



19 January 2024

## SCRUTINY COMMITTEE –29 JANUARY 2024

A meeting of the Scrutiny Committee will be held at 6pm on Monday 29 January 2024 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 30 November 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. Discussion with the Leader and Chief Executive on performance.
5. Planning Enforcement.
6. Community Supermarket Motion.
7. 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>	Planning Enforcement
<b>Name of Committee:</b>	Scrutiny Committee
<b>Date of Meeting:</b>	29 January 2024
<b>Contact Officer:</b>	Nicola Smith Chief Officer Growth and Investment
<b>Summary:</b>	This report sets out information on the Planning Enforcement Service.
<b>Financial Implications:</b>	This is a report for information. There are no direct financial implications arising from this report.
<b>Risk Management/Health and Safety Implications:</b>	This is a report for information. There are no direct risk/health & safety implications arising from this report.
<b>Environmental Implications:</b>	This is a report for information. There are no direct environmental implications arising from this report.
<b>Legal Implications:</b>	This is a report for information. There are no direct legal implications arising from this report.
<b>Equality and Diversity:</b>	This is a report for information. There are no direct equality & diversity implications arising from this report.

**Scrutiny Committee - 29 January 2024**

**Planning Enforcement**

**Public Report of the Chief Officer - Growth and Investment**

**Summary**

This report sets out information on the Planning Enforcement and Building Control Services

**1. BACKGROUND**

- 1.1 A previous update report came before Scrutiny in July 2022 which looked at the performance of the Growth and Investment Portfolio overall. This report also set out the changes and plans for the service including planning enforcement. These changes included the production of an Enforcement Plan to make it clearer and more succinct as to how the Council will provide an enforcement service to manage breaches of planning control. The report also discussed the introduction of performance indicators for the time taken to acknowledge enforcement queries, site visits, reporting back and determining the action to which would also be set out within the enforcement policy.

**2. WHAT IS THE ROLE OF THE PLANNING ENFORCEMENT TEAM**

- 2.1 Keeping faith in the planning system is critical to the public perception of the service and the enforcement of planning breaches is a key part of this.
- 2.2 Planning enforcement is a discretionary power that can be exercised by the Local Planning Authority. Where enforcement action is taken, the action should be necessary, in the public interest and consistent with previous enforcement action. Enforcement action will not normally be taken to remedy trivial or technical breaches of control that are considered to cause no harm to amenity.
- 2.3 The enforcement team is only able to investigate breaches of planning control and cannot become involved in trying to resolve non-planning issues such as legal or neighbour disputes.
- 2.4 Central Government advises that the serving of formal enforcement action is a last resort and this would also indicate that communication and negotiation has failed between the parties. Councils are expected to give those responsible for a breach the opportunity to put matters right or to regularise it.
- 2.5 Paragraph 59 of the National Planning Policy Framework encourage councils to adopt a Local Enforcement Plan. This plan should set out how councils will monitor the implementation of planning permissions, investigate alleged cases

of unauthorised development and take action where appropriate. Following consultation with the Planning Services Working Party, Cabinet approved the Planning Enforcement Local Plan (the Plan) in December 2022.

2.6 The Plan is written for residents to explain what the role of planning enforcement is and how the Council will investigate breaches of planning control and to deal with many of the frequently asked questions that the service receives. The Plan sets out;

- What is and what is not a breach of planning control
- How to report a breach
- The process for investigating a breach
- How enforcement breaches are prioritised
- The methods by which a breach can be resolved
- Formal action the Council can take
- Service standards and targets

2.7 In line with the Council's new performance management framework the performance of the enforcement service is reported quarterly to Council in accordance with the performance measures set out in the adopted Planning Enforcement Local Plan.

### **3. RECRUITMENT AND RESOURCES**

3.1 The Development Management service takes breaches of planning control very seriously and has a duty to investigate alleged breaches, however in recent time this has been significantly impeded by vacancies within the enforcement team and the way that enforcement was prioritised and managed.

3.2 Planning Enforcement sits within Development Management Service and is managed by the Planning and Enforcement Manager. Prior to 2022 the enforcement team only had one full time Senior Enforcement Officer, there was another planning officer who did planning and enforcement work and a team leader who also did planning and enforcement. The lack of resources was highlighted to members and in February 2022 Council approved a second full time enforcement officer to be added to the establishment. This post was recruited to in July 2022.

3.3 In the autumn of 2022 the Development Management Team was realigned to increase efficiencies and resourced to meet its statutory responsibilities and to deliver the Corporate Strategy. The realignment of the team resulted in the creation of a dedicated enforcement team with 3 officers, 1 Principal Enforcement Officer, 1 Senior Enforcement Officer and 1 Enforcement Officer who conduct enforcement work and no longer also work on planning applications.

3.4 Due to staff leaving and internal promotions the enforcement team was not fully staffed until August 2023. Since this time the enforcement officers have been working through the backlog of cases.

- 3.5 Recruitment and retention of planning enforcement officers is an issue nationwide. A 2022 Royal Town Planning Institute (RTPI) survey found that 80 per cent of the 133 local planning authority respondents reported that there were not enough officers in their enforcement team to match the level of workload, while 89 per cent said their councils were experiencing an enforcement backlog. 73 per cent of respondents reported their authority had struggled to recruit in the last year despite multiple rounds of recruitment.
- 3.6 The study also found that ‘understaffed’ enforcement teams at local authorities across England, which are under immense pressure from both politicians and the public, are being ‘stretched to their limits’. ‘The last decade of cuts has had a tangible and damaging impact on planning enforcement,’ it said, adding that the enforcement service the public is receiving has ‘significantly deteriorated’.
- 3.7 Against this national picture the Council is performing well having a full staffed enforcement service with an up to date Enforcement Plan and does not have a backlog of cases.

#### 4. PERFORMANCE

- 4.1 The table below refer to the performance figures in relation to planning enforcement for 23/24 for all three quarters Apr 23 to Dec 23 inclusive.

Code & Title	Target	23/24 Q1	23/24 Q2	23/24 Q3	RAG	Narrative
Annual Number of enforcement cases closed	280	92	128	125	Green	Target met
% of site visits for high priority enforcement cases carried out in 1 working day	80%	100%	100%	100%	Green	Target met
% of site visits for medium priority enforcement cases carried out in 5 working days	80%	100%	100%	100%	Green	Target met
% of site visits for low priority enforcement cases carried out in 10 working days	80%	86%	88%	91%	Green	Target met

Acknowledge enforcement allegation within 3 days of its receipt	90%	<b>41%</b>	<b>70%</b>	<b>89%</b>	Red	Target not met
Close enforcement file within 10 days of the site visit or desktop investigation where there is no breach of planning control	80%	<b>92%</b>	<b>40%</b>	<b>61%</b>	Amber	Target not met
Close file within 8 weeks where there is a breach of planning control but it is not expedient to take action	80%	<b>83%</b>	<b>39%</b>	<b>44%</b>	Red	Target not met
Serve Enforcement Notice within 28 days of instruction	90%	<b>100%</b>	<b>100%</b>	<b>100%</b>	Green	Target met
Number of enforcement cases received	320	<b>103</b>	<b>128</b>	<b>98</b>	Green	Target met
Determine action within 8 weeks where there is a breach of planning control and it is expedient to take action	80%	<b>74%</b>	<b>89%</b>	<b>87%</b>	Green	Target met

**Table 1 Enforcement Performance Q1-Q3 23/24**

4.2 The Table 1 shows the following performance.

- The team closed more enforcement case by the end of Q3 than the target for the whole year.
- 100% of all high priority cases have had a site visit within 1 working day against a target of 80%.
- 100% of all medium priority cases have had a site visit within 5 working days against a target of 80%.
- All low priority cases received a site visit within 10 working days in accordance with the target of 80%. In Q3 this was 91%.
- In Q3 89% of all enforcement breaches were acknowledged in 3 working days, this is 1% less that the target of 90%. This demonstrate how a fully staffed team from August 2023 has started to improve response times.
- In relation to closing enforcement cases where there are no breach of planning control or where it is not expedient to take action the target is

80% this was only achieved in Q1 however this reflects the vacancies in the team during the end of Q1 and Q2 and that performance is now improving.

- In relation to taking action within 8 weeks of breach of planning control the target was met in Q2 and Q3 which demonstrates that the team are prioritising actioning cases where there is a breach and action is deemed expedient over closing cases which are not a breach of planning control. This demonstrates that the teams priorities are focused on the items which will have the most benefit to the public.
- The Council has received more enforcement cases than expected as it has already received more cases at the end of Q3 that it has the resources to deal with for the whole year. This increase in workload above the capacity of the team is likely to impact on performance and response times.

The enforcement team also provide twice yearly updates to Planning Committee on performance and key cases. The next update will be at the Planning Committee in February.

## **5. ENFORCEMENT POWERS**

- 5.1 The National Planning Practice Guidance provides a more in depth account of the powers granted to Local Planning Authorities to carry out planning enforcement and the legislative basis and process for undertaking and enforcement service.  
[Enforcement and post-permission matters - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/enforcement-and-post-permission-matters)
- 5.2 This practice guidance also sets out the process and relevant legislation that the Council is required to comply with. The Council's Legal and Governance Service is also involved in the serving of notices to ensure that the action is proportionate, reasonable and complies with the legislation.
- 5.3 Table 2 below compares figures during the first and second half of 2023. It shows the number of cases, received and closed and also the number of notices served:

	January - June 2023	July - December 2023
Live cases at the start of the period	131	128
New cases logged during the period	195	226
Ongoing cases at the end of the period	127	107
Completed cases during the period	199	253
Total number of cases worked on during the period	326	354
Number of Planning Contravention Notices (PCN) served	0	3
Number of Breach of Condition Notices (BCN) served	0	0
Number of Section 215 Notices (Sec215) served	0	0
Number of Temporary Stop Notices (TSN) served	0	1
Number of Stop Notices (SN) served	0	0
Number of Enforcement Notices (EN) served	0	0
Total number of Notices served during the period	0	0
Number of appeals worked on during the period	0	0

**Table 2: List of Enforcement Notices Served**

- 5.4 During 2023 there was one planning prosecution in relation to the unauthorised display of adverts around the Borough in relation to a landscaping business. Following service of the summons the son of the defendant contacted the Council to advise it was his business and he was responsible. He paid the Council's full costs of £1217.70. The case against his father was withdrawn and he was told if any subsequent advertisements were found he would be prosecuted.
- 5.5 The Council also keeps a register of all enforcement notices served which can be viewed by the public. This can be found here [Planning enforcement - Rugby Borough Council](#)
- 5.6 During the period 1<sup>st</sup> January 2023 to 31<sup>st</sup> December 2023 five enforcement appeals were determined. All five appeals were dismissed, and the enforcement notices upheld on land adjacent Millers Lane/Fosse Way, Monks Kirby. A further planning application at the site has been refused and it is understood the applicants are preparing to appeal that decision as well.
- 5.7 As of 31<sup>st</sup> December 2023, no enforcement appeals remained outstanding with the Planning Inspectorate.

## **6. BUILDING CONTROL**

- 6.1 Building Control is a different service to that of Development Management. Development Management deals with applications for planning permission and the planning enforcement service monitor breaches of planning control. Building Control is the monitoring of building work to ensure that it is structurally sound and signs a completion certificate at the end of the build to confirm that the works undertaken comply with Building Regulations which are set nationally.

- 6.2 Unlike the grant of planning permission the granting of Building Regulations approval can be done by private businesses as well as local authorities. These private businesses are referred to as Approved Inspectors and they are able to issue Building Regulation approval in accordance with national Building Regulations. It is for the applicant to decide the type of Inspector they wish to appoint in the construction of their development.
- 6.3 The building control service at Rugby forms part of the Building Control Partnership a shared service which is hosted by Warwick District Council. The establishment of the partnership has meant that skills and expertise can be shared to ensure that market share is maintained. Maintaining skills and expertise in building control is incredibly difficult due to the Approved Inspectors being paid significantly higher salaries.
- 6.4 The public are able to access the Warwick Building Control via the Council's webpage which you can then use to go to the Building Control homepage. This page hosted by Warwick District Council provides a wealth of information about Building Control. [Building regulations - Warwick District Council \(warwickdc.gov.uk\)](http://warwickdc.gov.uk)
- 6.5 Warwick Building Control maintains a market share of 69% and is self funding through the charging of fees for the service. The market share is much higher than the local authority norm of around 50% and has a lot of repeat customers due to the high level service that is provided

## **7. CONCLUSION**

- 7.1 This report seeks to provide information about planning enforcement and building control. This information is available for residents to access via the council's website and the council's customer service team. The report also sets out that the services are performing well against performance targets.

**Name of Meeting:** Scrutiny Committee  
**Date of Meeting:** 29 January 2024  
**Subject Matter:** Planning Enforcement  
**Originating Department:** Growth and Investment

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

**LIST OF BACKGROUND PAPERS**

Doc No	Title of Document and Hyperlink
1	Planning Enforcement Local Plan <a href="#">Microsoft Word - Final Enforcement Plan (rugby.gov.uk)</a>

***AGENDA MANAGEMENT SHEET***

**Report Title:** Community Supermarket Motion

**Name of Committee:** Scrutiny Committee

**Date of Meeting:** 29 January 2024

**Contact Officer:** Linn Ashmore, Democratic Services Officer

**Summary:** On 13 December 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.

**Financial Implications:** There are no immediate financial implications.

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

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

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

**Equality and Diversity:** There are no equality and diversity implications arising from this report.

## Scrutiny Committee – 29 January 2024

### Community Supermarket Motion

#### Public Report of the Chief Officer for Legal and Governance

##### Summary

On 13 December 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 13 December 2023, Council considered a motion submitted on notice by Councillor Mrs Brown and seconded by Councillor Mrs McKenzie. The motion is as set out below.

*“Recent evidence demonstrates that the Borough of Rugby is seeing increasing number of families and individuals in food poverty. Data from the Rugby Foodbank shows that there has been a 34% rise in the number of users this year compared to a similar period last year, and many of those are people in work. Figures from BRANCAB show that in the quarter April- June this year 634 people needed help with debt, 1086 with benefits and tax credits, 264 with Universal Credit and 417 with help for food banks.*

*The Council’s recently adopted Corporate delivery plan included tackling health inequalities as a priority:*

#### *3.8 Health & Wellbeing*

*para 3.8D calls for the identifying and removal of barriers to health inequality. It is also well recognised that healthy eating is better for your general and mental health.*

*Council therefore requests that a task and finish group be established and such group make recommendations to come forward with proposals for the establishment of a community supermarket. With the involvement of stakeholders (including the foodbank) and the community this would be a way of providing fresh food at an affordable price over a sustained period of time rather than the emergency service provided by the foodbank. The shop will ideally be in the town centre for ease of access and provide fresh food from suppliers such as Fare Share to those people who struggle to afford high*

*costs of food. Such projects also provide signposting to other support services, advice on healthy eating and cookery classes. There are different models we can learn from in Leamington and Coventry. Evidence from similar projects elsewhere have shown that they are very effective way of engaging with residents and of addressing health inequalities.*

*In 2020 Rugby Borough Council started to develop a plan to open such a project. It is now time to revisit that plan and involve registered social landlords and the wider community in the work to provide a community supermarket in our borough. This work should be aligned with any existing work that is currently underway.”*

- 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 and finish 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:** 29 January 2024

**Subject Matter:** Community Supermarket Motion

**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>

## COMMUNITY SUPERMARKET TASK AND FINISH GROUP

### ONE-PAGE STRATEGY

#### What is the broad topic area?

To explore and offer proposals for the establishment of a community supermarket as a way of providing fresh food at an affordable price over a sustained period of time rather than the emergency service provided by the foodbank.

#### What is the specific topic area?

Recent evidence demonstrates that the Borough of Rugby is seeing increasing number of families and individuals in food poverty. Data from the Rugby Foodbank shows that there has been a 34% rise in the number of users this year compared to a similar period last year, and many of those are people in work.

People living in villages that lack transport are isolated and unable to access services that could help. Local shops are often more expensive, and the increased prices can lead to food poverty. The establishment of a community supermarket will benefit those who are in financial difficulty or who live in a rural area without easy access to food supplies. It will also support people in healthy eating.

#### What should be considered?

Establish the level of need and value of a community supermarket offer. (Map areas of need. Using data from JSNA, and FSM data).

Benefits to users.

The eligibility criteria for service users.

The resources needed, sustainability and how a community supermarket offer would be funded.

What other services are available. Map existing provision.

Impact on existing schemes or effect on local supermarkets/businesses.

Examples of similar models that exist elsewhere.

#### Who shall we consult?

Warwickshire County Council

Rugby Foodbank

Local businesses

Local community

Fare Share

Company Shop group

RSLs

Faith Groups

Schools

ICB

CAB

Make Lunch

Hope4 (food bank)

Age UK

Warwickshire College

Other community initiatives identified as having an interest in this area

**How long should it take?**

A realistic timeframe cannot be determined until the initial work and data collection has been carried out.

**What will be the outcome?**

The establishment of a funded community supermarket will benefit individuals and families in financial hardship, or are disadvantaged by lack of transport, who reside within the borough. It will also provide an opportunity for signposting to other support services and encourage healthy eating, and home cooking.

It will also fulfil the requirement within the Corporate Delivery Plan to identify and remove barriers to health inequality.

***AGENDA MANAGEMENT SHEET***

<b>Report Title:</b>	Overview and Scrutiny Work Programme
<b>Name of Committee:</b>	Scrutiny Committee
<b>Date of Meeting:</b>	29 January 2024
<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 - 29 January 2024**

**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 has so far completed the following areas of work:

- Agreement of the one-page strategy.
- Public call for evidence via the Rugby Borough Council website with responses collated and reported.
- Invitation to West Midlands Ambulance Service – Director of Strategy and Engagement Director attended and presented key statistics and performance information.
- Invitation to UHCW NHS Trust - Justine Richards, Chief Strategy and Transformation Officer attended and presented key statistics and performance information and future development plans.
- Invitations to attend the next meeting have been sent to the Integrated Care Board and SWIFT.

**1.3 Development of a Landlord Forum**

The task and finish group will meet on 23 January and a verbal update on progress of the review will be provided at the meeting.

**1.4 Young People in the Borough**

Due to unforeseen circumstances the first meeting of the task and finish group was cancelled. A meeting is being arranged for the end of January/beginning of February.

## **1.5 Live Music Scene**

The task and finish group will meet again on 20 February 2024. A number of workstreams had been identified at the first meeting including ways of publicising the review, a consultation survey, an audit of venues, opportunities for funding, available resources and gap analysis work.

## **1.6 Managing Arrears of Council Tax**

An item will be included on the agenda of the next meeting.

## **1.7 Digital Exclusion**

A call for volunteers to form the task and finish group has been made. Once enough councillors have come forward a meeting will be arranged.

## **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 February to May 2024 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:** 29 January 2024  
**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	Potential scrutiny topics	Report on potential items for scrutiny linked to the Corporate Strategy Delivery Plan.
11 March 2024	Monitoring of engagement of consultation exercises	A report on how engagement levels of consultation exercises are monitored.
17 June 2024	To be agreed	
9 September 2024	Crime and Disorder	Annual overview 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.
18 November 2024	To be agreed	
27 January 2025	To be agreed	
17 March 2025	To be agreed	

### 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	A response from the Portfolio Holder at WCC has been circulated by email.
Road improvements at Avon Mill/Hunters Lane	Warwickshire County Council has agreed to attend a future meeting.
Warm Banks	Monitoring of warm banks.

### Current Reviews

Item	Report Description/Notes
Development of a Landlord Forum	The review work is ongoing.
Review of Access to Emergency Health Care Provision	The review work is ongoing.
Digital Exclusion	The review work is due to commence.
Live Music Scene	The review work is ongoing.
Young People in the Borough	The review work is due to commence.
Managing Arrears of Council Tax	A report will be included on the agenda for 11 March.

## 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/Young People in the Borough	A report was considered by the Committee on 30 January 2023. A task and finish group has been established.
Landlord Forum	A report was considered by the Committee on 30 January 2023. A task and finish group has been established to carry out research on successful examples of Landlord Forums and inform the next steps and terms of reference.
Rugby's Live Music Scene	A report was considered on 11 September 2023 and a task and finish group has been established.
Digital Exclusion	A report was considered on 20 November and a task and finish group is being established.
Community Safety	Council on 25 October 2023 referred a motion to Scrutiny Committee. A report was considered on 20 November 2023. No further scrutiny was required. An overview would be maintained.
Community Supermarket	A report is included at agenda item 6.
Monitoring of engagement of consultation exercises	A report will be included on the agenda for the meeting on 11 March 2024.

**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.