OVERVIEW AND SCRUTINY MANAGEMENT BOARD – 12 JANUARY 2015

A meeting of the Overview and Scrutiny Management Board will be held at 5.30pm on Monday 12 January 2015 in Committee Room 1, Town Hall, Rugby.

Councillor Mahoney
Chairman of Overview and Scrutiny Management Board

AGENDA

PART 1 – PUBLIC BUSINESS

1. Appointment of Vice-Chairman.
   To appoint a Vice-Chairman for the 2014/15 municipal year.

2. Minutes.
   To confirm the minutes of the meeting held on 13 October 2014.

3. Apologies.
   To receive apologies for absence from the meeting.

4. 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; and
   (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.

5. Call-Ins.
   To receive any Call-Ins from Cabinet.


7. Discussion with the Leader and Executive Directors.


PART 2 – EXEMPT INFORMATION

There is no business involving exempt information to be transacted.

Any additional papers or relevant documents for this meeting can be accessed here via the website.

The Reports of Officers (Ref. OSMB 2014/15-05) are attached.

Membership of the Board:

Councillors Mahoney (Chairman), Cade, G Francis, Mrs Garcia, Keeling, Miss Lawrence, Roodhouse, Dr Shera and Dr Williams

If you have any general queries with regard to this agenda please contact Linn Ashmore, Democratic and Scrutiny Services Officer (01788 533522 or e-mail linn.ashmore@rugby.gov.uk). Any specific queries concerning reports should be directed to the listed contact officer.

If you wish to attend the meeting and have any special requirements for access please contact the Democratic and Scrutiny Services Officer named above.
**AGENDA MANAGEMENT SHEET**

**Name of Meeting**  
Overview and Scrutiny Management Board

**Date of Meeting**  
12 January 2015

**Report Title**  
Motion from Council – Rugby Green Ranger Group

**Ward Relevance**  
All Wards

**Contact Officer**  
Paul Ansell  
(01788) 533591

**Summary**  
On 9 December 2014, Council referred a motion to the Overview and Scrutiny Management Board in accordance with Council Standing Order 11.

The Board is asked to consider whether to:
(a) consider the matter itself and report to Cabinet, or  
(b) instruct an overview and scrutiny committee to appoint a task group to consider the matter; or  
(c) refer the motion to the work programme workshop and then make a decision on (a) and (b) on 16 March.

**Financial Implications**  
There are no immediate financial implications for Rugby Borough Council. The motion aims to use the voluntary sector to supplement council resources.

**Equality and Diversity Implications**  
None

**Risk Management Implications**  
None

**Environmental Implications**  
None

**Legal Implications**  
None
Summary

On 9 December 2014, Council referred a motion to the Overview and Scrutiny Management Board in accordance with Council Standing Order 11.

The Board is asked to consider whether to:
(a) consider the matter itself and report to Cabinet, or
(b) instruct an overview and scrutiny committee to appoint a task group to consider the matter; or
(c) refer the motion to the work programme workshop and then make a decision on (a) and (b) on 16 March.

1. MOTION FROM COUNCIL

On 9 December 2014, Council considered a motion submitted on notice by Cllr Sandison and seconded by Cllr Lewis as set out below.

“As development in the borough continues to expand we are seeing an ever increasing demand on staff time and resources in delivering a comprehensive management and inspection service for all of our recreational land and open green spaces.

This council recognises that it will be unfeasible to keep up with the increased demand in a climate of tight fiscal control without significant external investment.

This council requests that we maximise the skills and use of members of the voluntary and community sector that have an interest in the community wellbeing of their recreational and open green spaces and encourage and develop a Rugby Green Ranger group.

The Rugby Green Ranger group will work in partnership with our open spaces team and its other partners to inspect promote and support community based projects in open spaces by encouraging and enhancing those recreational resources where ever it is possible in the interest of the residents and the habitat of the Borough.”
In accordance with Council Standing Order 11, the motion stood referred to the Overview and Scrutiny Management Board.

The Board is now asked to decide how to deal with this motion.

2. MOTION ON NOTICE PROCEDURE

The Constitution requires the Overview and Scrutiny Management Board to decide whether to consider the motion itself or refer it to an overview and scrutiny committee for consideration by a task group. Any task group so appointed will report back to the Overview and Scrutiny Management Board (in practice via its parent committee). Once the Board has considered the motion or received a report back from a task group it will report to the next available meeting of Cabinet, which in turn will report to the next ordinary meeting of Council.

The Board’s consideration of a motion might take the form of simply dismissing the motion without further scrutiny and reporting to Cabinet accordingly. If, however, the Board were to decide to consider the motion itself in more detail, any scrutiny would need to be supported by evidence that might not yet have been assembled. In such circumstances, it would not usually be realistic for the Board to make recommendations until a later Board meeting.

Because of the time of year, an option available to the Board on this occasion is to submit the motion to the scrutiny work programme workshop on 25 February. The value of carrying out scrutiny work on this subject could therefore then be evaluated against all of the other scrutiny suggestions. If this course of action were to be chosen, the eventual report to Cabinet would take the form of a review report.
Name of Meeting: Overview and Scrutiny Management Board – Rugby Green Ranger Group

Date of Meeting: 12 January 2015

Subject Matter: Motion from Council

LIST OF BACKGROUND PAPERS

There are no background papers for this item.
### AGENDA MANAGEMENT SHEET

**Name of Meeting**
Overview and Scrutiny Management Board

**Date of Meeting**
12 January 2015

**Report Title**
Overview and Scrutiny Review Action Plans

**Ward Relevance**
All

**Contact Officer**
Paul Ansell  
(01788) 533591  paul.ansell@rugby.gov.uk

**Summary**
The Board has requested an exception report every six months on the progress of overview and scrutiny review action plans. This paper reports on the actions that are currently overdue and on the monitoring carried out by the other scrutiny committees.

**Financial Implications**
There are no financial implications arising from this report.

**Risk Management Implications**
There are no risk management implications arising from this report.

**Environmental Implications**
There are no environmental implications arising from this report.

**Legal Implications**
There are no legal implications arising from this report.

**Equality and Diversity**
No new or existing policy or procedure has been recommended.
**Summary**

The Board has requested an exception report every six months on the progress of overview and scrutiny review action plans. This paper reports on the actions that are currently overdue and on the monitoring carried out by the other scrutiny committees.

---

1. **SCRUTINY REVIEW ACTION PLAN REPORTING PROCESS**

To avoid duplication of work, the Board agreed in March 2012 that action plan progress reports in future should be considered as follows:

- **OSMB:** August and January (exception reports)
- **Scrutiny Committees:** June and November (full action plan reports)

2. **COMMITTEE SCRUTINY**

The Board’s August agenda was was intended to be dedicated to a workshop discussion of future governance arrangements and the overview and scrutiny structure. Consideration of review action plans was therefore deferred to the 13 October meeting, so the usual six months has not passed since the Board last had this on its agenda.

Customer and Partnerships Committee and Corporate Performance Committee received reports on the following actions plans within their remit in November 2014.

- Employee Wellbeing
- Fixed Term Tenancies
- Housing Stock and Housing Need
- Planning for Play

The action plan for the review of Inward Investment had already been completed by then.
3. EXCEPTION REPORTS

There are currently no longer any overdue actions for the review of Housing Stock and Housing Need. There had been an overdue action relating to the submission of a report to Customer Partnerships Committee on the impact of redesignations of council housing. However, the committee has asked for this item to be deferred to its March meeting. The completion date for this action should therefore be amended, and it cannot be treated as overdue.

The Planning for Play review no longer has any overdue actions and none of the Fixed Term Tenancies review’s actions are yet due for completion.

This leaves the Employee Wellbeing review, the action plan of which has one overdue action relating to the next employee survey (see Appendix). Corporate Performance Committee on 20 November received an update on this action plan. The Executive Director informed the committee that the employee survey was currently being reviewed and the final version would be ready in January 2015.

The action plans are closely monitored by the two committees and it is not suggested that the Board should take any action in relation to them.
Name of Meeting: Overview and Scrutiny Management Board
Date of Meeting: 12 January 2015
Subject Matter: Overview and Scrutiny Review Action Plans

LIST OF BACKGROUND PAPERS

There are no background papers relating to this item.
## SCR-Detailed Report-Review of Employee Wellbeing

**Generated on:** 22 December 2014

<table>
<thead>
<tr>
<th>EW22</th>
<th>Carry out an employee survey every two years</th>
<th>Status</th>
<th>Progress</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Responsible Officer</strong></td>
<td></td>
<td></td>
<td></td>
<td>30%</td>
</tr>
<tr>
<td>Suzanne Turner</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Manager</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mandip Ketley</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Latest Note</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-LOT comments to be incorporated into the survey then it can be sent out to staff.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**AGENDA MANAGEMENT SHEET**

<table>
<thead>
<tr>
<th><strong>Name of Meeting</strong></th>
<th>Overview and Scrutiny Management Board</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date of Meeting</strong></td>
<td>12 January 2015</td>
</tr>
<tr>
<td><strong>Report Title</strong></td>
<td>Overview and Scrutiny Work Programme Progress</td>
</tr>
<tr>
<td><strong>Ward Relevance</strong></td>
<td>All</td>
</tr>
<tr>
<td><strong>Contact Officer</strong></td>
<td>Paul Ansell</td>
</tr>
<tr>
<td></td>
<td>(01788) 533592</td>
</tr>
</tbody>
</table>

**Summary**

The Board is asked to:

1. review progress in task group reviews;
2. note the work programmes of the scrutiny committees;
3. consider whether any changes need to be made to the work programme workshop format and the selection criteria used; and
4. determine the Board’s future work programme.

**Financial Implications**

There is a budget of £500 available to the Overview and Scrutiny Management Board in 2014/15 to spend on the delivery of the overview and scrutiny work programme.

**Risk Management Implications**

There are no risk management implications arising from this report.

**Environmental Implications**

There are no environmental implications arising from this report.

**Legal Implications**

There are no legal implications arising from this report.

**Equality and Diversity**

No new or existing policy or procedure has been recommended.
Summary

The Board is asked to:
1. review progress in task group reviews;
2. note the work programmes of the scrutiny committees;
3. consider whether any changes need to be made to the work programme workshop format and the selection criteria used; and
4. determine the Board's future work programme.

1. REVIEWS

Current progress in the programme of overview and scrutiny reviews is reported below.

Corporate Performance Committee

<table>
<thead>
<tr>
<th>Current reviews</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees and Charges</td>
<td>The task group has drawn up a draft fees and charges policy consisting of a two-stage check list to (a) decide the approach to charging that is appropriate to the service (eg subsidised, cost recovery, free); and (b) ask challenging questions to ensure maximisation of income within the chosen approach. On 19 November 2014, the task group tested a draft fees and charges policy using four services within Environmental Services as examples. This work will continue at the next meeting on Tuesday 20 January, where the task group will also look at the results of an investigation into whether services that are supposed to be recovering their costs really are recovering the full costs in practice.</td>
</tr>
</tbody>
</table>

Later in the year

| Systems Thinking – What Next? | Corporate Performance Committee has agreed the one-page strategy for this review and the task group membership is being assembled. The review will begin when either Fees and Charges or Hackney Carriages Stands finishes. This will probably be in February 2015. |

### Customer and Partnerships Committee

#### Current reviews

<table>
<thead>
<tr>
<th>Area</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universal Credit and Welfare Reform</td>
<td>On 27 October, the task group met to review the evidence they had received to date and consider their future work programme. They identified two specific areas for further evidence gathering in the coming year: strategic coordination of activities to address the impact of welfare reform in the borough, and the use of benefit sanctions in the borough. The task group then met on 17 December to focus on the work of Rugby Financial Inclusion Partnership. A further meeting has been arranged for Wednesday 21 January to take evidence regarding the use of benefits sanctions.</td>
</tr>
<tr>
<td>Rugby Business Improvement District</td>
<td>On 27 November, the task group met to consider the responses received to a call for evidence and the implications for the council and the town should the BID mandate not be renewed in 2015. The group also received additional information from Rugby First. The review report is in the process of being drafted with a view to submission to Customer and Partnerships Committee on 29 January.</td>
</tr>
<tr>
<td>Hackney Carriage Stands</td>
<td>The task group met on 3 December to consider the outcome of the consultation. Taxi driver and operator representatives attended the meeting and discussed options for further rank provision. The group concluded that further provision was needed and identified seven possible sites. The police and the county council will be asked to comment on these and, subject to the receipt of responses, the task group will next meet on 4 February.</td>
</tr>
</tbody>
</table>

#### Later in the year

<table>
<thead>
<tr>
<th>Area</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promoting independent living</td>
<td>Task group members have been recruited and the review will begin following completion of the Rugby Business Improvement District review.</td>
</tr>
</tbody>
</table>

#### Other reviews in the work programme

<table>
<thead>
<tr>
<th>Area</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neighbourhood Planning</td>
<td>On 29 January, CUSP will review the outcomes of this light touch review which was carried out at the committee’s November meeting in Coton Park.</td>
</tr>
<tr>
<td>Sustainable Urban Drainage Systems</td>
<td>On 29 January, CUSP will consider whether a review on sustainable drainage systems remains appropriate and necessary, following the county council’s flood summit held in October.</td>
</tr>
<tr>
<td>Ambulance service restructuring</td>
<td>Consideration of the impact of the restructuring in the borough is scheduled for the March CUSP meeting.</td>
</tr>
</tbody>
</table>
2. COMMITTEE WORK PROGRAMMES

The most recently produced work programme tables for the scrutiny committees are appended. These are subject to amendment as the year progresses.

3. OVERVIEW AND SCRUTINY WORK PROGRAMME 2015/16

The 2015/16 work programme workshop will be held at 5.30pm on Wednesday 25 February 2015 and will follow the same format as previous years’ workshops. As before, members, officers, outside organisations and individuals have been invited to submit proposals for new reviews. As in the past, guidance has been issued emphasising the aim to identify review topics that will generate meaningful outcomes and make a real difference.

Also it remains the case that the scrutiny work programme will need to give emphasis to identifying opportunities for savings, increasing revenue, and operating more efficiently.

Board members are asked to consider whether the workshop format and work programme selection arrangements require any amendment.

4. OVERVIEW AND SCRUTINY MANAGEMENT BOARD

The Board will next meet on 16 March. The main item on the agenda will be the agreement of the 2015/16 review work programme.

Members are asked to consider whether there are any other agenda items that they wish to consider at the next meeting or at another future meeting.
Name of Meeting: Overview and Scrutiny Management Board
Date of Meeting: 12 January 2015
Subject Matter: Overview and Scrutiny Work Programme Progress Report

LIST OF BACKGROUND PAPERS

There are no background papers relating to this item.
## Committee Work Programmes

### Corporate Performance Committee

#### 12 February 2015

<table>
<thead>
<tr>
<th>Topic</th>
<th>Description</th>
<th>Who to involve</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance report – Economy, Development and Culture Portfolio</td>
<td>Discussion of performance with the portfolio holder</td>
<td>Portfolio holder Head of Business Transformation</td>
</tr>
<tr>
<td>Finance and Performance Monitoring Q3 (Cabinet 2 Feb)</td>
<td></td>
<td>Head of Resources Head of Business Transformation</td>
</tr>
<tr>
<td>Fees and Charges</td>
<td>Review Report</td>
<td>Task group chairman</td>
</tr>
</tbody>
</table>

#### 16 April 2015

<table>
<thead>
<tr>
<th>Topic</th>
<th>Description</th>
<th>Who to involve</th>
</tr>
</thead>
<tbody>
<tr>
<td>Progress in implementing Corporate Strategy 2012/16</td>
<td>Report showing progress in each of the strategic priorities</td>
<td>Head of Business Transformation</td>
</tr>
<tr>
<td>Performance Monitoring</td>
<td>Review of the previous year’s work</td>
<td>Head of Resources Head of Business Transformation</td>
</tr>
<tr>
<td>Topic</td>
<td>Description</td>
<td>Who to involve</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Rugby Youth Council</td>
<td>Standing item</td>
<td></td>
</tr>
<tr>
<td>Feedback from Children and Young People’s Champion</td>
<td>Routine report on the work of the council’s member champion for Children and Young People.</td>
<td>Children and Young People’s Champion, Councillor Kathryn Lawrence</td>
</tr>
<tr>
<td>Health and wellbeing update – focus on alcohol and health</td>
<td>Standing item</td>
<td>Councillor Belinda Garcia: Council Health Champion (representative on WCC Adult Social Services and Health OSC and Health and Wellbeing Board)</td>
</tr>
<tr>
<td>Rugby World Cup 2015 update</td>
<td>Feedback from the Steering Group on plans to mark the RWC2015 in the borough</td>
<td>Executive Director Economic Investment Officer</td>
</tr>
<tr>
<td>Rugby BID Task Group Review</td>
<td>Report of the Task Group</td>
<td>Task Group Chairman</td>
</tr>
<tr>
<td>Neighbourhood Planning</td>
<td>To review evidence received at 13 November meeting and agree review report and recommendations</td>
<td>Scrutiny Officer</td>
</tr>
<tr>
<td>Topic</td>
<td>Description</td>
<td>Who to involve</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Rugby Youth Council</td>
<td>Standing item</td>
<td>Councillor Health Champion and council representative on WCC Coventry and Rugby CCG (regarding funding for WMAS)?</td>
</tr>
<tr>
<td>Health and wellbeing update</td>
<td>Standing item</td>
<td></td>
</tr>
<tr>
<td>Ambulance Service restructuring</td>
<td>To consider the local impact of restructuring</td>
<td>West Midlands Ambulance Service Patient representative groups</td>
</tr>
<tr>
<td>Crime and Disorder Update</td>
<td>Part of the committee’s responsibility to review the decisions and actions of the responsible authorities within the Community Safety Partnership in relation to their crime and disorder functions.</td>
<td>Warwickshire Police – Rugby Safer Neighbourhoods Team</td>
</tr>
<tr>
<td>Follow-up to Review of Housing Stock and Housing Need</td>
<td>Report to committee evaluating the impact of the changes following redesignation of housing stock.</td>
<td>Operational Housing Manager</td>
</tr>
</tbody>
</table>