

5 September 2018

BROOKE OVERVIEW AND SCRUTINY COMMITTEE – 13 SEPTEMBER 2018

A meeting of the Brooke Overview and Scrutiny Committee will be held at 6pm on Thursday 13 September 2018 in Committee Room 1, Town Hall, Rugby.

Councillor Claire Edwards
Chair of Brooke Overview and Scrutiny Committee

A G E N D A

PART 1 – PUBLIC BUSINESS

1. Minutes

To confirm the minutes of the meeting held on 28 June 2018.

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. Finance and Performance Monitoring 2018/19 Q1 – please refer to report from Cabinet 3 September and RPMS
5. Review of Waste and Recycling Education – presentation by the Head of Environment and Public Realm and Waste and Transport Manager
6. Overview and Scrutiny Work Programme 2018/19

Any additional papers for this meeting can be accessed via the website.

Membership of the Committee:

Councillors Claire Edwards (Chair), Mrs A'Barrow, Keeling, McQueen, Mrs New, Pacey-Day, Picker, Srivastava and Mrs Timms

If you have any general queries with regard to this agenda please contact Veronika Beckova, Democratic Services Officer (01788 533591 or e-mail veronika.beckova@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 Services Officer named above.

AGENDA MANAGEMENT SHEET

Report Title:	Overview and Scrutiny Work Programme 2018/19
Name of Committee:	Brooke Overview and Scrutiny Committee
Date of Meeting:	13 September 2018
Contact Officer:	Veronika Beckova, Democratic Services Officer, Tel: 01788 533 591
Summary:	The report updates the Committee on the progress of task group reviews and details the forward work programme for 2018/19.
Financial Implications:	There is a budget of £500 available in 2018/19 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.

Brooke Overview and Scrutiny Committee - 13 September 2018

Overview and Scrutiny Work Programme 2018/19

Summary

The report updates the Committee on the progress of task group reviews and details the forward work programme for 2018/19.

1. PROGRESS ON SCRUTINY REVIEWS

On 28 June, the Committee was informed of review topics identified for inclusion in the 2018/19 work programme.

Following a chairs' meeting, the topics were allocated to each scrutiny committee as listed in the tables below.

Brooke Overview and Scrutiny Committee

Topic	Comments
<i>Waste and Recycling</i>	Light touch scheduled for 13 September 2018
<i>Trees</i>	Light touch scheduled for 7 February 2019
<i>Employee Wellbeing</i>	Awaiting a response from the Head of Corporate Resources and Chief Financial Officer
<i>Special Expenses Scheme – Council Tax</i>	Awaiting a response from the Head of Corporate Resources and Chief Financial Officer

Whittle Overview and Scrutiny Committee

Topic	Comments
<i>Access for disabled people</i>	Draft one-page strategy scheduled for consideration on 15 October 2018
<i>Parking at the Queen's Diamond Jubilee Leisure Centre</i>	Review to be refined and scoped later in the year

Topic	Comments
<i>Informing and Engaging Our Communities</i>	The task group last met on 24 July where members were presented with information on the communications channels available to the council and their use. The task group also received a verbal presentation from Quidem Media explaining the company's background and what learning from their previous campaigns can be offered to the council. The next meeting of the task group is scheduled for 2 October.

Joint Overview and Scrutiny Committee

Topic	Comments
<i>Commercialisation, Collaboration and Partnerships</i>	Joint Meeting to be scheduled towards the end of the municipal year

2. FUTURE WORK PROGRAMME

The content of each committee's work programme has been agreed by the Chairs and a copy of the future work programme is appended. Committee members are invited to suggest items for inclusion.

2.1 Our Rugby, Our Future – 17 October 2018

A stand has been booked at the annual partnership event organised by Warwickshire CAVA, Warwickshire County Council and Rugby Borough Council where the committee chairs and vice-chairs will engage with partner agencies and local residents on matters that concern them.

The event takes place at the Benn Hall and is open to the public from 9.30am to 12.30pm. Committee members are invited to drop in at the stall.

2.2 Joint Overview and Scrutiny Committee – 8 November 2018

The meeting will be a question and answer style discussion and an opportunity to examine the work of the portfolio holders. The four portfolio holders will be asked to give a short introduction and highlighting key areas of action and focus.

Members are asked to submit questions for the portfolio holders to democratic.services@rugby.gov.uk by 15 October 2018.

3. CONCLUSION

The committee is asked to:

- note the progress in the task group reviews; and
- agree the future work programme for the committee.

Name of Meeting: Brooke Overview and Scrutiny Committee
Date of Meeting: 13 September 2018
Subject Matter: Overview and Scrutiny Work Programme 2018/19
Originating Department: Executive Director

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

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink
1	BOSC 28 June 2018 Agenda Item 7 Overview and Scrutiny Work Programme 2018/19 https://www.rugby.gov.uk/meetings/meeting/882/brooke_overview_and_scrutiny_committee

Overview and Scrutiny Work Programme 2018/19

Council 27 September 2018

Topic	Description
Overview and Scrutiny Annual Report 2016 - 18	Report on the work of scrutiny

Whittle 15 October 2018

Topic	Description
Access to Council owned Facilities for People with Disabilities	Draft one-page strategy
Rugby Borough Council led Lottery	Outcomes following further research into lotteries run by other local authorities and Gatherwell
Air Quality Monitoring	Annual review

Joint Overview and Scrutiny Meeting 8 November 2018

Topic	Description
Meeting with Portfolio Holders	Question and answer style discussion on performance with the portfolio holders

Joint Overview and Scrutiny Meeting TBC November 2018

Topic	Description
Biart Place Redevelopment	Access to housing list. Revenue implications. Cost implications. Impact on housing provision.

Whittle 10 December 2018

Topic	Description
Finance and Performance Monitoring 2018/19 Q2	Monitoring of finance and performance
The World Rugby Hall of Fame	Progress against the recommendations in the review report
Town Centre Heritage	Progress against the recommendations in the review report

Joint Overview and Scrutiny Meeting 28 January 2019

Topic	Description
Leader and Executive Director	Discussion of performance and future strategy with Leader and Executive Director

Brooke 7 February 2019

Topic	Description
Finance and Performance Monitoring 2018/19 Q3	Monitoring of finance and performance
Notice of Motion – Reduce Plastic Waste at the Council	Progress update
Trees	Light touch review

Work Programme Workshop TBC March 2019

Topic	Description
Work Programme Workshop	Public workshop to discuss topics for scrutiny reviews during 2019/20

Whittle 11 March 2019

Topic	Description
Review of Informing and Engaging Our Communities	Draft review report

Brooke 11 April 2019

Topic	Description
Crime and Disorder	Annual review

Joint Overview and Scrutiny Meeting TBC

Topic	Description
Commercialisation, Collaboration and Partnerships	Commercialisation Strategy. Exploring commercial activity, subscription packages of services, collaboration with other public-sector bodies, shared service and trading. RBC relationships with partners and their value.

Items to be allocated

Topic	Description
Houses in Multiple Occupation	Understanding of existing issues with HMOs. Licensing and enforcement. New legislation comes into effect on 1 October 2018.
Universal Credit	Update following the implementation of changes to the administration of Universal Credit as reported in April 2018 (to be considered later in the municipal year)