

**To: Leader and Members of the Executive Board
(Councillors D Wright, Bell, Deakin, Farrell, Gosling, D Humphreys, Reilly, Rose, Simpson and Symonds)**

For the information of other Members of the Council

For general enquiries please contact the Democratic Services Team on 01827 719221 or via e-mail – democraticservices@northwarks.gov.uk

For enquiries about specific reports please contact the officer named in the reports.

The agenda and reports are available in large print and electronic accessible formats if requested.

EXECUTIVE BOARD AGENDA

8 JULY 2020

The Executive Board will meet on Wednesday 8 July 2020 at 6.30pm via Teams. An email invite will be sent to Board members and the meeting will be live streamed on the Council's YouTube channel, accessible from the home page of the Council's website or at <https://www.youtube.com/user/northwarks>

AGENDA

- 1 Apologies for Absence / Members away on official Council business.**
- 2 Disclosable Pecuniary and Non-Pecuniary Interests**

3 **Public Participation**

Up to twenty minutes will be set aside for members of the public to put questions to elected Members. Questions should be submitted by 9.30am 2 working days prior to the meeting. Participants are restricted to five minutes each.

PLEASE BE AWARE THAT THIS MEETING WILL BE TAKING PLACE REMOTELY.

Members of the public wishing to address the Board must register their intention to do so by 9:30 am 2 working days prior to the meeting. Participants are restricted to five minutes each.

If you wish to put a question to the meeting, please register by:
e-mail to democraticservices@northwarks.gov.uk or telephone:
(01827) 719221/719226.

Once registered to speak, an invitation will be sent to join the Teams video conferencing for this meeting. Those registered to speak should dial the telephone number and ID number (provided on their invitation) when joining the meeting to ask their question. However, whilst waiting they will be able hear what is being said at the meeting. They will also be able to view the meeting using the YouTube link provided (if so they may need to mute the sound on YouTube when they speak on the phone to prevent feedback).

ITEMS FOR DISCUSSION AND DECISION (WHITE PAPERS)

4 **COVID 19**

Summary

This report asks Members to note the action taken during the COVID 19 outbreak and agree the framework for recovery stage.

Recommendation to the Board

- a That the action taken to date be noted;**
- b That the use of the Chief Executive's Urgent Business Powers be noted;**
- c That Members agree the framework for the recovery stage of the outbreak; and**
- d That a Member Task and Finish Group be appointed.**

The Contact Officer for this report is Steve Maxey (01827) 719438.

5 **Revised Statement of Community Involvement** – Report of the Chief Executive

Summary

This report brings some revisions to the Statement of Community Involvement as a result of Covid-19. It is envisaged that these changes will ensure the continued progression of the Local Plan.

Recommendation to the Board

That the revisions to the Statement of Community Involvement be approved.

The Contact Officer for this report is Dorothy Barratt (01827) 719250.

6 **Update on Sub-Regional Materials Recycling Facility** – Report of the Corporate Director - Streetscape

Summary

Following the Council's decision to become full partners in the sub-regional MRF project, this report updates Members on the project's progress to date and the next steps in the process of procuring and delivering the facility. The report also asks Members to appoint a partner representative to the Board of the MRF company.

Recommendation to Board

- a **That Members note the contents of the report, and;**
- b **That Members nominate the Corporate Director – Streetscape as the representative to the company Board.**

The Contact Officer for this report is Richard Dobbs (01827) 719440.

7 **Pavement Licences – Report of the Chief Executive**

Summary

This report asks Members to note a scheme to be implemented using the Chief Executive's Urgent Business Powers in respect of a new scheme for the consideration of Pavement Licences.

Recommendation to the Board

That the action to be taken be noted; and

Recommendation to the Council

That the arrangements detailed in the report and as set out in the Appendix to the report of the Chief Executive agreed and the Constitution be so amended.

The Contact Officer for this report is Steve Maxey (01827) 719438.

STEVE MAXEY
Chief Executive

Agenda Item No 4

Executive Board

8 July 2020

Report of the Chief Executive

COVID 19

1 Summary

- 1.1 This report asks Members to note the action taken during the COVID 19 outbreak and agree the framework for the recovery stage.

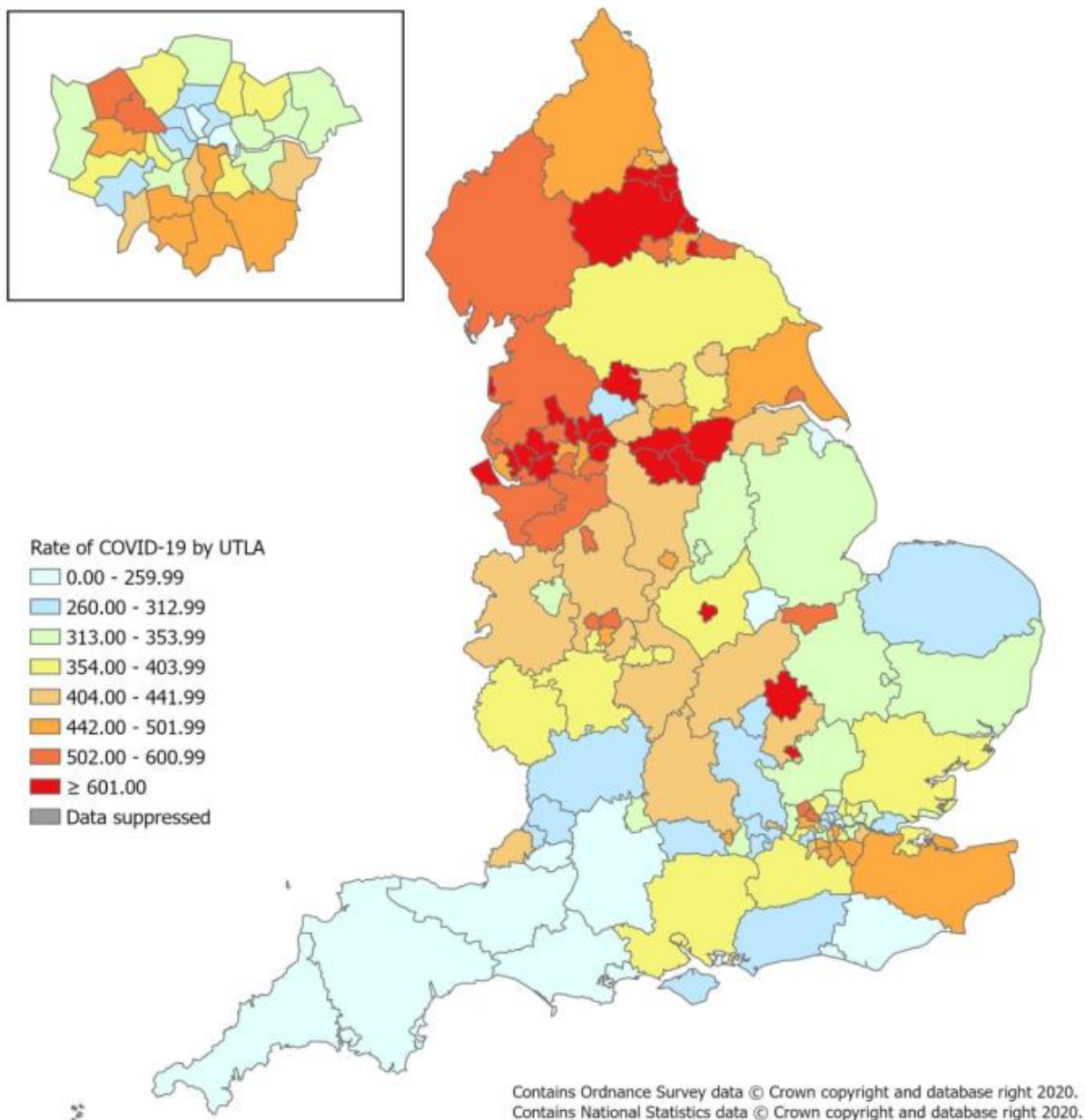
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Recommendation to the Board

- a) That the action taken to date be noted;**
- b) That the use of the Chief Executive's Urgent Business Powers be noted;**
- c) That Members agree the framework for the recovery stage of the outbreak; and**
- d) That a Member Working Group be appointed.**

3 Response

- 3.1 At this stage of the outbreak, Members will need little by way of introduction to the current emergency given the very regular briefings given to Members since the start of the crisis. In summary, this has been the most profound crisis to hit the country since the World Wars and to hit the Borough and the Council as an organisation since they were formed in 1974. The latest information about cases is set out in the diagram below. It should be said at a very early stage of this report that the way staff, Members and the community have reacted to this emergency has been exceptionally impressive.



Data up to 24th June 2020 – Pillar 1 and 2 testing – County level
 North Warwickshire Pillar 1 cases 218/336.2 per 100,000

- 3.2 In terms of the Council, the time and resource spent on preparing and training for emergencies was invaluable albeit that the more serious issues raised by this emergency pushed that preparedness very severely. Officers quickly identified critical services and updated existing Business Continuity Plans and operating procedures in the light of the information known at each stage of the crisis, with the overall aim of ensuring the safety of staff and the public and to keep as many critical services running as possible. Against those aims the work of the Council was successful, albeit that learning points have arisen, as is the case in any emergency.

- 3.3 The main decisions taken were to identify which members of staff could work from home and to ensure this, if at all possible. This was made mandatory on 24 March but for those staff whose presence was essential to the continued operations of the Council, following the Prime Minister's announcement of the more stringent 'lockdown' measures on the evening of 23 March. The role of our IT staff was crucial in this and this took place with relatively few problems.
- 3.4 Physical meetings, including Member meetings, were suspended whilst officers implemented the virtual meeting Regulations, culminating in the full Council meeting in May taking place on-line. This is in addition to very many online Member briefings as the outbreak progressed.
- 3.5 As well as the changes to risk assessments and operating procedures mentioned above, there were four main actions taken to support the initial response to the crisis. Firstly, a decision was made to bring forward the Community Fund and to allow COVID 19 response measures to be included with applications for that funding. Staff from the Leisure & Community Development and Finance Divisions worked quickly with Members to get those applications determined.
- 3.6 Secondly, in co-operation with the County Council and Government, the Coleshill Leisure Centre was repurposed as a 'Local Shielding Distribution Unit' to support the national food delivery operation. This work, led by Becky Evans, Robert Beggs, and Simon Powell, was very important and utilised the power and reach of the many voluntary groups.
- 3.7 Thirdly, the diversion of a number of Revenues & Benefits staff into revising rate relief schemes and allocating different reliefs, getting grants out to business and administering a Hardship Fund for Council Tax payers.
- 3.8 Fourthly a very concerted effort to attempt to contact all of our residents who might need help at this time. A large number of letters and emails were sent out, and all of our data was interrogated and collated to create a vulnerability list as part of a project designed to pick up anyone who was not aware of or reluctant to use any of the many sources of help which became available. Staff were redeployed into this team and 6602 calls were made over a period of approximately one month, which represents around 10% of our resident population. The team also contacted those which the Government identified as not having responded to NHS 'shielding letters' for those extremely clinically vulnerable. Work continues on the vulnerability list contacting those who have moved out of the extremely vulnerable category and the next stage of that work will be one of the issues to be considered as part of our recovery work.
- 3.9 In addition, the following specific use of the Chief Executive's Urgent Business Powers also took place:-
- Application PAP/2020/0042 - 29 Wood Street, Wood End – single storey rear extension which would normally have been reported to the Planning &

Development Board given it was the next door property to a Member. Planning Board Members were consulted on this.

- Application PAP/2020/0119 - Felling of four trees within a coppice covered by a Tree Preservation Order (TPO) at Coleshill Road, Curdworth. Again, this would have been reported to the Board as the land is owned by the Council. Members were consulted, a decision taken as the trees are unstable and thus there was a safety issue as there are footpaths through the coppice.
- Application PAP/2020/0105 – confirmation of a TPO. Again, Planning & Development Board Members were consulted.
- The decision to suspend the programme of Board/Committee meetings.
- The decision to suspend Green Waste collections for one month, to suspend for a year the decision to charge for these collections, to suspend additional Green Waste bins charge and to reinstate those additional collections with effect from 6 July.
- A5 footbridge – the Resources Board, which was due to meet on 23 March prior to the meeting being postponed, was due to receive a report seeking authority to sell a small piece of Council owned land near to the A5 to enable a new pedestrian footbridge to be constructed. Highways England requested a minor amendment to the land to be purchased and this sale was agreed.
- Appointment of the Food Safety Officers as additional approved staff in respect of the The Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 made under the Emergency Procedure set out in Section 45 of the Public Health (Control of Diseases) Act 1984.
- The revisions needed to the Business Rate Relief Policy, to enable the additional rate reliefs provided by Government to be distributed. The Local Authority Discretionary Business Support scheme – the 5% additional funds the Council received to distribute to businesses.
- Agreement to undertake £13,000 of Health and Safety and other necessary work to the Atherstone swimming pool that was best done whilst the pool was closed.
- An offer to local businesses of a discount of £50 towards membership of the Federation of Small Businesses which will mean for many business they can have a free year's membership, accessing the FSBs offers and business planning services

4. **Recovery**

- 4.1 Officers have identified a number of themes to start the initial phase of the recovery. Those are dealt with below. However, the first part of this analysis

is a 'base line' position for the organisation in respect of its draft Corporate Plan for 2020/21. This Plan is draft as, whilst it was agreed at Executive Board on 16 March, it has yet to be considered by full Council. The current position is attached as Appendix A.

4.2 A key part of the baseline assessment is a consideration of the Council's financial position and changes as a result of the outbreak. As Members will be aware, the Council faced a challenging position prior to the outbreak and in summary that position has worsened. The initial estimate is an additional £1 million. The previously approved MTFS is attached as Appendix B, with a revised Strategy at Appendix C.

4.3 In addition to this and linking to it, it is proposed that there will be a specific COVID 19 recovery plan covering the following themes:-

- 1 Staff and Buildings
- 2 Economy
- 3 Finances
- 4 Community Work
- 5 Community Safety
- 6 Digital Services
- 7 Climate Change

4.4 Officers have been working on these issues to suggest some initial thoughts and it is suggested that a Member Working Group be established to continue that work with Member input over the summer, prior to the anticipated recommencement of the scheduled programme of Policy Board meetings from September.

4.5 A framework for some of the key issues around these themes has been sent to Group Leaders and will be shared with the Members of the Working Group when appointed (and other Members for information and comment). It would be useful however for Members to indicate any other issues they wish to consider in addition to those set out in 4.3. above so that further information can be brought to the Working Group.

The Contact Officer for this report is Steve Maxey (719438).

**CORPORATE PLAN
2020 – 2021**

North Warwickshire Borough Council's Vision is:-

'Protecting the rurality of North Warwickshire, supporting its communities and promoting the wellbeing of residents and business.'

The Corporate Plan sets out the Council's seven priorities for achieving this Vision, through engagement and partnership with local communities and business, the County, Town and Parish Councils and other agencies.

It also sets out the key actions that we aim to take during 2020-21, to deliver on those priorities.



David Wright
Leader



Steve Maxey
Chief Executive

OUR VISION

Protecting the rurality of North Warwickshire, supporting its communities and promoting the wellbeing of residents and business.

OUR 7 PRIORITIES

- RESPONSIBLE FINANCIAL & RESOURCE MANAGEMENT Identifying the resources needed to deliver the Council’s plan to provide high-quality services to our communities, and maximising their use, balancing the need to keep Council Tax and debt as low as possible.
 - CREATING SAFER COMMUNITIES Working with our communities and partners to enable our residents to both be and feel safer, whether at home or in and around the Borough.
 - PROTECTING OUR COUNTRYSIDE & HERITAGE Protecting and improving our countryside and heritage in times of significant growth challenges and opportunities.
 - IMPROVING LEISURE & WELLBEING OPPORTUNITIES Providing opportunities to enable local people to enjoy their leisure and recreation and to improve their health and wellbeing.
 - PROMOTING SUSTAINABLE & VIBRANT COMMUNITIES Working with local residents, including our tenants and partners, to help our communities to be sustainable and vibrant, both in terms of facilities and lifestyle.
 - SUPPORTING EMPLOYMENT & BUSINESS Supporting employment and business to grow the local economy in terms of access to work, skills improvement and wider business development opportunities.
 - TACKLE CLIMATE CHANGE Ensure that the Council reduces its net carbon emissions to a sustainable level and acts to mitigate the causes and impacts of climate change within the Borough.
- COVID 19 – Continued Response and Recovery To continue to support our communities stay safe, well and thrive in the face of the COVID 19 outbreak in accordance with the separate COVID 19 Response and Recovery Strategy and Action Plan

STRATEGIC PRIORITIES 2020 - 2023

Priority	Actions	Timescale
Improving Leisure & Wellbeing Opportunities in the Borough	To assess options for providing new leisure facilities and take a decision on replacement facilities by September. Green	2020/21
	To include funding for the new facilities within the Medium Term Financial Strategy and commence the procurement work needed for new facilities. Amber	
	To establish a timetable for facility replacement. Amber	
Improving Leisure & Wellbeing Opportunities in the Borough	To complete any procurement work required for the new facilities. Amber	2021/22
	To commence building works on the new facilities, and progress in line with the agreed timetable. Amber	
	To manage construction of building works in line with the agreed timetable. Amber	
Improving Leisure & Wellbeing Opportunities in the Borough	To open the new facilities Amber	2022/23
	To work with Warwickshire County Council to ensure completion of the work needed to introduce Civil Parking Enforcement. Amber	
	To assess options for increasing car parking capacity sustainably within the Borough and build the appropriate funding into the Medium Term Financial Strategy. Amber	
Promoting Sustainable & Vibrant Communities Supporting Employment & Business	To increase car parking capacity in the Borough, in line with agreed options. Amber	2021/22
	To introduce parking charges, with exemptions for short stay/shopper visits. Amber	

Priority	Actions	Timescale
Protecting our Countryside & Heritage	To enhance planning enforcement activity. Green	2020/21
	To enhance enforcement capacity for fly tipping and littering. Amber	2021/22
	To review enforcement activity across all areas and identify gaps. Amber	
	To assess options for providing further enforcement action. Amber	
Promoting Sustainable & Vibrant Communities	To continue to work with developers to encourage suitable and sustainable development. Green	2020/21
Tackle Climate Change	To continue to lobby and work with others to progress schemes to improve the A5. Green	2021/22
	Implement the agreed Climate Change Strategy and Action Plan. Amber/Green	
	To continue work on the Multi Recycling Facility and provide funding in line with the timetable. Green	
	To revise working practises ready for the commencement of the Multi Recycling Facility. Green	2022/23
	To commence use of the Multi Recycling Facility. Green	2020/21
Responsible Financial & Resource Management	To contribute to work on the Multi Recycling Facility and provide funding in line with the timetable. Green	
	To assess options for commercial ventures. Amber	2020/21
	To set up a Trading Company. Green	
	To introduce charging for Green Waste and examine options for the provision of garden centre vouchers for those who use the service. (in respect of 20/21 now to be implemented 21/22)	
	To promote composting to those who choose not to use the green waste service.	

PRIORITIES AND KEY ACTIONS

PRIORITY 1 RESPONSIBLE FINANCIAL & RESOURCE MANAGEMENT	Identifying the resources needed to deliver the Council’s plan to provide high-quality services to our communities, and maximising their use, balancing the need to keep Council Tax and debt as low as possible.
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Target	Board/Lead Officer	Additional Training/ Financial Implications	May 2020 Update
1 - To achieve the savings required by the Medium Term Financial Strategy including a £5 annual rise in Council Tax.	Executive Board/Special Sub/CDR	To be met within existing budgets.	Amber/Green Income generation will be difficult going forward, but non achievement is not an option.
2 - To update the Medium Term Financial Strategy in September 2020 and February 2021, to take account of external funding changes relating to Business Rates and the Fair Funding Review.	Executive Board/CDR	To be met within existing budgets.	Green/Red The Business Rates and Fair Funding Reviews won’t happen in 20/21.
3 - To carry out a full review of the Council’s Capital and Investment Strategy by February 2021.	Executive Board/CDR/CDS	To be met within existing budgets.	Green
4 - To update the 30 Year HRA Business Plan by January 2021, ensuring all Council housing meets the Decent Homes Standard and the opportunities for estate regeneration and safe car parking are assessed.	Resources Board/CDR/DH	To be met within existing budgets.	Green

Target	Board/Lead Officer	Additional Training/ Financial Implications	May 2020 Update
5 - To continue to contribute to the effective provision of services through implementing the actions and projects which help deliver the ICT Strategy and to report on progress to the Resources Board by March 2021.	Resources Board/DCS	To be met within existing budgets.	Green Although the IT Strategy will need to be reviewed based what we need and want post Covid-19.
6 - To continue to improve cyber security measures and implement the Action Plan developed from the 2019 LGA Cyber Security Stocktake and report progress to the Resources Board by March 2021.	Resources Board/DCS	To be met within existing budgets.	Green But we will need to progress some projects soon to upgrade systems and versions of software for PSN compliance.
7 - To undertake work in line with the Human Resources Strategy, including:- <ul style="list-style-type: none"> ▪ Monitoring/managing sickness absence. ▪ Ensuring compliance with employment legislation. ▪ Health and Safety ▪ Staff Development ▪ Staff Welfare and report twice a year to the Special Sub-Group.	Special Sub/Management Team/CDR	To be met within existing budgets.	Green

Target	Board/Lead Officer	Additional Training/ Financial Implications	May 2020 Update
<p>(c) Identify any land or property which is surplus to requirements (and dispose of, as appropriate) and also look to identify opportunities to expand the Council's corporate property portfolio where that would generate additional revenue income.</p> <p>(d) Develop a Local Authority Trading Company and explore investment opportunities for the company.</p>	Resources Board/CDR/CDS	<p>Work in this area will be reported to Members through reports to Resources. Board.</p> <p>Any financial implications will be reported to Board.</p>	<p>Amber</p> <p>Opportunities may be reduced.</p>
<p>10 - To deliver the agreed Asset Management Plan 2018-22 and report to Resources Board on progress annually.</p>	Resources Board/CDS/DH	To be met within existing budgets.	<p>Amber</p> <p>The issue is what work we can do safely with the new guidance.</p>
<p>11 - To ensure good collection rates of rent revenue for the Council's Housing Revenue Account by taking action to mitigate risks to income from changes to welfare benefits and to report quarterly to Board.</p>	Resources Board/DH	To be met within existing budgets.	<p>Amber</p> <p>It will be difficult to sustain good collection rates but will take the necessary action.</p>

Target	Board/Lead Officer	Additional Training/ Financial Implications	May 2020 Update
12 - To continue to ensure that all debts due to the Council, wherever possible, are recovered efficiently in accordance with the Council's Corporate Debt Framework.	Resources Board/CDR		Green Albeit that debt levels will be higher.
13 - To review the Local Council Tax Reduction Scheme, to ensure that it remains affordable and fit for purpose by December 2020.	Resources Board/CDR	Any financial implications will be reported to Board.	Green

PRIORITY 2	
CREATING SAFER COMMUNITIES	Working with our communities and partners to enable our residents both to be and feel safer, whether at home or in and around the Borough.

Target	Board/Lead Officer	Additional Training/ Financial Implications	May 2020 Update
14 - To ensure that the Council is prepared for emergencies and has suitable Emergency and Business Continuity Plans, as required by the Civil Contingencies Act, and to review both the Emergency and Business Continuity Plans, reporting quarterly to Board.	Executive Board/CE/DCS	To be met within existing budgets.	Green Work on the responses to the coronavirus outbreak clearly shows our business continuity measures have been enhanced. We will review them in the light of the lessons learned
15 - To establish a North Warwickshire Flooding Forum and continue to work with Warwickshire County Council, the Environment Agency and local communities to mitigate the effects of, and protect against, the impacts of localised flooding and to update as part of the quarterly performance reports.	Executive Board/CE/CDS	Investigations to be carried out within existing budgets.	Amber Flood Forum meeting held with Parishes and partners for the West area. Follow-up work will depend upon lockdown release and capacity within the EA/WCC to continue the work.

Target	Board/Lead Officer	Additional Training/ Financial Implications	May 2020 Update
<p>16 - To consider the findings of the North Warwickshire Community Safety Partnership Strategic Assessment and to work with the community, including the Police, Town and Parish Councils and young people, to improve public perception and public confidence by contributing towards the achievement of the partnership plan actions and targets for the current strategic priorities including:-</p> <p>Violent Crime – with a focus on domestic violence and abuse, sexual offences and drug and alcohol related;</p> <p>Anti-Social Behaviour;</p> <p>Road Safety – with a focus on road traffic accidents resulting in killed or serious injuries;</p> <p>Crime in Rural Areas including targeting emerging trends and hot spot locations.</p> <p>Services – work with partners to ensure where possible emergency services are based in the Borough.</p> <p>Street lighting – continue to work with the County Council for possible options relating to street lighting in some areas.</p> <p>In addition to the above priorities vulnerability will be considered as a cross cutting theme and residential burglary and hate crime being areas of concern. Reducing re-offending is considered to be a key part of the actions to address the priorities identified above.</p>	<p>Safer Communities Sub-Committee/CE/ DL&CD</p>	<p>The Council makes additional contributions to supplement the Community Safety Grant received from the Police and Crime Commissioner.</p>	<p>Amber</p> <p>Partnership work currently at a reduced level. No formal meetings taking place at a local level. Some County-wide meetings are in place on a limited basis. PSM monitoring any emerging issues and liaising with key contacts in the Police and County Council. The aim is to re-establish regular meetings and contacts using virtual meeting options. Crime levels are not increasing currently. Local based information not fully available currently.</p>

Target	Board/Lead Officer	Additional Training/ Financial Implications	May 2020 Update
17 - To continue working with partners to resolve Safer Neighbourhood issues, including, where necessary, taking action to address anti-social and nuisance behaviour.	Safer Communities Sub-Committee/CE/ DL&CD	External funding is often required to undertake appropriate actions.	Amber PSM liaising with the Inspector and Sergeant for the Police SNT on a regular basis. Some anti-social behaviour incidents have been raised, with appropriate responses made.
18 - To review the future service requirements of Borough Care by March 2021.	Resources Board/DH	Any financial implications will be identified as part of future reports.	Amber We will continue to progress this action but other partners may have different priorities due to the crisis.
19 - To carry out the Council's obligations as a "relevant agency" and partner within Warwickshire Safeguarding, including those relating to implementation of the Authority's Child Protection and Safeguarding Vulnerable Adults Policy, and to report on progress by March 2021.	Community & Environment Board/DL&CD/DH	Internal trainers will continue to deliver Child Protection (including CSE) training to all colleagues throughout the authority. Adult Safeguarding training will also be organised for all staff.	Green
20 - To report on mobile CCTV camera usage and possible options for future deployment by December 2020.	Safer Communities Sub-Committee/CE	Any financial decisions will be reported as part of the decision-making process.	Amber Deployment of CCTV cameras is continuing. Capacity to move cameras is limited currently. Aim to replace remaining Domehawks with digital based Nomad cameras. Still achievable for this year. Wider work with some Parishes on hold during lockdown period.

PRIORITY 3 PROTECTING OUR COUNTRYSIDE & HERITAGE	Protecting and improving our countryside and heritage in times of significant growth challenges and opportunities.
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Target	Board/Lead Officer	Additional Training/ Financial Implications	May 2020 Update
<p>21 - To continue to:-</p> <p>(a) Manage development and to deliver its associated infrastructure, in line with the Infrastructure Delivery Plan and priorities in the Council's Corporate Plan and in the Sustainable Community Strategy.</p> <p>(b) Use the Design Champions to ensure the best achievable designs are implemented and developed so as to reflect setting and local character.</p> <p>(c) To seek to secure the protection of the best of the Borough's built and rural heritage, including supporting the Tame Valley Wetlands Partnership and the area's Country Parks and reporting, by January 2021, on a review of the Borough's Conservation Area.</p>	<p>Planning & Development Board/ Design Champions/CE/DL&CD</p>	<p>To be met within existing budgets.</p>	<p>Green</p> <p>Planning permissions and Section 106s include appropriate new infrastructure.</p> <p>Early engagement at pre-application stage and during the life of planning applications have led to design changes.</p> <p>Connected to (b) above and Heritage Officer involvement. Support continues with Tame Valley Wetlands Partnership.</p> <p>On target to report on review of Conservation Areas.</p>

Target	Board/Lead Officer	Additional Training/ Financial Implications	May 2020 Update
<p>(d) To continue to work with North Warwickshire Heritage Forum to protect, promote and develop the heritage of North Warwickshire in accordance with the priorities of the Destination Management Plan.</p> <p>(e) Review the Borough’s tourism priorities and Destination Management arrangements in particular with a view to maximising the opportunities from the City of Culture 2021 and Commonwealth Games 2022 and related cycling events, and to include walking, cycling, water sports, horse riding and county parks.</p>			<p>Amber</p> <p>Green</p> <p>City of Culture, CG 2022 proceeding.</p> <p>National cycling events cancelled in 2020.</p>
<p>22 - To regularly report on growth pressures on the Borough, the protection and increase of the Green Belt as far as possible and how to sustain the rurality of the Borough.</p>	<p>Planning & Development Board/ Design Champions/CE</p>		<p>Green</p> <p>Regular reports to the Members on forthcoming proposals and the issues raised in officer reports for planning applications.</p>
<p>23 - Report on ways to improve enforcement of all planning and environmental powers by November 2020.</p>	<p>Planning & Development Board/ Design Champions/CE</p>		<p>Green</p> <p>Use of the Planning Enforcement Fund for specific Green Belt cases. Improved co-ordination of enforcement across the Council may be delayed due to capacity being deployed in other areas.</p>

Target	Board/Lead Officer	Additional Training/ Financial Implications	May 2020 Update
24 - To press for the maximum mitigation and benefits for the Borough arising from HS2, particularly during construction in partnership with other affected Councils and community action groups.	Planning & Development Board/ Design Champions/CE		<p>Green</p> <p>Continue to be involved with Planning Forum and other meetings to seek mitigation and benefits arising from HS2. Cases referred to Members with Parish Council engagement.</p>
25 - To continue to oppose the principle of Opencast Mining and Mineral Extraction.	Planning & Development Board/ Design Champions/CE/DL&CD		<p>Green</p> <p>No proposals currently being dealt with. Minerals Local Plan hearings set for the summer but may be delayed due to pandemic.</p>
26 - To maintain a very high standard of street cleanliness (95%) throughout the Borough and to continue to raise awareness (both of the public and other agencies) of the problems of litter, fly-posting and dog fouling.	Community & Environment Board/CDS	Any requirement for additional funding will be reported.	<p>Green</p> <p>Work is ongoing and fewer people on the streets increases cleanliness.</p>
27 - To continue to investigate and implement ways to improve the responsiveness and efficiency of the street cleaning service, working more closely with Environmental Health on enforcement in the Borough.	Community & Environment Board/CDS		<p>Amber</p> <p>Delay due to resource availability.</p>

Target	Board/Lead Officer	Additional Training/ Financial Implications	May 2020 Update
<p>28 - To continue to tackle fly-tipping, in line with the Council's Action Plan through joint working and cross border co-operation with all relevant stakeholders and through increased promotion, monitoring, investigation and enforcement reporting to each Safer Sub-Committee.</p>	<p>Safer Communities Sub-Committee/CDS</p>		<p>Amber</p> <p>Fly-tipping increasing during lockdown period. Streetscape capacity to remove fly tips available. Investigations by Environmental Health may be limited during lockdown period. Liaison with Police Rural Crime Team is limited during the lockdown. Scope to return to business as usual when restrictions are removed.</p>
<p>29 - To work in partnership with the Highways Authority, Highways England and other partners to improve both the appearance and safety of the Borough's main roads. To work with partners so as to reduce the number of fatalities and injuries on roads in North Warwickshire (see also Safer Communities priorities).</p>	<p>Community & Environment Board/CDS/ Safer Communities Sub-Committee/CE</p>	<p>Any financial implications will be reported as part of the decision-making process.</p>	<p>Amber</p> <p>Warwickshire Road Safety Partnership was re-established with the aim of enhancing partnership work. This will need to be set up again when lockdown restrictions are lifted.</p> <p>Cleanliness will depend on availability of WCC and HE.</p>
<p>30 - To progress the Local Plan through Inquiry towards adoption and commence further work as agreed by the Local Development Framework Sub-Committee, including work to protect valued views, Member steering groups on major allocation sites (to include Section 106 requirements) and consideration of work for the next Local Plan period (2033-2045).</p>	<p>Executive Board/Planning & Development Board/LDF Sub-Committee/CE</p>	<p>To be met within existing budgets.</p>	<p>Amber</p> <p>Awaiting further information on the delivery of the improved A5 through MCHLG funding. Also awaiting confirmation of how and when the Local Plan can progress from Local Plan Inspector.</p>

PRIORITY 4	
IMPROVING LEISURE & WELLBEING OPPORTUNITIES	Providing opportunities to enable local people to enjoy their leisure and recreation and to improve their health and wellbeing.

Target	Board/Lead Officer	Additional Training/ Financial Implications	May 2020 Update
31 - In accordance with the priorities established by relevant Boards, continue to implement the approved outcomes of the Strategic Leisure Review process including, in particular, the need to determine and advance the long-term future of leisure facility provision and delivery in Atherstone, Coleshill and Polesworth and to report on progress by March 2021.	Community & Environment Board/DL&CD	Any financial implications will be included in the reports.	Green
32 - Continue to implement the North Warwickshire Green Space and Playing Pitch Strategies, and the accompanying Local Football Facilities Plan, in accordance with their associated Action and Funding Plans and to report on progress by March 2021.	Community & Environment Board/DL&CD	The resource implications will be detailed in the supporting Action and Funding Plans.	Amber
33 - Maximise the opportunity for Section 106 funding for leisure and open space in accordance with the Supplementary Planning Document and Infrastructure Delivery Plan.	Planning Board/CE/DL&CD		Green Officer reports highlight 106 contributions.

Target	Board/Lead Officer	Additional Training/ Financial Implications	May 2020 Update
<p>34 - To continue to work in partnership with other agencies to tackle health inequalities and specifically to renew and thereafter co-ordinate the sustainable implementation of the corporate Health and Wellbeing Action Plan and JSNA priorities. Report progress to each Health and Wellbeing Board</p>	<p>Community & Environment Board/DL&CD</p>	<p>External funding is sought, and often required, to undertake appropriate actions.</p>	<p>Amber</p>
<p>35 - In conjunction with WCC and other partners, to ensure North Warwickshire's successful involvement in appropriate national cycle events and initiatives, such as the National Time Trials, Velo and Commonwealth Games road races, having taken due account of the potential impact on local residents and the business community.</p>	<p>Community & Environment Board/ CDS/DL&CD</p>	<p>This is subject to additional funding being approved.</p>	<p>Red</p> <p>All work in this area has stopped due to Covid-19. The events for this year have been cancelled.</p>

PRIORITY 5	
PROMOTING SUSTAINABLE & VIBRANT COMMUNITIES	Working with local residents including our tenants and partners to help our communities to be sustainable and vibrant, both in terms of facilities and lifestyle.

Target	Board/Lead Officer	Additional Training/ Financial Implications	May 2020 Update
<p>36 - In order to promote, support and strengthen community life (including new communities formed by housing growth), the Borough Council:-</p> <p>(a) Will work in conjunction with partners through the North Warwickshire Community Partnership in order to advance the priorities and objectives of the North Warwickshire Sustainable Community Strategy, including in respect of the commitment to improve access to opportunities, services and facilities for local residents and will report annually in March on progress. Priorities will be informed by Partnership Day 13 and include emerging issues such as climate change, as well as ongoing economic priorities</p>	Community & Environment Board/CE/DL&CD	To be met within existing budgets, unless new initiatives come along which will be the subject of separate reports.	<p>Amber</p> <p>Partnership Day was cancelled and will need to be rearranged. This will inform the focus of the priorities and will need to consider the impact of the coronavirus on local communities. Economic and social impacts will need to be assessed.</p>

Target	Board/Lead Officer	Additional Training/ Financial Implications	May 2020 Update
(b) Will continue to implement the focussed way of working in Community Development, through which activity will be targeted in locations determined by Members (Atherstone/Mancetter, Dordon, Arley and Whitacre) and in which communities are central to the identification of their own needs and the means by which those needs are met and to report on progress by March 2021.			Amber
37 - Ensure the successful promotion and administration of the Community Fund, through which financial support will be given to projects of local importance across North Warwickshire and to report on the outcomes of the scheme by March 2021.	Resources Board/Community & Environment Board/DL&CD	Provision of £300,000 has been made available to support local projects through the Community Fund	Green
38 - To review the refuse and recycling service, with particular emphasis on options around recycling to ensure the sustainability and cost-effectiveness of the service while building sufficient capacity to accommodate future housing growth and explore how the use of in-cab technology can support more efficient service delivery by October 2020.	Community & Environment Board/CDS	Any financial implications will be reported as part of the decision-making process.	Amber Some work continues, but resource availability has been affected due to Covid-19.

Target	Board/Lead Officer	Additional Training/ Financial Implications	May 2020 Update
39 - To explore how waste services are delivered to reduce net cost and by using technology to make collection operations as efficient and sustainable as possible, while accommodating future housing growth.	Community & Environment Board/CDS	Any financial implications will be reported as part of the decision-making process. The Community & Environment Board will receive regular reports and be asked to consider options for progress in this area.	Amber Some work continues, but resource availability has been affected due to Covid-19.
40 - To contribute as a full member of the Multi Recycling Facility project in order to have a fully operational facility in place by 2023.	Community & Environment Board/CDS/CDR		Green This project is still on track.
41 - To report on the recommendations from the review of the HEART Partnership and report to Board in May 2020.	Resources Board/DH	Any financial implications will be reported as part of the decision-making process.	Amber Delayed 6 months.
42 - To deliver the actions set out in the Homelessness Strategy and report on progress by September 2020.	Resources Board/DH	Any financial implications will be reported as part of the decision making process.	Green We will however need to review this based on changing demand.
43 - To report on the implications of new legislation with regard to standards and licensing in the private sector by September 2020.	Resources Board/DH	Any financial implications will be reported as part of the decision-making process.	Amber Delayed 6 months.

Target	Board/Lead Officer	Additional Training/ Financial Implications	May 2020 Update
44 - To report in December 2020 on the work of the local Financial Inclusion Partnership, including to advise on actions and initiatives undertaken to mitigate the local impact of the Welfare Reform programme and other economic changes in order to maximise the collection of monies due to the Council and best support customers to find solutions to help themselves.	Community & Environment Board/CDR	Any financial implications will be reported as part of the decision making process.	Green
45 - To report by January 2021 on progress on the take-up of on-line services, the increased take-up of online forms and the success of driving channel shift electronic payments and social media.	Resources Board/CDR/DCS	Any financial implications will be reported as part of the decision-making process.	Green We will need to spend some time reviewing the processes developed due to Covid-19. We will need to update the measures and identify our priorities for driving take-up.
46 - In partnership with Job Centre Plus, manage the ongoing migration of existing benefit customers onto Universal Credit and input into the Universal Support/Delivery local agenda, to support residents by providing support and advice and to report on progress by March 2021.	Community & Environment Board/CDR		Green

Target	Board/Lead Officer	Additional Training/ Financial Implications	May 2020 Update
<p>47 - To work with public, voluntary and business partners to deliver ongoing food-related projects to continue to support individuals and community organisations supported by Ediblelinks. This will also incorporate support to veterans via the Armed Forces Covenant work. Quarterly reports on progress will be made to the North Warwickshire Community Partnership and an annual report will be made to the Community & Environment Board in March 2021.</p>	<p>Community & Environment Board/CDR</p>	<p>To be met through existing budgets and external funding applications.</p>	<p>Green</p>
<p>48 - To ensure that, as part of the Council's corporate communications strategy, we effectively engage residents, businesses and all sections of our communities to inform them of the Council's services and priorities and make clear the opportunities for them to be involved in decision making via consultation and social media, including developing an Engagement Strategy by December 2020, reviewing the operating model of North Talk and an events calendar.</p>	<p>Executive Board/CE/DCS</p>	<p>To be met within existing budgets.</p>	<p>Green</p> <p>The December timescale should enable us to complete this piece of work as planned. It will need to take account of the changes to communications and online audience growth due to Covid-19.</p>

PRIORITY 6	
SUPPORTING EMPLOYMENT & BUSINESS	Supporting employment and business to grow the local economy in terms of access to work, skills improvement and wider business development opportunities.

Target	Board/Lead Officer	Additional Training/ Financial Implications	May 2020 Update
49 - To develop an Economic Development Strategy focusing in particular on reducing the reliance on logistic industries in favour of industries promoted by the UK and WM Industrial Strategies, working with Warwickshire County Council, including projects which could attract funding from the proposed UK Shared Prosperity Fund, by December 2020.	Executive Board/CE		<p>Green</p> <p>A draft Economic Development Strategy is being prepared and will be presented to Board in Autumn 2020.</p> <p>The COVID 19 Response and Recovery Strategy and Action Plan will complement the ED strategy.</p>
50 - To continue to work with partner organisations in the Coventry, Warwickshire and Hinckley Joint Committee and West Midlands Combined Authority and to consider further options for joint work in the light of Central Government proposals for greater devolution, if this proves beneficial to the local economy.	Executive Board/CE	To be identified as part of the negotiating process.	<p>Green</p> <p>The regional, sub-regional and County structures have been added to during the COVID 19 emergency. Specific recovery arrangements have been drafted and this will dominate work with partner organisations for the rest of this financial year and beyond.</p> <p>Further devolution proposals are expected from Government.</p>

Target	Board/Lead Officer	Additional Training/ Financial Implications	May 2020 Update
<p>51 - To:-</p> <p>(a) Better understand the employment and skills deficits in the Borough, particularly in respect of the changing nature of the logistics sector, so as to work with the County Council and other partners to provide and promote apprenticeships and training opportunities for North Warwickshire residents and to increase their accessibility to employment centres; and</p> <p>(b) Administer funding provided by developers and through other funding sources to maximise opportunities for the employment of local people, in light of the evidence to be provided under (a) above.</p>	<p>Planning & Development Board/CE</p>	<p>Use of Section 106 funding and any financial implications identified in the report on employing apprentices.</p>	<p>Green</p> <p>Working with applicants to negotiate 106 contributions.</p>
<p>52 - To work with the County Council, Town and Parish Councils and other partners to maximise Section 106 contributions for infrastructure to support business as well as communities such as the use of renewable energy, enhancement of sustainable transport initiatives, employment support, affordable employment space and enterprise hubs.</p>			<p>Green</p> <p>Negotiate with applicants when and where appropriate.</p>

Target	Board/Lead Officer	Additional Training/ Financial Implications	May 2020 Update
53 - In partnership with the Local Action Group and Hinckley & Bosworth Borough Council, to continue to ensure the successful management, monitoring and evaluation of the local LEADER programme and to report on progress by March 2021.	Community & Environment Board/DL&CD	LEADER is a predominantly externally funded programme.	Green
54 - Progress the North Warwickshire Transport Strategy to improve strategic roads such as the A5 (via the HIF bid) and A446, reduce overuse of rural routes and improve transport links, including cycle links, footpath links, public transport, all forms of rail provision and HGV parking to local employment and report on progress by March 2021.	Planning & Development Board/CE	Section 106 funding. Potential national funding through the HIF Programme, plus regional and sub-regional funding through CWLEP and WMCA.	Amber Funding has been secured for Phases 1 and 2 for the A5 through MHCLG. A draft Issues and Options paper for North Warwickshire transport issues has been prepared. WCC is going out for consultation on a County wide issues and options paper first before focusing on the individual issues and concerns.
55 - To seek the introduction of Civil Parking Enforcement into North Warwickshire at the earliest opportunity as part of steps to improve and increase, amongst other things, parking in our town centres.	Community & Environment Board/CE/CDS	Proposals to change the management of our car parks will need to consider the costs and resources available.	Amber Progress is being pursued with WCC. Looking at a delayed implementation of 6 – 12 months currently.

PRIORITY 7	Ensure the Council reduces its net carbon emissions to a sustainable level and acts to mitigate the causes and impacts of climate change within the Borough.
TACKLE CLIMATE CHANGE	

Target	Board/Lead Officer	Additional Training/ Financial Implications/Timings	May 2020 Update
56 - Audit the Council's current carbon emissions and measures already in place to address climate change.	Community & Environment Board/Climate Change Task and Finish Group/CDS	To be considered as part of the Action Plan.	Amber Specific work on this has been delayed due to lack of capacity. Hope to pick this up later in the year.
57 - Develop an action plan by July 2020 to reduce the Council's net carbon emissions to a sustainable level.	Community & Environment Board/Climate Change Task and Finish Group/CDS		Amber Specific work on this has been delayed due to lack of capacity. Hope to pick this up later in the year.
58 - Explore ways to reduce net carbon emissions across the Borough and to mitigate and adapt to future changes in the climate through procurement, planning, transport operations, and other measures.	Community & Environment Board/Climate Change Task and Finish Group/CDS		Amber Specific work on this has been delayed due to lack of capacity. Hope to pick this up later in the year.

Target	Board/Lead Officer	Additional Training/ Financial Implications/Timings	May 2020 Update
69 - Engage with local businesses, residents, workers and visitors on the issue of climate change to encourage greater understanding of the issues and steps which can be taken to tackle it.	Community & Environment Board/Climate Change Task and Finish Group/CDS		<p>Amber</p> <p>Specific work on this has been delayed due to lack of capacity. Hope to pick this up later in the year.</p>
60 - Encourage cycling and walking in order to reduce air pollution and climate change impacts of other modes of transport.	Community & Environment Board/Climate Change Task and Finish Group/CDS		<p>Amber</p> <p>Specific work on this has been delayed due to lack of capacity. Hope to pick this up later in the year.</p>
61 - Monitor and improve air quality in North Warwickshire, in line with the Air Quality SPD.	Community & Environment Board/Climate Change Task and Finish Group/CDS/ Community & Environment Board/ Health & Wellbeing Board		<p>Green</p> <p>Air quality <u>will</u> have improved due to reduced transport and industrial activity.</p>
62 - Examine the case for a sub-regional Planning Policy Framework for sustainable construction to ensure high levels of sustainability for new buildings in the Borough.	Executive Board/Planning & Development Board/CE		<p>Amber</p> <p>Hoping to progress this but work is focussing on recovery issues.</p>

MEDIUM TERM FINANCIAL STRATEGY

(Approved by Council 26 February 2020)

Summary in the table below.

	2019/20 Revised £000	2020/21 Estimate £000	2021/22 Estimate £000	2022/23 Estimate £000	2023/24 Estimate £000
Board Requirements	10,342	9,390	9,778	10,071	10,448
Growth	-	-	-	-	-
Investment Income	(350)	(360)	(380)	(400)	(420)
Financing Adjustment	(742)	(667)	(605)	(571)	(500)
Earmarked Reserve – Contribution from HRA	(50)	(50)	(50)	(50)	(40)
Revenue Contribution to Capital Spending	119	-	-	-	-
RSG	-	-	-	-	-
NDR - Baseline	(1,891)	(1,922)	(1,960)	(1,999)	(2,039)
NDR – Additional rates	(1,000)	(500)	(500)	(500)	(500)
NDR Levy Account Surplus	(29)	-	-	-	-
New Homes Bonus	(921)	(738)	(462)	(208)	-
Collection Fund Surplus	(93)	(97)	(100)	(105)	(114)
Net Expenditure	5,385	5,056	5,721	6,238	6,835
Council Tax	(4,315)	(4,466)	(4,639)	(4,817)	(5,000)
Use of Balances	1,070	590	1,082	1,421	1,835
Savings Required 2021/22	-	-	(700)	(700)	(700)
Savings Required 2022/23	-	-	-	(600)	(600)
Savings Required 2023/24	-	-	-	-	(400)
Adjusted Use of Balances	1,070	590	382	121	135
Level of Balances	2,680	2,090	1,708	1,587	1,452

MEDIUM TERM FINANCIAL STRATEGY

Covid 19 - Initial revision

Summary in the table below.

	2019/20 Revised £000	2020/21 Estimate £000	2021/22 Estimate £000	2022/23 Estimate £000	2023/24 Estimate £000
Use of Balances	1,070	590	1,082	1,421	1,835
Government funding		(690)			
Unrealised savings		510	100	100	100
Estimated Income loss		870			
Additional Costs		330			
Savings Required 2020/21	-	(300)	(300)	(300)	(300)
Savings Required 2021/22	-	-	(900)	(900)	(900)
Savings Required 2022/23	-	-	-	(300)	(300)
Savings Required 2023/24					(400)
Adjusted Use of Balances	1,070	1,310	(18)	21	35
Level of Balances	2,680	1,370	1,388	1,367	1,332

Notes:

1. Current work on closing 2019/20 accounts suggests there may be a small under spend against the revised estimate
2. Work to date has focused on 2020/21, as there is a lot of uncertainty around the future
3. Assumptions have been made on income loss in 2020/21. Actual experience is likely to differ.

Agenda Item No 5

Executive Board

8 July 2020

Report of the Chief Executive

Revised Statement of Community Involvement

1 Summary

- 1.1 This report brings some revisions to the Statement of Community Involvement as a result of covid-19. It is envisaged that these changes will ensure the continued progression of the Local Plan.

Recommendation to the Board

That the revisions to the Statement of Community Involvement be approved.

2 Consultation

- 2.1 Consultation has taken place with the relevant Members and any comments received will be reported at the meeting.

3 Introduction

- 3.1 A Statement of Community Involvement (SCI) sets out how a local authority will involve various stakeholders, including the public, during the production of a local plan, the preparation of other local development documents and dealing with planning applications. The current SCI was adopted in 2007.
- 3.2 During local plan consultations the SCI sets out the minimum requirements for the type and range of consultation methods to be used. In practice however the forward planning team have always tried to add additional methods where possible. An example would be using social media. It is now common practice that we would publicise events and stages on Facebook and Twitter. Due to the covid-19 situation it is necessary to consider how a future consultation process could be progressed, complying with both the SCI and our common practices.
- 3.3 Local Plans must also comply with the relevant Acts and Regulations relating to the production of a Local Plan. The relevant regulations in this case are the Town and Country Planning (Local Planning) (England) Regulations 2012. In particular, Regulation 35 relates to the availability of documents. Regulation 35 has been reproduced in full in Appendix A. Further reference to this regulation will be made later in this report.

- 3.4 Government has recognised the difficulties especially in making sure that Plans can continue and has issued guidance: <https://www.gov.uk/guidance/Thanksplan-making# covid19>. These have been reproduced in Appendix B.

4 SCI 2007 – Methods of Consultation

- 4.1 The Borough Council adopted the SCI in April 2007. The full SCI can be found at: https://www.northwarks.gov.uk/downloads/file/3483/statement_of_community_involvement_sci

- 4.2 The following table is an extract from the SCI.

Table 2: (page 22) The stages at which different consultation methods will be used.

Type of Document	Stage of Consultation	Consultation Method											
		A: Information at the Council House	B: Council Website	C: Local Newspapers	D: Letters	E: Libraries	F: Parish Newsletters	G: North Talk	H: Leaflets and Posters	* I: Presentations	* J: Roadshows / Exhibitions / Displays/ Interactive Workshops	* K: Planning for Real	
DPDs	Issues and Options	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Preferred Options	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Submission	✓	✓	✓	✓	✓	✓	✓	✓				
SPDs	Consultation on Draft	✓	✓	✓	✓	✓	✓	✓	✓				

**these methods will be used where appropriate and subject to resources.*

- 4.3 The table above indicates when the various methods of consultation will be used as described in the SCI.
- 4.4 Within the *Procedure Guide for Local Plan Examinations* prepared by the Planning Inspectorate in June 2019 it states that “*the scope and duration of the consultation will reflect those of the consultation held at Regulation 19 stage: this means it will last at least six weeks.*” It is therefore convention that what is carried out for the Draft Submission of the Local Plan should also be how the main modifications consultation should be carried out.

5 Impact of Covid 19 on SCI

- 5.1 Table A below lists the various methods used and assesses if they could be carried out during the pandemic and as lock down eases.

Table A – Assessment of Consultation Methods

	Consultation Method	Regularly Used in Consultations	Impact of Covid-19	Comments	Solution
A	Information at the Council House	Always	Yes	One Stop Shop (OSS) is currently closed.	Reliance will be made on the web version until the OSS is reopened. However, where necessary it will be possible to organise an appointment whereby an office is made available to view the document. Town and Parish Councils have also been asked if they can make their paper copy of the Plan available to view.
B	Council Website	Always	No	No expected effect	No change – will continue to use website
C	Local Newspapers	If regulations stipulate	No	No expected effect	Will continue – the only change envisaged is that some newspapers have gone to online only
D	Letters	Always	Possible	Letters could still be sent but there may be a delay as reduced staff in office and post only goes out twice weekly.	Need to ensure lead in time to allow physical process of getting letters ready and sent out
E	Libraries	Most of the time	Yes	Libraries currently closed. Likely re-opening in phase 3 of lockdown release – post 4 th July	Deposit at Council Offices and reliance of online version will be required
F	Parish Newsletters	Occasionally	No	Only some Town and Parish Councils have a newsletter.	No change
G	North Talk	If it coincides with consultation	Yes	No publications are currently being planned	Reliance would be placed on the online version of documents and email / letter contact
H	Leaflets and Posters	Sometimes	Yes	Dependent on what shops open. Leaflets are usually also available at drop in events or sent out to the places where the public can view the consultation so again will be affected.	Will circulate to town and parish councils and ask if they can put on parish notice board. Will email a leaflet to a range of stakeholders.
I*	Presentations	Dependent on what the consultation is	Yes	Face to face meetings unlikely to take place for some time except where social distancing can be observed.	Use virtual meetings / social media talks and answer to queries. Available on telephone.
J*	Roadshows/Exhibitions /Displays/Interactive Workshops	Often	Yes	As above	Possibly do internet meetings / social media talks and answer any queries.
K*	Planning for Real	Rarely	Possible	At the current stage of the Local Plan this has not been used.	No immediate effect – may affect future work

* These are only used where resources permit.

- 5.2 In addition to the above methods the Forward Planning team have also used the following methods:
- (i) social media, both twitter and Facebook. Social media will continue to be used.
 - (ii) In addition to libraries listed as method E above, a copy of the consultation documents is also made available at all leisure centres for public viewing. As leisure centres are all closed reliance will be made on the web version.

6 Regulations vs Guidance

- 6.1 There appears to be some conflict between the Local Plan Regulations 2012 (para 3.3 above) and the updated guidance (para 3.4 above). On the one hand the regulations say that documents must be “*made available for inspection, at their principal office and at such other places within their area as the local planning authority consider appropriate, during normal office hours*” This would mean at the Council Offices, libraries and leisure centres. However, the latest guidance states in Paragraph 076 that “*If there is any conflict, this guidance supersedes current Plan-making guidance until further notice.*” Therefore, the suggested changes in this report to how a consultation will be carried out will need to be reviewed again as and when further guidance is prepared.

7 Report Implications

7.1 Legal, Data Protection and Human Rights Implications

- 7.1.1 The SCI is a requirement of the Planning and Compulsory Purchase Act 2004. Please see section 6 in the main report.

7.2 Human Resources Implications

- 7.2.1 At the present time it is expected that the consultation process will be more onerous than previous methods. It is normal that a consultation period consumes most of an officers’ time. However, the proposed changes will mean that consultations for plan making will be more virtual and so will require learning new techniques. This may have an impact on other work.

7.3 Equalities Implications

- 7.3.1 One of the key issues that the Borough Council must consider is whether people are being adversely affected by the changes to the SCI. An Equalities Impact of these changes has been carried out and is attached to this report. This has been written with particular reference to the consultation on Main Modifications for the Local Plan.

- 7.3.2 The Main Modifications for the Local Plan are important, in particular, to those that have been involved in the process and who have made representations at the Regulation 19 stage (consultation prior to formal submission of the Plan). Some of the Modifications will satisfy those objections. However, the

wider public and stakeholders may also be interested because the proposed changes may have different impacts and so throw up different observations.

7.3.3 In order to assist with making documents physically available for inspection Parish and Town Councils have been approached to see if the paper copy which is sent to them could also be made available for inspection if requested. An update of this request will be given at the Board meeting.

7.4 **Links to Council's Priorities**

7.4.1 Progressing the Local Plan is a key priority for the Council.

The Contact Officer for this report is Dorothy Barratt (01827) 719250

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

Equality Impact Assessment Summary Sheet

Please complete the following table summarised from the equality impact assessment form. This should be completed and attached to relevant Board reports.

Name of Policy Procedure/Service	Statement of Community Involvement
Officer Responsible for assessment	Dorothy Barratt

Does this policy /procedure /service have any differential impact on the following equality groups /people

- (a) Is there a positive impact on any of the equality target groups or contribute to promoting equal opportunities and improve relations or:
- (b) could there be a negative impact on any of the equality target groups i.e. disadvantage them in any way

Equality Group	Positive impact	Negative impact	Reasons/Comments
Racial			Although the demographics of the Borough show low numbers of BAME and Gypsy and Travellers, both the South Derbyshire Gypsy and Travellers Liaison Group and EQUIP (Warwickshire) are on the Local Plan mailing list.
Gender			
Disabled people		X	Depending on the disability not having the OSS open may impact on those with a disability.
Gay, Lesbian and Bisexual people			
Older/Younger people		X	Older people, in particular, may be more likely to be less comfortable using the online information and prefer to see physical documents
Religion and Beliefs			
People having dependents caring responsibilities	X		
People having an offending past			
Transgender people			
Armed Forces Covenant			

If you have answered **No** to any of the above please give your reasons below

In the case of the two identified negative impacts of the changes to the consultation methods it is expected that these will be compensated by the following:

- 1 An appointment can be made to view the physical documents either at the Council offices or at a location made available via the Town or Parish Councils.
- 2 Officers will ensure that wherever possible they will talk through any changes on the telephone.

Please indicate if you believe that this document:

Should proceed to further Impact assessment

Needs no further action at the present time

However, the situation will be reassessed if any further issues are identified

Agenda Item No 5
Appendix A

The Town and Country Planning (Local Planning) (England) Regulations 2012

Availability of documents: general

- 35.(1) A document is to be taken to be made available by a local planning authority when—
- (a) made available for inspection, at their principal office and at such other places within their area as the local planning authority consider appropriate, during normal office hours, and
 - (b) published on the local planning authority's website,
- (2) In relation to any document made available under these Regulations, except a local plan or supplementary planning document which has been adopted or approved, the local planning authority may cease to make the document available once the period specified in paragraph (3) has expired.
- (3) The period mentioned in paragraph (2)—
- (a) where the document relates to a supplementary planning document or to the local planning authority's statement of community involvement, is 3 months after the day on which the supplementary planning document or statement of community involvement is adopted;
 - (b) where the document relates to a local plan, is the 6 week period referred to in section 113(4) of the Act that applies as regards the local plan concerned.
- (4) Where a local planning authority adopt, or the Secretary of State approves, a revision to a local plan or a supplementary planning document, as soon as reasonably practicable after the revision is adopted or approved, the local planning authority must incorporate the revision into the local plan or the supplementary planning document made available in accordance with this regulation.

Extract from National Planning Policy Guidance

How should local planning authorities respond to the coronavirus (COVID-19) pandemic when progressing local plans?

The government has been clear that all members of society are required to adhere to guidance to help combat the spread of coronavirus (COVID-19). The guidance has implications for local authorities and local plan-making, including how the public are engaged and the ability of authorities to comply with policies set out in their Statements of Community Involvement. This planning guidance focuses on how local authorities can review and update their Statements of Community Involvement and should be read in parallel with existing guidance on Plan-making, including paragraphs 34, 35 and 71. If there is any conflict, this guidance supersedes current Plan-making guidance until further notice.

Paragraph: 076 Reference ID: 61-076-201200513

Revision date: 13 05 2020

Statement of Community Involvement

Should the Statement of Community Involvement be reviewed and updated in response to the coronavirus (COVID-19) pandemic?

Where any of the policies in the Statement of Community Involvement cannot be complied with due to current guidance to help combat the spread of coronavirus (COVID-19), the local planning authority is encouraged to undertake an immediate review and update the policies where necessary so that plan-making can continue.

Paragraph: 077 Reference ID: 61-077-201200513

How can a Statement of Community Involvement be reviewed and updated to comply with COVID-19 guidance?

Local planning authorities will need to assess their Statements of Community Involvement to identify which policies are inconsistent with current [guidance on staying at home and away from others](#) or any superseding guidance. This could include, for example, holding face-to-face community consultation events or providing physical documents for inspection.

The local planning authority should then make any temporary amendments that are necessary to allow plan-making to progress, and that continue to promote effective community engagement by means which are reasonably practicable. Local planning authorities are strongly encouraged to use online engagement methods to their full potential. Appropriate methods include virtual exhibitions, digital consultations, video conferencing, social media and providing documents for inspection on a public website. Authorities will also need to take reasonable steps to ensure sections of the community that don't have internet access are involved and consider alternative and creative ways to achieve this. Authorities may wish to consider engaging sections of the community, that do not have internet access, through representative groups rather than directly, targeting only people in areas most affected by proposals, and allowing individuals to nominate an advocate to share views on their behalf. Consulting by telephone or in writing can also be used where this is feasible and alternatives can't be identified. Opportunities to combine public consultations can be explored so that offline methods can be made more cost effective.

There is no requirement in legislation for local planning authorities to consult when reviewing and updating their Statement of Community Involvement, although it is good practice for authorities to inform the public of their intentions to update this document and of the changes that have been made. It is also good practice to make clear that the changes are only temporary whilst restrictions relating to COVID-19 are in place. However, where a local planning authority has made a pledge in their Statement of Community Involvement to consult on any changes, they may wish to take independent legal advice on how best to proceed.

Paragraph: 078 Reference ID: 61-078-201200513

Revision date: 13 05 2020

Agenda Item No 6

Executive Board

8 July 2020

**Report of the
Corporate Director - Streetscape**

**Update on Sub-Regional Materials
Recycling Facility**

1 Summary

- 1.1 Following the Council's decision to become full partners in the sub-regional MRF project, this report updates Members on the project's progress to date and the next steps in the process of procuring and delivering the facility. The report also asks Members to appoint a partner representative to the Board of the MRF company.

Recommendation to Board

- a That Members note the contents of the report, and;**
- b That Members nominate the Corporate Director – Streetscape as the representative to the company Board.**

2 Background

- 2.1 The Council's Executive Board resolved in September 2019 to continue to support the work to develop a sub-regional materials recycling facility (MRF) as full partners in the project and to become signatories to a second Joint Working Agreement (JWA2) which built on the work already undertaken and which is intended to take the project through the procurement phase to financial close.

- 2.2 Officers agreed to update Members on a regular basis on how the project was progressing. The Community and Environment Board was updated on progress in January of this year and the Project Manager has produced a second report, attached at Appendix A, which sets out action taken to date and the key activity planned for the coming three months. These update reports will continue to be presented regularly to future meetings of the Community & Environment Board.

- 2.3 The key areas of activity are:

- Despite coronavirus, the competitive dialogue process is ongoing and making good progress with four companies taking part in this next stage of the procurement process.

- Site clearance and preparation is progressing well
- An MRF Technical Manager has been appointed
- The submitted planning application is anticipated to be considered in August 2020.
- The draft shareholder agreement is in the process of being finalised in consultation with the seven partner Councils
- The project is on budget and running to the anticipated timescale.

3 Appointment of Board Representative

- 3.1 The process of setting up the company which will own and operate the MRF is making steady progress. Once the company is established, each partner Council will be required to appoint and maintain an officer representative on to the Company Board. The Board will be responsible for the management and operation of the Company (to be called Sherbourne Recycling Limited). It is recommended that the Board appoints the Corporate Director – Streetscape as the Council's Board representative.
- 3.2 Once the shareholder agreement has been finalised and the Company established, a further report will be brought back to ask Members to appoint a Council representative to the Shareholder Panel of the Company.

4 Report Implications

4.1 Financial Implications

- 4.1.1 The project is currently on budget.

4.2 Risk Management Implications

- 4.2.1 The risk of markets not being available for the Council's recyclable waste or being unaffordable is a major one. Full engagement with this project significantly helps the Council to manage and mitigate that risk well into the future.

4.3 Environment and Sustainability Implications

- 4.3.1 Engagement in the project will support the provision and development of the Council's recycling services and help to ensure that the Council's recycling rates meet local and national targets while keeping the costs of delivering those services as low as possible. The use of a modern, technologically advanced sorting facility should also help the Council to recycle more waste of a higher quality.

The Contact Officer for this report is Richard Dobbs (719440).

Sherbourne Recycling

**Agenda Item No 6
Appendix A**

QUARTERLY PROGRESS REPORT

JUNE 2020

CONTENTS

1	SUMMARY	1
2	ACTIVITIES AND OUTPUTS	1
3	SITE ACTIVITY.....	2
4	BUDGET	2
5	PLAN FOR THE NEXT THREE MONTHS.....	3

1 SUMMARY

- 1.1 The project is continuing to develop well, working within budget and on track to achieve original timetable.
- 1.2 Project and Bidders Team resource unaffected by Covid-19. Project running to original timetable, with procurement moved to video conferencing in avoidance of non-essential travel.

2 ACTIVITIES AND OUTPUTS

- 2.1 The following table provides a summary of the core tasks that have been progressed during the last three months:

Task	Status	% Complete	Comments on Progress, Outputs and Results
Contract Notice Publication	Achieved	100%	Contract Notice for civils contract published at the end of April 2020. Over 30 expressions of interest received against early PIN, including confirmation from over half of prospective Bidders of sufficient resource within Bid Teams despite Covid-19.
Planning application submission	Achieved	100%	Anticipated outcome summer 2020. Details of the planning application can be found at https://www.coventry.gov.uk/planningapplications .
Planning application actions	In Progress	75%	Project Team working through comments and mitigating measures requested by consulted parties and Coventry City Councils planning team.
Competitive Dialogue	In Progress	20%	Series of detailed dialogue sessions with all bidders to understand solution development. Scheduled to run 09/03/2020 – 19/10/2020.
Establishment of AssetCo	In Progress	10%	Sub-groups including representation from legal and financial teams at each partner council established to work through the Shareholding agreement and set up of wholly owned local authority company, 'AssetCo', to be formally known as 'Sherbourne Recycling'.
Business Plan	In Progress	10%	Project Team working on first draft of Business Plan for Sherbourne Recycling which will form part of the Shareholders Agreement
Additional Partner Councils	Complete	100%	Confirmation received from Tamworth and Lichfield of withdrawal from the Project. Reasoning due to on-going discussions with Staffordshire County Council in relation to disposal responsibilities and soft market testing exercise.
Power Capacity Review	Complete	100%	Alternative offer presented to Board for a 20% reduction on market rate, subject to share of risk if CSWDC experience major power failure for a prolonged period of time. Board agreed risk profile to be very low, there accepted offer on the basis of the reduced rate. CSWDC instructed to progress on the terms agreed.

Power Purchase Agreement	Not Started	0%	CSWDC instructed to engage in process to confirm CAPEX costs and design based on agreed Heads of Terms.
Ground Investigation	Not Started	0%	Detailed ground investigation was due to take place in April, however due to Covid-19 has been suspended until June. Subject to no further delays results will be available to Bidders in sufficient time for consideration in tender. If delayed beyond July potential impact on procurement program.
COVID 19	Challenge		Project and Bid Teams have been able to adapt to video conferencing to facilitate dialogue meetings. No delay in supply chain with Bidders at present. Potential delay to programme associated with site investigation. Project Team exploring the impact of any delay to programme and implications on existing supply agreements.

Status:	Achieved	In Progress	Challenges	Not Started
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3 SITE ACTIVITY

3.1 No site activities have taken place due to Covid-19.

4 BUDGET

4.1 Please see below for a summary table of spend.

Activities	Spend to Date	Budget	Status
Phase 1			
- Detailed feasibility study	£808,000	£800,000	Complete
- Financial Model			
Phase 2			In Progress
- Development of contract documentation	£1,152,424	£2,053,500	
- Procurement of contractor(s)			
- Preparation of proposed site, including planning			
Total Spend	£1,960,424	£2,853,500	

5 PLAN FOR THE NEXT THREE MONTHS

5.1 The table below provides an outline of the planned tasks for the next month.

Activity	Comments
Site Investigation	Undertake full site investigation in support of planning application and bidder returns – subject to COVID 19 movement restrictions
Planning permission	Outcome of planning application anticipated June 2020
Dialogue	Competitive Dialogue with the selected bidders
Civils Contract	Shortlisting of civils contractors to take through to dialogue
Sherbourne Recycling	Working through key activities to agree Shareholder Agreement and other activities associated with establishing Sherbourne Recycling
End market engagement	Engagement with potential offtake suppliers to test assumptions (financial and compositional) made within Business Case modelling, inform design process and form future working relationships
General	Finalise contract documentation

Agenda Item No 7

Executive Board

8 July 2020

Report of the Chief Executive

Pavement Licences

1 Summary

- 1.1 This report asks Members to note a scheme to be implemented using the Chief Executive's Urgent Business Powers in respect of a new scheme for the consideration of Pavement Licences.

Recommendation to the Board

That the action to be taken be noted.

Recommendation to the Council

That the arrangements detailed in the report be agreed and the Constitution be so amended.

2 Response

- 2.1 On 25 June, the Business and Planning Bill was introduced to Parliament and given its first reading. The Bill is due to pass through all of the legislative stages during the week commencing 29 June.
- 2.2 One of the provisions within the Bill is a new process for businesses such as cafes, restaurants and bars to secure a licence to place furniture on the highway. This it is said will support them to operate safely while social distancing measures remain in place. Applications will be made to the Borough Council and need to be determined within 10 working days. The draft guidance can be found at

<https://www.gov.uk/government/publications/pavement-licences-draft-guidance/draft-guidance-pavement-licences-outdoor-seating-proposal>

- 2.3 Officers are developing a form for applicants to use. There is a fee for the application which cannot exceed £100 and it is proposed to set this fee at £100. There are five working days for the public to submit comments and the Council will let Members and Parish Councils and other relevant persons and agencies, including the highway authority, know of applications as well as putting details on our website, the link to which will be promoted via social media. In addition, the applicant is required to affix a notice to the premises, so it is easily visible and legible to the public on the day they submit the application to the local authority. They must ensure the notice remains in place for the public consultation period.
- 2.4 Given the very short time period in which applications need to be determined (in effect five working days as five working days needs to be allowed for consultation), it is suggested that the decisions be taken by the Chief Executive. Applications which are not determined within the overall ten working days are deemed to be permitted. If a licence is granted, conditions can be attached. The Council may also publish the conditions which it proposes to attach to any licences it grants.
- 2.5 The Bill does not provide for an appeal should an application be refused. However, the guidance suggests Councils provide for an internal review. Given there is no timescale for this, it is suggested that appeals be heard by a three Member Panel (drawn from the Community & Environment Board which has highways matters within its terms of reference). Environmental Health staff will also be empowered to take any enforcement measures under the new Act.
- 2.6 The power to determine applications, including imposing conditions, will therefore be added to the powers delegated to the Chief Executive within the Community & Environment Board part of the constitution. In addition, a sub-committee of the Board will be established with power to hear appeals and determine those appeals, including imposing conditions.

The Contact Officer for this report is Steve Maxey (719438).