

**To: Leader and Members of the Executive Board**  
(Councillors M Stanley, Hayfield, Humphreys, Moore, Morson, Phillips, Simpson, Smith and Sweet)

**For the information of other Members of the Council**

**For general enquiries please contact David Harris, Democratic Services Manager, on 01827 719222 or via e-mail - [davidharris@northwarks.gov.uk](mailto:davidharris@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**

**24 NOVEMBER 2014**

The Executive Board will meet in the Committee Room at the Council House, South Street, Atherstone, Warwickshire on Monday 24 November 2014 at 6.30pm

### **AGENDA**

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

4 **Minutes of the Meetings of the Board held on 22 September 2014** - copies herewith to be agreed as a correct record and signed by the Chairman.

5 **Requests for discussion of En Bloc items and approval of remaining En Bloc items.**

6 **Public Participation**

Up to twenty minutes will be set aside for members of the public to ask questions or to put their views to elected Members. Participants are restricted to five minutes each. If you wish to speak at the meeting please contact David Harris on 01827 719222 or email [democraticservices@northwarks.gov.uk](mailto:democraticservices@northwarks.gov.uk).

## **PART A – ITEMS FOR DISCUSSION AND DECISION (WHITE PAPERS)**

7 **2013/14 Annual Audit Letter** – Report of the Deputy Chief Executive

### **Summary**

This report presents the 2013/14 Annual Audit Letter received from the Council's external auditors, PricewaterhouseCoopers LLP.

The Contact Officer for this report is Sue Garner (719374).

8 **The Local Government Pension Scheme** - Report of the Assistant Director (Finance and Human Resources)

### **Summary**

This report provides some detail on the Local Government Pension Scheme operated by this Council.

The Contact Officer for this report is Sue Garner (719374).

9 **Council Tax Support Grant to Parish Councils** - Report of the Deputy Chief Executive

### **Summary**

This report informs the Board of the Council Tax Support grant allocations to Parish Councils for 2015/16.

The Contact Officer for this report is Sue Garner (719374).

- 10 **Council Tax Support Scheme 2015/16** – Report of the Assistant Chief Executive (Community Services)

**Summary**

This report gives options for a Council Tax Support Scheme for 2015/16.

The Contact Officer for this report is Bob Trahern (719378).

- 11 **Broadband Match Funding - Further Information** – Report of the Assistant Director (Corporate Services)

**Summary**

The report asks the Board to decide if the Council will provide additional match funding for investment in improving the Broadband infrastructure in the Borough as part of CSW Broadband project.

The Contact Officer for this report is Linda Bird (719327).

- 12 **High Street Innovation Fund – Coleshil** - Report of the Assistant Chief Executive and Solicitor to the Council

**Summary**

The report seeks the Board's approval for the grants specified in the report.

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

- 13 **HS2 and Business Rates** - Report of the Deputy Chief Executive

**Summary**

This report informs the Board about a decision taken under the Council's urgent business procedure to commission a report on the potential impact of HS2 on business rates income.

The Contact Officer for this report is Chris Brewer (719259).

- 14 **Representation on Boards and Committees** - Report of the Assistant Chief Executive and Solicitor to the Council

**Summary**

The report seeks Board approval for changes to the make up of Boards and Committees following recent Councillor changes.

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

**PART B – ITEMS FOR EN BLOC DECISIONS  
(YELLOW PAPERS)**

- 15 **Economic Development** - Report of the Assistant Chief Executive and Solicitor to the Council

**Summary**

The report updates the Board on recent economic development work.

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

- 16 **Calendar of Meetings 2015/16** – Report of the Chief Executive

**Summary**

The purpose of this report is to approve a calendar of meetings for 2015/16.

The Contact Officer for this report is David Harris (719222).

- 17 **Budgetary Control Report 2014/15 Period Ended 31 October 2014** - Report of the Assistant Director (Finance and Human Resources)

**Summary**

The report covers revenue expenditure and income for the period from 1 April 2014 to 31 October 2014. The 2014/2015 budget and the actual position for the period, compared with the estimate at that date, are given, together with an estimate of the out-turn position for services reporting to this Board.

The Contact Officer for this report is Nigel Lane (719371).

- 18 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets – April 2014 to September 2014** – Report of the Chief Executive and the Deputy Chief Executive

**Summary**

This report informs Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Executive Board for April to September 2014.

The Contact Officer for this report is Robert Beggs (719238).

- 19 **Minutes of the meetings of the Special Sub-Group held on 20 October (copy herewith) and 17 November 2014 (to follow) to be received and noted.**

JERRY HUTCHINSON  
Chief Executive

## NORTH WARWICKSHIRE BOROUGH COUNCIL

### MINUTES OF THE EXECUTIVE BOARD

22 September 2014

Present: Councillor Sweet in the Chair

Councillors Hayfield, Humphreys, Lewis, Moore, Morson, Phillips, Simpson and Smith

An apology for absence was received from Councillor M Stanley (substitute Councillor Lewis).

#### 21 **Declarations of Personal or Prejudicial Interest.**

None were declared at the meeting.

#### 22 **Minutes of the meeting of the Board held on 17 June 2014.**

The minutes of the meeting of the Board held on 17 June 2014, copies having been circulated, were approved as a correct record and signed by the Chairman.

#### 23 **Financial Statements 2013/14**

The Deputy Chief Executive reported on the Annual Financial Statements for 2013/14 and Members were asked to agree a suggested course of action.

##### **Resolved:**

**That the 2013/14 Financial Statements shown in Appendix A to the report of the Deputy Chief Executive be approved.**

#### 24 **External Auditors' Report**

The Deputy Chief Executive submitted the External Auditors' report to those charged with governance.

Matthew Elmer from PricewaterhouseCoopers was in attendance at the meeting and presented his report on which Members asked a number of questions.

##### **Recommended:**

**a That the contents of the External Auditors' report be noted; and**

- b That the Deputy Chief Executive be asked to report to a future meeting of the Board giving further information on the pensions liability.**

**25 Key Corporate issues**

The Chief Executive reported on the key corporate issues facing the Council in the mid-term future. He highlighted the issues to be addressed during the formulation of the 2015/16 Budget and in the run up to the 2015 Council elections.

**Recommended:**

**That the issues raised in the report of the Chief Executive are the main areas which should be considered for potential corporate planning.**

**26 Financial Strategy 2015 – 2019**

The Deputy Chief Executive reported on the Authority's Financial Strategy, projected forward the Authority's General Fund budgets to 2018/19, and suggested a detailed budget approach for the 2015/16 General Fund Budget.

**Recommended:**

- a That the Financial Strategy shown as Appendix A to the report of the Deputy Chief Executive be approved;**
- b That the General Fund budget projections for 2015/16 to 2018/19 be noted;**
- c That the budget approach, set out in section 12 of the report, be adopted; and**
- d That the Council continues to participate in the Coventry and Warwickshire Business Rate Pool.**

**27 Review of Polling Districts and Polling Places**

The Board was invited to approve the polling districts and polling places scheme for North Warwickshire.

**Recommended:**

**That the existing scheme of polling districts and polling places be approved without amendment.**

**28 The Openness of Local Government Bodies Regulations 2014**

The Assistant Chief Executive and Solicitor to the Council advised Members of the implications of the Openness of Local Government Bodies Regulations 2014 and asked Members to agree the measures necessary for the Council.

**Recommended:**

- a That the Council's Standing Orders be amended to allow filming, photography and audio recording at all meetings of the Council;**
- b That, subject a reference that the Policy also applies to Members, the Policy attached to the report of the Assistant Chief Executive and Solicitor to the Council on filming, photography and audio recording be adopted;**
- c That Officers examine the costs of implementing live streaming of Council meetings and report back; and**
- d That the procedures regarding recording of Officers' decision detailed in the report be adopted.**

**29 HS2 Property Consultation 2014**

The Assistant Chief Executive and Solicitor to the Council advised Members of the latest consultation on measures to compensate those affected by the HS2 project and sought endorsement of a draft response.

**Recommended:**

**That the consultation response attached to the report of the Assistant Chief Executive and Solicitor to the Council be endorsed.**

**30 Core Strategy Adoption**

The report in respect of this matter was withdrawn.

**31 Borough Care Alarm Equipment Replacement and Control Centre Equipment Modification Report**

The Assistant Director (Housing) requested Members to consider the funding shortfall to purchase replacement Borough Care alarm units and pendants that was expected to occur this year and in future years.



**Recommended:**

- a That an increase in the 2014/15 capital alarm equipment replacement budget by £5K to £23K in order to ensure sufficient Borough Care alarms and pendants are available for current and new service users this year be approved;
- b That the same increase be made in the capital alarm equipment replacement budget in subsequent years, when considering the 2015/16 Three Year Capital programme;
- c That an additional capital allocation of £5K to purchase additional alarm call handling equipment to resolve a technical issue affecting the communication between the control centre and some Borough Care service users, which is an unintended consequence of the modernisation of the national telephone network be approved; and
- d That a supplementary revenue estimate of £1K per annum to fund the ongoing costs of the additional alarm call handling equipment be approved.

**32 Broadband Match Funding**

The report asks the Board to decide if the Council will provide additional match funding for investment in improving the Broadband infrastructure in the Borough as part of CSW Broadband project.

**Recommended:**

**That consideration of the matter be deferred and a further report be submitted to a future meeting of the Board.**

**33 Budgetary Control Report 2014/15 - Period Ended 31 August 2014**

The Assistant Director (Finance and Human Resources) reported on the revenue expenditure and income for the period from 1 April 2014 to 31 August 2014. The 2014/2015 budget and the actual position for the period, compared with the estimate at that date, was given, together with an estimate of the out-turn position for services reporting to this Board.

**Resolved:**

**That the report be noted.**

**34 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets – April 2014 to June 2014**

The Chief Executive informed Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Executive Board for April to June 2014.

**Resolved:**

**That the report be noted.**

**35 Minutes of the meeting of the Safer Communities Sub-Committee held on 31 July 2014**

The minutes of the meeting of the Safer Communities Sub-Committee held on 31 July 2014 were received and noted.

**36 Minutes of the meetings of the Special Sub-Group held on 21 July, 18 August and 15 September 2014**

The minutes of the meetings of the Special Sub-Group held on 21 July, 18 August and 15 September 2014 were received and noted.

**37 Minutes of the meeting of the Local Development Framework Sub-Committee held on 7 August 2014**

The minutes of the meeting of the Local Development Framework Sub-Committee held on 7 August 2014 were received and noted.

Chairman

**Agenda Item No 7**

**Executive Board**

**24 November 2014**

**Report of the  
Deputy Chief Executive**

**2013/14 Annual Audit Letter**

**1 Summary**

- 1.1 This report presents the 2013/14 Annual Audit Letter received from the Council's external auditors, PricewaterhouseCoopers LLP.

**Recommendation to the Council**

**That the report presented as Appendix A be noted.**

**2 Introduction**

- 2.1 The Council's external auditors, PricewaterhouseCoopers LLP, have summarised the work they undertook relating to the 2013/14 financial year in an annual audit letter. This is attached as Appendix A.

**3 Report Implications**

**3.1 Finance and Value for Money Implications**

- 3.1.1 Budget provision for external audit costs has been made. The auditors review the financial arrangements of the Council, including an assessment of the value for money achieved by the council in terms of economy, efficiency and effectiveness.

**3.2 Risk Management Implications**

- 3.2.1 An external audit process provides some assurance over the Council's internal control system, and highlights any areas where improvements could be made.

The Contact Officer for this report is Sue Garner (719374).

**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

# *North Warwickshire Borough Council*

*Annual Audit Letter*

2013/14

Government and  
Public Sector

October 2014

---

# Contents

<b>Introduction</b>	<b>2</b>
<b>Audit Findings</b>	<b>4</b>
<b>Final Fees</b>	<b>6</b>

## **Code of Audit Practice and Statement of Responsibilities of Auditors and of Audited Bodies**

*In April 2010 the Audit Commission issued a revised version of the 'Statement of responsibilities of auditors and of audited bodies'. It is available from the Chief Executive of each audited body. The purpose of the statement is to assist auditors and audited bodies by explaining where the responsibilities of auditors begin and end and what is to be expected of the audited body in certain areas. Our reports and management letters are prepared in the context of this Statement. Reports and letters prepared by appointed auditors and addressed to members or officers are prepared for the sole use of the audited body and no responsibility is taken by auditors to any Member or officer in their individual capacity or to any third party.*

An audit is not designed to identify all matters that may be relevant to those charged with governance. Accordingly, the audit does not ordinarily identify all such matters.

# Introduction

## The purpose of this letter

This letter summarises the results of our 2013/14 audit work for members of the Authority.

We have already reported the detailed findings from our audit work to the Executive Board in the following reports:

- Audit opinion for the 2013/14 financial statements, incorporating conclusion on the proper arrangements to secure economy, efficiency and effectiveness in its use of resources;
- Report to those charged with Governance (ISA (UK&I) 260); and
- Annual Certification Report for 2012/13.

The matters reported here are a summary of the key findings from our work.

## Scope of Work

The Authority is responsible for preparing and publishing its Statement of Accounts, accompanied by the Annual Governance Statement. It is also responsible for putting in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

Our 2013/14 audit work has been undertaken in accordance with the Audit Plan that we issued in February 2014 and is conducted in accordance with the Audit Commission's Code of Audit Practice, International Standards on Auditing (UK and Ireland) and other guidance issued by the Audit Commission.

We met our responsibilities as follows:

Audit Responsibility	Results	Audit Responsibility	Results
<i>Perform an audit of the accounts in accordance with the Auditing Practice Board's International Standards on Auditing (ISAs (UK&amp;I)).</i>	We reported our audit findings to the Council and issued an unqualified audit opinion on 29 September 2014.	<i>Report to the National Audit Office on the accuracy of the consolidation pack the Authority is required to prepare for the Whole of Government Accounts.</i>	The Council fell below the threshold for a full audit, therefore we were required to do limited testing on the whole of government accounts data pack.  We reported to the Audit Commission on 30 September 2014 that we did not identify any issues from our work.

<b>Audit Responsibility</b>	<b>Results</b>	<b>Audit Responsibility</b>	<b>Results</b>
<i>Form a conclusion on the arrangements the Authority has made for securing economy, efficiency and effectiveness in its use of resources.</i>	On 29 September 2014 we issued an unqualified value for money conclusion.	<i>Consider whether, in the public interest, we should make a report on any matter coming to our notice in the course of the audit.</i>	There were no issues to report in this regard.
<i>Consider the completeness of disclosures in the Authority's annual governance statement, identify any inconsistencies with the other information of which we are aware from our work and consider whether it complies with CIPFA / SOLACE guidance.</i>	There were no issues to report in this regard.	<i>Determine whether any other action should be taken in relation to our responsibilities under the Audit Commission Act.</i>	There were no issues to report in this regard.
		<i>Issue a certificate that we have completed the audit in accordance with the requirements of the Audit Commission Act 1998 and the Code of Practice issued by the Audit Commission.</i>	We issued our completion certificate on 29 September 2014.

---

## ***Audit Findings***

### ***Accounts***

The accounts were prepared by the Authority after the statutory deadline of 30 June 2014. We received the first draft accounts on 28 July 2014. We audited the Authority's accounts in line with approved Auditing Standards and issued an unqualified audit opinion on 29 September 2014.

We reported in detail the findings from our audit in our Report to Those Charged with Governance (ISA (UK&I) 260). This was presented to the Executive Board on 22 September 2014. There are no matters that we wish to draw to your attention in this letter.

### ***Use of Resources***

We carried out sufficient, relevant work in line with the Audit Commission's guidance, so that we could conclude on whether you had in place, for 2013/14, proper arrangements to secure economy, efficiency and effectiveness in your use of the Authority's resources.

In line with Audit Commission requirements, our conclusion was based on two criteria:

- the organisation has proper arrangements in place for securing financial resilience; and
- the organisation has proper arrangements for challenging how it secures economy, efficiency and effectiveness.

To reach our conclusion, we carried out a programme of work that was based on our risk assessment. In particular, we reviewed the Council's Medium Term Financial Strategy and arrangements to secure proper financial management of resources.

We issued an unqualified conclusion on the ability of the organisation to secure proper arrangements to secure economy, efficiency and effectiveness in its use of resources.



### *Annual Governance Statement*

Local authorities are required to produce an Annual Governance Statement (AGS) that is consistent with guidance issued by CIPFA/SOLACE. The AGS accompanies the Statement of Accounts.

We reviewed the AGS to consider whether it complied with the CIPFA/SOLACE guidance and whether it might be misleading or inconsistent with other information known to us from our audit work. We found no areas of concern to report in this context.

### *Whole of Government Accounts*

We undertook our work on the Whole of Government Accounts consolidation pack as prescribed by the Audit Commission. We found no areas of concern to report in this context.

### *Certification of Claims and Returns*

We presented our most recent Annual Certification Report for 2012/13 to those charged with governance in February 2014. We certified 3 claims worth £58 million. We did not qualify any claims and returns during 2012/13. These details were also set out in our Annual Certification Report for 2012/13. We will issue the Annual Certification Report for 2013/14 in February 2015

Our final fees for the external audit are in line with the original proposal in our audit plan.

## Final Fees

### Final Fees for 2013/14

We reported our fee proposals in our audit plan.

Our actual fees were in line with our proposals at £55,581.

Our fees charged were therefore:

	2013/14 outturn	2013/14 fee proposal	2012/13 final outturn
<b>Audit work performed under the Code of Audit Practice</b>	55,581	55,581	55,581
- Statement of Accounts			
- Conclusion on the ability of the organisation to secure proper arrangements for the economy, efficiency and effectiveness in its use of resources			
- Whole of Government Accounts			
<b>Certification of Claims and Returns</b>	TBC	16,430*	20,188
<b>TOTAL</b>			<b>75,769</b>

\*Our fee for certification of claims and returns is yet to be finalised for 2013/14 and will be reported to those charged with governance in February 2015 within the 2013/14 Annual Certification Report. The fee included above is the Audit Commission scale fee.



In the event that, pursuant to a request which North Warwickshire Borough Council has received under the Freedom of Information Act 2000, it is required to disclose any information contained in this report, it will notify PwC promptly and consult with PwC prior to disclosing such report. North Warwickshire Borough Council agrees to pay due regard to any representations which PwC may make in connection with such disclosure and North Warwickshire Borough Council shall apply any relevant exemptions which may exist under the Act to such report. If, following consultation with PwC, North Warwickshire Borough Council discloses this report or any part thereof, it shall ensure that any disclaimer which PwC has included or may subsequently wish to include in the information is reproduced in full in any copies disclosed.

This document has been prepared only for North Warwickshire Borough Council and solely for the purpose and on the terms agreed through our contract with the Audit Commission. We accept no liability (including for negligence) to anyone else in connection with this document, and it may not be provided to anyone else.

© 2014 PricewaterhouseCoopers LLP. All rights reserved. In this document, "PwC" refers to the UK member firm, and may sometimes refer to the PwC network. Each member firm is a separate legal entity. Please see [www.pwc.com/structure](http://www.pwc.com/structure) for further details.

130610-142627-JA-UK

## **Agenda Item No 8**

### **Executive Board**

**24 November 2014**

#### **Report of the Deputy Chief Executive**

#### **The Local Government Pension Scheme**

### **1 Summary**

- 1.1 This report provides some detail on the Local Government Pension Scheme operated by this Council.

#### **Recommendation to the Council**

**That the report be noted.**

### **2 Introduction**

- 2.1 At the June meeting of the Board, further information on the Pension Liability shown in the financial statements was requested, for consideration at a future meeting. This report provides some background on the Local Government Pension Scheme and some further detail on the Pensions Liability.
- 2.2 The Local Government Pension Scheme (LGPS) was set up by the government to provide retirement and death benefits to local government employees across the UK. Under the LGPS regulations, North Warwickshire is defined as a Scheduled Body and is legally obliged to participate in the LGPS.
- 2.3 The LGPS is operated on a geographical basis. This Council is a member of the Warwickshire County Council Pension Scheme, which is administered by the County Council. The County Council uses Hymans Robertson LLP, a firm of actuaries, to carry out valuations of the Pension Fund.
- 2.4 Full valuations are carried out every three years, with updates provided annually in the intervening years. The full valuations are used to identify the contributions payable by the employers participating in the Fund and comment on the main risks to the Fund that may result in future volatility.

### **3 Assumptions Used**

- 3.1 In order to undertake a valuation, the actuaries make assumptions about the factors affecting the Fund's finances in the future. These assumptions fall into two broad categories: demographic and financial.

- 3.2 Demographic assumptions are used to forecast when benefits will be paid to members and for how long. For example when members will retire, how long they will survive and whether any dependant's pensions will be paid. The main assumption to which the valuation results are most sensitive is that relating to the longevity of the Fund's members. The actuaries have a very large local authority data set, which they use to tailor demographic assumptions to reflect LGPS experience.
- 3.3 Financial assumptions are used to forecast the amount that will be paid to members, estimating salary levels and pension increases over time. The financial assumptions also help to put the cost of future benefits in today's money, by using a discount rate. The discount rate is set by taking into account the Fund's current and expected future investment strategy. The degree of risk in the investment strategy needs to be considered, so that a prudent assumption is taken for the purposes of the valuation.
- 3.4 Some of the main assumptions made by the actuaries in completing their valuation are set out in the table below.

	<b>2013 Valuation</b>	<b>2014 Update</b>
Rate of Inflation (CPI)	2.5%	2.8%
Rate of increase in Salaries	4.3%	4.6%
Rate of increase in pensions	2.5%	2.8%
Rate of discounting scheme liabilities	4.6%	4.3%
Assumed life expectancy at 65 for current pensioners - men	22.4	22.4
Assumed life expectancy at 65 for current pensioners - women	24.4	24.4

#### **4 Fund Valuation**

- 4.1 The valuation is made up of two elements: past service benefits and future service benefits.
- 4.2 The past service element looks at the assets currently held against the value of past service benefits. Where past service benefits exceed the assets held, the deficit identifies the future liability which is unfunded.
- 4.3 The deficit on the past service element increased in the 2013 valuation. Despite some increases in investment returns and additional contributions going into the Fund, there was a loss due to a decrease in the real discount rate from the previous valuation. The total loss relating to this Council is being recovered from lump sum contributions on an annual basis. As the discount rate is calculated using investments it is affected by market conditions. This can be a volatile area which can change quickly in a short space of time. The valuation is carried out on a specific date, so is sensitive to any short term changes in the market.
- 4.4 The future service element calculates the long-term contribution rate that employers would need to pay to meet the estimated cost of members'

benefits that will be earned in the future. The future service rate increased in the 2013 valuation, with the main change resulting from the decrease in the discount rate mentioned above.

- 4.5 The valuation results depend critically on the actuarial assumptions that are made about the future of the Fund. If all of the assumptions proved correct, then the valuation would show the true cost of the Fund. However no one can predict the future with certainty and it is unlikely that future experience will exactly match all of the assumptions made. In particular, volatility in investment performance can have an immediate and tangible effect on the funding level and deficit.
- 4.6 For Local Government Pension Scheme valuations, actuaries must include a degree of prudence in their valuation approach. The actuaries for the Warwickshire County Council Pension fund have achieved this by allowing a margin of prudence in the discount factor they have used. All other assumptions represent the 'best estimate' of future experience. Taken as a whole, the actuary believes that if the prudent approach to the discount factor were removed, the assessed pension liability could be around 20% lower than the figures included in the authority's accounts.

## **5 Valuation Update - 31 March 2014**

- 5.1 The balance sheet position at 31 March 2014 is based on a roll-forward of the assets and liabilities determined at the 2013 triennial valuation.
- 5.2 The balance sheet position for a typical employer in the Fund was expected to have deteriorated slightly over the 2013/14 year as a result of a reduction in the net discount rate over the period, offset by asset returns being slightly higher than expected. However the balance sheet for this Council showed a small improvement with its net liability reducing by £676,000.

## **6 Report Implications**

### **6.1 Finance and Value for Money Implications**

- 6.1.1 The future service contribution rate for North Warwickshire Borough Council is 13.8% for 2014/15. A phased approach is being used to increase the rate to the 20.3% identified within the 2013 valuation. Increases of 0.75% in the two following years have been set, giving rates of 14.5% in 2015/16 and 15.3% in 2016/17.
- 6.1.2 From 2014/15 contributions for the past service element are being paid as cash sums. This is so that the Fund is protected against likely pay restraint and reductions in active membership due to budget cuts. Cash sums notified for 2014/15 and the following two years are:

	£000 per annum
2014/15	371

2015/16	387
2016/17	404

6.1.3 The Council estimates it will make employer contributions of around £1.439 million in 2014/15. An increase of £91,000 is estimated for 2015/16, made up of an increase on the future service rate of £75,000 (0.75%), and an increase of £16,000 relating to the deficit recovery. The increased costs have been built into the Council's Medium Term Financial Strategy.

## 6.2 Risk Management Implications

6.2.1 The Pension Liability of the Council reflects the prudent approach taken by the Fund's actuaries.

6.2.2 As circumstances change over time, a full valuation is carried out every three years so that assumptions can be revised where necessary. Updates are carried out on an annual basis in between the full valuations, so that any significant events are identified and managed.

The Contact Officer for this report is Sue Garner (719374).

### 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

## **Agenda Item No 9**

### **Executive Board**

**24 November 2014**

#### **Report of the Deputy Chief Executive**

#### **Council Tax Support Grant to Parish Councils**

### **1 Summary**

- 1.1 This report informs the Board of the Council Tax Support grant allocations to Parish Councils for 2015/16.

#### **Recommendation to the Council**

- a That the grant allocation of £82,367 to Parish Councils is approved; and**
- b That future grant allocations are scaled in line with reductions in general grant funding.**

### **2 Introduction**

- 2.1 The introduction of Council Tax Support reduced the tax base of all precepting authorities, including town and parish councils. The government initially provided grant of 90% of the reduction in council tax income.
- 2.2 Council Tax Support grant was included within the Council's general grant funding for 2014/15, which was subject to a 13.5% reduction. Consequently the same reduction in funding for Council Tax Support was assumed, with a reduction in Council Tax Support grant passed to parish councils.

### **3 Future Grant Funding**

- 3.1 In 2014/15 grant of £97,245 was passed to parish councils to offset their reduction in council tax income due to Council Tax Support. As the Council's general allocation of grant will reduce by a further 15.3% in 2015/16, it is reasonable to assume the same in reduction in Council Tax Support Grant. This will reduce the grant to Parish Council's to £82,367 in 2015/16.
- 3.2 This Council will be subject to further reductions in general grant funding in subsequent years, requiring further reductions in the grant passed to Parish Councils to match the ongoing loss. It is proposed that grant payments after 2015/16 are reduced in line with the general grant funding received by the Council.

### **4 Provision of Information**



4.1 Parishes will need to be informed of the grant they can expect for 2015/16, before they consider the level of precept that they require.

#### 4 Report Implications

##### 4.1 Finance and Value for Money Implications

4.1.1 The Council's Medium Term Financial Strategy includes the reduced grant allocation to Parish Council's.

The Contact Officer for this report is Sue Garner (719374).

#### 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

## **Agenda Item 10**

### **Executive Board**

**24 November 2014**

#### **Report of the Assistant Chief Executive (Community Services)**

#### **Council Tax Support Scheme 2015/16**

### **1 Summary**

1.1 This report gives options for a Council Tax Support Scheme for 2015/16.

#### **Recommendation to the Council**

- a To approve the retention of an 8.5% reduction in Council Tax Support to all current working age customers, in the 2015/16 Council Tax Support Scheme;**
- b To approve that the Council Tax Support Scheme adopted for 2014/15 be updated in line with the statutory increases as notified by the Department of Work and Pensions; and**
- c To approve that following the initial 12 month period of setting up a new business, future income projections for self-employed people will be based on the customer receiving as a minimum the equivalent of the National Minimum wage.**

### **2 Background to this Report**

2.1 Before the Council implemented its 2013/14 Council Tax Support scheme which replaced the previous Nationally funded Council Tax Benefit scheme, a consultation exercise was carried out which consulted on a number of options surrounding reducing the support given to working age claimants by up to 20%. Following this exercise, the actual scheme eventually implemented for 2013/14 passed on a reduction in support of 8.5% assisted by the payment of a transitional grant agreed by the Government paid for a one year period only.

2.2 Following the successful implementation of this scheme, the impact on customers affected during 2013/14 was monitored. This resulted in the expected impact of the changes being experienced in terms of increased recovery action needed to collect Council Tax due and a fall in in year collection. As at the end of 2013/14, this resulted in an in year collection rate of just over 72% being achieved from those impacted compared to the non Council Tax Support affected customers where a collection rate in excess of

98% in year collection of monies due was achieved, This was despite significant additional efforts being expended to recover monies and provide additional support and mirrored the experiences of many other Councils nationally with those who had passed on the biggest Council Tax Support cuts experiencing the biggest falls in council tax collection rates.

2.3 As a result of these findings, Members made a decision in November 2013 to leave the scheme unchanged for 2014/15. The impact of this decision has been positive with in year Council Tax collection rates to October 2014 remaining relatively stable and good despite the ongoing need to take increased enforcement action to achieve those results. In addition, it is considered that making the decision not to enforce greater cuts in support as has been necessary in some neighbouring Councils has also helped customers review their personal finances to reflect both this loss of support and for a significant number, the loss of other welfare benefits which took effect at the same time.

2.4 This experience along with a reduction in the Council Tax Support caseload due to the improving local economy as outlined in paragraph 3.12 influenced the decision of the Council not to proceed with an extensive consultation exercise in the summer of 2014. This would have been necessary had the Council wished to cut Council Tax Support beyond 8.5% in 2015/16.

2.5 However, to ensure the Council Tax Support scheme is able to reflect correctly the move to the “Universal Credit” being introduced from 2015 onwards, it has been necessary to propose some minor changes to the qualifying criteria for Council Tax Support to take effect for 2015/16 where an individual is self employed. These minor changes that will impact on only a small number of customers are explained at Appendix A and notice of this proposed change was highlighted via our website, various social media platforms and via 8000+ e mail addresses sent to local residents issued in late August 2014.

...

2.6 In addition, the other two major precepting authorities shown on the Council Tax bill have been consulted on the change as well as all of our financial inclusion partners. The only response we received was from the Local Citizens Advice Bureau who made the following comments:-

“I do think (the change) it will have a significant impact on some of our clients who state that they are self-employed but appear to be making very little income particularly for the hours of work stated. However I think the changes certainly make sense and appear to be fair.”

2.7 With no further comments received, it is proposed that the scheme adopted for 2015/16 is amended to reflect this change in addition to the uprating of benefits in line with the statutory increases proposed annually by the Department of Work and Pensions. It is further proposed that a review of the scheme is considered in the summer of 2015 as to whether any further changes should be consulted upon in time for a decision to be taken in respect of the Council Tax Support Scheme in 2016/17.

### 3 Report Implications

#### 3.1 Finance and Value for Money Implications

- 3.1.1 North Warwickshire received grant of £649,000 towards the Council Tax Support Scheme in 2013/14, of which £112,000 was passed onto parishes. This grant was included in the overall council funding received from the government. As 2014/15 funding reduced by 13.5%, a similar reduction in Council Tax Support grant was assumed. Overall funding will reduce by 15.3% in 2015/16, so again a similar reduction in Council Tax Support grant is assumed when calculating the cost of the scheme to the Council.
- 3.1.2 Members will recall that the Council introduced a number of changes to Council Tax exemptions in 2013/14 to offset the costs of Council Tax support. An estimate of the likely income from exemptions has been made, based on current experience.
- 3.1.3 The net expected cost of the scheme for 2015/16, assuming the retention of an 8.5% reduction in Council Tax Support to all working age customers, is set out below.

	Net cost £
<b>Cost of Discount</b>	<b>514,625</b>
Central Grant	-393,438
<b>Net cost of Discount</b>	<b>121,187</b>
Assumed non collection of CTS from Working age claimants	4,354
<b>Expected cost of Discount Scheme</b>	<b>125,541</b>
Income from exemptions	-58,200
<b>Net Expected cost of 8.5% reduction</b>	<b>67,341</b>

- 3.1.4 It should be noted that over the past 18 months, the benefit caseload of the Council has reduced by over 300 claims (nearly 6%). This can be attributed in a large part to the job opportunities available in the borough which continue to grow and the level of support the Council is giving to people to improve their circumstances and opportunities. This reduction in caseload is helping the Council to offset the shortfall in income caused by the loss of grant from the Government to fully fund the previous Council Tax Benefit scheme year.

#### 3.2 Human Resources Implications

- 3.2.1 Reducing the Council Tax Support Scheme further for working age claimants has put greater pressure on staff administering the scheme. This has led to additional workload in collection, recovery and appeal activity over the last 18 months. However, the minor changes to the scheme proposed within this report will have minimal additional impact on the workload of these staff during 2015/16

### **3.3 Risk Management Implications**

- 3.3.1 The key financial risk to the Council and Major Preceptors is an increase in benefits caseload in future years, from both working age claimants and pensioners. Fortunately and as stated in paragraph 3.1.4, since the Council Tax Support Scheme was introduced in April 2013, this risk has not been realised.

### **3.4 Equalities Implications**

- 3.4.1 Any reduction in Council Tax Support will impact across the whole of the working age caseload, but not disproportionately on different groups within it. The change to a small number of self employed customers will be detrimental but the change is in line and consistent with wider Government legislative changes

The Contact Officer for this report is Bob Trahern (719378).

Proposed change to North Warwickshire's Council Tax Support scheme for 2015/16 onwards

It is planned that Universal Credit (UC) will be rolled out to all areas of the country by 2017. To get ready for this change we are bringing our Council Tax Support (CTS) scheme in line with UC. Part of this is to bring in a minimum income level for self-employed people claiming CTS.

In order to claim a self-employed status, people will need to show that their self-employment is organised, developed and carried out regularly in expectation of profit and that it is their main form of employment.

Minimum income (MI) is an assumed level of earnings equivalent to working 35 hours per week at the National Minimum Wage for the appropriate age group. If a person earns less than this then the MI figure will be used instead of actual earnings.

We acknowledge that growing a business can be a real challenge, especially in the early stages so we are granting an exemption from MI in the first 12 months of a business start up as long as the claimant is taking active steps to increase their earnings to at least the MI level. One start up period will be allowed each 5 years for starting up a different trade, profession or vocation from that carried on previously.

Similarly if a self-employed person is limited in the hours they can work by circumstances such as having to provide child care then the MI will be calculated proportionately.

If you have any comments on this proposed change please email [benefits@northwarks.gov.uk](mailto:benefits@northwarks.gov.uk) or write to Benefits Consultation, North Warwickshire Borough Council, Council House, South Street, Atherstone, Warwickshire, CV9 1DE.

## **Agenda Item 11**

### **Executive Board**

**24 November 2014**

**Report of the Assistant Director  
(Corporate Services)**

**Broadband Match Funding -  
Further Information**

#### **1 Summary**

- 1.1 The report asks the Board to decide if the Council will provide additional match funding for investment in improving the Broadband infrastructure in the Borough as part of CSW Broadband project.

#### **Recommendation to the Council**

- a That Members consider and decide on the level of additional match funding they would support; and**
- b That if additional match funding is recommended, members approve that it is taken forward as approved additional funding into the 2015/16 budget process.**

#### **2 Consultation**

- 2.1 Councillors M Stanley, Sweet and Smith have been sent an advanced copy of this report for comment. Any comments received will be reported verbally at the meeting.

#### **3 Background**

- 3.1 The Council provided £197,868 towards match funding the initial BDUK grant of £4,070,000 to the CSW sub region. This funding and the associated work is referred to as "phase 1" in this report. The contract to carry out the work to provide comprehensive access to a broadband service and provide superfast broadband was awarded to BT in May 2013 and work began, on the ground, in February 2014 and is anticipated to be completed by the end of 2016. It is anticipated that phase 1 will provide superfast broadband to 91% of the premises in the sub region.
- 3.2 An update report to the June 2014 Executive Board provided information on progress made so far and informed members of an additional £3.68m BDUK grant (phase 2). This additional grant was made as a result of the Government updating its broadband strategy and stating its intention to extend coverage of superfast broadband to 95% of premises by the end of 2017. This second grant has been matched by Warwickshire CC with an additional £380k of grant matched by Solihull MBC to enable them to prioritise improvements in their area.

3.3 A further £6m has been offered by BDUK to the sub region, subject to match funding. The CSW project team are seeking this match funding from a number of sources including European funds and funds administered by the LEP. It is this additional grant that Districts and Boroughs have been asked to help provide match against. Warwick District Council and Rugby Borough Council have agreed to provide match funding at the same level as they contributed in phase 1.

3.4 Executive Board on the 17 June 2014 gave an in principle agreement to provide additional match funding provided it received a satisfactory report outlining the improvements achieved so far, together with details of future plans and timescales. A report (attached as Appendix 1) providing this information was considered by Executive Board, on 22 September. The Board decided to defer the decision until this meeting and further, updated progress information is provided in this report.

#### 4 Current Improvements and Plans

4.1 The CSW Project team report that work in the Borough is two months ahead of schedule and progressing well. As can be seen from the graphs in Appendix 2, around 26% of the homes that have seen improvements in broadband across the sub-region are in the borough. These figures show that 74 cabinets have been upgraded in the sub region, with 21 of them being in North Warwickshire. The 74 cabinets upgraded have enabled over 15,600 homes to access better broadband with 5,364 of them being in North Warwickshire.

4.2 Figures published by Ofcom in October 2014 show that the percentage of people that subscribe to superfast broadband, where it is available, continues to grow and is currently at 28%. Applying this to the 5,364 superfast ready premises in the borough gives us an estimate of over 1,500 homes and businesses benefitting from the BDUK investment, with each of these being used by many more citizens, pupils and employees.

4.3 A very specific example of the benefits that superfast broadband can give is the new Coleshill Leisure Centre which is in an area where the BT cabinet has been upgraded using BDUK funding. We have been able to connect the Centre using broadband at a cost of £360pa compared with a leased line costing £4,000pa.

4.4 The map provided as Appendix 3 shows the locations of the cabinets that have or are in the plan to be upgraded, to provide superfast broadband, by the end of 2016. The list provided as Appendix 4 details the locations of cabinets being worked on, which includes upgrades to BT cabinets in Fillongley, Coleshill, Whitacre Heath and Corley, and those shaded green are "live" and able to deliver superfast broadband services.

4.5 The map provided as Appendix 5 shows how the deployment is being phased in the borough and how wide an area each upgraded cabinet reaches when it is providing superfast broadband. As the situation is constantly changing, as



surveys are completed and cabinets are upgraded, the maps and information on the CSW Broadband website are the most accurate sources of information on progress.

<http://www.cswbroadband.org.uk/images/NGA-Network-Coverage-Map-July-2014.jpg>.

## 5 Future Plans and Investment

5.1 The investment being made through the CSW Project team is focused on achieving the government's target of getting superfast broadband to 95% of the premises in the sub-region. However, members need to be aware that this will be most easily and cost effectively achieved by investing in the more populated or business areas.

5.2 Despite this the borough is predicted to see the biggest improvement, within the sub region, in the percentage of premises getting access to superfast broadband as a result of the current investment. The borough is expected to move from just 50% of premises, which could get superfast broadband from the commercial roll out, to around 83% of premises with the help of current Council funding, BDUK grant and private sector investment.

... 5.3 The map provided as Appendix 6 shows the areas (the white areas) that will not get improved broadband through the initial (phase 1) investment. These white areas are where state aid rules allow us to invest and are the areas which are included in the tender for work to improve broadband using the phase 2 funding. However, it is highly unlikely that all these areas will see improvement, even with phase 2 funding. We will only know the details of which of these areas will definitely be upgraded in phase 2 when the tender is returned and the contract finalised in January 2015.

5.4 Even with the phase 2 BDUK grant (£3.68m) and match funding, from the County Council and the private sector, the borough is unlikely to achieve the target of 95% of premises connected. This is largely due to the rural nature of our villages and the number of isolated properties, which are significantly more costly to upgrade. As can be seen from Appendix 6, some of the white areas cover large geographical areas which are likely to include very small communities and isolated rural homes and businesses. Such communities and properties could be where Borough Council investment is targeted.

5.5 Any investment in the project will improve broadband provision for at least some residents and local businesses. It will bring the borough closer to having pervasive superfast broadband and benefiting from the economic and social benefits it can bring.

5.6 Grand funding matched by the Borough Council would be ring fenced to improvements within the borough. The Council could also influence where the money is spent, using its own priorities, which may be different to the priorities and criteria currently being applied to the funding administered by CSW Broadband Team. The CSW Project Team would be able to provide

data and indicative costs based on the models they are using which could be used to help the Council decide where best to target any investment.

## **6 Report Implications**

### **6.1 Finance and Value for Money Implications**

6.1.1 Members are asked to consider and decide on the level of match funding they will support.

6.1.2 If an amount is agreed upon this would be included as approved additional budget in 2015/16 financial plans.

6.1.3 If the Council was to decide to provide match funding, each £1 committed would draw down £1 of government grant and also investment from the private sector, for example from BT.

### **6.2 Environment and Sustainability Implications**

6.2.1 The improvement of broadband services within the Borough will help support people to live, work and learn in our all our communities. The lack of adequate internet provision has been shown to affect people's decisions about moving to areas or it may encourage businesses to relocate from the Borough, thus affecting the sustainability of local communities.

6.2.2 The lack of broadband provision means people are unable to easily access service. Online services are becoming widespread and in some cases either the default or only option.

### **6.3 Equalities Implications**

6.3.1 Poor or no broadband service can prevent people from accessing information and services resulting in them being less well informed, having fewer opportunities and missing out on more effective ways of managing their businesses, life and finances. The impact of this lack of internet service is known as the "digital divide".

### **6.4 Links to Council's Priorities**

6.4.1 Investment in the Broadband infrastructure in order to provide better internet services contributes directly to the Council's priority to improve access to services. A number of Council and other public services are increasingly being provided online, with the online option becoming the preferred or default method in some cases.

The Contact Officer for this report is Linda Bird (719327).

## **Background Papers**

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

<b>Background Paper No</b>	<b>Author</b>	<b>Nature of Background Paper</b>	<b>Date</b>
Local Broadband Plan and Match Funding Proposal	Linda Bird	Executive Board Report	6/2/2012
Broadband Update Report	Linda Bird	Resources Board Report	2/6/2014
Broadband Update Report and BDUK Match Funding	Linda Bird	Executive Board Report	17/6/2014
Broadband Match Funding	Linda Bird	Executive Board Report	22/9/2014

## **Agenda Item 15**

### **Executive Board**

**22 September 2014**

#### **Report of the Assistant Director (Corporate Services)**

#### **Broadband Match Funding**

### **1 Summary**

- 1.1 The report asks the Board to decide if the Council will provide additional match funding for investment in improving the Broadband infrastructure in the Borough as part of CSW Broadband project.

#### **Recommendation to the Council**

- a That Members consider and decide on the level of additional match funding it would support; and**
- b That If additional match funding is recommended, members approve that it is taken forward as approved additional funding into the 2015/16 budget process.**

### **2 Consultation**

- 2.1 Councillors M Stanley, Sweet and Smith have been sent an advanced copy of this report for comment. Any comments received will be reported verbally at the meeting.

### **3 Background**

- ... 3.1 A Broadband Update and Match Funding report (Attached as Appendix 1) was considered by Executive Board on 17 June 2014 and A Broadband Update Report (attached as Appendix 2) was considered by Resources Board on the 2 June 2014. These reports provide background to the project.

- 3.2 Executive Board on the 17 June amended the recommendations of the Board which were then approved by Council. These amended recommendations are provided below.

- a That the report be noted;
- b That the Council accepts in principle an agreement to provide additional match-funding provided it first receives a satisfactory report outlining the improvements achieved so far together with details, including an acceptable time frame, of what will be achieved, and provided agreement can be reached on the value of the additional funding; and

- c That, subject to the receipt of satisfactory information, the Assistant Director (Corporate Services), in consultation with the Chairman of the Board and the Opposition Spokesman, be authorised to agree the level of additional match funding.
- 3.3 As requested by Executive Board, and to help fulfil the requirements of the recommendation of the Board, the CSW project team have given briefings to and answered questions from Management Team and more recently to leading members from both parties. As a result of the meeting with leading members it was decided to bring a report back to this Board and seek its views in order to resolve recommendation C.

#### 4 **Report**

- 4.1 Since the June 2014 reports Warwickshire County Council has approved the provision of budget to match an additional £3.68m BDUK grant. This additional grant was made as a result of the Government updating its broadband strategy, in June 2013, and stating its intention to extend coverage of superfast broadband to 95% of premises by 2017. Solihull has agreed to match the £380,000 that BDUK estimate is needed to bring their area up to the new 95% target.
- 4.2 The recent CSW project team briefings detailed the improvements made so far and the progress being made in the Borough which includes upgrades to BT cabinets in Fillongley, Coleshill, Whitacre Heath and Corley to provide superfast broadband.
- 4.3 Work is also underway in a number of other wards and a new approach to resolving the technical issues in Baddesley is being pursued by BT. As the situation is constantly changing, as surveys are completed and cabinets are upgraded, the maps and information on the CSW Broadband website are the most accurate sources of information on progress.  
<http://www.cswbroadband.org.uk/images/NGA-Network-Coverage-Map-July-2014.jpg> .
- 4.4 The CSW Project team also explained how additional funding up to £6m has been offered by BDUK to the sub region, subject to match funding. The project team are seeking this match funding from a number of sources including European funds and funds administered by the LEP. It is this additional grant that Districts and Boroughs are now being asked to provide match against.
- 4.5 The investment being made by the CSW Project team is focused on achieving the government's target of getting superfast broadband to 95% of the premises in the sub-region. However, members need to be aware that this will be most easily and cost effectively achieved by investing in the more populated or business areas.

- 4.6 Despite this the borough is predicted to see the biggest improvement, within the sub region, in the percentage of premises getting access to superfast broadband as a result of the current investment. The borough is expected to move from just 50% of premises, which could get superfast broadband from the commercial roll out, to around 83% of premises with the help of current Council funding, BDUK grant and private sector investment.
- 4.7 However, even with the latest BDUK grant (£3.68m) and match funding from the County Council and the private sector the borough will not achieve the target of 95% of premises connected. This is largely due to the rural nature of our villages and the number of more isolated properties, which are significantly more costly to upgrade. Further investment will still be needed if we are to provide superfast broadband to greater numbers of residents and businesses.
- 4.8 Any investment in the project will improve broadband provision for at least some residents and local businesses. It will also contribute to bringing the borough closer to having pervasive superfast broadband, and the benefits it brings, more readily available.
- 4.9 If the Council was to decide to provide match funding, each £1 committed would draw down £1 of government grant and also investment from the private sector, for example from BT.
- 4.10 Any grant funding matched by the Borough Council would be ring fenced to improvements within the borough. The Council could also influence where the money is spent, using its own priorities, which may be different to the priorities and criteria currently being applied to the funding administered by CSW Broadband Team.

## **5 Report Implications**

5.1 The majority of the implications and benefits associated with the improving broadband are provided in the Resources Board, Attached as Appendix 2.

### **5.2 Finance and Value for Money Implications**

5.2.1 Members are asked to consider and decide on the level of match funding they will support.

5.2.2. If an amount is agreed upon this would be included as approved additional budget in 2015/16 financial plans.

The Contact Officer for this report is Linda Bird (719327).

## PROTECT

### Snapshot of Total Homes Passed (THP) in North Warwickshire District Council October 2014<sup>1</sup>

	North Warks	CSW Project
Total Homes Passed	5364	15637
Cabinets upgraded	21	74
Postcodes enabled	336	1341

Figure 1 – North Warks THP across the CSW Project

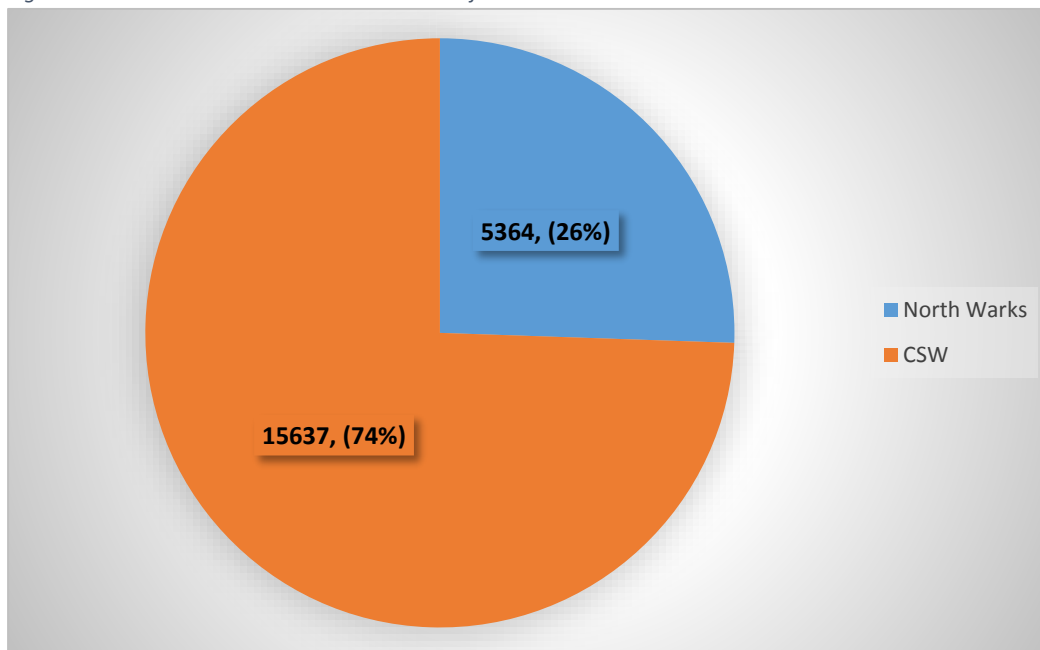
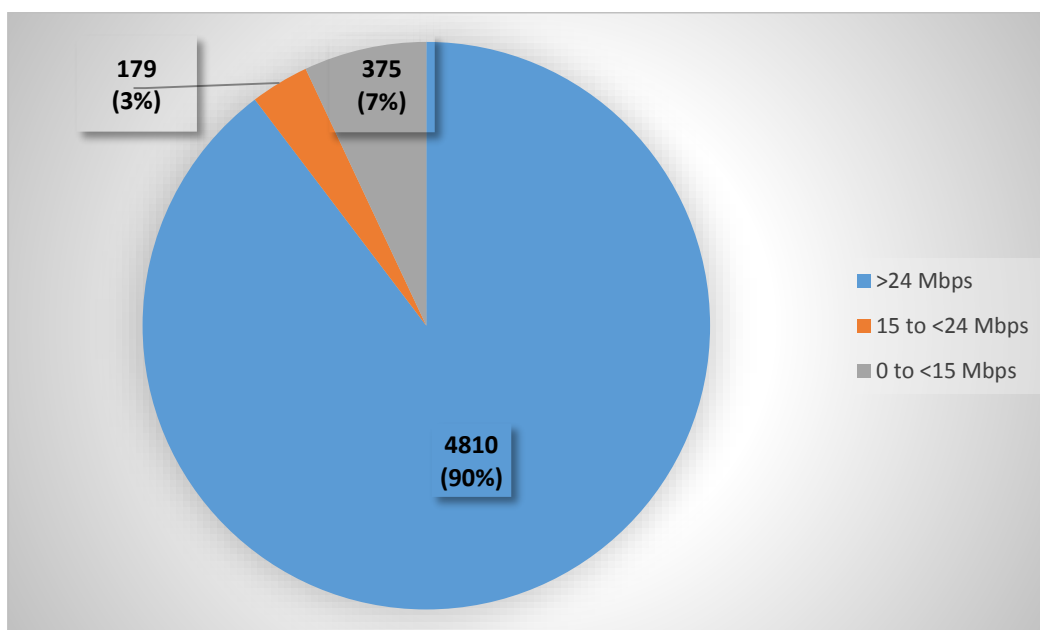


Figure 2 – North Warks THP Speed Buckets (Superfast Broadband >24Mbps; 15 to <24 Mbps and 0 to <15Mbps)



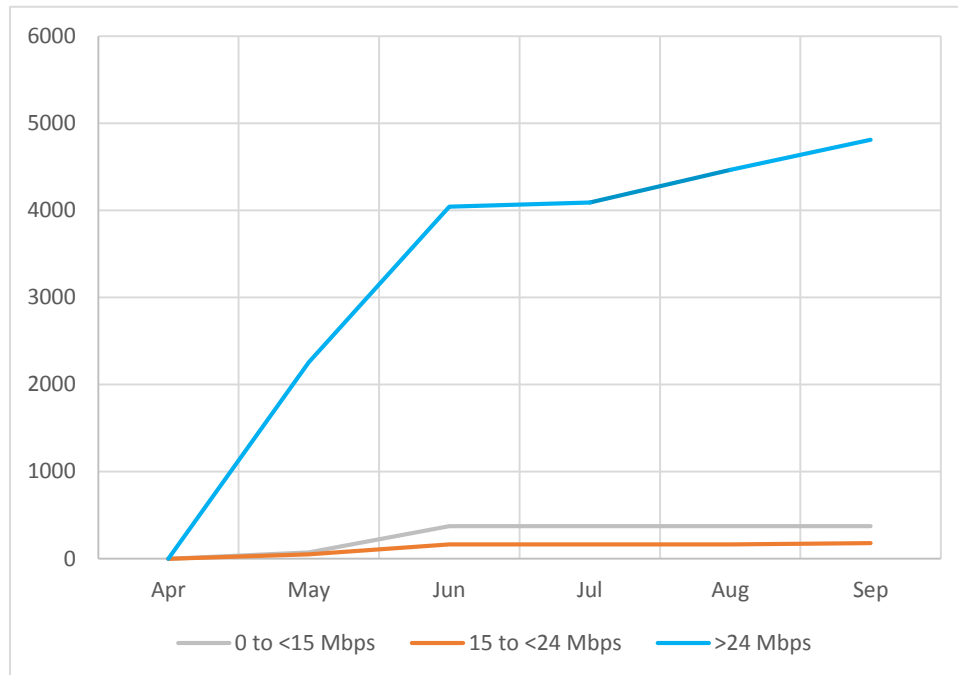
<sup>1</sup> Source M0 Report which may be subject to change and/or correction

# PROTECT

Figure 3 – North Warks Exchange and cabinets enabled

Exchange name	Number of exchange cabinets	Cabinet names
Coleshill	15	001, 002, 003, 004, 006, 007, 008, 009, 010, 012, 013, 015, 017, 018 and 019
Curdworth	1	002
Fillongley	5	001, 003, 004, 005 and 008
<b>ALL</b>	<b>21</b>	<b>21</b>

Figure 4 – North Warks THP per Speed Bucket per month cumulative







NWBC - Cabinets in curre

COLESHILL	2
COLESHILL	3
COLESHILL	4
COLESHILL	6
COLESHILL	7
COLESHILL	8
COLESHILL	9
COLESHILL	10
COLESHILL	12
COLESHILL	13
COLESHILL	15
COLESHILL	18
COLESHILL	19
CURDWORTH	2
FILLONGLEY	1
FILLONGLEY	3
FILLONGLEY	4
FILLONGLEY	5
FILLONGLEY	8
COLESHILL	1
COLESHILL	14
COLESHILL	17
CURDWORTH	1
Birch Coppice(OFF FAZELEY	40
HURLEY	1
HURLEY	2

HURLEY	3
HURLEY	4
HURLEY	5
HURLEY	6
HURLEY	7
HURLEY	8
HURLEY	9
NEWTON REGIS	1
NEWTON REGIS	2

ATHERSTONE	2
ATHERSTONE	6
ATHERSTONE	12
ATHERSTONE	16
ATHERSTONE	20
ATHERSTONE	21
ATHERSTONE	24
ATHERSTONE	26
ATHERSTONE	29

ent (2014) phases

High Street outside 145, North corner of Maxstoke Lane.

Coventry Road outside 83a opposite George and Dragon pub

Rose Road outside 103 Cnr Station Road

Station Road outside Wheatsheaf Cnr Lichfield Road

Blyth Road outside St Andrews Cnr Chestnut Grove

Colemeadow Road outside 2 on Cnr Birmingham Road B4114

Digby Road Cnr Wingfield Road outside 42

Old Mill Road outside 28 opposite High Brink Road

Station Road outside 21 opposite The Railway Inn

Norton Road Cnr Ennersdale Road side of 11

High Street outside HSBC Cnr Church Hill beside red phone box

Castle Drive Cnr Montfort Road side of 33

Temple Way outside 2 opposite Stanhope Way

Coleshill Road adjacent 62 Cnr Breeden Drive

Tamworth Rd. South of Jnc Highfield Lane side of Saracens Head pub

Gun Hill outside St Michael's Church opposite Ransome Road

Rectory Road opposite Spring Hill in bushes

Nuneaton Rd outside Woodcroft at Crossroads Tamworth Road, Meriden Road, Coventry Road

Spring Hill outside 82 by telegraph pole East of Lamp Lane

241 Station Road, opposite Fishery Lane B46 2JG

Coleshill Road NW Cnr Castle Lane B46 2RD

Station Road Cnr Roman Way (Partex) B46 1HG

Kingsbury Road, Opposite Haunch Lane B76 0BY

Birch Coppice Industrial Estate B78 1SE

Coventry Road Near Mill Crescent B78 2LR

Tamworth Road Between Wood Street and Smith Street Opposite 53 CV9 2QH

[Tamworth Road, Opposite Trinity Road B78 2LE](#)

[Knowle HillNW Cnr Brickkiln Lane CV9 2JE](#)

[Knowle Hill, SW Junction with Bridge Street CV9 2JB](#)

[Edge Hill \(by Speed bump\) outside Oak House, Wood End, Atherstone CV9 2QR](#)

[Oak Tree Close, SW Cnr Sycamore Road B78 2JE](#)

[Church Lane, NW Cnr Coventry Road Kingsbury B78 2LS](#)

[Trinity Road, SE Cnr Piccadilly Crescent B78 2EL](#)

[Austrey Lane, NE Cnr Kings Lane B79 0NL](#)

[Appleby Hill, Between Windmill Lane and Main Road CV9 3SS](#)

[Long Street outside 60 opposite Post Box](#)

[A5 Watling Street \(slip road\) on grass verge facing 180 in Grendon](#)

[Sheepy Road 4, Atherstone](#)

[Carlyon Road Cnr Ratcliffe Road](#)

[Long Street outside 180, Atherstone](#)

[North Street Cnr Long Street, Atherstone](#)

[Carlyon Road outside Greenacres, Atherstone](#)

[Ridge Lane Cnr Birchley Heath Road outside The White Hart](#)

[Long Street outside Library next to The Clock, Atherstone](#)



**Deployment Map – NGA**

**Local Authorities**



**Superfast Broadband Phased Rollout**

Build complete, check availability.

Phases progressively available:

All 2014 Phases now in Progress

From January 2015

From April 2015

**Faster Broadband Phased Rollout**

Build complete, check availability.

Phases progressively available:

All 2014 Phases now in Progress

From January 2015

From April 2015

**State Aid Classification Aug-2014**

NGA black - two or more providers

NGA grey - one provider

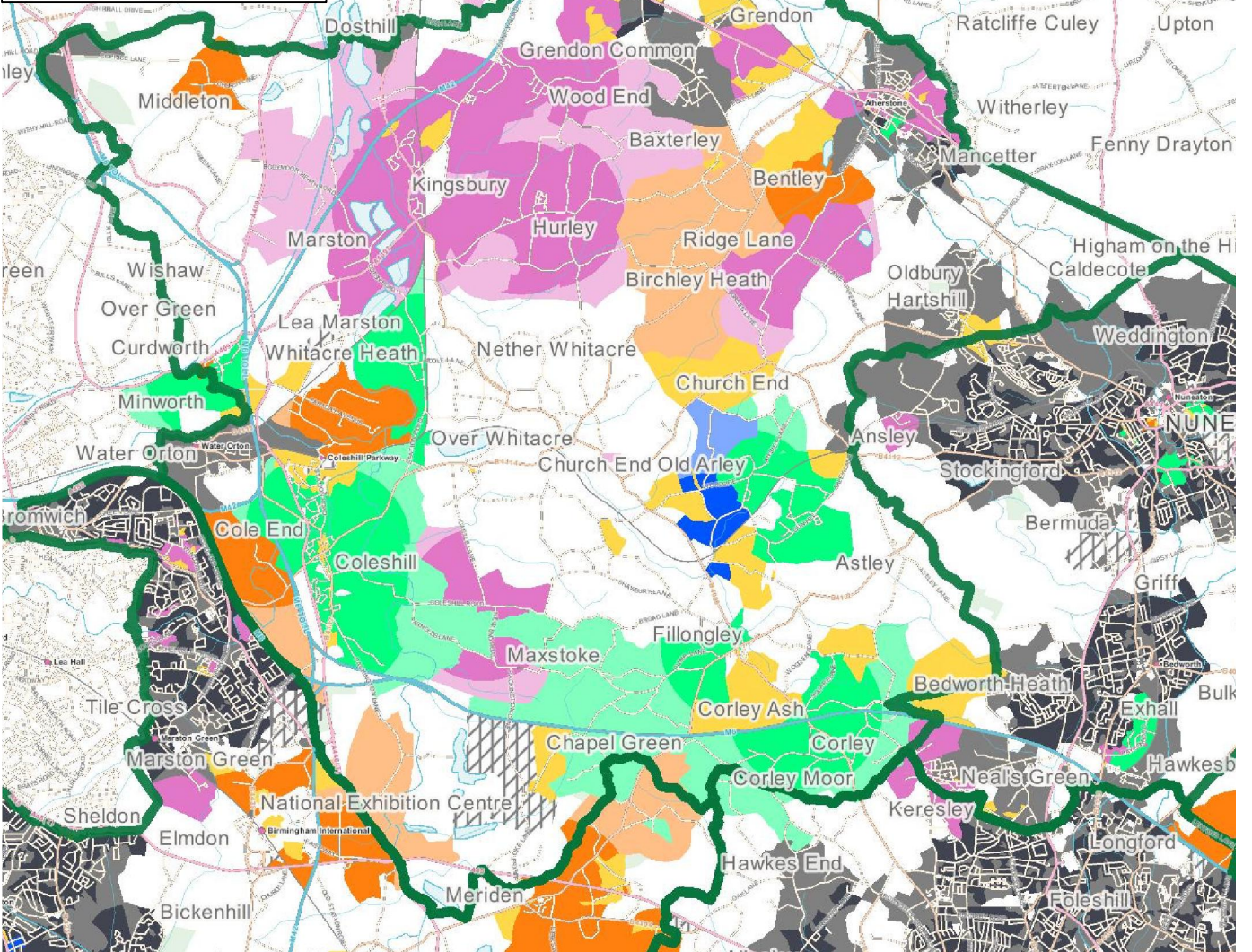
NGA white - no provider

Conditional White - possible provider

**Future Phases**

NGA from April 2015

Minimum 2 Mbps by March 2016





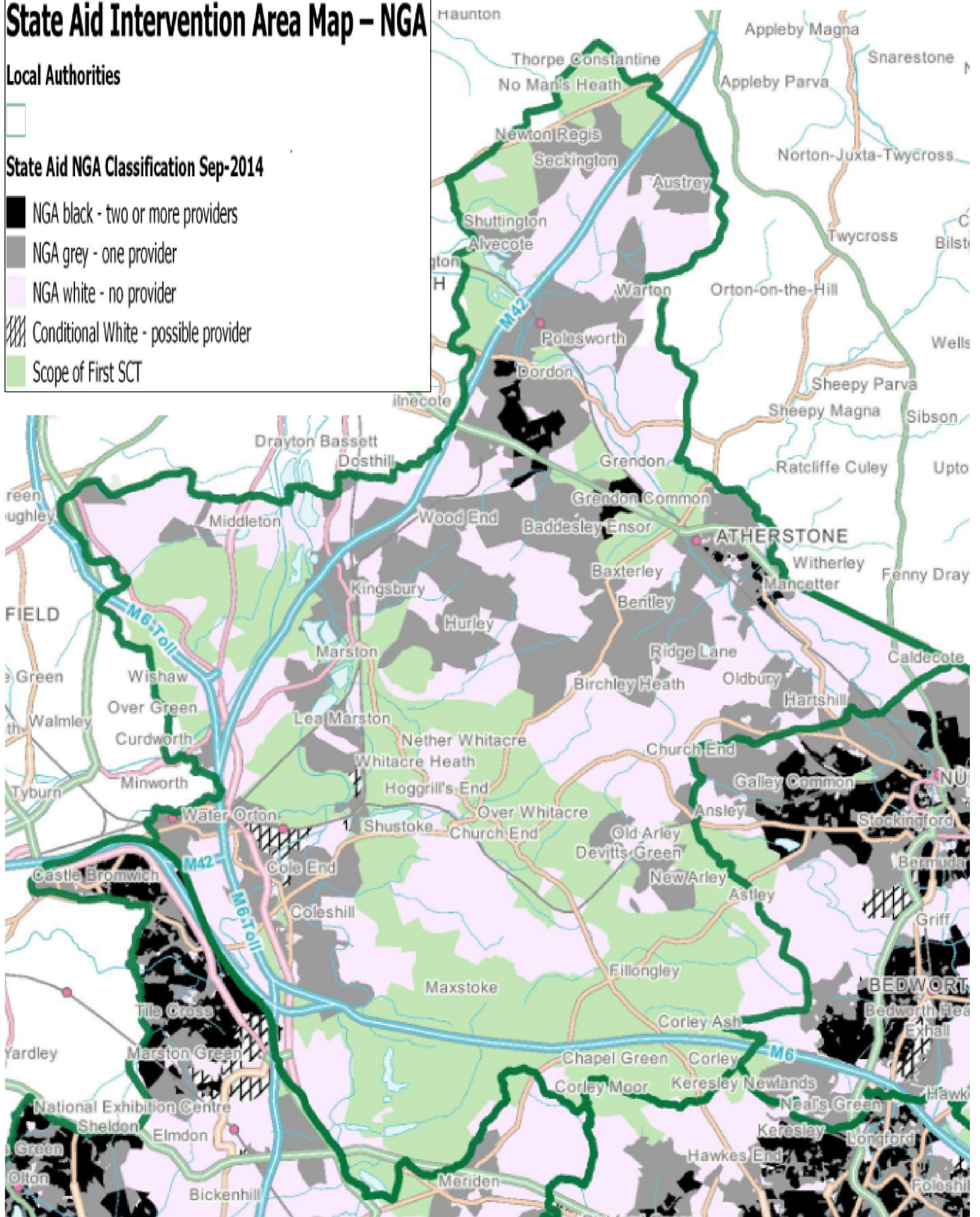
# State Aid Intervention Area Map – NGA

## Local Authorities



## State Aid NGA Classification Sep-2014

- NGA black - two or more providers
- NGA grey - one provider
- NGA white - no provider
- ▨ Conditional White - possible provider
- Scope of First SCT



## **Agenda Item No 12**

### **Executive Board**

**24 November 2014**

#### **Report of the Assistant Chief Executive and Solicitor to the Council**

#### **High Street Innovation Fund - Coleshil**

## **1 Summary**

- 1.1 The report seeks the Board's approval for the grants specified in the report.

### **Recommendation to the Council**

**That the grants be awarded.**

## **2 Report**

- 2.1 Members will recall that in 2012 this Council received £100,000 from Central Government to spend on initiatives to help support retailing in the 'High Street'. The Council agreed to divide the money equally between Atherstone, Coleshill and Polesworth. Power to approve schemes was delegated to the Assistant Chief Executive and Solicitor to the Council in consultation with the local Members. If approval is not unanimous from local Members then the issues are reported back to this Board.
- 2.2 Work to encourage traders in those towns to suggest project for funding has taken some time but is now progressing well. Members will recall that in June this Board gave a sizeable grant for the creation of a Visitors' Centre in Coleshill. There is £17,207 remaining for Coleshill.
- 2.3 Recent meetings with Love Coleshill and local Members have resulted in a final list of projects for approval. If Members are content with the list below then this will mean the money will have been allocated in full for Coleshill. A meeting with Atherstone Members is to take place on 20 November and it is hoped that this will result in the allocation of that town's money. Finally, projects have been suggested for Polesworth and it is hoped that all monies will have been allocated by early next year.
- 2.4 Coleshill Members have been sent the list of projects and a copy of this report and any comments will be reported to the meeting. Love Coleshill considered these proposals at its meeting on 12<sup>th</sup> November and representatives of the group have confirmed that this was approved.

## **3 Coleshill Projects**



### **3.1 Project 1 – QR Codes**

3.1.1 As Members will be aware, a QR code is similar to a bar code and allows potential customers to scan the code with a smart phone. A project has been developed to allow shops to create a video about their shop, special offers etc when the code is scanned. The QR code can be displayed in the shop and in advertising. A price has been agreed of £245 and it is suggested that the funding be used to pay 50% of this, with any interested businesses paying the other 50%. This would incur a maximum expenditure of £8,820. It is suggested that this offer is limited until February to ensure funding can be released for other projects, as described below, if take up is limited.

### **3.2 Project 2 – Digital promotion screens**

3.2.1 Love Coleshill have requested digital screens to be placed in the Visitors' Centre to publicise shops, promotions and the area generally.

3.2.2 They have obtained various specifications varying from £1,190 to £2,575 each. It is suggested that a maximum grant of £2,575 be offered and it would then be up to Love Coleshill whether they opted for two of the lower specification screens (in which case £2,380 would be offered) or one of the higher specification screens (with the option of them match funding a second screen).

### **3.3 Project 3 – Shoppers' rest area**

3.3.1 There is currently an area near the Parkfield Road shops that has some time ago been landscaped and includes seating. It is in need of upkeep and a number of quotes have been obtained to renew this area so that it continues to add to the attractiveness of the main shopping area. It is suggested that the remaining £5,812 be put towards the costs of this, on condition that if the overall works costs more then match funding will need to be in place before this grant is released.

### **3.4 Project 4 – Love Coleshill events**

3.4.1 If any money remains, due to less than a maximum take up on QR codes or match funding for the Shoppers' rest area not being available, it has been requested that this be given to Love Coleshill to run events such as markets and other promotional events. Conditions would be placed on the money and would only be paid over when events are to take place.

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

## **Agenda Item No 13**

### **Executive Board**

**24 November 2014**

#### **Report of the Deputy Chief Executive**

#### **HS2 and Business Rates**

### **1 Summary**

- 1.1 This report informs the Board about a decision taken under the Council's urgent business procedure to commission a report on the potential impact of HS2 on business rates income.

#### **Recommendation to the Council**

**That the Members note the action taken.**

### **2 Background to this Report**

- 2.1 Members will be aware that part of the Council's petition to the High Speed Rail Bill Committee related to the potential impact construction of the line could have on business rates income received by the Council and requested a compensation scheme be put in place to offset any potential losses.
- 2.1.1 It was felt that an independent report on the potential impact of the line from rating specialists was essential to support the Council's case. It was not possible to bring the item to the Board due to time constraints and therefore following consultation with the Chair of the Board and the Leader of the Conservative Group, a report was commissioned using the Chief Executive's urgent business procedure.

### **3 Report Implications**

#### **3.1 Finance and Value for Money Implications**

- 3.1.1 The cost of the report was £15,000 and has been funded from reserves.

#### **3.2 Risk Management Implications**

- 3.2.1 The report assisted the Council to quantify the financial risk around loss of business rates.

The Contact Officer for this report is Chris Brewer (719259).

### 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

## **Agenda Item No 14**

### **Executive Board**

**24 November 2014**

#### **Report of the Assistant Chief Executive and Solicitor to the Council**

#### **Representation on Boards and Committees**

#### **1 Summary**

- 1.1 The report seeks Board approval for changes to the make up of Boards and Committees following recent Councillor changes.

#### **Recommendation to Council**

- a That the revised representation on Boards be agreed; and**
- b That Group Leaders confirm their nominations for approval at Council on 10 December 2014.**

#### **2 Report**

- 2.1 Members will be aware that Councillor Holland has recently confirmed he is now an Independent Councillor and that Councillor Fox has become a member of the Labour Group.
- 2.2 The overall balance on the Council is therefore 19 Labour, 15 Conservative and 1 Independent. When this percentage is applied across the 103 seats on the Council's Boards, Committees and Sub-Committees, it produces no overall change in the number of seats for each Group and the Independent Councillor.
- 2.3 Given that the Labour Group has an additional Councillor this is an anomaly however increasing the Labour Group's majority on some/all of the Boards/Committees would not reflect the overall percentage of Councillors unless the size of Boards were increased to 16 Councillors.
- 2.4 In attempting to balance these two issues, it is suggested that each Group be given two extra seats on the Community and Environment Board, taking that Board to 13 Members, with 7 Labour seats and 6 Conservative seats and Safer Communities Sub-Committee to 11 Members (6 Labour, 4 Conservative and one Independent). That would preserve the overall representation of seats but not reduce the number of seats available to each Councillor.
- 2.5 Councillor Holland as the Independent Councillor would be allocated 3 seats, as was Councillor Fox when she was Independent. For consistency it is suggested that Councillor Holland be offered seats on the same Boards/Committees as Councillor Fox, namely Scrutiny, Housing Sub-Committee and Safer Communities Sub-Committee.

2.6 All other Boards/Committees will remain the same as follows:

- Executive and Resources Boards – 9 seats – 5 Labour/ 4 Conservative
- Planning and Development Board and Licensing Committee – 15 seats – 8/7
- Special Sub-Group and Standards Committee – 5 seats – 3/2
- Scrutiny Board – 15 seats – 8 Labour/6 Conservative/1 Independent
- Housing Sub-Committee – 7 seats – 4/2/1
- Local Development Framework Sub-Committee – 7 seats – 4/3

2.7 Nominations for the seats are not required at this meeting but will be confirmed at the Full Council meeting on 10 December 2014.

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

## **Agenda Item No 15**

### **Executive Board**

**24 November 2014**

#### **Report of the Assistant Chief Executive and Solicitor to the Council**

#### **Economic Development**

### **1 Summary**

- 1.1 The report updates the Board on recent economic development work.

#### **Recommendation to the Council**

**That the report be noted.**

### **2 Report**

- 2.1 Members will be aware that in recent years a priority for Government and this Council has been to develop our economy. Work with Local Enterprise Partnerships (LEPs), including the Strategic Economic Plan and City Deal, has been one element of this work. A key piece of work has been to adopt the Core Strategy for North Warwickshire and we are now well placed given we are the only area in the Coventry and Warwickshire sub region with an up-to-date Core Strategy.
- 2.2 As part of the Local Government Association (LGA) Peer review in 2013 the Council asked our assessors to feed back on whether the Council was well placed to develop our economy and in particular whether its work was aligned with the new arrangements and funding streams of LEPS.
- 2.3 Following the report from the Peer review, the Council successfully bid to the LGA for 14 days worth of consultancy support to consider in more detail how the Council could support the economic growth agenda in their area. Given the well developed partnership on this issue with Nuneaton and Bedworth and Hinckley and Bosworth Borough Councils ('the Cross Border Partnership'), the consultants conducted their review jointly with those Councils. Their report is attached as the Appendix and this report suggests how the recommendations can be actioned.
- ...

### **3 The report's findings**

- 3.1 The main findings can be summarised as follows; continue and enhance the Cross Border Partnership, particularly within the context of the LEP; improve business engagement; maximise opportunities for invest investment; and enhance skills development.

#### Cross Border Partnership

- 3.2 The Management Teams of all three Councils have met recently with a view to reviewing opportunities for additional collaborative working. One common area of interest is economic development and further meetings have been arranged to take this work forward. One issue, which is general to all of our work on economic development, is that the Council has very limited resources and most of the work is carried out by staff whose main focus is on other issues. Collaborative arrangements with Nuneaton, Hinckley or the County Council, Coventry City Council or LEP Growth Hub will minimise the resources this Council will need to commit to but it is highly unlikely that partners will do the work for us and so some staffing resource will need to be identified if the recommendations of the report are to be implemented. This will be the subject of a further report to Members when the options have been discussed with partners.
- 3.3 In the meantime the work of the Cross Border Partnership continues and in particular a joint Economic Impact Assessment has been commissioned. This is necessary for this Council as part of its ongoing Local Plan work and will also provide evidence for future funding applications. It represents a saving from the cost of doing this work alone. The Assessment will establish how the local economy has recovered from the recession, the contribution that key developments have played and how future projects will impact on the area. It will also look at whether the local market conditions meet the need of businesses and what policy interventions could help to support inward investment and the strengthening of existing businesses. The report is due to be received in February next year.
- 3.4 It is hoped that the Assessment will also go some way towards identifying projects that could be worked up with the LEP in order to access some of the substantial funding that will be available from next year.

#### Business Engagement

- 3.5 This recommendation suggests that more work is done building relationships with a wider range of employees in order to identify which would benefit from the improved business support arrangements that have been created in the sub region as a result of the LEP and the City Deal. Again, this could require additional resources from this Council but there is a need to establish what is already being done or planned by partners, particularly the LEP Growth Hub and the County Council, in order to avoid duplication. The Borough now has an account manager within the Growth Hub, Rachel Delich, and arrangements have been made for her to “hot desk” within the Council on a monthly basis to strength our understanding of her work and to share local

knowledge on which business to approach. A plan therefore to address this issue will be worked up and reported further to Members.

- 3.6 This issue also relates to how the Council engages with businesses in the services it provides and contact it has already. The Council has established a working group to bring together the various strands of work on this agenda and one of the tasks of that group will be to look at further enhancing the support that these services provide to business.

#### Inward Investment and Skills Development

- 3.7 The final two areas will to some extent depend on the arrangements that can be put in place to increase and coordinate our business support efforts.
- 3.8 The officer working group's remit specifically includes working up proposals to increase the skill levels of residents of the Borough and their ability to physically access a wider range of jobs. Some of these proposals could be submitted to the LEP for funding; particularly focussing on the substantial European sources of funding that are soon to be controlled by the LEP.
- 3.9 In addition, there is an intention to develop a full Economic Development Strategy for the Borough, hopefully as part of a wider Strategy for the cross border partnership area. That Strategy could build on the work of the Economic Impact Assessment mentioned above and suggest some aspirational actions concerning inward investment, maximising the benefits of the MIRA enterprise zone and other major employers in or near the Borough and addressing the skills issues. The Strategy could also look at the various development pressure facing the Borough including any unmet housing and employment needs of neighbouring areas, and HS2, with the aim of assessing how best to deal with these pressures if they materialise.
- 3.10 It is intended therefore to report on these issues when the Economic Impact Assessment is completed for Members to decide what further actions they would wish to take on this agenda.

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





**FINAL REPORT FOR**

**HINCKLEY AND BOSWORTH BOROUGH  
COUNCIL**

**NORTH WARWICKSHIRE BOROUGH  
COUNCIL**

**NUNEATON AND BEDWORTH BOROUGH  
COUNCIL**

**LGA GROWTH PROGRAMME**  
**(4<sup>TH</sup> DRAFT – APPROVED )**

**JULY 18<sup>TH</sup> 2014**



Hinckley & Bosworth  
Borough Council

*A Borough to be proud of*



North Warwickshire  
Borough Council



This paper has been produced exclusively for consideration by Hinckley and Bosworth, Nuneaton and Bedworth and North Warwickshire Borough Councils and is strictly confidential.

Deyton Bell Limited, Newton Hall, Town Street, Newton, Cambridge, CB22 7ZE, United Kingdom.

© Deyton Bell Limited

Page 1 of 27

## **1. Introduction**

In 2013 the Local Government Association invited applications from Local Authorities in England to submit proposals requesting up to 14 day consultancy support, provided via an approved list of consultants, to support the economic growth agenda in their locality. Selection of the consultants to support projects was at the discretion of the local authority.

In 2014 a second batch for projects were approved by the LGA, including the joint submission made by Hinckley and Bosworth Borough Council, North Warwickshire Borough Council, and Nuneaton and Bedworth Borough Council, who selected Deyton Bell Ltd to work with representatives of their Cross Border Collaboration Team. The project sponsors were Judith Sturley from Hinckley and Bosworth, Dorothy Barratt from North Warwickshire and Kelly Ford and Rose Selwyn from Nuneaton and Bedworth.

## **2. Executive Summary**

A number of recommendations have been developed as a result of extensive research, over 30 interviews with employers, partner organizations, members and officers from the 3 councils, and awareness of good practice observed whilst working with 14 other councils during the last two years.

The recommendations have been grouped into the following 7 priority areas, which are explored in more detail in the body of the report;

### ***A. An enhanced collaborative approach***

Building still further upon the successful cross border collaborative approach would bring additional benefits to the individual councils, local employers and the economic development of the Boroughs.

Examples including the RGF funded works at the Enterprise Zone, and the Cross Border Employment and Skills Group, have already demonstrated how a joined up approach, cutting across Local Enterprise Partnership borders can work well.

Each of the following areas of activity can be more effective if a cross border approach is taken, saving money, ensuring existing assets go further and offering consistency whilst meeting local needs.

### ***B. Business Engagement***

Putting in place a programme of business account management to build relationships with key employers will;

- Gain valuable intelligence about their needs
- Enable the Councils to become a valued source of information about those for the LEPs, County Council and national programmes

- Inform the development and delivery of business support services
- Require agreed working protocols with partners that also have a relationship with businesses in the Boroughs

### ***C. Being 'Open for Business'***

Joining up all business facing activities across teams (rates, environmental health, economic development etc.) can deliver a better service for employers. This would require an understanding of how each function interacts with businesses, and a programme of training and awareness raising for all staff about running a business.

### ***D. Inward Investment***

There are 3 types of Inward Investment; local (usually businesses looking to move in order to grow), national (businesses looking for better access to customers, suppliers or infrastructure etc.) and international. A different approach may be required for each; working with neighboring areas for mutual advantage and relying on the LEPs and UKTI to support wider activity.

In addition, and most importantly, the retention of business in an area should have higher priority than attracting new ones; hence the emphasis on business engagement (above)

### ***E. Maximizing the benefits of the Enterprise Zone***

MIRA is recognized as one of the success stories amongst the Enterprise Zone network. There is a one off opportunity to negotiate a deal to control funds from increased business rates, and use these to establish an equity funding model that can make a significant difference to employment growth and economic prosperity in the area.

The Councils can also support MIRA's sophisticated Inward Investment programme to help gain benefits for the wider area.

### ***F. Skills Development***

With agreed approaches to support skills development in a small number of sectors in place or planned (i.e. the MIRA Training Centre and work being done by the Coventry and Warwickshire Clearing House), there is an opportunity for the 3 Boroughs to work with employers in additional sectors; identifying their needs and influencing educational provision to ensure that employees with required skills are available to employers.

Public transport should remain a key focus so that it becomes easier for people to travel to the available jobs, particularly those requiring shift working.

## **G. Influencing the LEPs**

Irrespective of the outcome of the 2015 election, LEPs appear here to stay.

By regular dialogue with them and giving them examples of where the cross border collaboration approach has worked, the Boroughs can demonstrate their ability to become an operational partner to the LEPs, leaving them to focus upon high level strategic approaches.

The 3 Councils should also work on developing projects which will appeal to the LEPs; on a larger scale than at individual Local Authority level, meeting the aims and objectives of the SEP, and ready to be implemented as soon as European programme are in place (currently estimated to be January 2015).

In addition, offering business support that dovetails in with the offering from the Clearing House and Growth Hub is advised, to make public funds go further, help meet local needs and demonstrate added value to the LEPs.

Through this regular dialogue, at all appropriate levels between the Cross Border Partnership (from Board to operational officer level), recognition of the added value the Partnership can bring should be achieved with both Leicester and Leicestershire LEP and Coventry and Warwickshire LEP. This recognition should be followed through with offers to deliver specific employment and skills initiatives so that the Partnership becomes a valued delivery vehicle on behalf of the LEP's. Consideration would need to be given to securing additional resources from the LEP's, to enable the Partnership to effectively manage delivery responsibilities.

The Cross Border Employment and Skills Group (CBESG) will be a particularly useful vehicle to demonstrate the Partnership's ability to bring together the capacity and resources to deliver initiatives. It may be appropriate to consider forming a business engagement group to offer the LEP's a readymade operational unit to sit alongside the CBESG.

### **3. Project Objectives**

The agreed projective objectives were for Deyton Bell to make observations and recommendations regarding the following;

- Economic Development
  - In the LEP/County/City Deal context
- Business Engagement
  - Two way added value engagement
  - Working with Representative Groups
  - Supply Chain Development
  - MIRA – maximising the benefits
- Inward Investment
- Influencing the LEP's
  - Acting as a delivery vehicle
  - Facilitating co-operation
- Skills Development

### **4. Methodology**

The agreed Work Plan and outline methodology are attached below at Appendix A.

After scoping the project aims and objectives with the Project Sponsors, meetings were held with the senior managers of each council to ensure buy in to these objectives, and add to them and adapt as necessary.

A series of face to face and telephone interviews were then conducted over a period of two months, to gather intelligence and inform the project, from council officers, members, partners and key businesses. The findings from the interviews are not attributable to individuals ensuring that those interviewed felt able to comment honestly and openly. A summary of the interviews is given in 'Interview findings' below.

Appendix B gives details of the individuals interviewed.

From the information gained, research of the extensive materials provided by the Project Sponsors to Deyton Bell, our experience working with over 20 other Local Authorities, and our awareness of best practice examples, a number of Observations and Recommendations (please see Section 6 below) were developed.

## **5. Outputs**

1. An Interim Report delivered to the Project Sponsors on 28<sup>th</sup> May 2014, with draft suggestions and recommendations
2. A second draft of the Interim Report by 11<sup>th</sup> June 2014
3. A Final Report delivered by 30<sup>th</sup> June 2014, incorporating input and feedback from presentation of the Interim Report.
4. Input for the LGA Case Study.
5. Presentation materials (PowerPoint) and a presentation as required to stakeholders, of the Final Report.

## 6. Snapshot of the Interview Findings

From the large number of interviews conducted a huge amount of very relevant intelligence and views have been gathered. These are reflected in the table below, but far from every comment has been included. Instead some key findings are presented, which have been used to develop the observations and recommendations sections that follow.

### Internal colleagues

A priority – cross council joined up services	Urban bias of the C&W LEP	Stronger cross border collaboration – shared services A wider partnership – Oadby/Blaby
'If B8 development creates jobs it shouldn't be discouraged'	Aspirations for Inward Investment should match demand	The need to understand sector needs better (skills) and match up potential employees with employers in key sectors
Members understanding priorities and timescales	Better liaison with CC to improve transport links to large employer sites	Managing developers – not just delivering housing
Dig ready land availability	Speed up planning and release of land	At Borough, County and LEP there is some perceived duplication (i.e. the rural agenda)
Local businesses would be helped by procurement intuitive (cross border collaboration)		

## Partners

<p>Education partners – some strong individual and corporate relationships, but variable across councils Strong CRM and KAM focus – not replicated in councils FE have a relationship with a wider range of employees than LA's Better advance warning of developments to shape provision would help Stronger employer engaged sector focus – not just AME</p>	<p>County Council is looking for employment sites which can come forward through private/public partnerships – Boroughs can facilitate these MIRA – very important – cannot be overemphasized – but also Twycross. A5 strategy in development</p>	<p>Agents – see delays in forward planning and development control Good reactive relationship – could be more proactive Section 106 negotiations strong Aspirations of councils - matching demand (i.e. B8 for Logistics?)</p>
<p>Economic Development function is under resourced Tourism is not understood or particularly well supported</p>	<p>Regarding Inward Investment – County would welcome an SLA established across the councils The intelligence that could be supplied locally would be invaluable to County and UKTI. Retention (investor development) is the most important aspect at a local level</p>	<p>Delighted to see the Nuneaton and Bedworth approach to business rates – could be widened?</p>
<p>MIRA is an ideal opportunity to build upon the collaborative relationship cross Councils. Co-designed and delivered services would be a good way forward</p>	<p>Misconception about C&amp;W's willingness to work in partnership despite apparent urban focus? AME is covered – focus on other sectors – logistics and health care. Focus on larger employers for maximum effect.</p>	<p>Partners recognize the differing focus upon and resources available for ED The Councils are best placed to provide business intelligence to local and national partners Opportunities exist to work better with CC rather than duplicating effort Be ready for next wave of funding by facilitating partnership and preparing bids now</p>
<p>MIRA is the natural home for small business spin</p>	<p>Inward Investment – don't let over reaching aspirations outweigh the</p>	<p>General pace of councils – too slow</p>



outs rather than large business sites.	excellent offer the area has – infrastructure and geography plus rail terminals; and key employers that no-one knows are here.	
LEP – lack of participation by Boroughs on business groups and recognized issue of Board representation.	LEP ambition – single Economic Development function – including Inward Investment	Concern about duplication of effort rather than enhancing LEP work – i.e. rural support and logistics group?

## Businesses

Account management would be helpful – so that planning requirements don't come as a surprise	Variable relationship dependent upon which council involved	A great relationship; they facilitate the relationship with partners we need and get things done. Only a pity that planning is not joined up to offer the same level of service
To attract new investors - a quick and supportive service is vital – the council has demonstrated this.	Please keep us informed of priorities and actions. Act as the lead authority for national activity – i.e. to point us to relevant contacts (for funding)?	Some skills have to come from outside the area – i.e. IT skills.
We operate in a self sufficient way – have a tactical relationship with Council which works well; signage, access, environmental issues – but not sure of bigger picture help	Housing development is commendable – but should be done in consultation with employers In time moving may have to be considered	Public transport still lags behind employers (and employees) needs
Regular contact at CEO level is very helpful.	Skills – raising the aspirations of young people - employers would get involved	Focus upon larger, existing businesses rather than just new investors.
Businesses come to the area and stay because of infrastructure – but there are issues ; A5	Good account management from economic development – but not joined up with planning. Where the two/three Councils work together this very welcome – geographic boundaries are not really important to businesses	Local college very effective

## **7. Observations and Recommendations**

### **Observations**

- *General*; there are wide differences between the approach to Economic Development and Business Engagement across the 3 councils.
- *Good practice already exists*; i.e. rates relief in Nuneaton and Bedworth, account management approach in Hinckley and Bosworth, and skills focus in North Warwickshire
- *Resources*; are already very stretched and some recommendations would be difficult to implement without increasing these (money and/or people). See A) below.
- *Transport and Inward Investment*; businesses are attracted to the area because of the infrastructure links. Once here they realize that travel between towns is difficult by car (i.e. one side of Nuneaton to the other) and very difficult if you do not have a car (to some large employer sites). The A5 is an issue raised often – the awareness of current plans is low. Further work on public transport availability to key employment sites (to cover shift patterns) would be very welcome
- *Employability and skills*; there is a clear disparity between where there are jobs (North Warwickshire) and people (Nuneaton and Bedworth) but do skill sets match aspirations and employer needs? Also – public transport again seems an issue.
- *Open for Business, an ambition*; is this true across all Council functions?
- *Account management*; FE providers have better account management processes in place than the councils – because they have to, their funding depends upon it.
- *Sector approach*; AME is not the only sector and is well serviced now.
- *MIRA*; they clearly welcome the cross border approach and recognize the value the Boroughs add
  - Pursuing the opportunity to establish an equity funding model through use of business rates from the Enterprise Zone is a one off opportunity.

### **Recommendations for consideration**

The very different approaches to Economic Development and the different levels of resource allocated to the function (i.e. no dedicated staff in North Warwickshire and very limited due to long term sickness in Nuneaton and Bedworth) means that one set of recommendations may be difficult to implement universally. (For example, Inward Investment is referenced below, but currently this is wholly delegated to the County Council by North Warwickshire.)

However, this section gives some ideas of areas for focus, based upon findings from the research and good practice observed elsewhere, that could be considered by one or more of the Councils, but ideally all of them.

In addition, evidence of best practice should continue to be sought and adopted across all three councils, by building into personal objectives a focus upon finding and copying such examples.

### **A. An enhanced collaborative approach**

In order to maximize Economic Development across the 3 council areas, consideration should be given to further developing and perhaps formalizing the cross border collaborative approach, through a shared service approach. This could deliver additional resources where these are currently limited and reduce any duplication of effort.

Political imperatives and differing cultures and values may provide challenges – but feedback shows that considerable benefits already result from the cross border collaboration and enhancing it (and widening to other Authorities i.e. Blaby?) could offer significant benefits;

- Influencing the LEP's – more readily done with critical mass
- Business Engagement – scarce resources can be maximized
- Inward Investment – a joined up approach, nuanced locally, would carry weight with the County Councils, LEP's and UKTI.
- The skills agenda – approached through schools, FE and HE, targeted at key sectors across the collaborative area not currently served by County or LEP initiatives
- Businesses welcome proactive joint working by the Councils

In addition, good practice already exists within the partnership and could be replicated and the benefits recouped across all three partners, and examples from elsewhere are available i.e. the model in South Northamptonshire/Stratford and Cherwell could be considered.

In order to enhance cross council collaboration a review of (initially) economic development functions could be carried out by a small task and finish group to recommend preferred options;

- Continue/start/re-commence in-house delivery
- Shared service
- Commissioning or delegated authority
- Outsourcing
- Encouragement of others

To keep this task manageable it may be preferable to focus on just one aspect of economic development functions initially, and then move on to other areas.

## ***B. Business Engagement***

Business engagement should not start with delivering services, but with understanding their needs, in order to provide the support required to help them arrive (move or start up) and thrive in the area.

Engagement is a two way process, we should not engage with businesses because we think we ought to, nor just to encourage them to take our (paid for) services. Instead we should offer real added value through responding to their needs, and measure the results – ensuring that we ask before any interaction what the result will be in terms of jobs created or safeguarded so that we can know if we have been successful, and to what extent.

Emerging as a theme repeatedly during the research phase of the project was the need to manage business accounts effectively, in order to gain intelligence from them, address their needs and shape future services.

Therefore, implementing a cross council approach to *Key Account Management* for businesses could address these points and achieve a number of highly beneficial outcomes including;

- Providing up to date local business intelligence; invaluable to local partners (business support and representative bodies), regional bodies (the County Councils and LEPs) and national programmes (UKTI, MAS, GA)
- Gaining information to inform future bidding opportunities (national and European)
- Establishing feedback to influence the design and delivery of local support services
- Communicating to businesses the good work done by the Councils in order to build an enhanced reputation.
  - i.e. Despite a highly successful event in Autumn 2013 to inform local businesses about progress with the A5 Strategy, although over 80 businesses attended, this still leaves many who are not aware of the amount of progress on the strategy and the success and future potential of MIRA and the Enterprise Zone.

Any Account Management process should consider other organisations with an interest in business in the Boroughs (particularly the LEPs) and strive for a joined up approach.

### ***How to implement Key Account Management (KAM)***

- Consider what relationships the Councils manages externally and what the type, frequency and levels of current interactions are
- Develop appropriate protocols, processes, recording mechanisms and training
- Identify the key characteristics of each and consider how to prioritise both their relative importance and the resource available to engage with them
- Explore ways of building relationships with prioritised organisations, identify actions needed to successfully forge contact and implement work to progress
- Cascade protocols, both proactively & reactively engage, record & share information, work as a team, ensure consistency
- Agree lead roles with LEPs and UKTI for the most strategically important employers (through MOU's), with agreed reporting and data sharing protocols

*Secondly*, based upon feedback from businesses, the Councils could shape their provision of a) business support services and b) opportunities for business to attend up-date events to outline Council priorities

The range of services offered will vary according to need, but may include start-up provision, business advice and mentoring support and training events.

Specific support which would be of high value, as identified through the business interviews, would include;

- A local procurement initiative
- Facilitating introductions to partners and other businesses and helping to establish partnerships (e.g. MIRA and Twycross)
- Services not offered via the LEP's Growth Hubs (e.g. sector specific support outside the AME sector, and start-up)

Support services could be offered individually by each Council but would be better if co-ordinated across the collaborative area, and dovetailed into the support offered by the Coventry and Warwickshire Clearing House (CH) and Leicester and Leicestershire Growth Hub (once established).

The Clearing House has a very focused approach; *to work with advanced manufacturing and engineering businesses who have the aspirations to grow and could benefit from specialist brokerage, advice and support and, even, access to finance & funding opportunities.*

The recommended approach for the cross border collaboration would be to agree a referral mechanism to the Clearing House and a method for sharing outcomes from these referrals.

Locally provided services need to address the requirements of a wider audience than the CH is focused upon, and should fill gaps left by the CH; focusing on sectors other than AME and ensuring that lifestyle businesses (as well as growth oriented ones) receive appropriate support.

Close working relationships should be established between advisers from the Clearing House and local EDO's so that information can be frequently shared. The Clearing House has not been delivering services long enough yet to have evaluated their outcomes, and the relationship between the CH and the Borough Council's will develop over time, and should be regularly reviewed to ensure that business needs are met as fully as possible, without duplication of effort and multiple (confusing) approaches to businesses.

The LLEP Growth Hub is not scheduled to be operational until the Autumn of 2104, but similar complementary working relationships will need to be established once it is up and running.

### ***C. Being truly 'Open for Business'***

The KAM process outlined above can only be effective if it is adopted (and embraced!) across a whole organisation – and ideally across all three in a consistent way. It will only affect those directly involved however, (who have account management responsibilities), unless a programme is introduced to help everyone understand business and recognize the importance of economic development.

Considerations;

- Who owns business engagement – various departments all have current business relationships
- Resources – hard to deliver effectively through 1 or 2 people
- A standardised approach to handling business enquires
- A common script or prompts
- Robust referral mechanisms; internal and external
- A cross Council training programme

#### ***D. Inward Investment***

The most important aspect of Inward Investment is the retention and growth of existing businesses. This activity is a natural extension of Business Engagement and KAM outlined above, and should dovetail with the roles of County, LEP's and UKTI for foreign owned businesses.

A retention programme would include the following aspects;

- Identification of Investors to focus upon
- Account management of prioritised businesses
- Moving new Investors into the account management and investor development programme
- Regular contact at appropriate levels across the business
- Up-dates on Council and other relevant local, regional and national initiatives
- Intelligence gathering, storing and supplying to regional and national organisations (LEP's and UKTI)
- Co-ordination of account management with regional and national organisations

An effective Inward Investment approach would then consider;

- Developing joint propositions playing to both clear geographical and sector strengths as three Councils or as part of County/LEP offers
- Going 'solo' where clear evidence based advantage can be obtained
- Soft landing and incentive packages
- Forming linkages to 'borrow' other locations geographical and sector assets
- Analysing and adopting a market focus, locally, nationally and (possibly) internationally
- Developing marketing collateral
- Researching all issues involved with inward investment and produce evidence based analysis
- Developing a public private 'team' approach to enquiry handling
- Developing/linking to comprehensive business/investor support package
- Establishing a virtual Investment Promotion Agency (IPA)
  - Utilise appropriate professional support to steer the project and input expert assistance

- Base the IPA on a partnership driven model coordinated by a lead officer involving business, business groups, not for profit organisations and intermediaries
- Focus on Management, Advocacy, Promotion, Engagement, Support

A successful approach to Inward Investment will also have an impact on developing **effective supply chains** as both require the same building blocks and approaches.

In any approach to Inward Investment realism must be heavily factored in. It is good to aspire to attract businesses from a range of sectors, but every location is chasing the higher profile sectors. The reality of successful promotion is that the types of businesses already in an area are the types more likely to consider it the future i.e. demand from logistics which can create career paths, and does create the types of jobs required by many.

Finally on Inward Investment, support should be offered to MIRA to enhance their Inward Investment activities. MIRA have a sophisticated and successful approach to Foreign Direct Investment and are targeting not only specific geographic markets but sector, sub-sector and even individual businesses who might consider establishing a UK (European) facility at the Enterprise Zone.

The Councils can play an important role in supporting MIRA by continuing to offer a rapid response service for potential Investors, and also help when visits are arranged to the Enterprise Zone, providing information on any financial incentives, soft landing offers, and lifestyle factors including schools housing availability, other employment opportunities and leisure facilities.

### ***E. Enhancing the benefits from the MIRA Enterprise Zone***

The 3 councils have clearly already made an impact with their work with MIRA. The RGF funded road improvements have been particularly well received, as have the planning arrangements and speed of response to planning requirements.

The Training Centre will bring overall value to the area as well as the Enterprise Zone – longer term skills support could be explored further with MIRA and the College (and all of the other skills partners including schools).

Most of the areas of focus for this project are linked and the comments below regarding working closely with the LEP(s) will be important in order to identify further areas to work together with MIRA, particularly once clarity around European Funding is established – a lead from the Councils on projects would be productive.



MIRA have a sophisticated approach to attracting Inward Investment to the area; the cross border collaboration can benefit from their approach, which is highly targeted and proactive, and will potentially have greater success than any county wide, LEP or UKTI led activity. The Councils can support MIRA's efforts with a rapid response team approach to business enquires and visitors (see D above).

Some of the work MIRA is doing on intelligent transport systems should be investigated further; this sub sector could give the cross border collaboration a stake in a cluster of increasing importance and build further on the idea of a transport research and development community.

Deyton Bell are aware of the current discussions between Hinckley and Bosworth Council, LLEP and DCLG (plus DTZ) regarding the usage of retained future business rates from the Enterprise Zone, and the use of these to establish an equity funding model and fund future expansion and development. The excellent progress to date on working with MIRA suggests that such an approach should be pursued vigorously, to ensure that the levels of investment required are available and allocated locally.

## ***F. Skills Development***

Implementing the KAM approach outlined above would help focus the approach on skills by capturing intelligence from key employers, in order to work with private and public partners to address their needs.

However, the skills agenda is obviously very wide, and cannot be addressed particularly quickly.

One initiative that might be considered could be a Skills Summit, bringing together employers from across the Borough areas, presenting them with the MIRA training centre example, the work already being done through the Cross Border Employment and Skills Group and the integrated approach being adopted with the LEP Skills Plans.

Sector Skills bodies and training providers should also be invited and a sector based, employer led initiative could be identified as a result.

Such an initiative would build upon the good work already in place through the Cross Border Employment and Skills Group, and might be approached as follows;

Establishment of a Local Strategic Steering Group

- Setting priorities
- Agreeing objectives
- Agreeing stakeholders

Stakeholder mapping and establishing a contact data base

- Businesses/employers networks
- Training providers
- Key enablers e.g. JCP, SFA, Sector Skills Councils, LEP's, Princes Trust

#### Focus Groups and Interviews with partners

- Establishing specific needs (skills, attitude, basic skills, interview and application requirements)
- Identifying providers with capacity and willingness to offer required courses

#### Brokerage

- With businesses to pledge guaranteed interviews
- With training providers to arrange programmes
- With JCP, Princes Trust etc. to provide potential employees.

#### Outcomes

- New and updated courses – pre-employment and workforce development
- People into work
- Interviews held and vacancies filled
- Apprenticeships, traineeships, work placement programmes (SME and larger employers)

A relatively small scale project of this type could provide evidence of need and a model for a European funded rollout in 2015.

### ***G. Influencing the LEPs***

Borough Councils are uniquely placed within local communities, understanding the local place, and having the ability to shape local growth in partnership with others, create the right local environment for business work space, infrastructure and housing needs, and support and deliver economic regeneration projects.

This positioning means that the Boroughs will always be closer to local business issues than County Councils or LEP's, and should recognise that that the agendas of the two LEP's, as well as being different from each other, will almost certainly be different from theirs.

Therefore, to ensure that the voice of the Cross Border Collaboration is heard, an even stronger focus should be placed upon building a trusted relationship with both LEP's and CC's, by taking every opportunity to work with them, and delegation of responsibility where sensible. This should involve membership of LEP business focused groups, and regular attendance and contributions to their meetings and projects.

It is recognized that without direct Borough representation on either LEP Board, and soon no business representation on the Coventry and Warwickshire Board, it could become more

difficult to influence strongly, but with more funds being controlled by the LEP's every effort should be made to manage relationships with them, in a structured way similar to the KAM approach outlined above.

Specifically, in order to maximize the benefits of the relationships the focus should be;

- Identify contact points with personnel at all levels in both LEPs; and discuss how joint working could yield benefits
- Meet on a regular basis, and subject to resource participate on as many LEP initiatives as possible
- Encourage both LEPs to remain strategic, and commission operational activity from the cross border collaborative partnership
- Focus equally upon both LEP's, and give examples of how the Partnership can deliver added value for both Leicester and Leicestershire LEP and Coventry and Warwickshire LEP as a delivery vehicle
- Consider objectively who is best placed to deliver desired outcomes – LEP/County/District/BID's/Other
- Apply this thinking to business engagement, with agreed account managers for key businesses, and reporting and data sharing protocols
- Plan business support to dovetail with LEP services (not duplicate) and refer businesses to (and prepare them for if necessary) LEP and national support programmes (i.e. MAS, GA, UKTI)
- Ensure the LEPs are aware of the successes of the cross border collaborative partnership to date (i.e. the RGF programme with MIRA and leading the A5 strategy work)
- Use resources already in place creatively (i.e. offering the peripatetic C&W AME advisers a home)
- Avoid duplication and overlap – plug in to the offer
- Create 'oven ready bids' now, ready for 2015 to meet the SEP/ESIF focus
- Think bigger than individual Borough boundaries (or even current collaboration boundaries).
- Lead on putting MOU's in place with agreement on who will do what, by when and with what outputs
- Demonstrate the success of the Cross Border Employment and Skills Group and offer this as a particularly useful vehicle to demonstrate the Partnership's ability to bring together the capacity and resources to deliver initiatives

- Consider forming a business engagement group to offer the LEP's a readymade operational unit to sit alongside the CBESG.
- Recognize that funding from the LEP's will be required to offer sufficient capacity to deliver activity on their behalf. Whilst the Partnership is best placed to deliver local programmes, current resources would be over stretched unless supplemented as part of any commissioning process by the LEP's.

By being closest to local employers and playing a defined role in attracting investment the three councils can provide invaluable intelligence to the LEP's (as well as other local, regional and national partners) to help shape projects and bids.

The greatest impact will be achieved if the cross border collaboration area is talked about regularly, with all officers and members acting consistently as ambassadors.

## **B. Summary and Action Plan**

In summary, and in order to achieve some quick wins as well as longer term benefits, a focused approach on the following areas is recommended;

- Consider further development of the cross border collaborative approach, to include a unified action plan for these recommendations
- Gain invaluable intelligence from your employers via a Key Account Management programme
- Implement a training and development programme across all 3 Councils to truly become 'Open for Business'
- Work to agreed protocols with the LEPs, County Councils and UKTI on retaining and attracting investment to the area
- Negotiate hard to secure control of the business rates up-lift from the Enterprise Zone so that funds can be re-invested back into the Boroughs
- Develop sector wide initiatives with employers and Further Education providers to ensure required skills are in place
- By being close to your businesses and understanding their needs, and by identifying large scale projects that fit the SEP objectives, become the operational delivery partner of choice for the LEPs

The initial action plan below summarizes an approach to prioritizing actions, developing more detail where necessary, and implementing the next steps towards adopting the recommendations in this report.

### **Action Plan and Next Steps**

<b>Action</b>	<b>By Whom</b>	<b>By When</b>	<b>Notes</b>
Feedback to Deyton Bell for report completion	Council Management Teams ; Project Sponsors	27 <sup>th</sup> June 2014	Via e-mail
Presentation of Final Report	Deyton Bell	18 <sup>th</sup> July 2014	Meeting @ Nuneaton and Bedworth Council offices
Circulation of report to Council Staff and Members	Project Sponsors	31 <sup>st</sup> July 2014	
Report presentation to stakeholders as required	Deyton Bell	July/August 2014	Date to be confirmed
Priority actions agreed	Council Management Teams	31 <sup>st</sup> July 2014	
Set up Cross Border Task Group(s)	Council Management Teams	31 <sup>st</sup> July 2014	
Support for implementation identified, further detail developed for actions	Cross Border Task Group	31 <sup>st</sup> August 2014	
Detailed action plan prepared for 2014-15 implementation	Cross Border Task Group	30 <sup>th</sup> September 2014	
Initial areas of focus completed	Cross Border Task Group	September 2014- March 2015	
Review of action completed and benefits	Council Management Teams	31 <sup>st</sup> March 2015	
Phase 2 actions implemented	Cross Border Task Group	April – September 2015	

**Appendix A; LGA GROWTH ADVISOR PROGRAMME  
DRAFT WORK PLAN (6)**

**Hinckley & Bosworth, North Warwickshire and Nuneaton & Bedworth Borough Councils**

**MARCH 5<sup>th</sup> – June 27<sup>th</sup> 2014**

<b>W/C;</b>	<b>COMPLETE BY;</b>	<b>ACTIVITY</b>	<b>LOCATION</b>	<b>DELIVERY DAYS</b>	<b>TOTAL DAYS</b>
<b>3<sup>rd</sup> March</b>	<b>5<sup>th</sup> March</b>	Initial preparation, research and attendance at inception meeting	Remote/Council offices	1	1
<b>17<sup>th</sup> March</b>	<b>19<sup>th</sup> March</b>	Initial meetings with Senior Management colleagues to test their understanding of and clarify the project brief – set expectations.	Council offices	2	3
<b>31<sup>st</sup> March</b>	<b>4<sup>th</sup> April</b>	Feedback meeting for Project Sponsors, agreement of additional interviews with officers, members, businesses and business groups as required	Hinckley Hub/Nuneaton and Bedworth	0.5	3.5
<b>14<sup>th</sup> April</b>	<b>2<sup>nd</sup> May</b>	Initial interviews with partners colleagues and key local businesses	Remote/Council areas	1.5	5
<b>28<sup>th</sup> April</b>	<b>3<sup>rd</sup> May</b>	Preparation of up-date report for Project Sponsors	Remote	0.5	5.5
<b>14<sup>th</sup> April</b>	<b>7<sup>th</sup> June</b>	Additional interviews with partners colleagues and key local businesses	Remote/Council areas	3.5	9
<b>21<sup>st</sup> April</b>	<b>19<sup>th</sup> May</b>	Consideration of skills/supply chain and regeneration opportunities as interview intelligence is gained	Remote	2	11
<b>12<sup>th</sup> May</b>	<b>19<sup>th</sup> May</b>	Analysis and review of information gathered to date, initial collation of possible project outputs, preparation of interim presentation	Remote	1	12
<b>26<sup>th</sup> June</b>	<b>28<sup>th</sup> May</b>	Interim project update meeting with Project Sponsors to feed back initial findings	Hinckley Hub/Nuneaton and Bedworth	1	13
<b>26<sup>th</sup> May</b>	<b>4<sup>th</sup> June</b>	Feedback from Project Sponsors to inform 2 <sup>nd</sup> draft of report	n/a	n/a	n/a
<b>2<sup>nd</sup> June</b>	<b>11<sup>th</sup> June</b>	Completion and delivery of 2 <sup>nd</sup> draft of report to Project Sponsors	Remote	0.5	13.5
<b>9<sup>th</sup> June</b>	<b>17<sup>th</sup> June</b>	Feedback from Project Sponsors and colleagues to inform final report	n/a	n/a	n/a
<b>9<sup>th</sup> June</b>	<b>27<sup>th</sup> June</b>	Collation of feedback, preparation of project handover information, completion and distribution of final report	Remote	1	14.5

<b>23<sup>rd</sup> June</b>	<b>18<sup>th</sup> July</b>	Project completion, presentation of final report to Project Sponsors; handover discussions with Council and agreement of required colleagues/external stakeholders feedback meetings and presentations	Council offices	1.5	16 <i>NB No additional days will be invoiced</i>
---------------------------------	-----------------------------	--	-----------------	-----	---

## Appendix B

# HNWN LGA Economic Growth Programme - CONTACT LIST – 11.6.14

<b>NAME &amp; JOB TITLE</b>	<b>REPRESENTING</b>	<b>Interview date</b>
<b>Internal colleagues</b>		
Bill Cullen Deputy CEO	Hinckley & Bosworth	19 <sup>th</sup> March 2014
Steve Atkinson - CEO	Hinckley & Bosworth	19 <sup>th</sup> March 2014
Stuart Bray – Council Leader	Hinckley & Bosworth	19 <sup>th</sup> March 2014
Judith Sturley	Hinckley & Bosworth	19 <sup>th</sup> March 2014
Nic Thomas, Chief Planning & Development Officer and Sally Smith, Policy & Regeneration Manager	Hinckley & Bosworth	30 <sup>th</sup> April 2014
Ashley Baldwin - Principal Planning Policy Officer	Nuneaton and Bedworth	24 <sup>th</sup> April 2014
Les Snowden - Head of Estates and Town Centres	Nuneaton and Bedworth	24 <sup>th</sup> April 2014
Ian Wilson - Land and Property Manager	Nuneaton and Bedworth	24 <sup>th</sup> April 2014
Kelly Ford	Nuneaton and Bedworth	24 <sup>th</sup> April 2014
Rose Selwyn	Nuneaton and Bedworth	24 <sup>th</sup> April 2014
Alan Franks - Managing Director	Nuneaton and Bedworth	18 <sup>th</sup> March 2014
Ian Powell - Director Regeneration and Public Protection	Nuneaton and Bedworth	18 <sup>th</sup> March 2014
Jerry Hutchinson, Chief Executive	North Warwickshire	18 <sup>th</sup> March 2014
Steve Maxey, Assistant Chief Executive & Solicitor to the Council.	North Warwickshire	18 <sup>th</sup> March 2014
Dorothy Barratt	North Warwickshire	18 <sup>th</sup> March 2014



<b>Partner Organisations</b>		
Laurel Penrose – Deputy Principal and Deputy Chief Executive	North Warwickshire and Hinckley College	1 <sup>st</sup> May 2014
Ian Flynn – Growth Coordinator	Warwickshire County Council	1 <sup>st</sup> May 2014
Angela Baines	Warwickshire LEADER	6 <sup>th</sup> May 2014
Helen Hunt – Employment & Skills Policy Officer	Warwickshire County Council	9 <sup>th</sup> May 2014
Angela Tellyn – Partnership Manager	Coventry & Warwickshire Chamber of Commerce	9 <sup>th</sup> May 2014
Linsey Luke	Federation of Small Businesses	9 <sup>th</sup> May 2014
Sackie Somal - Inward Investment Manager	Warwickshire County Council	12 <sup>th</sup> May 2014
Clare McKenzie – Business Development Manager	Midlands Professional Development Ltd	15 <sup>th</sup> May
Caroline Boucher	LLEP	15 <sup>th</sup> May 2014
Julie Sizer – CEO	Nuneaton Training Centre	19 <sup>th</sup> May 2014
Roger Douthwaite – CWLEP Officer	CWLEP	23 <sup>rd</sup> May 2014
Helen Harris	Leicestershire County Council	4 <sup>th</sup> June 2014
<b>Businesses</b>		
Andrew Churchill	JJ Churchill	28 <sup>th</sup> April 2014
Peter Williams	National Refrigerants	1 <sup>st</sup> May 2014
Dave Hodgetts	Chase and Partners	1 <sup>st</sup> May 2014
Sharon Redrose	Twycross Zoo	2 <sup>nd</sup> May 2014
David Nixon	Caterpillar	8 <sup>th</sup> May 2014
Jonathan Bomphrey	Ocado	16 <sup>th</sup> May
David Baines	TNT	16 <sup>th</sup> May
Mandy Stretton	Aldi	19 <sup>th</sup> May 2014
Kevin Ashfield	IM Properties	22 <sup>nd</sup> May
Terry Spall	MIRA	27 <sup>th</sup> May 2014

## **Appendix C; Deyton Bell – Background**

Deyton Bell is a specialist, expert consultancy that works with Public Sector Bodies across the world. We provide a range of services associated with Economic Development Strategy, Inward Investment/Investor Development, Partnership Development and Business Engagement.

Our team has considerable experience of these issues derived from our activities while working together, and from previous experience gained before forming Deyton Bell. We currently work with Government at varying National/Regional/Local levels overseas and in the UK members of our team have an exemplary track record at BIS, RDA, LEP and Unitary/County/District Council levels, where we have managed initiatives involving strategy, business engagement, business support, export promotion, inward investment and investor development.

Our core areas of expertise lie in:

- Strategy
- Inward Investment
- Partnership Development
- Business Support / Engagement / Retention and Creation

In the last 15 months we have worked with over a dozen Local Authorities in the UK, providing a range of services from our managing Director Chris Parkhouse, and Director Steve McAteer, who have both been working on the project.

**Chris Parkhouse**, Managing Director, founded and has led Deyton Bell since 2005. He is an expert in economic and business development and the management of change, in both the public and private sectors, who specializes in organizational improvement, international trade, and business strategy. Chris has over 20 years consultancy experience, and is currently a Council Member, Fellow and Nomination Committee Member of the national Institute of Directors, a Liveryman of the Worshipful Company of Management Consultants and a Fellow of the Institute of Sales and Marketing Management.

Chris has been recognized for his expertise in his honorary appointment as Visiting Fellow in International Business at the Lord Ashcroft International Business School in Cambridge, where he also sits on the Advisory Board. He regularly speaks on organizational development, sector initiatives and economic development to regional, national and international audiences.

In 2012, Chris led Deyton Bell's highly successful delivery of an LGA funded project in the SEMLEP area, analyzing current delivery mechanisms and recommending future independent and shared service delivery solutions.

Chris is currently leading a number of other Local Authority projects in the South East and North East. These involve the analysis of current delivery approaches and possible options, in order to recommend appropriate vehicles for delivery in the future.

**Steve McAteer** has over 15 years experience as a Director and consultant, with significant expertise gained from a wide range of organizational change issues. In the past he was a Director of the organization responsible for delivering the Business Link service in the East for England, and led the initiative to bring six organizations into one, which was recognized as the highest performing of its type in the UK, overachieving delivery targets for regional and national government contracts, year on year for 7 years.

In 2011-12 Steve completed a 12 month interim assignment working for Central Bedfordshire Council, focusing on transforming their delivery structure for Economic Development.

Steve is currently working on further contracts for Local Authorities, in the West Midlands and East of England, analyzing their current performance and options, and recommending appropriate future delivery models.

## **Agenda Item No 16**

### **Executive Board**

**24 November 2014**

#### **Report of the Chief Executive**

#### **Calendar of Meetings 2015/16**

### **1 Summary**

1.1 The purpose of this report is to approve a calendar of meetings for 2015/16.

#### **Recommendation to the Council**

**That the draft calendar of meetings for 2015/16 as submitted at Appendix A to the Chief Executive's report be approved.**

### **2 Report**

... 2.1 A draft calendar of meetings for 2015/16 is submitted as Appendix A. The draft has been based on a four cycle calendar of meetings.

2.2 As with the current calendar of meetings the May Full Council meeting will be a ceremonial meeting with Mayor making and the appointment of Boards as the main business. The four cycles would then be

- July to September
- September to December
- December to February
- February to June

2.3 Other points to note on the calendar are as follows:-

- a The majority of all main Board meetings will meet on a Monday. Meetings of the Full Council continue to be held on Wednesdays;
- b Planning and Development Board to meet once each month;
- c The Housing Sub-Committee and Resources Board to meet at least once a cycle;
- d Community and Environment Board to meet at least once a cycle;
- e Generally Executive Board meets towards the end of a cycle and is followed a week later by Scrutiny Board;

- f A meeting of the Licensing Committee has been set for the end of January and additional meetings will be arranged on an ad hoc basis;
- g Meetings of the Special Sub-Group and the Safer Communities Sub-Committee will be arranged on an ad-hoc basis; and
- h Where possible no meetings have been arranged during the bank holiday weeks.

**3 Report Implications**

3.1 There are no report implications.

The Contact Officer for this report is David Harris (719222).

**Background Papers**

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

<b>Background Paper No</b>	<b>Author</b>	<b>Nature of Background Paper</b>	<b>Date</b>
None			

**NORTH WARWICKSHIRE BOROUGH COUNCIL  
DRAFT MEETINGS TIMETABLE – 2015/16**

	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16
1		RES							B HOL					
2													B HOL	
3														
4	B HOL								HSC					
5						HSC								
6			HSC											SB
7	ELECTIONS				PLAN						PLAN			
8		SB			RES					PLAN				
9							PLAN	COUNCIL		EXB				
10				PLAN										
11									PLAN			PLAN	COUNCIL	
12						PLAN								
13	COUNCIL		PLAN											PLAN
14					SB			PLAN			CEB			EXB
15		PLAN								SB				
16		EXB					RES						PLAN	
17													CEB	
18	PLAN								CEB			HSC		
19	CEB					CEB								
20			CEB											
21					EXB									
22														COUNCIL
23							EXB						RES	
24		COUNCIL								COUNCIL				
25	B HOL							B HOL	LIC/RES		B HOL			
26														
27														
28								B HOL			B HOL			
29														
30					COUNCIL		SB						B HOL	
31				B HOL										

EXB - Executive Board  
RES - Resources Board  
CEB - Community and Environment Board  
PLAN - Planning and Development Board

AF (N) - Area Forum North  
AF (S) - Area Forum South  
AF (E) - Area Forum East  
AF (W) - Area Forum West

SB - Scrutiny Board  
HSC - Housing Sub-Committee  
LIC - Licensing Committee  
SAC - Safer Communities Sub-Committee  
SSG - Special Sub-Group

## Agenda Item No 17

### Executive Board

24 November 2014

#### Report of the Assistant Director (Finance and Human Resources)

#### Budgetary Control Report 2014/15 Period Ended 31 October 2014

### 1 Summary

- 1.1 The report covers revenue expenditure and income for the period from 1 April 2014 to 31 October 2014. The 2014/2015 budget and the actual position for the period, compared with the estimate at that date, are given, together with an estimate of the out-turn position for services reporting to this Board.

#### **Recommendation to Council**

**That the report be noted.**

### 2 Consultation

- 2.1 Councillors N Dirveiks, Moore and Humphreys have been sent an advanced copy of this report for comment. Any comments received will be reported verbally at the meeting.

### 3 Introduction

- 3.1 Under the Service Reporting Code of Practice (SeRCOP), services should be charged with the total cost of providing the service, which not only includes costs and income directly incurred, but also support costs relating to such areas as finance, office accommodation, telephone costs and IT services. The figures contained within this report are calculated on this basis.

### 4 Overall Position

- 4.1 Net controllable expenditure for those services that report to the Executive Board as at 31 October 2014 is £389,554 compared with a profiled budgetary position of £403,843; an under spend of £14,289. Appendix A to this report provides details of the profiled and actual position for each service reporting to this Board, together with the variance for the period.

...

- 4.2 Where possible, the budget to date figure has been calculated with some allowance for seasonal variations, in order to give a better comparison with actual figures.

### **4.3 Community Strategy**

- 4.3.1 Additional funding received from Warwickshire County Council's healthier Communities Fund to be used to commission health projects on behalf of the North Warwickshire Community Partnership.

### **4.4 Emergency Planning**

- 4.4.1 The current underspend is due to no professional services expenditure to date on this budget.

## **5 Risks to the Budget**

- 5.1 The key risks to the budgetary position of the Council from services under the control of this Board are:
- The current level of budget within Emergency Planning is sufficient to carry out the anticipated workload; however any major local emergency would require additional expenditure.

## **6 Estimated Out-turn**

- 6.1 Members have requested that Budgetary Control Reports provide details on the likely out-turn position for each of the services reporting to this Board. The anticipated out-turn for this Board for 2014/15 is £624,020, the same as the Original Budget.
- 6.2 The figures provided above are based on information available at this time of the year and are the best available estimates for this board, and may change as the financial year progresses. Members will be updated in future reports of any changes to the forecast out turn.

## **7 Report Implications**

### **7.1 Finance and Value for Money Implications**

- 7.1.1 The Council's budgeted contribution from General Fund balances for the 2014/15 financial year is £595,460. Income and Expenditure will continue to be closely managed and any issues that arise will be reported to this Board for comment.

### **7.2 Environment and Sustainability Implications**

- 7.2.1 The Council has to ensure that it adopts and implements robust and comprehensive budgetary monitoring and control, to ensure not only the availability of services within the current financial year, but in future years.

The Contact Officer for this report is Nigel Lane (719371).



## North Warwickshire Borough Council

## Executive Board

## Budgetary Control Report 2014/2015 as at 31 October 2014

Description	Approved Budget 2014/2015 £	Profiled Budget October 2014 £	Actual October 2014 £	Variance £	Comments
Housing Strategic Service Review	33,200	19,367	19,372	5	
Outreach and Access to Services	132,470	85,378	86,228	850	
Corporate Communications	61,640	38,061	39,111	1,050	
Community Strategy	146,430	83,113	73,511	(9,602)	See Para. 4.3
Communication Group	-	0	0	-	
Emergency Planning	52,400	29,869	22,421	(7,448)	See Para. 4.4
N.Warks Local Development Framework	197,110	147,606	148,462	856	
Support to Parishes	770	449	449	-	
<b>Total Expenditure</b>	<b>624,020</b>	<b>403,843</b>	<b>389,554</b>	<b>(14,289)</b>	

## Agenda Item No 18

### Executive Board

24 November 2014

#### Report of the Chief Executive and the Deputy Chief Executive

#### Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April - September 2014

### 1 Summary

- 1.1 This report informs Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Executive Board for April to September 2014.

#### **Recommendation to Council**

**That Members consider the performance achieved and highlight any areas for further investigation.**

### 2 Consultation

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

### 3 Background

- 3.1 This report shows the second quarter position with the achievement of the Corporate Plan and Performance Indicator targets for 2014/15. This is the second report showing the progress achieved so far during 2014/15.

### 4 Progress achieved during 2014/15

- 4.1 Attached at Appendices A and B are reports outlining the progress achieved for all the Corporate Plan targets and the performance with the national and local performance indicators during April to September 2014/15 for the Executive Board.
- 4.2 Members will recall the use of a traffic light indicator for the monitoring of the performance achieved.

Red – target not achieved (shown as a red triangle)

Amber – target currently behind schedule and requires remedial action to be achieved (shown as an amber circle)

Green – target currently on schedule to be achieved (shown as a green star)

## 5 Performance Indicators

- 5.1 The current performance indicators have been reviewed by each division and Management Team for monitoring for the 2014/15 year.

## 6 Overall Performance

- 6.1 The Corporate Plan performance report shows that 89% of the Corporate Plan targets and 20% of the performance indicator targets are currently on schedule to be achieved. The report shows that individual targets that have been classified as red, amber or green. Individual comments from the relevant division have been included where appropriate. The table below shows the following status in terms of the traffic light indicator status:

### Corporate Plan

Status	Number	Percentage
Green	17	89%
Amber	2	11%
Red	0	0%
Total	19	100%

### Performance Indicators

Status	Number	Percentage
Green	1	20%
Amber	1	20%
Red	3	60%
Total	5	100%

## 7 Summary

- 7.1 Members may wish to identify any areas that require further consideration where targets are not currently being achieved.

## 8 Report Implications

### 8.1 Safer Communities Implications

- 8.1.1 The community safety performance indicators are included in the report.

## 8.2 Legal and Human Rights Implications

8.2.1 The national indicators were specified by the Secretary of State for Communities and Local Government. They have now been ended and replaced by a single list of data returns to Central Government from April 2011.

## 8.3 Environment and Sustainability Implications

8.3.1 Improvements in the performance and quality of services will contribute to improving the quality of life within the community. There are a number of targets and indicators included which contribute towards the priorities of the sustainable community strategy including financial inclusion, core strategy, community safety and affordable housing,

## 8.4 Risk Management Implications

8.4.1 Effective performance monitoring will enable the Council to minimise associated risks with the failure to achieve targets and deliver services at the required performance level.

## 8.5 Equality Implications

8.5.1 There are a number of equality related targets and indicators including assessing the impact of services, customer access, consultation, domestic abuse and financial inclusion highlighted in the report.

## 8.6 Links to Council's Priorities

8.6.1 There are a number of targets and performance indicators contributing towards the priorities of enhancing community involvement and access to services, protecting and improving our environment, defending and improving our countryside and rural heritage, to tackle crime, improving housing and making best use of our resources.






The Contact Officer for this report is Robert Beggs (719238).





### 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

NWCP Executive Board 14/15

	Action	Priority	Reporting Officer	Update	Status
NWCP 001	To ensure that we assess the impact of our services on, and actively engage with, all sections of our communities and to implement key actions agreed in the Customer Access Strategy and Consultation Action Plans relating to consultation and the provision of services and report by July 2014	Consultation and Communication	Maxey, Steve	Actions within the customer access strategy and consultation action plan continue. It is still planned to do a place survey this financial year.	 Green
NWCP 002	To continue to work with partners in the Coventry & Warwickshire Local Enterprise Partnership and with Hinckley and Nuneaton to maximise opportunities to gather feedback to develop the economy of the Borough and to report on progress by October in each year.	Local Employment	Barratt, Dorothy	Work is on-going	 Green
NWCP 003	To report annually in March on the work of the local Financial Inclusion Partnership including for 2014/15 activity with the CAB and Warwickshire Welfare Rights Activity and the local impact of the Welfare Reform programme	Access to Services	Trahern, Bob	Considerable work in this area continues which will be reported in full in March 2015.	 Green
NWCP 004	To further consult on a revised Site Allocation Plan and submit the same for consideration by the Planning Inspectorate by October 2014; and To submit final Development Plan documents relating to Development Management and Gypsy and Travellers by November 2014	Countryside and Heritage	Barratt, Dorothy	There has been progress on the Site Allocations Plan which has had a further round of public consultation. It is hoped that this can be formally submitted in early 2015. New timescales will need to be determined for the other documents due to pressure on staff resources.	 Green
NWCP 005	To continue to oppose a) the HS2 proposal, in partnership with other affected Councils and community action groups and press for the maximum mitigation and other benefits for the Borough and b) the principle of Opencast Mining to be reported annually	Countryside and Heritage	Barratt, Dorothy	Petitioning work is on-going. No change in relation to open cast mining	 Green

	Action	Priority	Reporting Officer	Update	Status
NWCP 008	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 annually in March	Public Services & Council Tax	Beggs, Robert	<p>Work is continuing on improving our overall resilience following the completion of the Council House accommodation works. The continuity plans in place are being reviewed to ensure the planned improvements are effective. Meetings will be arranged with each division in November. These will then be subject to testing and exercising later in the year.</p> <p>The Warwickshire Local Resilience Forum is reviewing a number of its plans and processes through working on wednesdays multi agency sessions. A recent training event on how emergency services work jointly has been attended. Work on a Strategic Flood Plan for Warwickshire is being finalised. A strategic WLRF exercise has been planned for November which we will be taking part in.</p>	 Green
NWCP 009	To achieve the savings required by the budget strategy including the commitment to keep Council Tax increases lower than inflation and to update the strategy to reflect future developments by October 2014	Public Services & Council Tax	Brewer, Chris	The budget strategy has been updated and was reported to this boards September meeting	 Green
NWCP 010	To carry out reviews of systems in line with the Council's review plan and explore any opportunities for shared working that may arise, with a view to achieving savings and/or increasing capacity	Public Services and Council Tax	Brewer, Chris	A review of the planning system is currently underway and discussions are being held with neighbouring authorities to identify if there are any opportunities for shared working.	 Green
NWCP 038	To complete identified improvement works to the Council's main offices, both on time and on budget, to ensure the ongoing provision of services to the local community while safeguarding the safety and security of all residents, staff and visitors who use The Council House building and seeking to make the buildings more environmentally friendly. Detailed updates on progress of the project will be regularly reported	Public Services and Council Tax	Dobbs, Richard	The improvement works to the main Council offices have now been completed and were delivered on time and under budget	 Green

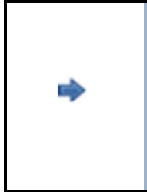
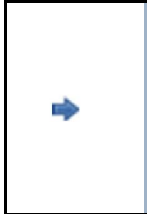
	Action	Priority	Reporting Officer	Update	Status
NWCP 042	To continue to look for ways of narrowing the Council's capital funding gap and report annually in February	Public Services & Council Tax	Garner, Sue	Work to update the capital position has begun.	 Green
NWCP 072(1)	To maintain the existing level of core funding for arts and welfare organisations	Public Services & Council Tax	Powell, Simon	Live and Local continues to be funded by the Authority. Other community arts organisations (or organisations wishing to undertake an arts project) are able to apply for a grant through the Local Community Projects Fund. One such award (to Baddesley Ensor and Grendon Youth Club) was made in April 2014.	 Green
NWCP 075	To implement the Council Tax Support Scheme 2014/15 and carry out a review to enable a scheme to be set for 2015/16	Public Services and Council Tax	Trahern, Bob	It has been agreed to retain the scheme without change in 2014/15 apart from some minor changes top the treatment of self employed income to bring it in line with the rulkes to be followed under the Universal Credit	 Green
NWCP 076	To update the Medium Term Financial Strategy to take account of external funding changes relating to Business Rates and report by September 2014	Public Services & Council Tax	Brewer, Chris	The budget strategy has been updated and was reported to this boards September meeting	 Green
NWCP 077	To review the Council's membership of the Coventry and Warwickshire Business Rates Pool by December 2014	Public Services & Council Tax	Brewer, Chris	September Executive Board agreed to stay in the pool	 Green
NWCP 078	To continue to work with partner organisations in Coventry, Warwickshire and Hinckley to develop a City Deal with central government, if this proves beneficial to the local economy, to report as necessary	Local Employment	Maxey, Steve	The City Deal has been approved by Government and is being implemented by the Coventry and Warwickshire Joint Committee. Updates are given to the Special Sub Group	 Green
NWCP 079	To work with the retailers in Atherstone, Polesworth and Coleshill to develop action plans for the use of the Portas monies and to help implement the plans	Local Employment	Maxey, Steve	The High Street Innovation Fund continues with a number of schemes having been approved	 Green
NWCP 080	To 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	Environment	Dobbs, Richard	The Council continues to work with the EA and WCC to mitigate the impact of flooding within the Borough	 Green

	Action	Priority	Reporting Officer	Update	Status
NWCP 092	To ensure we communicate effectively to help inform residents, businesses and all sections of our communities of the Council's services and priorities report on progress by October 2014	Consultation and Communication	Bird, Linda	Work is in progress but we will not be in a position to report until the January/February cycle of meetings.	 Amber
NWCP 094	To ensure we communicate effectively to help inform residents, businesses and all sections of our communities of their opportunities to be involved in decision making and report on progress by October 2014	Consultation and Communication	Bird, Linda	Changes to the EU Procurement Regulations were reported to June Resources Board. Changes to CSO's and processes will be made once UK law is enacted.	 Amber





Direction



Direction




Direction





Direction



NWPI Executive Board 14/15

Ref	Description	Section	Priority	Year End Target	Performance	Traffic Light	Direction of Travel	Comments
NWLPI 158	To respond to all complaints and requests for service within three working days	Env Health (C, L & HP)	Public Services and Council Tax	99	98	 Amber		Performance remains very good with only a very slight slippage, due to sickness absence of the Senior Pollution Control Officer. There may be further slippage as one of the Pollution Control Officers goes on maternity leave in December.
NWLPI 153	Number of domestic burglaries detected in the Local Authority area	Policy Support	Crime and Disorder	110	70	 Green		Lower levels of domestic burglary are continuing to be seen during April to September. The most recent predictive analysis has highlighted the wards of Atherstone South & Mancetter and Coleshill South for monitoring during October and December.
NWLPI 154	Number of violent crimes in the local authority area	Policy Support	Crime and Disorder	218	277	 Red		The information for overall violent crime is not currently available following a change to the West Mercia Police crime system. The figure shown is for violence against the person and sexual offences for April to September 14. The levels during this period are 19% above the equivalent period in 2013/14. Analysis prepared for the Special Interest Group shows an increase in July with the level in August reducing. The Atherstone central ward has the highest level of offences with 26 and Saturday being the most prolific day. Further analysis of the increases has been requested.
NWLPI 155	The number of vehicle crimes in the local authority area	Policy Support	Crime and Disorder	236	230	 Red		The trendline for vehicle crimes is reducing. The predictive analysis for October to December has identified Atherstone North and Polesworth East wards for monitoring. Further analysis of a recent increase in theft of vehicles will be requested. Theft from vehicles are still reducing.

@NW:NI032	Violent Crime Offences related to Domestic Violence	Policy Support	Crime and Disorder					Information for the number of offences relating to Domestic Violence isn't currently available. The additional provision of counselling services for victims of abuse has been in place since January 2014. The progress report from DACS shows that the service has been working in Atherstone, Mancetter, Polesworth and Kingsbury. Promotion of the services is taking place with partners including health, Police, Childrens and Families and at Childrens Centres. This is to ensure robust referral processes are in place. 20 clients are receiving counselling therapy. 53 victims of domestic abuse have been assessed and offered the therapy services.
@NW:NI047	People killed or seriously injured in road traffic accidents	Policy Support	Crime and Disorder					Information not currently available.
NWLPI 162	Percentage of Freedom of Information replies dealt with within 20 days	Policy Support	Public Services & Council Tax	100	88.25	 Red		366 received, 323 completed within 20 days, 29 over 20 days, 14 outstanding which 11 are overdue

## NORTH WARWICKSHIRE BOROUGH COUNCIL

### MINUTES OF THE SPECIAL SUB-GROUP

20 October 2014

Present: Councillor M Stanley in the Chair

Councillors Humphreys, Phillips, Smith and Sweet

#### 1 **Disclosable Pecuniary and Non-Pecuniary Interests**

None were declared at the meeting.

#### 2 **Development of New Indoor Leisure Facilities in Coleshill**

The Assistant Director (Leisure and Community Development) reported on the development of the new indoor leisure facilities in Coleshill.

**Resolved:**

**That the report be noted.**

#### 3 **Joint Committee Update**

The Sub-Group noted that a written update on the Joint Committee would be circulated by the Assistant Chief Executive and Solicitor to the Council.

#### 4 **Exclusion of the Public and Press**

**Resolved:**

**That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business, on the grounds that they involve the likely disclosure of exempt information as defined by Schedule 12A to the Act.**

#### 5 **Housing Maintenance Restructure**

The Assistant Director (Housing) reported on proposed changes to the staffing arrangements in the Housing Maintenance Section and the Sub-Group was asked to consider a suggested course of action.

**Resolved:**

- a** That the revised staffing structure for the Housing Maintenance Section as set out in the report of the Assistant Director (Housing) be approved; and
- b** That the evaluated job descriptions and financial implications of the new structure are submitted to the Resources Board for consideration and approval.

**6 Honorarium Payment**

The Assistant Director (Housing) reported on some project work being undertaken by the Private Sector Team in her Division and sought permission to pay an honorarium to a member of that team to facilitate the project.

**Resolved:**

**That the honorarium payment to the Private Sector Technical Assistant, as set out in the report of the Assistant Director (Housing), be agreed.**

M Stanley  
Chairman