community Warden. Following an amendment by Council a further Community Warden position has been added and this is currently out for recruitment.

Following a request from the Chair of the Rugby Community Safety Partnership Cllr Derek Poole, in 2021 a review of the role of the Board was carried out by the Warwickshire County Council Community Safety Team, which aims to support the Board to be more inclusive, improve strategic planning and link more closely to officer groups, including monitoring performance. Due to pandemic recovery and other resource issues a second review was carried out by Chris Williams at CJW consultants in December 2022.

A number of recommendations came out of this report and an action plan to implement the recommendations was agreed at Rugby Community Safety Partnership Board meeting on 21 March 2023. A copy of this Community Safety Partnership Board paper can be found at Appendix 1.

Overall, by implementing the actions the Community Safety Partnership will

- Have better governance structure
- Develop strategic aims and set local and relevant priorities
- Be more effective and cohesive in partnership working
- Have sufficient resources
- Meet all statutory functions
- Manage and scrutinise performance.

The Rugby CSP recognises that some of the statutory functions are better lead at a county wide level through the Safer Warwickshire Partnership Board and continue to be a part of the Board and also engage in the Countywide Community Safety Officers Group, the Serious and Organised Crime Joint Action Group, the Warwickshire Prevent Steering Group, the Warwickshire Hate Crime Partnership, the Warwickshire Reducing Reoffending Strategy, Domestic Abuse Emerging Trends group and the Violence Against Women and Girls group. It is recognised as part of the review and action plan that the Rugby CSP needs information on how these duties are discharged and how the Rugby CSP contributes, and that this needs to be fed back to the Rugby CSP Board for scrutiny. This will be achieved through attendance by WCC at the newly reformed Priority Action Group who will develop action plans around each priority and report back to the CSP Board.

As part of the Actions the Environmental Health and Community Safety Manager has met with key partners to discuss attendance on the Board, participation, and contribution to the CSP and development of the new Terms of Reference and strategy. A draft Terms of Reference (Appendix 2) was presented to the Rugby CSP Board meeting on 20 June 2023, which was agreed in principle with some amendments. The final version will be agreed at the next Board meeting. Additionally, there was a report on the Action Plan (Appendix 3), what has been achieved and next steps.

More locally the Problem-Solving Panel Meeting (PSPM) identifies local issues around the CSP priority areas using Problem Solving methods and plans, to develop actions to address these issues and review the actions on their effectiveness. The PSP received training on the SARA model of problem solving and has been focused on tackling specific issues effecting communities. These local Problem-Solving Plans will feed into the newly reformed Priority Action Group and relate to the CSP priorities which will further feed back to the Rugby CSP Board for scrutiny.

The CSP has also been carrying out Environmental Visual Assessments (EVA) of areas that have presented specific issues within Communities. The aim of EVA is to identify actions that can be taken to reduce crime and improve safety relating to the specific issues the Communities are facing and further specify who will be leading on actions with emphasis being on the Community, to drive the actions with the help of partner agencies.

In addition to local (Rugby based) partners, the CSP continues to forge strong links with countywide partners including the Office of the Police and Crime Commissioner, Warwickshire County Council, Warwickshire Police, and numerous Third Sector Organisations.

The CSP was also required to call a Community Impact Operational Group (CIOG) in relation to an attempted murder that took place involving a suspected drug dealer. The CIOG looked at the impact on the community near to where the incident took place and related premises. In addition, it looked widely at some of the young people that had been drawn into violence by the victim and associates and considered how to protect them. This resulted in an increase in Police patrols, reassurance communications from RBC and the Police, work in schools from WCC and work with the young people from Social Services and Youth Justice teams. A closure order was also obtained by the Police working with the RBC Housing team for a premises related to the incident, and ongoing criminality and ASB, which had a big impact on the local community.

We continue to work with Warwickshire Police and partners on preventing terrorism. Work has also started on preparing for a new duty regarding anti-terrorism protection of buildings and spaces with public access.

### **3. 2021/22 Strategic Assessment**

#### **3.1 Overview**

Strategic Assessments are assessments of crime and disorder, which allow Community Safety Partnerships to respond more effectively to the community, plan activity, allocate resources and deliver activities that focus on priorities and achieve results.

The Rugby CSP Strategic Assessment 2021/22 was produced by the Warwickshire County Council Insight Service and was commissioned with the intention of providing Rugby with:

- A review of 2020/21 priorities
- Analysis of crime and disorder to inform future priority settings
- The identification of any areas of concern
- Recommendations for the suggested 2021/25 priorities.

This was used at the CSP Board meeting in February 2021 to set six priorities and three cross cutting themes: instead of the usual one-year plan. The priorities were set for four years to allow longer term action rather than short term gains.

The priorities are:

- Young people linked to knife related violent crime
- Personal robbery
- Retail business crime
- Domestic abuse
- Exploitation of young people
- Hate crime

The cross-cutting themes are:

- Drugs and alcohol
- Reducing re-offending
- Cyber crime

### **3.2 2022/23 Performance Summary**

The Rugby CSP Crime and Disorder Data table for 2022/23 is shown in Appendix 4.

The table shows crime and disorder data relating to CSP priorities in Rugby for 1 January 2022 – 31 December 2022, and compares it to the previous 12 months. It also compares the data to county data.

Care must be taken with this data and the comparison data from 2021 as both were affected by COVID-19 restrictions which changed the patterns of crime. 2022 was the first year since the pandemic that there were no restrictions in place.

The Commentary in Appendix 4 provides a summary of the data.

Knife crime is still an issue but knife related violence continues to predominately occur in the home. There have been increases of note in the borough during 2022 in relation to more serious violence, including S18 wounding offences and violence involving a knife. This is, however, a countywide trend, and volumes of offences in the borough are either level with, or below, pre-pandemic volumes.

Personal Robbery has seen a reduction by 32.5% in Rugby compared with a county average increase of 12.7%. Rugby saw the 6th biggest decline in robbery offences in the UK over the last three years which is testament to a number of Police and partnership operations targeting gang activity and gang related child exploitation.

Retail Business Crime has seen an increase in line with the County Council and returning to pre-pandemic levels. Particular increases were noted in fuel thefts and make off without payments (taking fuel from forecourts without paying). The PSPM has run two problem solving plans around shoplifting in specific locations and make off without payments at another hotspot location. Both of these plans have seen partners working with business to make improvements, streamline reporting and ultimately there has been a marked reduction in make off without payment over the first two quarters of 2023.

There has been a reduction in domestic abuse and related violence, and it seems to have returned to pre-pandemic levels. Warwickshire County Council provide a multi-agency risk assessment conference (MARAC) to support victims of domestic abuse which is funded by the County Council and Warwickshire districts and borough councils and Warwickshire Police. This service has recently been expanded supported by Rugby. This continuing trend over Q1 and Q2 of lower levels and referrals compared to the rest of the county has led to the development of a working group of partners between the Police, RBC, WCC and Refuge. Meeting actions to improve reporting has further been developed. This includes targeted communications and developing working relationships between front line staff and Refuge.

Hate crime in the borough remains at levels higher than those recorded prior to the pandemic. Rugby CSP is a member of the Warwickshire Hate Crime Partnership that looks at trends and identifies actions across Warwickshire to tackle hate crime. Rugby CSP partners attended the Safer Warwickshire Big Conversation event which brings partners together to discuss and provide actions towards tackling discrimination.

Exploitation of young people has seen a rise of child exploitation Cases. This rise may be explained as throughout 2022 there were specific operations to tackle these issues. Following these operations, a new multi-agency Local Contextual Safe Guarding Group is being piloted in Rugby to ensure that young people are identified and protected from exploitation.

## **4. Projects Showcase**

The following projects demonstrate some of the additional work which has been commissioned by the Rugby CSP over the past 12 months. The projects described are funded from CSP budgets, derived from either RBC or Police core budgets or Police and Crime Commissioner grant funding.

### **4.1 Futures Unlocked**

Rugby Community Safety Partnership has continued to provide financial support for Futures Unlocked for their work with ex-offenders.

Futures Unlocked is a charity whose purpose over the last 18 years has been to train and enable volunteer mentors to provide practical, emotional and spiritual support to

ex-prisoners returning to the community. For the last seven years the charity has been based in Rugby and delivers mentoring support to the whole of Warwickshire.

There are currently upwards of 40 volunteer mentors who have been trained by the charity to provide mentoring support across a range of pathways identified by research and adopted by HM Prisons and Probation Service as providing the most sustainable desistance from crime.

The management of a case involves an in depth assessment by a Community Chaplain staff member, a match meeting between client, mentor and chaplain and, only when all are content to proceed, regular meetings occur between mentor and client with six weekly review meetings between all three. At review the parties triangulate scorings to establish distance travelled on the pathways. These scorings are further rendered into a RAG (red, amber, green) rating.

## **4.2 Youth Intervention**

Within the CSP we have been working with various agencies to develop a Youth Intervention Strategy. Although ASB continues to be reported in much lower volumes around the county in Rugby there has been an emergence of groups of young people causing issues in the town centre and at youth groups. These groups have involved young females which is a new emerging trend. The youth intervention strategy works to identify young people and provide a staged intervention approach to prevent behaviour from leading to criminality.

We work hard to bring together the agencies who can make a difference to the behaviour of young people at the Youth Intervention meetings. Partners who are engaged include several of Rugby's schools, housing providers, youth workers, Warwickshire Youth Justice Service, Rugby First, Warwickshire Police, WCC Early Help and Support and social workers. Youth intervention meetings are used to discuss interventions, and to offer commitment and support to the young people/parents who are struggling with issues relating to ASB.

The Youth Intervention meeting refers young people to numerous agencies for specialist support, including referrals to Compass, for young people who have drug issues; referrals to 'Ontrack' (part of RBC sports and recreation) for one-to-one support where individuals are otherwise disengaged; and referrals to Warwickshire Youth Justice Service for young people who are moving beyond ASB and into criminality, exploitation, and county lines. Other interventions include visits to parents, antisocial behaviour contracts and banning orders from youth groups to make young people or their parents responsible for their actions and provide support for young people to steer them away from adverse behaviour.

Working with all the agencies has made a difference in a variety of areas which were suffering from high levels of ASB. This has helped to make residents of those areas feel safer in their homes and provided visible evidence of agencies working together in the interest of community safety.

Dealing with ASB not only tackles the immediate issue but also prevents many people who could become involved in serious crime being supported to help them stop offending.

Rugby Borough Council has a team of community wardens – a reactive team who attend reports of ASB within Rugby, manage areas where youths are gathering and move individuals on where they are causing any nuisance. Wardens will identify those who are termed as ringleaders in ASB and link in with Warwickshire police to discuss any actions we can take together.

All partners work closely with Warwickshire police to combat ASB and nuisance behaviour to reduce ASB in our communities and support victims, young people and residents of Rugby.

The CSP has successfully applied for funding from the OPPC for additional diversionary activities for young people. These will include hair and beauty courses and art projects. We have identified that most current diversionary activities relate to sports and these are not suitable to all individual needs.

The Community Safety Team are now mapping incidents of ASB including graffiti and dumping of NOx canisters to help with intelligence around patrols and targeted youth support or drug and alcohol work. Following targeted intervention and joint operations there was a decrease in the number of ASB cases over Q1. Additional partnership interventions have continued over the summer holidays including additional youth outreach work from the Ontrack team commissioned using grant funding from the OPPC.

#### **4.3 Violence Against Women and Girls**

Following a survey conducted by Rugby Borough Council in 2021 a working group was set up to address the issues of how safe women and girls felt in Rugby particularly in the Town Centre

The Rugby VAWG Campaign Launch 17<sup>th</sup> November coinciding with the Christmas light switch on.

##### **Campaign objectives**

- Women and girls feel safe to do or go where they want, when they want and how they want, on their own in Rugby.
- Men and boys challenge unwanted attention or harassment from others, change their own behaviour and become advocates for women and girls.
- Residents know that Rugby Borough Council is on their side. They understand the support that is available for women and girls who suffer harassment or unwanted attention.

Officers have attended pub watch, visited 25 Town Centre licensed venues and provided campaign posters, Ask for Angela information and anti-spiking devices. Letters were also sent to all licensed venues across Rugby promoting the Ask for Angela campaign.

Officers have developed web pages for campaign, Enough and Ask for Angela, which have been pushed out via social media

<https://www.rugby.gov.uk/enough>

[https://www.rugby.gov.uk/info/20054/community\\_safety/566/ask\\_for\\_angela](https://www.rugby.gov.uk/info/20054/community_safety/566/ask_for_angela)

Bus shelter advertising space has been used for campaign messaging and four banners were hung up in the town centre.

Officers held a campaign stand at Rugby Lights switch on where we spoke to over 100 members of the public and handed out leaflets, anti-spiking material and personal alarms.

All licensed venues have been sent information about Ask Angela.

Further campaign stands are to be held in Asda and work is being done with local schools around the Enough campaign as well as information going out to all staff at Rugby Borough Council.

#### **4.4 ASB Case Management and Conflict Resolution**

The ASB Case Management meeting looks at individual cases of persistent ASB with the view of protecting and supporting the victim and vulnerable residents.

The meeting is a partnership meeting involving housing providers, Victim Support, Rugby First, Warwickshire Police and WCC Early Help and Support and social workers.

The meeting discusses cases and identifies interventions that can be used to protect the victims and resolve conflicts.

We are developing a partnership with Mediation and Community Support (MACS) who are a charity that provide conflict resolution and mediation services to help resolve disputes, support victims, and provide partnership staff in conflict resolution.

Currently MACS have 7 cases referred to them. Not only does this resolve conflicts for individuals and reduces the risk of further ASB it also reduces time and resources of partnership agencies dealing with ongoing disputes.

Frontline staff from RBC and Warwickshire Police SNT have also received training from MACS on conflict resolution and referral processes.

#### **4.5 Safer Streets 4**

In April 2021 Rugby Borough Council (RBC) submitted a joint funding bid with Warwickshire County Council and the Police and Crime Commissioner's Office for funding from the Home Office for Safer Streets 4.

In September 2021 Rugby Borough Council was awarded £49,500 to complete environmental improvements to the area around St Andrew's Church and gardens to improve public safety

There are two main areas of where the grant fund money will be spent:

The first is around CCTV. There will be an additional CCTV camera installed at the entrance of St Andrews Gardens on Church Street. This will provide additional visibility of the graveyard and walk-way between Church Street and St Andrews Church. The grant fund includes an upgrade to two other cameras to provide better coverage.

The second area of spending will occur around lighting. All the lighting in the area will be upgraded to LED lighting and there will be an upgrade to columns to increase the areas that are lit up. There will be additional solar lighting installed into the pathways in St Andrews Gardens.

Works is underway to complete these improvements and is due to be completed by September 2023.

#### **4.7 Serious Violence Mentoring programme**

Through PPC funding the CSP helped to fund the Warwickshire County Council led Serious Violence Mentoring Programme.

The programme has two critical elements.

Firstly, to identify and train skilled mentors who can work with young people aged 14-25 who are at risk of becoming involved in serious violent lifestyles. Our approach is to create a Train the Trainer component, enabling us to sustain the programme beyond the funding cycle. This age range is flexible and will provide support for parents, guardians and support our local schools. For the context of this application, we defined serious violence as including involvement in county lines, weapon related violence that is a risk to them or a risk to others, gang/group related violence, violent conflict with others, perpetuated through social media.

Secondly the programme will identify and train local people who will become community mentors. Community mentors will be offered training and support and will be involved in voluntary mentoring under the supervision of our training provider and our skilled mentors. Importantly we will create a pathway for community mentors who wish to progress into fully skilled and trained mentoring. This will embed our mentoring offer so that it is sustainable but also a viable employment pathway.

**Name of Meeting:** Scrutiny Committee  
**Date of Meeting:** 11 September 2023  
**Subject Matter:** Community Safety Annual Report  
**Originating Department:** Regulation and Safety

**DO ANY BACKGROUND PAPERS APPLY**  **YES**  **NO**

**LIST OF BACKGROUND PAPERS**

Doc No	Title of Document and Hyperlink
1	 Implementation of CSP Review CSP Board Report Implementation of CSP Review CSP Board Report
2	 Draft Terms of Reference for the CSP Board TOR RCSPB Report.docx
3	 Updated Action Plan Report for the CSP Board RCSPB Meeting Report - Action plan
4	 Rugby CSP Crime and Disorder Data Table, January to December 2022 Rugby CSP Crime and Disorder Data T

***AGENDA MANAGEMENT SHEET***

<b>Report Title:</b>	Review of the Live Music Scene in Rugby
<b>Name of Committee:</b>	Scrutiny Committee
<b>Date of Meeting:</b>	11 September 2023
<b>Contact Officer:</b>	Linn Ashmore, Democratic Services Officer
<b>Summary:</b>	On 12 July 2023, Council referred a motion to Scrutiny Committee in accordance with Council Standing Order 11.2(d). The Committee is asked to consider and approve the scope for the review and agree that a task group be established.
<b>Financial Implications:</b>	There are no immediate financial implications.
<b>Risk Management Implications:</b>	There are no risk management implications arising from this report.
<b>Environmental Implications:</b>	There are no immediate environmental implications arising from this report.
<b>Legal Implications:</b>	There are no immediate legal implications arising from this report.
<b>Equality and Diversity:</b>	There are no equality and diversity implications arising from this report.

**Scrutiny Committee – 11 September 2023**

**Review of the Live Music Scene in Rugby**

**Public Report of the Chief Officer for Leisure and Wellbeing**

**Summary**

On 12 July 2023, Council referred a motion to Scrutiny Committee in accordance with Council Standing Order 11.2(d). The Committee is asked to consider and approve the one-page strategy for the review and agree that a task group be established.

**1. MOTION FROM COUNCIL**

- 1.1 On 12 July 2023, Council considered a motion submitted on notice by Cllr Barnett and seconded by Cllr Slinger and an amendment was moved by Cllr Sandison and seconded by Cllr Poole. The substantive motion is as set out below.

*“A thriving band and live music scene can help to renew Rugby. Therefore, this Council proposes that Scrutiny Committee convene a task and finish group to:*

*(a) seek funding opportunities to establish the post of cultural and musical officer within the Leisure and Wellbeing Portfolio to assist in the planning and booking of events;*

*(b) engage all involved in the band and live music scene in Rugby;*

*(c) devise an action plan for how Rugby Borough Council can convene all stakeholders to take prompt action that draws on government, private sector and third sector funding and support, to enhance the band and live music scene; and*

*(d) brief members of the Town Centre Regeneration Working Group so that they will ensure strong consideration is given to this issue in setting the long-term vision for our town centre, and in the allocation of currently available funding for town centre schemes.”*

- 3.2 In accordance with Council Standing Order 11.2(d), the motion stood referred to Scrutiny Committee.

## **2. MOTION ON NOTICE PROCEDURE**

- 2.1 The Constitution requires the Scrutiny Committee to decide whether to consider the motion itself or refer it for consideration by a task and finish group. Any group so appointed will report back to the Committee. Once the Committee has considered the motion or received a report back from a task and finish group, it will report to the next available meeting of the Cabinet or, if it is not an executive matter, to the next ordinary Council meeting.

## **3. SCOPE OF THE REVIEW**

- 3.1 A draft one-page strategy for the review is set out in Appendix 1 for which approval is sought.

## **4. CONCLUSION**

- 4.1 The Committee is asked to:
- a) approve the attached one-page strategy and agree that a task and finish group be formed; and
  - b) at the end of the process the task group's review report and recommendations will be presented to the Committee for approval and submission to Council for adoption.

**Name of Meeting:** Scrutiny Committee

**Date of Meeting:** 11 September 2023

**Subject Matter:** Review of the Live Music Scene in Rugby

**Originating Department:** Legal and Governance

**DO ANY BACKGROUND PAPERS APPLY**       **YES**       **NO**

**LIST OF BACKGROUND PAPERS**

<b>Doc No</b>	<b>Title of Document and Hyperlink</b>

## TITLE TASK AND FINISH GROUP

### ONE-PAGE STRATEGY

#### **What is the broad topic area?**

The current existing network and infrastructure within the borough for the purpose of supporting the live music scene.

#### **What is the specific topic area?**

The live music scene that currently exists within the borough, including but not limited to; locations offering live music performances and practice/rehearsal facilities that are available for use/hire by local groups and musicians.

#### **What should be considered?**

- Locations and venues within the borough offering live music.
- Locations and venues within the borough offering rehearsal facilities.
- Promotion and marketing opportunities that exist.
- Networking groups for the promotion of live music.
- Links to the Town Centre Regeneration.

#### **Who shall we consult?**

- Local venues (e.g., pubs, clubs, working clubs, community centres)
- Social media groups promoting live music (e.g., Rugby Pub and Club Entertainment Guide)
- Local bands (e.g., The Record Covers etc)

#### **How long should it take?**

- 3 months (3 meetings) including public engagement.

#### **What will be the outcome?**

- An understanding of local venues offering performance and rehearsal space within the borough
- A shared awareness of opportunities to promote live music (e.g., websites, social media, physical locations for printed media)
- Informed evidence to support the Town Centre Regeneration for consideration of the leisure and culture offer.

***AGENDA MANAGEMENT SHEET***

<b>Report Title:</b>	Draft Overview and Scrutiny Annual Report 2022/23
<b>Name of Committee:</b>	Scrutiny Committee
<b>Date of Meeting:</b>	11 September 2023
<b>Contact Officer:</b>	Linn Ashmore, Democratic Services Officer linn.ashmore@rugby.gov.uk
<b>Summary:</b>	The draft Overview and Scrutiny Annual Report presents a summary of the work undertaken by the Committee during the 2022/23 municipal year.
<b>Financial Implications:</b>	There are no financial implications arising from this report
<b>Risk Management/ Health and Safety Implications:</b>	There are no risk management or health and safety implications arising from this report
<b>Environmental Implications:</b>	There are no environmental implications arising from this report
<b>Legal Implications:</b>	There are no legal implications arising from this report
<b>Equality and Diversity:</b>	There are no equality and diversity implications arising from this report

**Scrutiny Committee - 11 September 2023**

**Draft Overview and Scrutiny Annual Report 2022/23**

**Public Report of the Chief Officer - Legal and Governance**

**Summary**

The Draft Overview and Scrutiny Annual Report presents a summary of the work undertaken by the Committee during the 2022/23 municipal year.

**1. INTRODUCTION**

Scrutiny is a central element of the Council's aims and objectives and a key part of the democratic process making a proactive and positive contribution to the development of policy and the discharge of the Council's functions.

Section 2A paragraph 6.4(f) of the Council's Constitution states that scrutiny will perform the following function:

*"Report annually to the Council on the work of overview and scrutiny and make recommendations for future work programmes and amended working methods, if appropriate."*

The Constitution also states that the annual report shall be agreed by scrutiny before submission to Council.

**2. DRAFT ANNUAL REPORT**

The draft report for the 2022/23 municipal year is attached at appendix 1.

**3. FUTURE SCRUTINY WORK**

The Scrutiny Committee is responsible for setting its own work programme. This is a standing item for consideration and approval at each committee meeting. The work programme is also informed by the Council's Forward Plan and in consultation with Members. The Leadership Team works with the Committee and provides briefings or information as required. Support is also provided by officers from various service areas as required.

The work programme is covered under item 9 of the agenda giving the Committee opportunity for a discussion on topics for review.

#### **4. RECOMMENDATION**

The Committee is asked to consider the draft Annual Report and approve it for submission to Council with a recommendation that the report be published.

**Name of Meeting:** Scrutiny Committee  
**Date of Meeting:** 11 September 2023  
**Subject Matter:** Draft Overview and Scrutiny Annual Report 2022/23  
**Originating Department:** Legal and Governance

**DO ANY BACKGROUND PAPERS APPLY**       YES       NO

**LIST OF BACKGROUND PAPERS**

<b>Doc No</b>	<b>Title of Document and Hyperlink</b>



## OVERVIEW AND SCRUTINY ANNUAL REPORT 2022/23

### FOREWORD

This report provides an account of the activities of the Scrutiny Committee and the appointed task and finish groups during the 2022/23 municipal year.

Over the last year, members of the committee discussed topics covering a wide range of topics and policy areas. Some of the highlights of the work are outlined in this report, including various motions from Council. In response to the concerns raised about the impact of the rising cost of living a cross-party sub-group of the committee was formed to engage with officers on the workstreams in place to support residents, businesses and staff.

On behalf of the Committee, I would like to thank the following Portfolio Holders for attending meetings to discuss performance within their portfolio areas:

Councillor Lowe (Leader and Change and Transformation Portfolio Holder)  
Councillor Picker (Growth and Investment Portfolio Holder)  
Councillor Miss Lawrence (Operations and Traded Services Portfolio Holder)

I would also like to thank the representatives from the Benn Partnership Centre, Hope 4 and Make Lunch who assisted the Scrutiny Committee Sub-Group by acting as critical friends as part of the cost of living related review work.

Looking forward, I am sure the committee will continue to build on the positive impacts outlined in this annual report and play a vitally important role regardless of how the Council is organised ensuring that we operate an effective function and provide a constructive critical friend, challenging to drive improvement in the delivery of our services. Better informed decision making will almost always be the outcome of a well established scrutiny process, and better-informed decision-making will, in turn, almost inevitably lead to improved outcomes for Rugby and its residents.

#### **Members of the Committee 2022/23**

Peter Eccleson (Chair), Wayne Rabin (Vice-Chair), Sam Edwards, Toby Lawrence, Tom Mahoney, Mrs Noreen New, Mrs Maggie O'Rourke, Mrs Lisa Parker and Simon Ward



**Cllr Wayne Rabin (Vice-Chair 2022/23)**

## WORK PROGRAMME

MEETING DATE	TOPICS
18 July 2022	<ul style="list-style-type: none"> <li>• Discussion with the Growth and Investment Portfolio Holder and Chief Officer</li> <li>• Member and Officer Working Protocol</li> <li>• Review of Graffiti – review report</li> <li>• Overview and Scrutiny Annual Report</li> </ul>
3 October 2022	<ul style="list-style-type: none"> <li>• Annual Performance Report</li> <li>• Discussion with the Operations and Traded Services Portfolio Holder and Chief Officer</li> <li>• Scoping of the Access to Emergency Health Care Provision Review</li> </ul>
14 November 2022	<ul style="list-style-type: none"> <li>• Cost of Living – Themes and Progress</li> <li>• Revised Scoping of the Access to Emergency Health Care Provision Review</li> </ul>
30 January 2023	<ul style="list-style-type: none"> <li>• Cost of Living – report of the Scrutiny Committee Sub-Group</li> <li>• Impact of the Cost of Living on Children</li> <li>• Business Hubs – Motion from Council</li> <li>• Gypsy and Traveller Pitches – Motion from Council</li> <li>• Developing a Borough Wide Landlord Forum – Motion from Council</li> <li>• Survey of Young People – Motion from Council</li> </ul>
27 March 2023	Meeting cancelled due to Purdah

## MOTIONS FROM COUNCIL

Date Considered by Council	Topic	Outcome
28 September 2022	<ol style="list-style-type: none"> <li>1. Fuel Poverty</li> <li>2. Impact of the energy price cap</li> <li>3. Support for the voluntary sector</li> </ol>	An overarching report was considered by the Committee on 14 December 2022. The report detailed the key objectives of the Council's related workstreams. It was decided to form a small cross-party sub-group of the committee for the purpose of councillor engagement and to review the work in place in respect of cost of living, and for Members of the sub-group to update the Committee and their own political groups.
28 September 2022	Business Hubs	A report was considered on 30 January 2023 and the contents noted.
28 September 2022	Gypsy and Traveller Pitches	A report was considered on 30 January 2023 detailing the current work being carried out and the contents noted.
23 November 2022	Developing a Borough Wide Landlord Forum	A report was considered on 30 January 2023 when it was agreed that a task and finish group be established to carry out research on the reasons behind successful landlord forums that

		exist elsewhere. The learning and findings will be reported back to the Scrutiny Committee to help inform the potential next steps.
28 September 2022	Survey of Young People	A report was considered by the Committee on 30 January 2023. The Committee was reassured that young people would be engaged as part of the action plan developed from the Communications and Engagement Strategy 2023-2026. A follow-up report was included in the forward Overview and Scrutiny Work Programme.
23 November 2022	Impact of cost of living on children	A detailed report was considered by the Committee on 30 January 2023. The ongoing work detailed in the report was supported.

## HIGHLIGHTS

Topic	Outcome
Cost of Living	<p>The Scrutiny Committee Sub-Group:</p> <ul style="list-style-type: none"> <li>• Worked with officers to carry out an in-depth review of the action plan.</li> <li>• Made several proposed additions to the action plan.</li> <li>• Engaged key stakeholders to act as critical friends to review the council's website content.</li> <li>• Reviewed the detail in Service Level Agreements.</li> </ul> <p>The findings, outcomes and additional actions identified were reported to the Committee on 30 January 2023.</p>
Member and Officer Working Protocol	<p>A Task and Finish Group was established to carry out a short, focussed piece of work supporting the need for a new protocol and identifying key elements for inclusion. The draft protocol was created in line with the proposals made by the Task and Finish Group. The protocol was subsequently considered and approved for adoption by Council on 19 July 2022.</p>
Review of Graffiti	<p>The Committee approved the review report and recommendations for submission to Council on 28 September 2022 which was approved and adopted.</p>

## TASK GROUPS

**MANAGING COUNCIL TAX ARREARS** – the focus of the review included:

- Understand the current situation and practices that are in place, including for potentially vulnerable customers.
- What financial support and advice is currently available.
- The level of capacity that is available to deal with a potential increase in demand for assistance due to the impact of Covid-19.
- Whether a formal protocol or policy should be introduced.

The task group was due to reconvene to carry out further work to gather evidence from Housing Services to feed into its final conclusions and recommendations.

**GRAFFITI** – the task group completed its work in July 2022.

**ACCESS TO EMERGENCY HEALTH PROVISION** – the task group commenced work in February 2023. This is expected to be a lengthy piece of work and would continue into the 2023/24 municipal year.

**DEVELOPING A BOROUGH WIDE LANDLORD FORUM** – the review was due to commence work early in the 2023/24 municipal year.

## STANDING ITEMS

There are a number of standing items that return to scrutiny every year. They include:

**ANNUAL PERFORMANCE** – the Leader and Chief Executive attend to present a report on the key achievements from the last financial year and delivery of the Corporate Strategy and to answer questions from the Committee.

**CRIME AND DISORDER** - in accordance with Section 19 of the Police and Justice Act 2006, scrutiny has responsibility to carry out an overview of crime and disorder at no less than one meeting each municipal year to scrutinise decisions made, and actions taken, by the responsible authorities that make up the Rugby Community Safety Partnership in connection with the discharge of their crime and disorder functions. The review was scheduled for the meeting due to be held on 27 March but due to the fact this fell within purdah, the item was subsequently postponed to a future meeting date.

**MOTIONS FROM COUNCIL** – considered at the next available meeting of the committee.

## LOOKING AHEAD

Mandatory training for committee members is being scheduled on an annual basis.

The Scrutiny Committee will continue to seek suggestions for topics and areas that would benefit from the involvement of scrutiny. Ideas are welcomed from all councillors, officers, partner agencies and residents of the borough.

The online form to submit suggestions for scrutiny reviews can be found on the Council website.

***AGENDA MANAGEMENT SHEET***

<b>Report Title:</b>	Overview and Scrutiny Work Programme
<b>Name of Committee:</b>	Scrutiny Committee
<b>Date of Meeting:</b>	11 September 2023
<b>Contact Officer:</b>	Linn Ashmore, Democratic Services Officer
<b>Summary:</b>	The report updates the Committee on the progress of task group reviews within its remit and details the overview and scrutiny forward work programme.
<b>Financial Implications:</b>	There are no financial implications arising from this report.
<b>Risk Management Implications:</b>	There are no risk management implications arising from this report.
<b>Environmental Implications:</b>	There are no environmental implications arising from this report.
<b>Legal Implications:</b>	There are no legal implications arising from this report.
<b>Equality and Diversity:</b>	No new or existing policy or procedure has been recommended.

**Scrutiny Committee - 11 September 2023**

**Overview and Scrutiny Work Programme**

**Summary**

The report updates the Committee on the progress of task group reviews within its remit and details the overview and scrutiny forward work programme.

**1. CURRENT REVIEWS**

**1.2 Access to Emergency Health Care Provision**

The task and finish group last met on 18 July 2023 and considered responses to a call for evidence. The call for evidence is to remain open for the duration of the review.

A community conversation event was held on 14 August at the Myton Hospice Support Hub. The feedback received would be considered at the next meeting due to be held in September. Representatives from West Midlands Ambulance Service have been invited to attend that meeting. A further meeting was being arranged in October to meet with representatives from various health agencies.

**1.3 Development of a Landlord Forum**

The task and finish group is due to meet and commence work on 6 September.

**1.4 Young People in the Borough**

As agreed at the last meeting held on 29 June, a one-page strategy has been produced and a call for volunteers has been made to establish a task and finish group.

**2. WORK PROGRAMME**

**2.1 Current Work Programme**

A copy of the current work programme is attached at Appendix 1. A table listing the motions from Council has been included for reference.

### **3. FORWARD PLAN**

The topics currently listed in the Forward Plan for the period September to December 2023 are available to download via the website - [Forward Plan](#).

### **4. CONCLUSION**

The committee is asked to consider and agree the future work programme.

**Name of Meeting:** Scrutiny Committee  
**Date of Meeting:** 11 September 2023  
**Subject Matter:** Overview and Scrutiny Work Programme

**DO ANY BACKGROUND PAPERS APPLY**       **YES**       **NO**

**LIST OF BACKGROUND PAPERS**

<b>Doc No</b>	<b>Title of Document and Hyperlink</b>

## Overview and Scrutiny Work Programme

Date of meeting	Item	Description
All meetings	Motions referred to scrutiny	
All meetings	Overview and Scrutiny Work Programme	Long-term rolling work programme.
TBC	Discussion with Portfolio Holder/s and Chief Officer/s	Finance, Performance, Legal and Governance Portfolio Holder and Chief Officers for Finance and Performance and Legal and Governance to attend.
TBC	Potential scrutiny topics	Report on potential items for scrutiny linked to the Corporate Strategy Delivery Plan.
TBC	Discussion with Portfolio Holder/s and Chief Officer/s	Leisure and Wellbeing Portfolio Holder and the Chief Officer for Leisure and Wellbeing to attend.
TBC	Discussion with Portfolio Holder/s and Chief Officer/s	Operations and Traded Services Portfolio Holder and the Chief Officer for Operations and Traded Services to attend.
TBC	Discussion with Portfolio Holder/s and Chief Officer/s	Communities, Homes, Digital and Communications Portfolio Holder and the Chief Officers to attend.
TBC	Discussion with Portfolio Holder/s and Chief Officer/s	Growth and Investment Portfolio Holder and the Chief Officer for Growth and Investment to attend.
29 January 2024	Annual Performance Report and discussion with the Leader of the Council	The item will include an update on the strategies and action plans that feed into the delivery of the Corporate Strategy. The Chief Executive and Leader of the Council to attend.

### Items to be scheduled

Item	Report Description/Notes
Research work on the development of a Landlord Forum	Findings of the task and finish group to inform the next steps and terms of reference for a Landlord Forum.

Review of Access to Emergency Health Care Provision	Progress or final review report.
Annual review of Member training and development	Annual overview.
Review of Communication	To include internal and external communication.
Provision of Youth Services	Following a question raised at Council on 12 July, the Leader wrote to the Portfolio Holder at WCC and a response is awaited.
Road improvements at Avon Mill/Hunters Lane	Following a question raised at Council on 12 July, the Leader wrote to the Portfolio Holder and Strategic Head at WCC. The response will be shared with councillors via the Members Brief.

### Current Reviews

Item	Report Description/Notes
Development of a Landlord Forum	A task and finish group has been established and is due to commence work.
Review of Access to Emergency Health Care Provision	The review work is ongoing.
Managing Arrears of Council Tax	The task and finish group has been re-formed and is due to carry out a piece of additional work with housing services.

### Motions from Council

Topic	Progress/Notes
Cost of Living – Reducing Fuel Poverty Cost of Living – Impact of Increases Cost of Living – Impact of the Energy Price Cap	The motions were addressed in a report to the meeting held on 14 November 2022 which identified a number of workstreams. A small sub-group of the committee was formed, made up of one Member from each political group to support the workstreams identified, to feedback to their own political group and to update the committee. A report on the outcomes and additional actions was considered by the Committee on 30 January 2023.

Cost of Living – Impact on Children	A report was considered by the Committee on 30 January 2023. No further immediate action was required.
Business Hubs	A report was considered by the Committee on 30 January 2023. No further scrutiny was required.
Gypsy and Traveller Pitches	A report was considered by the Committee on 30 January 2023. No further scrutiny was required.
Survey of Young People	A report was considered by the Committee on 30 January 2023. A task and finish group will be established.
Landlord Forum	A report was considered by the Committee on 30 January 2023. A task and finish group will carry out research on successful examples of Landlord Forums and inform the next steps and terms of reference.
Rugby's Live Music Scene	Council on 12 July 2023 determined that a task and finish group should be established. A one-page strategy is included on the agenda for 11 September 2023.

**Work programme Items carried over from 2020/21. The Committee may decide whether to remove these from the work programme**

Topic	Timescale	Notes
Health and Wellbeing	To be agreed	Linked to recovery of the Covid-19 pandemic. A place-based Health and Wellbeing Strategy had initial conversations between the Chief Officer for Leisure & Wellbeing and Chief Officer Communities & Homes to outline the development of the new strategy. The situation is a significantly different picture to when this topic was originally tabled. The Chief Executive chairs the Rugby Health and Wellbeing Partnership working with a broad range of partners to identify new priorities for the group going forward. The group is made up of representatives from Public Health, the Strategy team and UHCW and GP's. There is also pilot work being carried out around area-based action plans.
Digital Inclusion	To be agreed	The IT and Digital Strategy was considered and adopted by Council on 19 July 2022.