

**To: Leader and Members of the Executive Board
(Councillors Humphreys, Chambers, Farrell, Hayfield, Phillips, Reilly, Simpson, Smith and D Wright)**

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.

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

14 JUNE 2016

The Executive Board will meet in the Committee Room at the Council House, South Street, Atherstone, Warwickshire on Tuesday 14 June 2016 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 9 February 2016 and 24 May 2016** - copies herewith to be agreed as a correct record and signed by the Chairman.

5 **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.

- 6 Presentation from Steve Maxey, Assistant Chief Executive and Solicitor to the Council, on the work of his Division.

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

- 7 **Capital Programme - 2015/16 Final Position** - Report of the Assistant Director (Finance and Human Resources)

Summary

The purpose of this report is to update Members on the final position of the 2015/16 Capital Programme and to highlight those schemes which have not progressed as quickly as expected and which are recommended to be carried forward into the 2016/17 Capital Programme.

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

- 8 **Capital Accounts 2015/16** - Report of the Deputy Chief Executive

Summary

The capital accounts for 2015/16 have been prepared. This report shows expenditure for the year, together with the methods of funding used.

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

- 9 **Earmarked Reserves 2016/17** - Report of the Deputy Chief Executive

Summary

The Council holds a number of reserves to meet future expenditure, other than the General Fund and Housing Revenue Fund. This report informs Members of the balances on these reserves at 31 March 2016, subject to audit, and updates the proposed use of reserves in 2016/17.

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

10 **Annual Governance Statement 2015/16** - Report of the Deputy Chief Executive

Summary

The Annual Governance Statement sets out the arrangements the Council has put in place for the governance of its affairs and facilitating the effective exercise of its functions, including arrangements for the management of risk. These ensure that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and accounted for and is used economically, efficiently and effectively.

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

11 **Financial Statements 2015/16** - Report of the Deputy Chief Executive

Summary

The Annual Financial Statements have to be signed by the Responsible Financial Officer (RFO) by the end of June 2016. This report highlights the position on the General Fund and Housing Revenue Account, compared with the estimate position previously reported.

The accounts have not yet been audited, and may need some adjustment following the completion of the audit later in the year. The audited Statements will be presented at the September meeting of the Executive Board.

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

12 **Pay Policy Statement 2016/17** - Report of the Assistant Director (Finance and Human Resources)

Summary

There is a requirement under Section 38 of the Localism Act 2011 for Councils to have and to publish a Pay Policy Statement, agreed by full Council, which will be subject to review at least annually. This report details the purpose for and the areas to be covered in the Pay Policy Statement.

The Contact Officer for this report is Janis McCulloch (719236)

- 13 **Funding for Parking Study** - Report of the Assistant Director (Streetscape)

Summary

This report asks Members to approve a supplementary estimate to cover the cost of a borough wide parking study to inform the work of the Parking Task & Finish Group and the future implementation of Civil parking Enforcement within the Borough.

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

- 14 **Revised Child Protection Policy 2015 to 2019 and Update on Child Protection Work** - Report of the Assistant Director (Leisure and Community Development)

Summary

At its meeting held in June 2015, the Executive Board adopted the Borough Council's latest Child Protection Policy. Over the past twelve months a variety of work relating to child protection has been undertaken, a new Multi Agency Safeguarding Hub (MASH) has been developed with new reporting procedures. There has been a consequent need to amend the Child Protection Policy.

The Contact Officer for this report is Jaki Douglas (719492).

- 15 **Members' Code of Conduct - Independent Persons** - Report of the Assistant Chief Executive and Solicitor to the Council

Summary

This report asks Members to consider applications for the role of Independent Persons.

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

- 16 **HS2 Qualifying Authority** - Report of the Assistant Chief Executive and Solicitor to the Council

Summary

The purpose of this report is to seek authority to sign the HS2 Planning Memorandum, so that this Council becomes a Qualifying Authority for the purposes of the HS2 Hybrid Bill.

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

- 17 **Council Tax Support Scheme 2017/18** - Report of the Assistant Chief Executive (Community Services)

Summary

This report outlines the recommended Council Tax Support (CTS) Scheme for 2017/18 on which the Council will need to consult in the summer.

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

- 18 **Health and Well-being Working Party Terms of Reference** - Report of the Assistant Director (Leisure and Community Development)

Summary

The Board is invited to endorse the Terms of Reference and Membership for the Health and Well-being Working Party.

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

- 19 **Request for Virement of Budget to Fund Unavoidable Treeworks** – Report of the Assistant Director (Leisure and Community Development)

Summary

This report seeks Members' approval of a proposal to vire monies arising from a predicted salary underspend on the Landscape Management budget to the Green Space revenue budget to fund unavoidable treeworks.

The Contact Officer for this report is Simon Powell (719352).

- 20 **Anti-Fraud, Bribery and Corruption Policy** – Report of the Deputy Chief Executive

Summary

This report summarises the key issues contained within the Anti-Fraud, Bribery and Corruption Policy.

The Contact Officer for this report is Barbara Haswell (719416).

- 21 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets – April 2015 to March 2016** – 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 2015 to March 2016.

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

22 **Minutes of the meeting of the Local Development Framework Sub-Committee held on 25 April 2016** copy herewith to be received and noted.

23 **Minutes of the meeting of the Safer Communities Sub-Committee held on 16 March 2016** copy herewith to be received and noted.

24 **Minutes of the meetings of the Special Sub-Group held on 8 March and 12 April 2016** copies herewith to be received and noted.

25 **Exclusion of the Public and Press**

Recommendation:

That under Section 110A(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.

26 **Members' Code of Conduct - Independent Persons** - Report of the Assistant Chief Executive and Solicitor to the Council

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

27 **Planning Appeals** - Report of the Assistant Chief Executive and Solicitor to the Council

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

JERRY HUTCHINSON
Chief Executive

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE EXECUTIVE BOARD

9 February 2016

Present: Councillor Humphreys in the Chair.

Councillors Chambers, Farrell, Hayfield, Lea, Phillips, Reilly, Smith and D Wright.

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

Councillor Davey was also in attendance.

46 **Disclosable Pecuniary and Non-Pecuniary Interests.**

None were declared at the meeting.

47 **Minutes of the meetings of the Board held on 23 November 2015**

The minutes of the meeting of the Board held on 23 November 2015, copies having been circulated, were approved as a correct record and signed by the Chairman.

48 **External Auditors' Annual Certification Report**

The Deputy Chief Executive reported on the External Auditors' Annual Certification report.

Recommended:

That the contents of the External Auditors' report be noted.

49 **External Audit Plan 2015/16**

The Deputy Chief Executive reported on the External Auditors' plan for their work related to the 2015/16 financial year. Autar Sohal from Ernst & Young was in attendance and answered questions from Members.

Recommended:

That the contents of the External Auditors' report be noted.

50 **Corporate Plan 2016/17**

The Chief Executive presented the Corporate Plan for 2016/17. Members were also asked to agree the 2016/17 Forward Work Plan for the Assistant Chief Executive and Solicitor to the Council.

Recommended:

- a **That, subject to any amendments recommended by the Safer Communities Sub-Committee at its meeting on 16 March 2016, together with any other amendments recommended by Boards/Committees the Corporate Plan Key Actions, as set out in Appendix A to the report of the Chief Executive, be agreed;**
- b **That the Chief Executive in consultation with the Chairman of the Board be given delegated authority to finalise the format of the Plan; and**
- c **That the Service Plan for the Assistant Chief Executive and Solicitor to the Council, as set out in Appendix B to the report, be agreed.**

51 **The Capital Strategy**

The Assistant Director (Finance and Human Resources) presented an update on the Capital Strategy and the Board was asked to agree the suggested course of action.

Recommended:

That the Capital Strategy, attached as Appendix A to the report of the Assistant Director (Finance and Human Resources), be approved.

52 **The Proposed 3 Year Capital Programme 2016/17 – 2018/19**

Management Team put forward proposals for the Three Year Capital Programme and outlined the availability of capital resources.

Recommended:

- a **That the Revised Capital Programme for 2015/16 as set out in Appendix A, be adopted;**
- b **That the 3 Year Capital Programme for the period 2016/17 to 2018/19 as set out in Appendix B, be adopted; and**

- c That the prudential indicators as set out in the revised Appendix F circulated at the meeting, be approved.**

53 General Fund Fees and Charges 2016 – 2017

The Assistant Chief Executive and Solicitor to the Council reported on proposed fees and charges for 2016/17 and the Board was asked to agree a suggested course of action.

Recommended

That the schedule of fees and charges for 2016/17, set out in the report of the Assistant Chief Executive and Solicitor to the Council, be accepted.

54 General Fund Revenue Estimates 2016 – 2017

The Deputy Chief Executive reported on the revised budget for 2015/16 and an estimate of expenditure for 2016/17, together with forward commitments for 2017/18, 2018/19 and 2019/20.

Recommended:

- a That the revised budget for 2015/16 be accepted; and**
- b That the Estimates of Expenditure for 2016/17, as submitted, be included in the budget to be brought before the meeting for consideration under Minute No. 55.**

55 General Fund Revenue Estimates 2016 – 2017 and Setting the Council Tax 2016 – 2017

The Deputy Chief Executive set out the proposed General Fund Revenue Estimate for 2016/17, and the options available when setting the 2016/17 Council Tax for the Borough in the context of the Authority's Revenue Support Grant settlement, and the effect on General Fund balances.

Recommended:

- a That the savings of £516,380 shown in Appendix I of the report of the Deputy Chief Executive be approved;**
- b That the growth items totalling £60,000 set out in paragraph 8.2 of the report be approved;**
- c That the revised estimate for the year 2015/16 and the revenue estimates for 2016/17 be approved;**

- d That the Council Tax base for 2016/17, as set out in Appendix G be noted;
- e That the preferred Council Tax option for 2016/17 be agreed by the Full Council;
- f That the Deputy Chief Executive's comments on the minimum acceptable level of general reserves be noted;
- g That the manpower estimates for the year 2016/17 be approved; and
- h That a Council Tax resolution be prepared for consideration by the Council, using the recommendations agreed by this Board.

56 **Labour Group**

The Chief Executive sought authorisation for any possible amendments to representation on Boards resulting from the recent change in the leadership of the Labour Group.

Recommended:

That the amendments to representation on Boards resulting from the recent changes in leadership be brought to the meeting of Council on 24 February 2016.

57 **Devolution/Constitutional Changes (Scrutiny Board)**

The Chief Executive gave a verbal update on the current position of the Devolution agenda and sought authorisation to make changes to the Constitution with regard to the Council's scrutiny arrangements.

Recommended:

- a That the current position of the Devolution agenda be noted;
- b That all reference to the Scrutiny Board in the Constitution be deleted; and
- c That the Terms of Reference for the three policy boards (Executive, Resources and Community and Environment) be amended as detailed in the report.

58 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April 2015 – December 2015.**

The Chief Executive and the Deputy Chief Executive informed Members of the actual performance and achievement against the Corporate Plan and Performance Indicator targets relevant to the Executive Board for April to December 2015.

A substitute Appendix B was circulated at the meeting.

Resolved:

That the report be noted.

59 **Minutes of the meeting of the Local Development Framework Sub-Committee held on 3 December 2015**

The minutes of the meeting of the Local Development Sub-Committee held on 3 December 2015 were received and noted.

60 **Minutes of the meeting of the Safer Communities Sub-Committee held on 8 December 2015**

The minutes of the meeting of the Safer Communities Sub-Committee held on 8 December 2015 were received and noted.

61 **Minutes of the meeting of the Special Sub-Group held on 15 December 2015**

The minutes of the meeting of the Special Sub-Group held on 15 December 2015 were received and noted.

62 **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.

In accordance with Standing Order No. 29 voting was recorded as follows.

Against the recommendation – Councillors Chambers, Farrell and Phillips.

63 **Borough Care Service**

The Assistant Director (Housing) set out considerations and proposals from the Borough Care Task and Finish Group set up to review the service in May 2013. The Board was invited to consider a suggested course of action.

Recommended:

That recommendations (a) to (j) as set out in the report of the Assistant Director (Housing), be agreed.

In accordance with Standing Order No. 29 voting was recorded as follows.

Against the recommendation – Councillors Chambers, Farrell and Phillips.

64 **Spon Lane, Grendon**

The Deputy Chief Executive informed Members of action taken, in consultation with the Chairman of the Resources Board and the Leader of the Council under the Council's urgent business protocol in respect of land at Spon Lane, Grendon.

Resolved:

That the action taken under the Council's urgent business protocol by the Deputy Chief Executive, in consultation with the Chairman of the Resources Board and the Leader of the Council, be noted.

D Humphreys
Chairman

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE EXECUTIVE BOARD

24 May 2016

Present: Councillor Humphreys in the Chair.

Councillors Chambers, Farrell, Hayfield, Phillips, Reilly, Simpson, Smith and D Wright

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

None were declared at the meeting.

2 **Devolution**

The Chief Executive reported on the latest developments in relation to the setting up of the West Midlands Combined Authority and in particular referred to the recent decision by Warwickshire County Council. The Board was invited to make a recommendation to the Council regarding whether or not to join.

Recommendation to the Council:

- a **That North Warwickshire Borough Council becomes a non-Constituent Member of the West Midlands Combined Authority;**
- b **That the Leader of the Council be nominated as the Borough Council's representative on the West Midlands Combined Authority;**
- c **That the Leader, Deputy Leader and Chief Executive continue discussions to ensure that the best interests of the Borough are protected and enhanced through non-Constituent Membership;**
- d **That the Chief Executive be authorised to take any action required to implement this decision;**
- e **That a supplementary estimate of £25,000 be agreed for the 2016/17 membership and that the membership fee for subsequent years be included as part of the budget making proposals for 2017/18 onwards; and**
- f **That a report be taken to the Special Sub-Group regarding the projects to be pursued through the West Midlands Combined Authority.**

D Humphreys
Chairman

Agenda Item No 7

Executive Board

14 June 2016

Report of the Assistant Director
(Finance and Human Resources)

Capital Programme – 2015/16
Final Position

1 Summary

- 1.1 The purpose of this report is to update Members on the position of the 2015/16 Capital Programme at the end of March 2016.

Recommendation to the Council:

- a That the Board notes the level of expenditure incurred to the end of March 2016 against the 2015/16 Revised Capital Programme;
- b That the requests to carry forward schemes identified in column 6 of Appendix A be approved and added to the 2016/17 Capital Programme; and
- c That the 2016/17 budget for the replacement of General Fund vehicles be reduced by £65,480, to reflect the early replacement of the Compact Sweeper.

2 The Current Position

- 2.1 The Council's Revised Capital Programme for 2015/16, approved by this Board in February 2016, is set out in Appendix A. The Appendix also shows the expenditure incurred on each scheme at the end of March 2016.
- 2.2 The Appendix shows total expenditure of £11,005,758. Payments of £7,461,787 have been made within the financial year, with a further £3,543,971 due to be paid in 2016/17. This gives an under-spend of £1,750,370 against the approved programme of £12,756,128.

3 Outcomes from Capital Expenditure

- 3.1 The £11,005,758 committed on capital schemes in 2015/16 has achieved a number of outcomes, and some of these are highlighted in the following paragraphs.
- 3.2 Costs relating to HRA staffing have been attributed to the relevant schemes and are included within the actuals against each programme of work.

- 3.3 In terms of housing capital expenditure, programmes to replace roofing and heating, as well as implementing energy saving measures have continued in to 2015/16 and should complete in 2016/17. Adaptations to a number of houses were made which has enabled disabled tenants to continue living in their current Council property.
- 3.4 There was no expenditure in year on the maintenance of unadopted roads, as other work took priority. It is not anticipated that there will be a requirement for any capital work on this scheme at this time.
- 3.5 With regards to the replacement of the DLO vehicles, there is an underspend of £61,889, which relates to three vehicles. Issues with the specification have meant that we are awaiting re-delivery in 2016/17.
- 3.6 The New Build programme has seen the completion of two new bungalows on Princess Road and work is ongoing on the provision of new shops and flats on Lister Road, Atherstone.
- 3.7 On the General Fund, several new IT projects have been completed in 2015/16, including the implementation of a new website, in partnership with Nuneaton & Bedworth & Council, and the execution of an upgrade to the Citrix system. Additionally, a further £15,000 has been committed towards the Academy Server Replacement, with the invoice due in 2016/17.
- 3.8 A large programme of vehicle replacements was undertaken in 2015/16 in line with the Transport Renewal Schedule. Replacement vehicles were procured for the provision of waste collection, street cleaning and to maintain the Authority's open spaces. The purchase of a compact sweeper was completed in 2015/16, ahead of the budgeted spend in 2016/17. Budget provision in 2016/17 will need to be adjusted to reflect this.
- 3.9 Work is largely complete at Daw Mill Sports Ground which has enabled the existing pitches to be improved and properly drained, an additional pitch to be created, car parking to be improved and a pavilion to be built providing much needed changing facilities and a club room. This work is being carried out in conjunction with Hurley Kings FC, with the project being almost entirely externally funded by Sport England and the Football Foundation.
- 3.10 Work on Westwood Road Play Area in Atherstone has been completed in the year, alongside improvement works to Kitwood Avenue Recreation Ground and the installation of a Youth Shelter at Abbey Green Park in Polesworth, which is part funded by the Portas Fund earmarked reserve. The budget of £7,290 on improvements to Long Street Recreation Ground, Dordon is due to fund the retention payments due on this scheme in 2016/17.
- 3.11 Budget related to the mobile CCTV replacement scheme was not required in this financial year and the scheme is now complete.

3.12 As with the HRA capital salaries, General fund capital salaries have been apportioned to the relevant schemes and included within the actual expenditure against each programme of work.

4 Committed Spend in 2016/17

4.1 Of the capital programme expenditure of £11,005,758, there are commitments of £3,543,971 which will be required in 2016/17 to fulfil contracts already let or to continue the progress of on going schemes. These amounts are shown in column (4) of Appendix A.

5 Schemes / Expenditure Delayed

5.1 Of the underspend of £1,750,370, officers have are requesting to carry forward budget provision of £715,609, as shown in column (6) of Appendix A.

5.2 It is requested to carry forward the funding relating to the Disabled Discrimination Act Adaptations, as a significant number of the Council's office buildings, sports & recreation centres and other assets require a range of improvement works to ensure full compliance under the requirements of the Equalities Act (previously Disability Discrimination Act or DDA).

5.3 Now that work on the Council House accommodation project is complete, the Council's other public buildings will be reviewed and funding set aside as necessary. Predominantly this budget will be used for electrical works at the Council's Municipal Buildings. Statutory tests of each buildings fixed electrical installations and emergency light installations is carried out annually and rectifying the defects identified has been funded from this budget.

5.4 Additionally, it is requested that underspends on both the Decent Homes Grant and the Disabled Facilities Grant are carried forward into 2016/17 in order to enable the Authority to continue to provide adaptations and assistance targeted at those in vulnerable households.

6 Report Implications

6.1 Finance and Value for Money Implications

6.1.1 Payments made up to the end of March 2016 amount to £7,461,787, with further commitments of £3,543,971 due for payment in 2016/17. In addition, Members are also requested to carry forward schemes totalling £715,609, where expenditure has been delayed in 2015/16.

6.2 Sustainability Implications

6.2.1 Expenditure incurred as part of the Council's Capital Programme enables the Council to continue to deliver a range of services to the people of North

Warwickshire which contributes towards improving the quality of life for the communities of North Warwickshire.

6.3 Risk Management Implications

- 6.3.1 If the financial provision requested is not carried forward, the achievement of some of the Council's objectives may be at risk.

6.4 Equalities Implications

- 6.4.1 The Council is required to ensure it meets the requirements of the Equality Act 2010. The Act brings together all previous equality legislation and includes a public sector duty (the equality duty) replacing separate duties relating to race, disability and gender equality. The capital programme includes some provision for improving accessibility as previously required under the Disability Discrimination Act. The DDA defines discrimination in a number of ways and outlines four specific types of discrimination: direct discrimination, failure to make reasonable adjustments, disability-related discrimination and victimisation.

The Contact Officer for this report is Stephen Robbins (719337).

2015/16 Capital Out-turn Position

Appendix A

	(1)	(2)	(3)	(4)	(5)	(6)
Expenditure Proposals	Total 2015/16 Revised Budget	Payments in 2015/16	Commitments due for payment in 2016/17	Total Variation to Revised Budget	Requests to c/fwd schemes into 2016/17	
HRA Assets						
Staffing	117,650	-	-	- 117,650	-	-
Heating	1,920,579	1,167,196	770,000	16,617	-	-
Energy Saving Measures	2,007,784	1,259,858	627,212	- 120,715	-	-
Adaptations	410,000	215,932	-	- 194,068	-	-
Roofing	1,560,871	429,643	925,488	- 205,740	-	-
Maintenance of Unadopted Roads	64,660	-	-	- 64,660	-	-
Replacement of DLO Vehicles	254,560	192,671	61,889	- 0	-	-
Multi Trade Contract	559,364	58,436	179,266	- 321,662	-	-
New Build	2,035,951	1,076,914	942,541	- 16,496	-	-
HRA TOTAL	8,931,419	4,400,649	3,506,396	- 1,024,374		
General Fund Assets						
Decent Homes Grants & Works (Private Sector)	180,352	18,117	-	- 162,235	146,235	
Disabled Facilities Grants (Private Sector)	520,386	355,961	-	- 164,425	164,425	
Borough Care Lifelines	23,000	22,608	-	- 392	-	
Computer Hardware & Software Purchase	55,292	55,759	-	467	-	
ICT Infrastructure Development	36,245	39,510	-	3,265	-	
CRM Customer Access Solutions	73,550	44,090	-	- 29,460	-	
Academy Server Replacement	15,000	-	15,000	-	-	
Operating System Upgrade	45,000	45,769	-	769	-	
Innage Park Phase I - Replace Asbestos Cladding	5,000	-	5,000	-	-	
Refurbishment of Council House	35,500	35,856	-	356	-	
Refurbishment of Council Owned Buildings	117,850	31,408	-	- 86,442	86,442	
Disabled Discrimination Adaptations	329,465	10,958	-	- 318,507	318,507	
Replacement of Vehicles	1,748,710	1,814,190	-	65,480	-	
Leisure Equipment	24,480	17,451	-	- 7,029	-	
IT Replacement of Leisure Booking System	18,697	17,971	-	- 726	-	
Play Area Development Programme (3)	30,000	30,298	-	298	-	
Hurley Daw Mill Sports Ground Work with Hurley Kings FC	465,885	455,600	10,285	-	-	
Improvements to Abbey Green Park, Polesworth	18,630	17,098	-	- 1,532	-	
Improvements to Kitwood Avenue Recreation Ground, Dordon	48,020	48,495	-	475	-	
Improvements to Long Street Recreation Ground, Dordon	7,290	-	7,290	-	-	
Mobile CCTV Replacement	4,947	-	-	- 4,947	-	
Capital Salaries - Management	21,410	-	-	- 21,410	-	
GENERAL FUND	3,824,709	3,061,138	37,575	- 725,996	715,609	
OVERALL TOTAL	12,756,128	7,461,787	3,543,971	- 1,750,370	715,609	

Agenda Item No 8

Executive Board

14 June 2016

Report of the Deputy Chief Executive

Capital Accounts 2015/16

1 Summary

- 1.1 The capital accounts for 2015/16 have been prepared. This report shows expenditure for the year, together with the methods of funding used.

Recommendation to the Council

That the methods of funding to meet capital expenditure incurred in 2015/16 be approved.

2 Capital Expenditure and Financing

- 2.1 Capital expenditure incurred by the Council in 2015/16 totalled £7,461,786.62. In addition, an amount of expenditure relating to 2014/15, totalling £198,606.43 remained un-funded from the previous financial year. The Authority has used a variety of sources to fund this expenditure.
- 2.2 In preparing the funding statement, the effect on resources has been taken into account. In order to maximise the resources available to the Council, all of the capital grant received from the Department for Communities and Local Government towards disabled facilities grants has been used within the financial year. Similarly the additional Right to Buy receipts the Council can keep towards the provision of new build council housing have been used to the extent permitted, as they will be lost if not used within the required timescales.
- 2.3 Other grants and contributions, including section 106 funding, have been used for the schemes they relate to. Other sources of funding were also used, which include prudential borrowing, income from earmarked reserves previously approved by Members and revenue contributions to capital expenditure. Capital creditors 2015/16 are amounts relating to the 2015/16 financial year, which were not paid before the year end and therefore will not be financed until 2016/17.
- 2.4 The funding for the total expenditure of £7,660,393.05 is set out in the table below.

	HRA	General Fund	Total
Prudential Borrowing	-	1,158,718.31	1,158,718.31
Capital Receipts	1,995.57	395,371.67	397,367.24
Grants and Contributions	88,381.00	872,608.96	960,989.96
Revenue / Reserves	3,495,946.93	699,534.83	4,195,481.76
Capital Creditors 2015/16	920,964.95	26,870.83	947,835.78
Total	4,507,288.45	3,153,104.60	7,660,393.05

2.5 The accounts of the Authority will not be audited until August. Any adjustments to the funding statement will be reported to this Board following the conclusion of the audit.

3 Report Implications

3.1 Finance and Value for Money Implications

3.1.1 The funding of the 2015/16 programme is consistent with the strategy approved by the Council, to use some receipts for General Fund schemes and to maximise the resources available for the overall programme.

3.2 Environment and Sustainability Implications

3.2.1 The Council invests in new and existing assets to enable the provision of services to continue to be delivered to the people of North Warwickshire.

3.3 Links to Council's Priorities

3.3.1 The proposed funding arrangements contribute towards the Council's priority of maximising its resources.

The Contact Officer for this report is Stephen Robbins (719337).

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

14 June 2016

Report of the Deputy Chief Executive

Earmarked Reserves 2016/17

1 Summary

- 1.1 The Council holds a number of reserves to meet future expenditure, other than the General Fund and Housing Revenue Account. This report informs Members of the balances on these reserves at 31 March 2016, subject to audit, and updates the proposed use of reserves in 2016/17.

Recommendation to the Council

To approve the reserves held at 31 March 2016 and the planned use of reserves in 2016/17.

2 The Purpose of Holding Reserves and Funds

- 2.1 The Council holds a number of reserves that have been earmarked for specific revenue and capital purposes and at 31 March 2016 these totalled £13.157 million. These reserves are held for a number of purposes, and in broad terms can be split into the following categories:

- External funding which has been received for specific activities, which has not been spent in the year of receipt;
- Growth approved, which has not yet been spent;
- Resources set aside as contingency sums;
- Resources set aside for general capital spending or the replacement of specific assets; and
- Funding earmarked for other reasons, such as timing differences, to smooth expenditure between years, or to progress specific projects.

... Appendix A sets out in more detail the purpose and amount of these reserves held.

3 Movement on Revenue Reserves in 2015/16

- 3.1 During 2015/16, expenditure of £3.175 million was funded from revenue reserves, whilst income of £3.873 million went into reserves. In Appendix A the reserves are grouped into the categories highlighted in paragraph 2.1, and each of these categories is dealt with below.
- 3.2 The major use of 'reserves holding external funding for specific activities' related to the progression of community development schemes, work on environmental sustainability and transparency work. Grant and other external funding going into these reserves amounted to £121,000 at the end of the year, with funding obtained for community development initiatives, homelessness, neighbourhood plans, benefit initiatives, and electoral registration work.
- 3.3 There was limited spend from reserves for 'approved growth not yet spent' on mitigating the impact of HS2.
- 3.4 There has been no movement on the contingency sums held for contaminated land, VAT and land charges. A reserve is held to manage the risk of changes to the business rates received and the timing of transfers from the Collection Fund. Additional growth above the level assumed in the budget has been set aside in reserves to mitigate against future fluctuations which are likely to arise from HS2.
- 3.5 Within 'Other reserves', spending amounted to £3.088 million. Of this £2.964 million related to spending on repairs and maintenance on the Council's housing stock. Other significant spending related to the Local Development Framework, leasing and play area projects. Contributions into these reserves amounted to £3.310 million in total. Again the largest element of this related to the annual contribution of £3.135 million going into the Housing Repairs Fund. Other amounts set aside into reserves related to planned conservation work and funding held for leasing, BDUK, LAMS and managing sickness absence.

4 Movement on Capital Reserves in 2015/16

- 4.1 During the year, income of £5.002 million went into reserves held for capital purposes. The majority of this, £4.393 million, related to the funding needed for the housing capital programme and funding earmarked for council house new build. Funding was received towards Disabled Facility Grants and some revenue funding was set aside for the replacement of play areas and leisure equipment.
- 4.2 Within the year reserves of £5.281 million were used, with £4.346 million used to fund housing capital expenditure. Reserves were also used to fund spending on the purchase of vehicles and IT equipment and software.

5 Proposed Use of Reserves in 2016/17

5.1 The use of some reserves in the current year is unknown, due to uncertainty over the outcome and timing of some projects.

5.2 However, the main expenditure expected to be funded from reserves in the current year is indicated below:

- Expenditure on the Council's housing stock, using the Housing Repairs Reserve (revenue)
- Projects will be progressed where specific funding has been received, eg homelessness, community development initiatives and the maintenance of land assets
- The training reserves held for Staff and Member training may be needed to supplement the annual budget provision, depending on the development programme compiled
- Funding set aside for grounds maintenance will be used to progress the Green Space Strategy action plan, including work on areas such as play areas
- Some reserves held for community projects, such as community hubs, health and wellbeing and crime prevention will be utilised.
- Work on the Local Development Framework will progress in line with the approved timetable
- The insurance and sickness reserves will be used as and when they are needed
- Capital reserves will be used to support the agreed capital programme

6 Assessment of Risk when Establishing Earmarked Reserves

6.1 For the majority of earmarked reserves, there is little or no risk to the financial standing of the Council. Those established to manage the receipt of grant are generally clear-cut, as expenditure is matched very specifically to the income available.

6.2 Reserves set up to manage timing differences similarly lead to little risk. Funds set aside for expected shortfalls are used to manage the risk to the base budget and are estimated using the best available information and with a view to the anticipated timeframe involved. For example, the VAT reserve held should cover the VAT that could not be recovered, should the Authority exceed its exempt limit, for one year. This would allow corrective action to be taken in a planned way.

6.3 Given the uncertainties around the transfer of business rates to local authorities, a reserve is held, which will give some funding to cushion any

unexpected changes to how the schemes operate and to manage timing differences in transfers of business rates from the Collection Fund.

7 Report Implications

7.1 Finance and Value for Money Implications

7.1.1 Although the Council holds a number of additional reserves, these are earmarked for particular purposes. Some resources have been set aside to deal with new initiatives, but these will only provide one-off funding for schemes.

7.2 Safer Communities Implications

7.2.1 Funds held will contribute to meeting the objectives of the Council's priority of working with partners to tackle crime and anti social behaviour.

7.3 Environment and Sustainability Implications

7.3.1 These funds contribute to the ongoing provision of Council services, but are one-off contributions to meet the costs of expenditure incurred.

7.4 Equality Implications

7.4.1 The Council is required to ensure it meets the requirements of the Equality Act 2010. The Act brings together all previous equality legislation and includes a public sector duty (the equality duty) replacing separate duties relating to race, disability and gender equality. The individual use of the reserves will need to include assessment of the equality implications and any adverse impacts which may arise. The uses of reserves identified in Appendix A will include a number of positive contributions in terms of the equality duty including the community and economic development projects, homelessness, benefits and outreach and access to services.

7.5 Risk Management Implications

7.5.1 The Council assesses the risks involved in setting up any earmarked reserves, and agrees action, where appropriate.

7.6 Links to Council's Priorities

7.6.1 The use of reserves assists the Council on maximising its use of resources.

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

EARMARKED RESERVES FOR REVENUE PURPOSES

EXTERNAL FUNDING RECEIVED FOR SPECIFIC ACTIVITIES

Purpose of Reserve	Balance March 2015 £000	Contribution to Reserve	Use of Reserve	Balance March 2016 £000
Community and Economic Development Projects – funding received for sport, health, crime and disorder, economic development, High Street Innovator grant and other community projects.	239	9	37	211
Homelessness – towards homeless schemes within the Borough	26	12		38
Environmental Sustainability - received towards work on climate change	58		23	35
Risk Management – an amount received from Zurich Municipal for risk management initiatives	58		1	57
Benefits – for benefits initiatives and to promote anti fraud campaigns	40	17		57
Maintenance of Assets – commuted sums received towards the maintenance of open space	9		4	5
Neighbourhood Plans – to support communities to develop neighbourhood plans within North Warwickshire	24	15		39
RIEP / INSPIRE Annexe 3 grant – to be used for system review work and to meet EU requirements around spatial data over the next three years	14			14
New Burdens – received for council tax and welfare reform	175	35		210
Transparency and Digital Experts – grant funding to improve information for residents	30	8	17	21
Discretionary Housing Payments – funding received to assist those in hardship	66			66
Other – a third edition of North Talk and funding for elections and the registration of electors	25	25		50
TOTAL	764	121	82	803

APPROVED GROWTH NOT YET SPENT

Purpose of Reserve	Balance March 2015 £000	Contribution to Reserve	Use of Reserve	Balance March 2016 £000
Outreach and Access to Services –funding set aside for community projects	28			28
Borough Care - one-off funding approved for the expansion of the service.	29			29
High Speed 2 – one off funding approved for costs associated with HS2	44		5	39
Other – approved for land drainage work, flexible working and a wellness centre.	1			1
TOTAL	102	-	5	97

CONTINGENCIES

Purpose of Reserve	Balance March 2015 £000	Contribution to Reserve	Use of Reserve	Balance March 2016 £000
Contaminated Land – in the event that the Council has to deal with contaminated land issues, there is no provision in the base budget. This contingency would enable some work to take place.	51			51
VAT – If the Council goes above its de minimis level, it will not be able to reclaim all its VAT. The reserve has meant that provision is not needed in the annual revenue budget.	90			90
Emergency Planning – under-spends against the annual budget have been set aside to build up a small contingency.	24	3		27
Land Charge Refunds – following a change in VAT rules, there may be a requirement to repay some VAT to residents.	44			44
Business Rates Volatility – in case costs change when further detail of the local business rate scheme is known	1,192	439		1,631
TOTAL	1,401	442	-	1,843

OTHER

Purpose of Reserve	Balance	Contribution	Use of	Balance
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	March 2015 £000	to Reserve	Reserve	March 2016 £000
Local Development Framework –Planning fee income set aside to support the Local Development Framework and Conservation Study work.	235	28	29	234
Housing Repairs Fund – The Council undertakes general repairs and maintenance on its housing stock and this fund contributes to the costs of these repairs.	336	3,135	2,964	507
New Initiatives / One off growth – This reserve is to provide ‘pump priming’ for the initial costs that arise from new initiatives, which will ultimately reduce existing costs. Savings achieved will be used to repay the contribution from the reserve, so that other services will have similar opportunities to implement new schemes. Some funding has also been set aside for one off growth items.	397	4	14	387
Community Development Schemes - funding set aside for social inclusion schemes involving health.	11	2		13
Green Space Strategy – Some funding set aside to enable tree works and a review of the grounds maintenance service. The remainder to progress actions identified within the Green Space Strategy action plan.	78	2	40	40
Crime and Disorder – funding for crime prevention work with partners.	53		7	46
Leasing – Leases for a number of vehicles were only finalised after the vehicles were already in use. This meant that charges included within the revenue account in the first year of operation covered a different period to the actual leasing payment made. The difference was set-aside in this reserve, to cover the outstanding costs at the end of the lease, arising from the timing difference.	26	25	24	27
Maintenance of Council Assets – the Council has to carry out revenue repairs and maintenance on an ongoing basis to its property, vehicles and other facilities. Funds have been set aside to provide funding for unexpected and non-regular repairs.	82	3		85
Training – The maintenance of this reserve has allowed fluctuations in annual training to be managed, so that training and development is provided when required rather than when funding is available.	90	5		95
Consultation – There is continuing pressure to consult with residents of the Borough and service users. The requirement to consult varies from year to year and the reserve allows fluctuations between years to be managed, without affecting other revenue spending.	43			43
Amenity Cleaning – Additional provision approved for this service has not been spent to date, and has been set-aside to cover future work.	49	2	1	50
Human Resources – funding to cover the cost of employment law specialists and external investigators is needed on an ad hoc basis.	20			20
Purpose of Reserve	Balance March	Contribution to Reserve	Use of Reserve	Balance March

	2015 £000			2016 £000
Area Forums – Funds held by area forums, which have not yet been allocated.	40	5		45
Insurance – to cover the additional excess costs borne by the Council, as a result of increasing the levels, to take advantage of lower premiums	53	11	4	60
Financial Systems – to cover the professional fees required to update the financial management and capital accounting systems	20			20
Miscellaneous – This covers a number of small reserves which do not fall into the other categories, including the sickness fund, flexible working, clean neighbourhoods	134	57	5	186
Broadband UK – year 1 funding has been set aside, as the scheme has taken longer to start than expected	26	31		57
HRA Reimbursement to General Fund	390			390
TOTAL	2,083	3,310	3,088	2,305

TOTAL REVENUE RESERVES	4,350	3,873	3,175	5,048
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EARMARKED RESERVES FOR CAPITAL PURPOSES

CAPITAL SPENDING / ASSET REPLACEMENT

Purpose of Reserve	Balance March 2015 £000	Contribution to Reserve	Use of Reserve	Balance March 2016 £000
GF Capital – this reserve is used to fund capital expenditure on General Fund schemes, eg works on Council buildings or the replacement of software.	916	155	614	457
Play Area Replacement – revenue funding is set aside each year, to ensure there are sufficient resources to replace the refurbished play areas in the future	294	67		361
Equipment Replacement - This sum has been earmarked for the future replacement of PCs, leisure equipment, recycling bins and CCTV equipment.	160	39		199
Vehicle Replacement – some funding has been set aside for the replacement of the refuse vehicles originally purchased by WCC	15	15		30
Pool Reserve (Lottery) – as part of the award of lottery funding towards the refurbishment of Atherstone Pool, the Council agreed to set aside some funds on an annual basis towards the replacement of the plant within the facility	148	12		160
Disabled Facilities Grant – unused grant towards private sector disabled facilities works	-	321	321	-
Housing Capital – this reserve is used to support the capital programme for Housing schemes.	2,740	3,278	3,556	2,462
Housing New Build – resources set aside for new build schemes	2,579	1,115	790	2,904
Major Repairs Reserve – The Major Repairs Allowance is to fund capital expenditure on the Council's Housing Stock.	1,536			1,536
TOTAL CAPITAL RESERVES	8,388	5,002	5,281	8,109

Agenda Item No 10

Executive Board

14 June 2016

**Report of the
Deputy Chief Executive**

**Annual Governance Statement
2015/16**

1 Summary

- 1.1 The Annual Governance Statement sets out the arrangements the Council has put in place for the governance of its affairs and facilitating the effective exercise of its functions, including arrangements for the management of risk. These ensure that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and accounted for and is used economically, efficiently and effectively.

Recommendation to the Council

- a That the Annual Governance Statement for 2015/16, attached as Appendix A, is approved; and**
- b That the improvement plan, attached as Appendix C, is approved and progress against the plan is reported to Board.**

2 Background

- 2.1 The Council has approved and adopted a Code of Corporate Governance, which is consistent with the principles of the CIPFA/SOLACE Framework *Delivering Good Governance in Local Government*. A copy of the code is available on our website. This statement explains how the Council has complied with the code and also meets the requirements of regulation 4(2) of the Accounts and Audit Regulations 2003, as amended by the Accounts and Audit (Amendment) (England) Regulations 2006, in relation to the publication of a statement on internal control.
- 2.2 The Council has also reviewed the Chartered Institute of Public Finance Association (CIPFA) Statement on the Role of the Chief Financial Officer in Local Government (2010), to ensure its financial management arrangements conform to the governance requirements of the CIPFA Standard.

3 **Review of the Effectiveness of Internal Audit**

- 3.1 The Council has a system of Internal Control, to which the internal audit system contributes significantly. The internal audit section is responsible for the provision of much of the system, although some responsibilities are carried out by others. Fraud work is carried out within the Revenues and Benefits Division and through external consultants (TIAA), and a specialist contractor is used for IT audits. All of these also contribute to internal audit within the Authority.
- 3.2 The position of the Council against the CIPFA Code of Practice for Internal Audit was assessed as part of the 2006/07 Statement of Internal Control, and has been revisited on an annual basis since then. Steps have been taken to improve the internal audit function over the last couple of years, and all actions identified as part of the assessment have been implemented.

4 **2015/16 Annual Governance Statement**

- ... 4.1 The Statement (Appendix A) presented to Members this evening for approval sets out how the Council meets the following principles:
- Focusing on the purpose of the Authority and on outcomes for the community and creating and implementing a vision for the local area;
 - Members and Officers working together to achieve a common purpose with clearly defined functions and roles;
 - Promoting values for the Authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour;
 - Taking informed and transparent decisions which are subject to effective scrutiny and managing risk;
 - Developing the capacity and capability of Members and Officers to be effective; and
 - Engaging with local people and other stakeholders to ensure robust public accountability.

4.2 Members are kept informed throughout the year about the various areas that make up the system of internal control. Much of this information comes through Board reports. All Boards receive progress reports on the service areas that come within their remit. Higher level reports include progress against the Corporate Plan and budgetary control reports. However, other more detailed reports are used to deal with specific areas, such as options for Arley Leisure Centre, charging for Borough Care and progress against the Green Space Strategy. Progress against the 2015/16 Corporate Governance Action Plan is shown in Appendix B.

...

4.3 Responsibility of monitoring against corporate activity has also been assigned to individual boards, for example, the Resources Board considers Treasury Management activity and the work of Internal Audit, whilst the Executive Board considers the outcomes of the work of the external auditors.

4.4 Where appropriate, all Members are involved in major reviews. Other means are also used to monitor the activity of the Council, such as the use of Task and Finish Groups. In addition, Members are involved in areas such as appeals, and can ensure that agreed policies are being adhered to.

4.5 In reviewing the corporate governance arrangements, a number of areas have been highlighted for further action. These are summarised in the action plan, attached as Appendix C.

...

4.6 Once approved by this Board, the Statement will need to be signed by the Leader of the Council and the Chief Executive.

5 Report Implications

5.1 Finance and Value for Money Implications

5.1.1 The governance arrangements put in place by the Council ensure that its financial position is safeguarded and that only approved expenditure is incurred on behalf of the Council and income is only generated for goods and services it actually provides.

5.2 Legal and Human Rights Implications

5.2.1 The governance arrangements put in place by the Council ensure that its legal position is safeguarded, it complies with relevant laws and regulations and that expenditure is lawful.

5.3 Environment and Sustainability Implications

5.3.1 As part of the Council's governance arrangements, there is a requirement for Officers and Members to consider the environmental impacts and sustainability of decisions taken.

5.4 Human Resources Implications

5.4.1 There are systems in place which ensure that health and safety considerations are taken into account, along with legal requirements. The Council also has a number of policies which set out expected standards of behaviour for both Officers and Members.

5.5 Risk Management Implications

5.5.1 The Council manages its risks by having good internal control mechanisms in place. The improvements identified in the statement for the future will strengthen these mechanisms.

5.6 Equalities Implications

5.6.1 As part of the Council's governance arrangements, there is a requirement for Officers and Members to consider the equalities implications of decisions taken.

5.7 Links to Council's Priorities

5.7.1 The governance arrangements ensure that the achievement of the Council's priorities is monitored on a regular basis, and action taken where this is appropriate.

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

2015/16 Annual Governance Statement

North Warwickshire Borough Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, the Council is responsible for putting in place proper arrangements for the governance of its affairs and facilitating the effective exercise of its functions, which includes arrangements for the management of risk.

The Council has approved and adopted a Code of Corporate Governance, which is consistent with the principles of the CIPFA/SOLACE Framework *Delivering Good Governance in Local Government*. A copy of the code is available on our website. This statement explains how the Council has complied with the code and also meets the requirements of the Accounts and Audit Regulations.

The Council has also reviewed the CIPFAⁱ Statement on the Role of the Chief Financial Officer in Local Government (2010), and is satisfied that its financial management arrangements conform to the governance requirements of the CIPFA Standard.

The governance statement has been in place at North Warwickshire Borough Council for the year ended 31 March 2016 and up to the date of approval of the statement of accounts.

Statutory Officers

All local authorities are required by law to have officers who fulfil three specific roles. At North Warwickshire Borough Council, these roles are carried out by the following post-holders within the Council:

- The Head of Paid Service – Chief Executive
- The Chief Financial Officer – Deputy Chief Executive
- The Monitoring Officer – Assistant Chief Executive and Solicitor to the Council.

The Head of Paid Service leads and takes responsibility for the work of the Council's paid staff who run the local authority on a day to day basis. The role requires the Chief Executive to work closely with elected Members to ensure strong and visible leadership and direction, ensure staff adhere to the strategic aims of the Authority and follow the direction set by elected Members, act as the principal policy advisor to elected Members, develop workable strategies which will deliver the political objectives set by elected Members, lead and develop strong partnerships across the local community to achieve improved outcomes and better public services for local people, and oversee service development, financial and performance management, people management and change management within the Council.

The Chief Financial Officer must be a member of a specified accountancy body, and is bound by professional standards. The CFO is responsible for the proper administration of the Council's financial affairs and has specific legislative responsibilities, as he/she has a fiduciary responsibility to the local taxpayer. In England, the CFO has a statutory duty to report to the authority at the time the budget is considered and the council tax set, on the robustness of the budget and the adequacy of financial reserves. With regard to capital spending, there is a statutory requirement to set and arrange the Council's affairs to remain

within prudential limits for borrowing and capital investment. The CFO must also be proactive in the management of change and risk, be focussed on outcomes and help to resource the authority's plans for change and development in the public services it provides. The CFO's duties include a requirement to report to all the local authority's members, in consultation with the monitoring officer and head of paid service, if there is or is likely to be unlawful expenditure or an unbalanced budget.

The Monitoring Officer effectively acts as the guardian of the Council's constitution and the decision making process. He/she is responsible for advising the Council on the legality of its decisions and providing guidance to elected Members on the Council constitution and its powers. He/she has the specific duty to ensure that the Council, its Officers and its elected Members maintain the highest standards of conduct in all that they do. This includes: reporting to the Council if a decision is unlawful or amounts to maladministration, maintaining Registers of Interests, and arranging for investigations into any matters or complaints referred to the Standards Committee.

All of the statutory officers are members of the Senior Management Team of the Council. The fourth member of the Senior Management Team is the Assistant Chief Executive (Community Services), who adds a customer focus to any decision making of the Team.

The purpose of the governance framework

The governance framework comprises the systems and processes, and culture and values, by which the Authority is directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the Authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.

The system of internal control is a significant part of that framework and is designed to manage risks at a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness.

A key feature of regulations the Council needs to comply with is the requirement for internal audit. A local authority must maintain an adequate and effective system of internal audit of its accounting records and its system of internal control. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The governance framework

The Council assesses the needs of the area through the Sustainable Community Strategy process and work with the North Warwickshire Community Partnership. Consultation is undertaken with stakeholders, as part of the review process. This Community Strategy is used to inform the Council's Corporate Plan, which provides clear links on how the achievement of Council priorities assists in the delivery of community objectives. Other mechanisms are also used and an example of these is the range of partnerships across Warwickshire, which is playing an increasing part in influencing the work of the Council. As consultation is part of these mechanisms, and as these are ongoing, they also require the Council to be accountable for the actions they have taken over time.

The Corporate Plan is approved before the start of each year and identifies the headline targets for the coming year, which are supported by greater detail within individual service plans. All members of the senior management team contribute actively to cross

organisational issues and to corporate decision making to match resources to the authority's objectives. The CFO and monitoring officer provide financial and legal advice and support to elected representatives to inform their decision making. They review papers for consideration, attend meetings as necessary and are available for members to consult. The CFO ensures that all members of the Senior Management Team have the financial capabilities necessary to perform their respective roles.

The Council has comprehensive forecasting and budgeting procedures. A medium term business and financial planning process is used to deliver the authority's strategic objectives, including:

- A 30 year Business Plan for the Council's housing stock to ensure ongoing viability;
- A Medium Term Financial Strategy to ensure sustainable finances for all other Council services;
- A robust annual process that ensures financial balance; and
- A monitoring process that enables this to be delivered.

During the year progress against Corporate and Service Plan targets is collected and reported to senior managers, Management Team and to service boards, along with performance indicator information. A final position is collated at the end of the year, which is again reported to Members and is also published on the Council's website. Periodic and annual reviews of financial reports indicate financial performance against forecasts for all of the Council's spending. Summary information is also published.

As well as monitoring achievement of identified outcomes, the Council wants to ensure that an excellent quality of service is provided. It ensures this in a number of ways: obtaining user feedback, through independent inspection and audit and through system reviews. During 2013/14, the Council chose to be the subject of a Peer Challenge review. Peer challenges are improvement-focussed and tailored to meet individual councils' needs. They are designed to complement and add value to a council's own performance and improvement focus. Feedback from the review highlighted a few areas for improvements including the image we project as an area. We hope to have a follow up assessment on how we promote the Borough in the coming year, so that progress can be measured.

The Council ensures that it is operating efficiently by specifying the different roles and responsibilities of both Councillors and Officers. The remit of each decision making Board is set down in the constitution, along with the roles of individual Councillors. The Council does not have an Audit Committee, but instead divides the core functions between the Executive Board and the Resources Board. The constitution also outlines the responsibilities of senior officers, and areas where they have been given delegated powers. Employee contracts include job descriptions, and these give the detail of individual roles, for all employees.

The Council uses an appraisal system to set specific targets for individual staff on an annual basis. These targets reflect their Division's targets in the Corporate Plan and the Divisional Service Plan and are subject to a six monthly review. A more cost effective service is provided by appropriately trained staff and the appraisal system is also used to assess the training and development needs of individual employees, and ensure that they have the skills and abilities to carry out the tasks required. Where a shortfall is identified, this is addressed through the annual training plan. The Council uses a workforce plan to plan more rigorously for future staffing requirements. This projects future service needs and the workforce that would be needed for their delivery.

As the Council looks at revised ways of working and increasing its use of partnerships in the provision of services, it agrees the roles and responsibilities of those involved during the 'set up' stage. For major partnerships these are formalised in a legal agreement. This ensures that services are still managed and governed appropriately, whether the Council provides them directly or through others.

Better value for money by improving efficiency, though partnership working or other means, realises savings that can be used to offset the Council's reduction in external funding. Helping to secure positive social outcomes within affordable funding, lies at the heart of the CFO's role in the local authority.

The Council expects its Members and officers to maintain appropriate standards of conduct and behaviour. These are set down in codes of conduct, standing orders, financial regulations, policies and processes, which are regularly reviewed. Compliance is monitored on an ongoing basis, and supplemented by information through the complaints and complements procedure and confidential reporting policy. To assist with monitoring, a register of interests is maintained for both Members and officers. Non compliance by employees is dealt with through the Council's disciplinary procedure. The process for dealing with non compliance by Members involves at least one Independent Person.

There are risks involved with the provision of any services, so the Council uses a system of risk management to minimise and manage the risks it faces. It does this by identifying both strategic and operational risks, looking at existing controls in place to reduce these, and amending these or bringing in new controls where this is beneficial. Risk management is led by the Deputy Chief Executive, with support from Finance and Human Resources, who promote and co-ordinate risk management across the Council. The system involves an annual review of strategic risks by the Senior Management Team and an annual review of operational risks in their service areas by senior managers. Some checking is carried out throughout the year by the Internal Audit section. In addition the Resources Board receive updates on risk management activity undertaken.

Board meetings are open to the public, except where personal or confidential matters are being disclosed. All areas of work go through the Board system, with the majority of work discussed in 'open session'. Reports to Board cover a standard format, to ensure that all reports contain sufficient information and options to allow for robust and well informed decision making. All implications that need to be considered, such as legal, financial, risk management and so on, are covered. Where possible, the implications are checked by staff with professional knowledge. This ensures that Members have sufficient and suitable information for decision making, and also ensure compliance with relevant laws and regulations, internal policies and procedures, and that expenditure is lawful.

The Council accounts for its decisions through the information it publishes. It also is subject to scrutiny through a variety of means: self scrutiny by its Scrutiny Board, internal and external audit work, central and regional inspection agencies and reviews by service users. The Council is also accountable to the public and local groups and uses consultation to assess whether it is meeting local expectations. Public speaking at Planning Board and question time at all Boards is available, to make us more accountable to the public. The Council has a consultation strategy and will vary the methods used for consulting with the public depending on the subject matter, and the target audience. Through this mechanism valuable information is received on the decisions that the Council has taken, and is used to feed into future objectives.

Review of effectiveness

North Warwickshire Borough Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework, including the system of internal control. The review of its effectiveness is informed by the work of managers within the Authority who have responsibility for the development and maintenance of the governance environment, work carried out by Internal Audit, and also by comments made by the external auditors and other review agencies and inspectorates. Data obtained from the results of user

surveys are also used to assess the effectiveness of the Councils governance arrangements.

To ensure that the governance framework remains effective, senior officers and Members have reviewed individual elements of the framework. Other review work has been undertaken by the Council's statutory officers, with amendments made to the Constitution, Treasury Management Strategy, Information and Communications Strategy and Contract standing Orders.

The Council operated a Scrutiny Board during the year, which reviewed a number of areas including: fly tipping, grass cutting and street lighting, CCTV arrangements in Atherstone and around the Borough and highways responsibilities and HGV routes. However a review of the scrutiny function concluded that this formal board structure did not support the detailed scrutiny that would be of benefit in the modernised committee structure operated by the Council. Going forward scrutiny will be carried out instead through the use of Task and Finish groups aligned to the Policy boards.

The work undertaken by Internal Audit has enabled the Head of Audit to conclude that the Council has a range of appropriate strategies, policies, procedures and protocols to address the corporate governance agenda. Progress has been made with the implementation of the Corporate Governance Action Plan approved last year, although some areas still require completion. Specialist counter-fraud consultants and external IT auditors have been used to supplement the work carried out by the section.

The Council takes fraud of any kind seriously, and our first aim is to prevent opportunities for fraud to occur, by building sufficient controls into systems and procedures. This is supplemented by fraud awareness training for all employees. We have a number of ways that concerns can be raised, by employees, Members of the Council or the public. These concerns will be followed up by trained investigators and action will be taken in proven cases. The Council also contributes to National and Regional Fraud Initiatives using data matching techniques. The Internal Audit section work with divisions to ensure that all areas identified are followed up.

The risk management strategy used by the Council has been reviewed during the year, as it is subject to annual review to ensure it remains effective. The risk management process operated by the Council has continued throughout the year, including the completion of Annual Statements of Assurance by all senior managers.

Our review of the effectiveness of the system of internal financial control is informed by the work of managers within the Council, the work of the Internal Auditors and by our external auditors, Ernst & Young plc, in their annual audit letter and other reports. Executive Board consider the annual audit letter. The external auditors are also required to comment on the value for money achieved by the Council, as part of their opinion on the financial statements.

We have been advised on the implications of the result of the review of the effectiveness of the governance framework by the Resources Board, Scrutiny Board, Chief Executive, Deputy Chief Executive, Assistant Chief Executive and Solicitor to the Council, Assistant Chief Executive (Community Services), Assistant Directors, Audit Manager, Ernst & Young plc, TIAA, and a plan to address weaknesses and ensure continuous improvement of the system is in place.

Significant governance issues

A number of actions have been taken during the last year to manage risk and improve the Council's governance arrangements, including:

APPENDIX A

- The Medium Term Financial Strategy was updated to reflect the reduced funding available, as well as the identification of 2016/17 savings
- The Treasury Management Strategy was reviewed and updated
- Continued monitoring of business rate appeals with the Valuation Office and the use of a valuation tool to help predict changes in the business rates due
- Work was carried out in line with the agreed Audit Plan, with ad hoc work completed where necessary
- Another Health and Safety Officer was appointed to support the Housing Maintenance section in reviewing its processes and procedures
- There was a review and update of the constitution
- Induction meetings were held for new Councillors, and training sessions were held on licensing and planning matters.
- The Child Protection Policy was updated and training for members of staff was carried out
- A review of Building Control processes and procedures was undertaken by finance and planning officers
- A shared fraud officer post has been put in place with Nuneaton and Bedworth Borough council to detect low level Council Tax Support fraud
- Research has been carried out on amended EU procurement legislation and subsequent UK regulation
- Contract Standing Orders were updated for the new EU Procurement Regulations.

Further actions will be taken in 2016/17, including:

- Updating the Medium Term Financial Strategy and working on savings for 2017/18 onwards
- Updating the capital programme and resources available
- Continuing to petition Parliament on HS2
- Reviewing IT/cyber security measures and identifying ways to improve the security of our systems and data
- Monitoring changes in employment law, updating policies and providing briefings as required
- Continuing the programme of health and safety audits in services
- Reviewing the corporate Debt and Write Off Policy to ensure it is fit for purpose
- Providing Member training on child protection issues
- A Member Task & Finish Group will look at all aspects of parking provision and management in readiness for the implementation of Civil Parking Enforcement
- Completing the review of the homelessness strategy, ensuring housing need in the Borough is met effectively
- Reviewing the structure of the Housing Response Repairs Service and making changes to improve productivity and customer service.

We propose over the coming year to take steps to address the above matters to further enhance our governance arrangements. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review.

Signed:.....
Leader of the Council

Signed:.....
Chief Executive

On behalf of North Warwickshire Borough Council

APPENDIX B

CORPORATE GOVERNANCE ACTION PLAN 2015/16

Action	Responsible Officer	Date Due	Status
Carry out an induction process for all new Members	CE	June 2015	Complete
Review the Council's Constitution	ACE&StC	Oct 2015	Complete
Review, and where appropriate, make interim arrangements to revise the Council's priorities and key actions	CE	December 2015	Complete
Delivery of targets within the financial strategy	DCE	Feb 2016	Complete
Update and deliver the training plan for Members	ACE&StC AD (F&HR) SH - P	March 2016	Complete
Update the Workforce Plan	AD (F&HR) / AD's / SH's	March 2016	In progress
Training for Officers on emergency planning	CE	March 2016	Ongoing
Monitor the collection of business rates and provide information to the Local Pool	DCE	March 2016	Complete
Assess the options for Sub Regional Governance	CE	March 2016	Ongoing
Review the business continuity plan, and update it as necessary	CE	March 2016	Complete
Continue to seek mitigation against the impact of HS2 on the Borough	ACE&StC / DCE	March 2016	Ongoing
Ensure that the arrangements in place for Safeguarding are suitable, and provide training as necessary	AD (L&CD)	March 2016	Ongoing

APPENDIX C

CORPORATE GOVERNANCE ACTION PLAN 2016/17

Action	Responsible Officer	Date Due	Progress
Carry out a mid year review of progress made against risk management actions identified	AD (F&HR)	November 2016	
Review, and where appropriate, make interim arrangements to revise the Council's priorities and key actions	CE	December 2016	
Delivery of targets within the financial strategy	DCE	Feb 2017	
Update and deliver the training plan for Members	ACE & StC AD (F&HR) AD (L&CD)	March 2017	
Update the Workforce Plan	AD (F&HR) / AD's / SH's	March 2017	
Monitor the collection of business rates and provide information to the Local Pool	DCE	March 2017	
Continue to monitor and take part in developing Regional / Sub Regional Governance	CE	March 2017	
Continue to seek mitigation against the impact of HS2 on the Borough	ACE & StC / DCE	March 2017	
Training for Officers on emergency planning / business continuity	CE	March 2017	

Agenda Item No 11

Executive Board

14 June 2016

Report of the Deputy Chief Executive

Financial Statements 2015/16

1 Summary

- 1.1 The Annual Financial Statements have to be signed by the Responsible Financial Officer (RFO) by the end of June 2016. This report highlights the position on the General Fund and Housing Revenue Account, compared with the estimate position previously reported.
- 1.2 The accounts have not yet been audited, and may need some adjustment following the completion of the audit later in the year. The audited Statements will be presented at the September meeting of the Executive Board.

Recommendation to the Board

That the position on the General Fund and Housing Revenue Account at 31 March 2016 be noted.

2 Introduction

- 2.1 The publication of the Financial Statements is a statutory requirement, with a statutory timetable. For the 2015/16 financial year, the Authority is required to prepare its accounts by 30 June and to publish them by 30 September.
- 2.2 The Council's external auditors, Ernst & Young plan to audit the Financial Statements during July / August, to allow them to present their conclusions in the annual audit letter which will come to the September meeting of the Board.
- 2.3 The accounts are closed on the best information available at the end of March, which in some instances requires the use of estimates. As the auditors are required to look at transactions that have taken place since the end of the year, and in some instances agree adjustments to the Statements, the Statements are expected to change following the audit.

3 Changes in the 2015/16 Financial Statements

- 3.1 Local authorities are required to prepare their financial statements in line with the latest Accounting Code of Practice. There are some presentational changes required for the 2015/16 accounts. The main change is the requirement to publish a Narrative Report with the financial statements. This

will need to be more comprehensive than the Explanatory Foreword previously included.

4 **2015/16 Activity**

4.1 **General Fund Revenue Account**

4.1.1 The original budget for the General Fund set in February 2015 anticipated a use of balances of £594,090. A revised budget was approved in February 2016, which anticipated a reduced use of balances of £285,680. The main reasons for the improved position were detailed in the 'General Fund Revenue Estimates 2016/17 and Setting the Council Tax 2016/17' report to Executive Board. They included: a significant reduction in employee costs, an expectation of increased income from planning applications, additional income from the recovery of housing benefit overpayments and lower borrowing costs due to a delay in replacing refuse vehicles. These more than offset an increase in refuse and recycling costs and the holding costs of the old Coleshill Leisure Centre prior to its sale.

4.1.2 The actual position on the General Fund at the end of the financial year is better than that anticipated in the revised estimate. A lower use of balances of £197,750 has been achieved. The main changes from the revised estimate are:

- Additional salary vacancies, lower recruitment costs and a reduction in the use of agency staff. In addition, there was an underspend on the staff training budget;
(£151,677)
- Additional income from legal costs relating to council tax collection;
(£50,613)
- Investment income is higher and external borrowing costs lower than estimated;
(£33,000)
- Some contingency sums allowed in the budget have not been required;
(£23,000)
- Housing benefit expenditure is more than expected;
£143,150
- The increase in planning income did not continue to the end of the year as expected, so whilst the original budget was achieved the revised budget was not;
£59,997

4.1.3 In addition to the movements highlighted above, there have been a number of movements into and out of earmarked reserves. These movements allow timing issues to be dealt with, for example, if grant income is received late in the year, the expenditure will not take place until the following year. It also

allows some services, such as Building Maintenance, to operate as a fund where this is more practical.

- 4.1.4 It was not possible to spend the approved budget in some budget areas, due to either lack of some staff capacity, or because preparatory work was needed. This affected areas such as community development and crime prevention. Earmarked reserves have been used to ensure that the schemes can be completed in the current year.

4.2 Housing Revenue Account (HRA)

- 4.2.1 The original budget for the HRA set in February 2015 anticipated a surplus in the year of £40,690. This was revised in the budget approved in February 2016, which anticipated a surplus of £570,770. The reasons for this change were detailed in the HRA estimate report taken to Resources Board, with the main changes being a reduction in the revenue funding of capital following the retention of additional capital receipts due to the sale of additional council properties, a reduction in the level of capital spending needed following the latest stock condition survey, partially offset by a reduction in rental income due to the higher sales.

- 4.2.2 The actual position on the HRA is better than anticipated in the revised budget, with a surplus of £808,728 added to balances, instead of the £570,770 in the revised budget. The improved position reflects a lower than anticipated contribution to the bad debt provision of £168,000. In addition there has been lower spend on housing management costs, due primarily to lower utility costs at the flats and community rooms. There has also been an increase in the allowable debt retained due to higher than expected sales of Council Houses, which has reduced the revenue contribution made to capital spending. However this is to compensate for the reduction in future rental income.

- 4.2.3 The HRA holds a separate Housing Repairs Fund. This is used to cover the costs of day-to-day repairs and maintenance, including works undertaken by Housing Direct Works (HDW) and private companies. The balance on the Fund at the end of the year amounted to £507,610, which is available for the coming year.

5 Report Implications

5.1 Finance and Value for Money Implications

- 5.1.1 The actual position reported for both the General Fund and Housing Revenue Account for 2015/16 impacts upon future years. The General Fund is better than predicted when setting the 2016/17 budget. However, significant pressures for increased costs in future years continue, together with a lot of uncertainty over future funding arrangements. Although the Council has a number of additional reserves, these are earmarked for particular purposes. Savings will still be needed in order to preserve the level of general balances, whilst at the same time maintaining the quality of services and coping with additional responsibilities.

5.1.2 The position on the Housing Revenue Account is also better than predicted when setting the 2016/17 budget and adds to balances going forward. However the additional balances will be needed to compensate for the loss rental income resulting from the additional council house sales.

5.2 Environment and Sustainability Implications

5.2.1 The Council has remained within its overall budgets for the 2015/16 year. This will assist in allowing the Council to manage its expected shortfall in resources, and minimise disruption to essential services.

5.3 Risk Management Implications

5.3.1 The risks of unanticipated changes affecting the financial position of the Council are minimised by the use of the budget strategy, as well as continual assessment, monitoring and reporting of any new financial impact affecting the Council

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
Executive Board	Sue Garner	General Fund Budget and Setting the Council Tax 2015/16	Feb 2015
Resources Board	Nigel Lane	Housing Revenue Account Estimates 2015/16	January 2015
Executive Board	Sue Garner	General Fund Budget and Setting the Council Tax 2016/17	Feb 2016
Resources Board	Nigel Lane	Housing Revenue Account Estimates 2016/17	January 2016

Agenda Item No 12

Executive Board

14 June 2016

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

Pay Policy Statement

1 Summary

- 1.1 There is a requirement under Section 38 of the Localism Act 2011 for Councils to have and to publish a Pay Policy Statement, agreed by full Council, which will be subject to review at least annually. This report details the purpose for and the areas to be covered in the Pay Policy Statement.

Recommendation to the Council

To adopt the reviewed pay policy.

2. Report

- 2.1 The purpose is to provide transparency by identifying
- The methods by which salaries of all employees are determined;
 - The detail and level of remuneration of the Council's most senior staff.
- 2.2 The policy has been reviewed in line with the requirements and is at Appendix A.
- 2.3 Since the policy was adopted at Full Council on 4 July 2012 a reviewed policy statement came to this board on the 17 June 2014 and the 16 June 2015. It was adopted at Full Council on the 25 June 2014 and the 24 June 2015 which dealt with:
- the changes to the remuneration package for senior managers
 - the changes to the remuneration for apprentices
- The updated Relationship between the Remuneration of our Chief Officers and Other Employees is included in the reviewed policy.

3 Report Implications

3.1 Human Resources Implications

- 3.1.1 As detailed in the report

3.2 Links to Council's Priorities

3.2.1 This policy statement ensures that the Council meets its obligation under Section 38 of the Localism Act 2011 for Councils and therefore ensuring compliance with legislation.

The Contact Officer for this report is Janis McCulloch (719236).

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

PAY POLICY STATEMENT 2016/17

Introduction and Purpose

Under section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable terms and conditions as the Authority thinks fit”. This Pay Policy Statement (the ‘statement’) sets out the Councils approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011. The purpose of the statement is to provide transparency with regard to the Council’s approach to setting the pay of its employees by identifying;

- the methods by which salaries of all employees are determined;
- the detail and level of remuneration of its most senior staff i.e. ‘chief officers’, as defined by the relevant legislation;
- the Group/Board responsible for ensuring the provisions set out in this statement are applied consistently throughout the Council and recommending any amendments to the full Council.

This policy statement is subject to review on a minimum of an annual basis in accordance with the relevant legislation prevailing at that time.

Legislative Framework

In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations. With regard to the Equal Pay requirements contained within the Equality Act, the Council ensures there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality proofed Job Evaluation mechanisms which directly relate salaries to the requirements, demands and responsibilities of the role.

Pay Structure

Based on the application of the Job Evaluation process, the Council uses the nationally negotiated pay spine as the basis for its local grading structure. This determines the salaries of the large majority of the workforce, together with the use of other nationally defined rates where relevant. The Council remains committed to adherence with national pay bargaining in respect of the national pay spine. There were no increases in the national pay spine from April 2009 until 2013 when a 1% increase was awarded. Since that increase the pay agreement 2014-16 awarded a 2.2% increase from the 1 January 2015 to the 31 March 2016. Agreement has now been reached for 2016/17 and 2017/18, a two year deal, for a 1% increase per year, which has not yet been implemented.

All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by Council Policy. In determining its grading structure and setting remuneration levels for all posts, the Council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees who are able to meet the requirements of providing high quality services to the community, delivered effectively and efficiently and at times at which those services are required.

New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary to secure the best candidate. From time to time, it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector.

Senior Management Remuneration

For the purposes of this statement, senior management means 'chief officers' as defined within S43 of the Localism Act. The posts falling within the statutory definition are set out below, with details of their basic salary as at 31 March 2016;

- a) Chief Executive
The current salary of the post is £100,116. The salary falls within a range of four incremental points between £93,051, rising to a maximum of £100,116.
- b) Deputy Chief Executive
The current salary of the post is £84,065. The salary falls within a range of four incremental points between £78,767, rising to a maximum of £84,065. The Deputy Chief Executive is the Council's Section 151 Officer and this was included in the evaluation of the role.
- c) Assistant Chief Executive & Solicitor to the Council
The current salary of the post is £69,839. The salary falls within a range of four incremental points between £64,972, rising to a maximum of £69,839. The Assistant Chief Executive & Solicitor to the Council has Monitoring Officer responsibilities included in the evaluation of the role.
- d) Assistant Chief Executive Community Services
The current salary of the post is £67,058. The salary falls within a range of four incremental points between £62,189, rising to a maximum of £67,058.

e) Assistant Directors

The salaries of posts designated as Assistant Directors fall within a range of four incremental points between £54,770, rising to a maximum of £60,072.

Chief Officers' roles are subject to job evaluation under the Hay Job Evaluation Scheme and are paid a salary, which is considered a market rate within districts in the local government sector.

Employment of Chief Officers is in accordance with collective agreements negotiated from time to time by the Joint Negotiating Committee for Chief Officers of Local Authorities for Local Government Services, those set out in the National Agreement on Pay and Conditions of Service (currently known as The Blue Book) and as supplemented by:-

- local collective agreements reached with trade unions recognised by the Council
- the rules of the Council

Recruitment of Chief Officers

When recruiting to all posts the Council will take full and proper account of its own Equal Opportunities, Recruitment, and Redeployment Policies. Where the Council is unable to recruit to a post at the designated grade, it will consider the use of temporary market forces supplements.

Where the Council remains unable to recruit Chief Officers under a contract of service, or there is a need for interim support to provide cover for a vacant substantive Chief Officer post, the Council will, where necessary, consider and utilise engaging individuals under 'contracts for service'. These will be sourced through a relevant procurement process ensuring the Council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service. The Council does not currently have any Chief Officers engaged under such arrangements.

Elected Members appoint all Chief Officers. The pay level offered, on recruitment is typically the bottom point of the salary grade. In situations, however, where the individual recruited has a high level of knowledge or skills, and/or previous relevant experience, a higher salary, up to the maximum salary for that post, may be authorised, by the Chief Executive and the Elected Member recruitment panel. The recruitment panel would authorise this for an appointment of a Chief Executive.

Additions to Salary of Chief Officers

The Council does not apply any bonuses or performance related pay to its Chief Officers.

In addition to basic salary, set out below are details of other elements of 'additional pay' which are chargeable to UK Income Tax and do not solely constitute reimbursement of expenses incurred in the fulfillment of duties;

- All Chief Officers were entitled to a lease car. Following consultation this was phased out by April 2015. There is some protection in that when the car was returned the Chief Officer received the 'spot value' less 10% as a travel allowance so long as he/she remains in the role. The 'spot value' depends on the officer's grade. The 'spot values' for each grade are detailed at Appendix 1.

Newly appointed Chief Officers will use their own vehicle, and receive an Essential User Allowance. Employees who are not Chief Officers may also receive the Essential User allowance. Essential User Allowances are also detailed at Appendix 1.

The Chief Executive is the Council's Returning Officer and the Electoral Registration Officer (who also manages the elections service) and receives an Election Allowance. The relevant bodies set this allowance. It varies each year depending on the number and type of elections in each year. There are 2 planned elections in 2016

1. On 5 May 2016, for the Police and Crime Commissioner. The Chief Executive is the Local Returning Officer. The allowance for this is £2,500.
2. On 23 June 2016, the referendum on the United Kingdom's membership of the European Union. The Chief Executive will be the Counting Officer for the Voting Area. The allowance for this is £2,500.

A Chief Officer may be awarded an honorarium when they 'act up' in a role. The Special Sub Group of Executive Board can authorise these. An honorarium either is a one off payment or can be a monthly allowance for a temporary period. There are no honorariums expected for 2016/17.

Payments on Termination

In the case of redundancy, a redundancy payment would be made to a Chief Officer in line with the Council's Retirement Policy & Procedure, and the Redundancy Policy & Procedure, which applies to all staff.

In the case of termination due to ill health, then there would be no termination payment but a higher pension benefit may be approved by the Warwickshire local government pension scheme. The pension benefit may include a lump sum in addition to an on-going pension payment.

On termination of employment, if it is not possible or desirable for the Chief Officer to serve their contractual or statutory notice period, then a payment may be made in lieu of the notice period not worked.

Any contractual payments such as outstanding annual leave are usually included in payments on termination of employment. Similarly, any monies owing to the Council would be deducted from payments made on termination.

The Council may choose to make a payment under a Compromise Agreement to protect against compensation claims that could be expensive or bring the Council into disrepute. The Special Sub Group of the Executive Board would approve any such payment.

Where a Section 151 Officer or Monitoring Officer cease carrying out these statutory roles, then the post would be re-evaluated to exclude these duties.

Increases to Pay

Any cost of living increases agreed through NJC are applied to Chief Officers pay. This is typically on 1st April each year.

Chief Officers appointed on a salary scale will receive an incremental increase to their pay as follows:

Chief Officers appointed between 1st October and 31st March will receive an increment after six months service

Chief Officers appointed between 1st April and 30th September will receive an increment on the following 1st April

Thereafter, all Chief Officers will receive increments annually on 1st April.

Exceptional performance of Chief Officers is recognised by either accelerated increments or an honorarium. Accelerated increments are subject to their pay not exceeding the maximum salary for their post. This would be authorised by the Chief Executive.

Chief Officers' pay will be measured against the market normally on, a three to five yearly basis, to ensure we maintain consistency with our peer local authorities. Where there are significant changes in market rates then a pay benchmarking assessment will be carried out for Chief Officers. The last pay benchmarking on Chief Officers was completed in November 2010 when the salaries for the Deputy Chief Executive, the Assistant Chief Executive and Solicitor to the Council and the Assistant Chief Executive Community Services were set. However, no salary increases were made at this time to any of the other Chief Officer posts. A further review has not yet been considered necessary. The Council's Executive Board approves increases to Chief Officers pay.

Publication

Upon approval by the full Council, this statement will be published on the Councils Website. In addition, for posts where the full time equivalent salary

is at least £50,000, the Councils Annual Statement of Accounts will include a note setting out the total amount of

- salary, fees or allowances paid to or receivable by the person in the current and previous year;
- any sums payable by way of expenses allowance that are chargeable to UK income tax;
- any compensation for loss of employment and any other payments connected with termination;
- any benefits received that do not fall within the above

This policy will be available on our web site www.northwarks.gov.uk

Lowest Paid Employees

Our lowest paid employees' salary is determined by the grade for their post, which is underpinned by a job evaluation scheme, rather than being paid a market rate for their job. Market supplements are given to some posts where there are recruitment and retention difficulties. Currently none of our lowest paid employees receives a market supplement on their salary to bring it up to market rates. Some of our lower paid posts were given a supplement to bring them up to the Government's new National Living Wage.

Whilst we may employ apprentices on a lower wage, ie the minimum wage, during their apprenticeship they do have a structured training plan leading to a qualification.

With regard to other aspects of remuneration policy, there is equity across all our employees. The same policies set out above apply to our lowest paid employees.

Relationship Between Remuneration of our Chief Officers and Other Employees

Currently the average (mean) of our Chief Officers pay is 2.95 times that of the rest of our employees. Our top earning Chief Officer earns 4.53 times the mean of the rest of our employees.

Currently the average (mean) of our Chief Officers pay is 5.04 times that of our lowest paid employees. Our top earning Chief Officer earns 7.74 times the mean of our lowest paid employees.

Currently the median Chief Officers pay is 2.95 times that of the rest of our employees. Our top earning Chief Officer earns 4.53 times the median salary of the rest of our employees.

These figures are as at 31 March 2016 and do not include travel allowances, essential car user allowances..

Our policy for 2016/17 is to maintain Chief Officers pay within the following maximums:

Ratio of mean pay (Chief Officers: rest of employees) = 3.24

Ratio of median pay (Chief Officers: rest of employees) = 3.24

And not to exceed the following multipliers for our top earning Chief Officer:

5.5 X mean pay of other employees

5.5 X median pay of other employees

Accountability and Decision Making

In accordance with the Constitution of the Council, the Special Sub Group and the Executive Board are responsible for decision making in relation to the recruitment, pay, terms and conditions and severance arrangements in relation to employees of the Council.

RELATED DOCUMENTS

Retirement Policy & Procedure
Redundancy Policy & Procedure
Recruitment Policy
Disciplinary Procedure
NJC Job Evaluation Scheme Outline
Hay Job Evaluation Scheme

Date of this review	May 2016
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Appendix 1

Annual Spot Value Less 10%

Chief Executive	£6,048
Deputy Chief Executive	£5,220
Assistant Chief Executive & Solicitor to the Council	£3,456
Assistant Chief Executive Community	£3,456
Assistant Directors	£3,456

Annual Essential Car User Allowance

451-999cc	£840
1000-1199cc	£963
1200cc & above	£1,239

Agenda Item No 13

Executive Board

14 June 2016

Report of the Assistant Director (Streetscape)

Funding for Parking Study

1 Summary

- 1.1 This report asks Members to approve a supplementary estimate to cover the cost of a Borough wide parking study to inform the work of the Parking Task and Finish Group and the future implementation of Civil parking Enforcement within the Borough.

Recommendation to the Council

To approve a supplementary estimate of £23,400 to undertake a Borough wide parking study.

2 Consultation

- 2.1 Members of the Parking Task and Finish Group have been sent a draft copy of this report as well as the Consultant's parking study proposal for comment ahead of the meeting of the Executive Board.

3 Background

- 3.1 The Borough Council is currently working with Warwickshire County Council on preparations for the introduction of Civil Parking Enforcement (CPE) across the Borough. As part of that preparation, the Council has established a cross-party Task and Finish Group to look at the impact of CPE on the Council's off-street parking arrangements and to recommend ways in which that impact can best be managed.
- 3.2 To support the work of the Task and Finish Group, the parking consultancy which is supporting Warwickshire County Council in its preparations for the introduction of CPE has been approached with a view to expanding their brief to include a study on the impact of CPE on off-street parking in addition to the work they are currently undertaking on on-street provision.
- 3.3 The consultant has developed a proposal for a comprehensive study of off-street parking across the Borough which would include a review of existing on-street and off-street parking capacity, assess the likely impact of CPE on existing car parks and present a range of options for potential improvements to offset future impact. The fee for carrying out the study is £23,400.

4 Report Implications

4.1 Financial Implications

- 4.1.1 The consultant working with the County and Borough Council on the implementation of Civil Parking Enforcement has provided a proposal to undertake the necessary study and a quotation for £23,400 to undertake the work. A supplementary estimate will be needed to cover this additional cost and, if approved, would be funded from general balances.

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

Agenda Item No 14

Executive Board

14 June 2016

**Report of the
Assistant Director
(Leisure and Community Development)**

**Revised Child Protection Policy
and Update on Child Protection
Work**

1 Summary

- 1.1 At its meeting held in June 2015, the Executive Board approved the latest version of the Borough Council's Child Protection Policy. Over the past 12 months, a variety of work relating to child protection has been undertaken, including the development of a new Multi-Agency Safeguarding Hub (MASH), with revised reporting procedures. There has been a consequent need to amend the Child Protection Policy, a copy of which is appended to this report, for the Board's consideration.

Recommendation to the Council

- a) That the revised Child Protection Policy, attached at Appendix 1 to this report, be adopted and implemented with immediate effect; and,**
- b) That the Board notes the child protection work that has been undertaken over the last 12 months.**

2 Consultation

- 2.1 The Chairman, Vice-Chairman and Opposition Spokesperson for the Executive Board, the Community and Environment Board and the Safer Community Sub-Committee, together with Members with responsibility for Health, Well-being and Leisure and Young People, have all had an opportunity to comment on the content of this report. Any comments received will be reported verbally at the meeting.

3 Introduction and Background

- 3.1 In September 2003, the Executive Board adopted the Borough Council's first Child Protection Policy. This initial version of the Policy was subsequently revised in February 2010 and, following changes in national and local guidance, the Policy was further developed and approved for adoption by the Executive Board in June 2015.

- 3.2 The Authority provides a wide range of services to the local community, many of which involve Borough Council employees coming in to contact with, and potentially supervising, children and young people.
- 3.3 Members of the public have the right to expect high standards of conduct, integrity and service provision from the Borough Council. Accordingly, the Authority recognises that in the provision of its services, it has both a moral and legal obligation to ensure that it provides both service users, including children and young people, and its staff with the highest possible standards of care. The development and implementation of its Child Protection Policy, along with the associated training for relevant staff, in part ensures that the Authority fulfils its obligations in this regard.
- 3.4 It has, however, been necessary for the Authority to recognise that “abuse” in its various forms can occur within many situations, including the home, school, work and in voluntary, community and other organisations. It is known that certain individuals will actively seek employment or voluntary work with children and young people in order to harm them. All organisations providing services for children and young people, including the Borough Council, have a role to play in safeguarding the health and welfare of those people in their care.
- 3.5 The Borough Council’s Child Protection Policy identifies the procedures through its staff operate to protect children and young people throughout North Warwickshire.

4 Local Changes to Safeguarding Vulnerable People

- 4.1 In line with good practice from around the country, Warwickshire has developed a Multi-Agency Safeguarding Hub (MASH). The MASH is a partnership between Warwickshire County Council, Warwickshire Police, Warwickshire NHS health services and other key partner agencies working together to safeguard children, young people and adults. It will replace a range of existing referral points and allow agencies to work together more closely.
- 4.2 The MASH will deal with new safeguarding concerns, where someone is concerned about the safety or well-being of a child or adult, or thinks that they might be at risk of harm.
- 4.3 Within the MASH, information from different agencies will be collated and used to determine a particular course of action in each individual case. As a result, the agencies will be able to act quickly in a co-ordinated and consistent manner, ensuring that children and adults are kept safe and protected from harm. Virtual links will exist to relevant agencies and services that are not based in the Hub (such as Housing).
- 4.4 The MASH will offer a consultation service, as well as a telephone point for referrals where there is concern that a child is at immediate risk of harm. Where a child is not at immediate risk of harm, there will no longer be a need

to call Children's Services. Instead, a new Multi Agency Referral Form (MARF) will be completed and sent to the MASH.

5 Policy Revisions

5.1 Further to the development of the MASH and a number of additional procedural changes, there has been a consequent need to amend and update the Borough Council's Child Protection Policy, 2015 to 2019. The revised Policy is attached at Appendix A.

5.2 On 3 May 2016, the MASH became operational and the Policy has been amended to reflect the new reporting procedures. These amendments are detailed at Section 6.2 of the Policy.

5.3 Due to the Common Assessment Framework (CAF) team being placed within the MASH, the contact number for CAF has been amended at Section 3.2.

5.4 Further to discussion with the Young Persons' Champion and the Shadow Spokesperson for Young People, agreement has been reached for all Borough Councillors to undertake the Universal Child Protection and Child Sexual Exploitation training. Relevant training courses will be provided over the summer months. It has further been agreed that Disclosure and Barring Service (DBS) checks will be undertaken for Councillors holding the following positions:

- Mayor and Deputy Mayor
- Young Persons' Champion (and Shadow)
- Spokesperson and Opposition Spokesperson for Health Well-being and Leisure
- Lead Councillor on CCTV (and Shadow)

These amendments are detailed in Sections 4.2 and 4.3 of the revised Policy.

5.5 The final Policy amendment, detailed in Section 4.5, relates to contracted staff. When contracting an individual or organisation to work directly with children, or on a site where children will be present, it must be determined whether or not the contractor and its employees (if any) will be engaging in "Regulated Activity" (activity which a barred person must not do). If this is the case, an up-to-date (less than three years old) DBS check is required for relevant staff.

5.6 As well as the DBS check, these staff should also have completed appropriate child protection training within the last three years. These requirements will need to be included within any contractual arrangements and appropriately monitored by the Borough Council. It will be the responsibility of the Officer engaging the contractor to ensure that appropriate checks have been made and that relevant supervision arrangements are in place at all times.

6 Child Protection Work Undertaken Over the Last 12 Months

- 6.1 A range of child protection activity has been undertaken over the last 12 months. The Child Protection Policy was updated and adopted by the Borough Council in June 2015, following which information regarding the amendments was promoted through a variety of channels, including Extended Management Team, the Principal Officers' Group, internal email and the website. The website itself was refreshed and all documentation relating to child protection has been reviewed and updated.
- 6.2 An additional contribution of £720 was requested by the WSCB in June 2015, to contribute towards the growing cost of undertaking Serious Case Reviews within the county. The Assistant Director (Leisure and Community Development) has attended WSCB meetings and circulated relevant WSCB documentation to other staff within the Borough Council.
- 6.3 Five update reports have been completed for Warwickshire Safeguarding Children Board (WSCB) on the following topics:
- Safeguarding is everyone's responsibility, how is that translated into practice in your organisation?
 - How does your agency "hear" the child's voice and how do you monitor that your Policy and procedures in this regard are making it to the frontline and informing practice?
 - What services are provided to traveller families by member agencies, and how is it ensured that they are appropriate and sufficient for children in these families?
 - How do you obtain feedback on services from this group (travellers) and how does feedback influence service development?
 - Reporting on the implementation of the new core training requirement
- 6.4 The Partnership and Development Manager is continuing to support WSCB and WCC in the development of safeguarding "e-learning" modules, which should become available later in 2016.
- 6.5 A total of 14 training sessions have been delivered, two of which were multi-agency events. The internal training courses have been updated to include a section on Child Sexual Exploitation. In addition to the Universal training, a number of staff have undertaken full or half-day Child Sexual Exploitation training and the Partnership and Development Manager has attended an "Effective Referrals" course.
- 6.6 A total of 10 individuals have been the subject of referrals to Warwickshire County Council's Children's Team. Two Common Assessment Framework referrals have also been made.
- 6.7 Further to concerns highlighted in a local Serious Case Review, a meeting was held between Housing and Children's Services to agree a procedure for reporting when families that include children under the age of 18 years are at risk of eviction. This has resulted in two subsequent notifications.

6.8 Further to concerns being raised internally, a member of staff was the subject of a Position of Trust meeting led by Children's Services. Following the member of staff being notified of the allegations and their suspension from work, they resigned with immediate effect. An internal investigation was completed, however, and relevant details were reported to the Disclosure and Barring Service.

6.9 Within an internal child protection training session, a disclosure was made to the trainers. The trainers provided advice and support and the disclosure has subsequently resulted in the arrest of two members of the public. The incident highlighted a lack of procedural information for trainers. Following a meeting the WSCB Inter-agency Learning and Improvement Officer, related procedures have been clarified, re-drafted and are ready to be adopted by WSCB.

7 Conclusion

7.1 The Borough Council takes its responsibility to protect all vulnerable people, and to safeguard them from harm, extremely seriously. Staff are made aware of their responsibilities, they are appropriately trained and informed of the whereabouts of sources of advice and support. They also know how to make referrals in response to a related concern. A single incidence of child abuse is one too many and can have implications for the individual concerned for many years. Staff have accepted their responsibility to safeguard and protect children and young people and do act upon their concerns, thus ensuring that the Policy is making a real and positive difference to the lives of young people.

8 Report Implications

8.1 Finance and Value for Money Implications

8.1.1 There is no financial implication arising directly from this report. Budgetary provision already exists to support the training and DBS checks to which both this report and the revised Policy refer.

8.1.2 The Borough Council makes a financial contribution of £2,052 per annum to support the activities of the Warwickshire Safeguarding Children Board. This contribution was increased by a further £720 in 2015/16, by way of a contribution to the Board's Serious Case Review Contingency Fund.

8.2 Safer Communities Implications

8.2.1 The protection of children and young people from all forms of abuse, and the safeguarding of those Borough Council employees who work with children and young people, are the primary aims of the revised Child Protection Policy.

8.3 Legal and Human Rights Implications

8.3.1 The draft Child Protection Policy seeks to ensure that the Authority takes all reasonable steps to protect children and young people from harm, discrimination and / or degrading treatment, whilst respecting their rights, wishes and feelings and those of the staff who work with them. It also ensures that the Council is taking appropriate action in line with its duties as a statutory partner on the Warwickshire Safeguarding Children Board.

8.4 Environment and Sustainability Implications

8.4.1 All children, without exception, have the right to protection from abuse, regardless of gender, ethnicity, disability, sexuality or beliefs. The Child Protection Policy helps to ensure that appropriate action is taken and recognises that the safety and protection of children are of paramount importance to the Authority.

8.5 Health, Well-being and Leisure Implications

8.5.1 The Child Protection Policy is in place to protect young people so that they can live a healthy, abuse-free childhood. All staff have a responsibility to be aware of the signs and symptoms of abuse and to act upon any allegations or suspicions. Additionally, the Policy identifies various procedures that need to be followed to ensure that young people in the care of the Borough Council are protected from abuse.

8.6 Human Resources Implications

8.6.1 The revised Policy seeks to protect all staff that work with children and young people. Staff who are engaged in “regulated activity” will be subjected to a DBS check prior to their formal appointment. All staff that come in to contact with children and young people during the normal course of their duties are required to undertake the North Warwickshire Borough Council, WSCB accredited, Universal Child Protection and Child Sexual Exploitation training to ensure that they are alert to child abuse, know how to respond to any perceived concerns and understand that child protection is everyone’s responsibility. Additional topic specific training may also be required by certain staff, including Domestic Abuse and Child Protection training, Common Assessment Framework training, etc.

8.7 Risk Management Implications

8.7.1 The risks associated with this report have previously been identified within the context provided by the corporate Strategic Risk Management process. An associated risk assessment is also attached to this report.

8.8 Equalities Implications

8.8.1 The Borough Council, its Members and staff have a responsibility to protect children and young people from harm and abuse. Particular regard needs to be given to vulnerable disabled young people, who are almost three and a

half times more likely than other children and young people to become a victim of abuse.

8.8.2 People who have committed offences towards children and young people will be only be considered for employment or volunteering opportunities in accordance with the Rehabilitation of Offenders Act, 1974. This will require a risk assessment and a Disclosure and Barring Service check to be undertaken in order to ensure that ex-offenders are not considered for work or activities that would pose a risk of harm to young people.

8.9 Links to Council's Priorities

8.9.1 The Child Protection Policy has positive and direct links to the corporate priorities in respect of:

- Responsible Financial and Resource Management
- Creating Safer Communities
- Improving Leisure and Well-being Opportunities
- Promoting Sustainable and Vibrant Communities

8.9.2 Additionally, the Policy also has a positive impact upon the Sustainable Community Strategy objectives to:

- Raise aspirations, educational attainment and skills
- Develop healthier communities
- Improve access to services

The Contact Officer for this report is Jaki Douglas (719492).

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
1	Warwickshire Safeguarding Children Board	Inter-agency Safeguarding Procedures (Website)	Current
2	HM Government	Working Together to Safeguard Children. A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children	March 2015
3	CIMSPA	CIMPSPA GUIDANCE NOTE: GN010 - Photography Guidelines for	May 2013

		Sport and Physical Activity Facilities and Environments	
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Equality Impact Assessment Summary Sheet

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

Name of Policy Procedure/Service	Child Protection Policy
Officer Responsible for Assessment	Partnership and Development Manager

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

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

Equality Group	Positive impact	Negative impact	Reasons/Comments
Racial			N/A
Gender			N/A
Disabled people	Yes		Implementation of the Policy helps to safeguard and protect disabled young people who are particularly vulnerable to abuse
Gay, Lesbian and Bisexual people			N/A
Older/Younger people	Yes		Implementation of the Policy helps to safeguard and protect all young people
Religion and Beliefs			N/A
People having dependents caring responsibilities			N/A
People having an offending past		Yes	People who may pose a risk to young people will be prevented from working / volunteering with young people
Transgender people			N/A

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

When recruiting staff that may have access to children and young people, all prospective employees will have to undergo a DBS check within the context of the Council's recruitment process. This process has been established to ensure that people are who they say they are and that if they have an offending past (that includes any form of abuse towards children and / or young people), they are subject to a risk assessment before they are considered for employment.

Please indicate if you believe that this document should proceed to further Impact assessment

Needs no further action

Ref	Risk: Title/Description	Consequence	Likelihood (5 = high, 1 = low)	Impact (5 = high, 1 = low)	Gross Risk Rating	Responsible Officer	Existing Control Procedures	Likelihood (5 = high, 1 = low)	Impact (5 = high, 1 = low)	Net Risk Rating
LCD01	Failure to meet corporate obligations in respect of the prevention of child abuse	<ul style="list-style-type: none"> • Death or injury of a child • Court action • Disciplinary action • Insurance claim • Loss of reputation • Avoidable costs 	4	5	20	AD(LCD) PDM	<ul style="list-style-type: none"> • Child Protection Policy in place, implemented and subject to review • DBS record check of relevant staff • Membership of Warwickshire Safeguarding Children Board and implementation of recommended actions • Sharing of information in place • Staff trained to deliver WSCB accredited Universal Child Protection Training • Staff awareness training mandatory • Excellent Partnership working with (CAF, Children's Trust and directly with Children Team) • Section 11 Audit completed and reviewed regularly • Hire agreements reviewed to ensure compliance 	2	5	10
Risk Ref	Options for additional / replacement control procedure						Cost Resources	Likelihood (5 = high, 1 = low)	Impact (5 = high, 1 = low)	Net Risk Rating
	Responsibility to be included in Job Description and Statement of Particulars Child protection and sexual exploitation training for Members						Staff Time Staff time and Members expenses	1	5	5

Completed By: L&CD DMT

Date: 14 May 2015

CHILD PROTECTION POLICY

**Keeping children and young people
safe is everyone's responsibility**

June 2015 to March 2019

(May 2016 Update)



**North Warwickshire
Borough Council**

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1 INTRODUCTION

Abuse can occur within many situations including the home, at school and within all forms of clubs and societies. It is known that some individuals actively seek employment or voluntary work with children in order to harm them. Safeguarding children – the action we take to promote the welfare of children and protect them from harm – is everyone’s responsibility. Everyone who comes into contact with children and their families has a role to play in safeguarding all vulnerable people.

All North Warwickshire Borough Council staff who come into contact with children and young people during the normal course of their duties should be able to identify the signs and symptoms of abuse and neglect; know how and with whom to share that information and work together to provide children and young people with the help they need. In addition, the Borough Council recognises that it has both a moral and legal obligation to ensure that when staff are given responsibility for children, they should provide them with the highest possible standard of care. This Policy has been developed on the basis of guidelines established by the Warwickshire Safeguarding Children Board (WSCB), of which the Authority is a member and with which it has a statutory duty to cooperate.

1.1 Policy Statement:

North Warwickshire Borough Council will ensure that its Councillors, staff and everyone associated with the provision of its services will take all reasonable steps to protect children and young people from harm, discrimination or degrading treatment and that their rights, wishes and feelings will be respected.

This will be achieved by adopting the following key principles:

- Promoting an understanding that **safeguarding is everyone’s responsibility**. For services to be effective, each professional has to play their full part
- Services must develop a **child-centred approach**. For services to be effective, they must be based on a clear understanding of the needs and views of children and young people

1.2 Safeguarding Champion and Named Senior Officer

In recognising the importance of protecting children and young people from harm, the Borough Council has a nominated “Safeguarding Champion”.

Young Persons’ Safeguarding Champion – Member Lead

The Young Person’s Champion is also the Young Persons Safeguarding Champion.

The Champion’s role is to assist in ensuring that elected Members are aware of the Council’s safeguarding responsibilities and that Councillors evidence leadership in all aspects of the safeguarding and protection of children and young people.

Named Senior Officer – Officer Lead for Child Protection and Allegations

The Borough Council also has a “Named Senior Officer” – The Assistant Director (Leisure and Community Development), who has overall responsibility for:

- Ensuring that the organisation operates procedures for dealing with allegations in accordance with the guidance in Sections 3 and 6 of WSCB Inter-agency Safeguarding Procedures;
- Resolving any inter-agency issues
- Liaison with the WSCB
- Promoting the need to safeguard and protect children and young people from harm, discrimination or degrading treatment and for ensuring the Borough Council’s engagement in the work of the WSCB, including in respect of child sexual exploitation

1.3 Safeguarding Contacts - Assistant Director / Head of Service

Has responsibility to ensure that staff are following safeguarding procedures and that any concerns are reported through to the local Children Team and the Assistant Director (Leisure and Community Development)..

2 RECOGNISING ABUSE

2.1 Being Alert to Children's Welfare

Safeguarding and promoting the welfare of children for the purposes of this Policy is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best life chances

This Policy applies to all children who have not yet reached their eighteenth birthday. The fact that a child has reached sixteen years of age, is living independently, is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his or her status or entitlements to services or protection.

Whilst this Policy applies to children who have not yet reached 18 years of age, support through the Common Assessment Framework (see Section 3) includes children up to 24 years of age if the young person has a learning difficulty or disability.

Child protection is part of safeguarding and promoting their welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

2.2 Assessing Children in Need

The Department of Health "Framework for the Assessment of Children in Need and their Families" provides a systematic basis for collecting and analysing information to support professional judgements by Children's Teams about how to help children and families in the best interests of the child.

2.3 Background Factors Influencing the Vulnerability of Children

Many families under considerable stress manage to raise their children in a warm, loving and supportive environment, in which the children's needs are met and they are kept safe from harm. Sources of stress within families may, however, have a negative impact on children's health, development and well-being, either directly, or because they adversely affect the capacity of parents to respond to their children's needs. Research tells us that such sources of stress may include the following:

Social Exclusion

Including racism and poverty (causing issues such as poor housing / education / health).

Domestic Abuse

Noting the inter-relationship between domestic abuse and the neglect of children, the emotional abuse they suffer from witnessing abuse and sometimes may become physically abused themselves.

Mental Health

Parental illness may markedly restrict children's social and recreational activities. Where severe, children may have age inappropriate caring responsibilities placed upon them. Children may become targets for aggression or rejection or may be neglected as a result of a parent's illness.

Drug and / or Alcohol Misuse

As with mental ill-health, it is important not to generalise, or make assumptions, about the impact on a child of parental drug and / or alcohol misuse. It is, however, important that the implications for the child are properly assessed.

Parental Learning Disability

Where a parent has a learning disability it is important not to make assumptions about their parental capabilities. They may need support to develop the understanding, resources, skills and experience to meet the needs of their children.

Children Who Are Disabled

The particular needs of children with disabilities may make initial recognition of abuse more difficult. Disclosures of abuse may be less likely from children who are disabled because of communication difficulties, isolation or a lack of awareness.

Child Victims of Trafficking

Trafficking is the control, movement and exploitation of children or adults (trafficking does not need to be between countries, it can be from one village to another).

Female Genital Mutilation

Female Genital Mutilation, also regarded as physical abuse, is a collective term for procedures that include the removal of part or all of the external genitalia for cultural or non-therapeutic reasons.

Sexual Exploitation

The sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities.

Additional consideration also needs to be given to children who are:

- Young carers
- Asylum seekers
- Looked after by the Local Authority (Warwickshire County Council)
- Otherwise living away from home (such as in a private fostering arrangement)
- Vulnerable to being bullied, or engaging in bullying behaviours
- Living in temporary accommodation
- Living transient lifestyles
- Living in chaotic and unsupportive home situations
- Vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion, disability or sexuality
- Speaking a language other than English as a first language
- At risk of becoming radicalised, involved in gangs and / or subject to violent extremism

2.4 Significant Harm

The Children Act 1989 introduced the concept of “significant harm” as the threshold that justifies compulsory intervention in family life in the best interests of children. The County Council is under a duty to make enquiries, or cause enquiries to be made, where it has reasonable cause to suspect that a child is suffering, or likely to suffer significant harm (Section 47).

The legal definition of significant harm is contained within the WSCB Inter-agency Safeguarding Procedures (<http://www.warwickshire.gov.uk/wscbresources>), but there are no absolute criteria on which to rely when assessing what constitutes significant harm.

2.5 Definitions of Abuse

The following definitions of abuse and the guidance on recognition are given to assist staff and those providing services to children in assessing whether abuse may have occurred.

Abuse

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Neglect

The persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers); or
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

Physical Abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a

child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

2.6 The Impact of Abuse and Neglect

The sustained abuse or neglect of children, physically, emotionally or sexually, can have major long-term effects on all aspects of a child's health, development and well-being.

The harm may be physical, such as neurological damage, physical injuries, impaired growth, disability or, in the extreme, death.

The harm may be emotional and impact on a developing child's mental health, behaviour and self-esteem, which is especially damaging in infancy. Domestic violence, adult mental health problems and substance misuse may feature in the families where children suffer emotional harm.

The harm may be psychological, manifesting itself in behaviour problems, such as aggression, long-term difficulties with social functioning and relationships, educational difficulties or intellectual impairment.

Sexual abuse can lead to disturbed behaviour, including self-harm or inappropriate sexualised activity, that may endure into adulthood. The severity of the harm increases the longer the abuse occurs, the more extensive the abuse and the older the child. The severity of harm is also linked to the extent of premeditation and the degree or threat of coercion. The child's ability to cope with the experience of sexual abuse, once recognised or disclosed, is strengthened by the support of a non-abusive adult or carer who believes the child, offers protection and helps the child to understand the abuse from which they are suffering.

3 LOW LEVEL CONCERNS

3.1 Common Assessment Framework (CAF)

There are circumstances in which Officers may be concerned about the well-being of a child, although it is NOT a child protection concern. Under these circumstances, trained professionals can initiate a Common Assessment Framework (CAF). The intention is to ensure that any child or young person in Warwickshire with needs that do not meet the thresholds for intervention by statutory services is provided with access to support.

Any child or young person up to 19 years of age (or 24 if the young person has a learning difficulty or disability), is entitled to a CAF to support them or their families, particularly where:

- There are worries about how a child or young person is progressing, for example concerns relating to their health, development, welfare, behaviour or any other aspect of their well-being
- A child or young person or their parent / carer raise a concern
- The child or young person's needs are unclear, or not being met by their current service provision

The CAF process can address emerging needs, which may include (but are not limited to):

- A significant change in the child's behaviour and / or appearance
- Children at risk of exclusion from school
- A routine visit (e.g. housing) that gives cause for concern about the welfare of an unborn child or a visit that may lead to a concern about a child's circumstances
- Low attendance / frequent absences from a club
- Worries that a child is being affected by factors at home
- The impact on children of a family breakdown
- Children and young people exhibiting signs of anti-social behaviour
- Concerns about a child or young person's physical and / or mental health
- The impact of a family member being imprisoned
- A child who may be a young carer

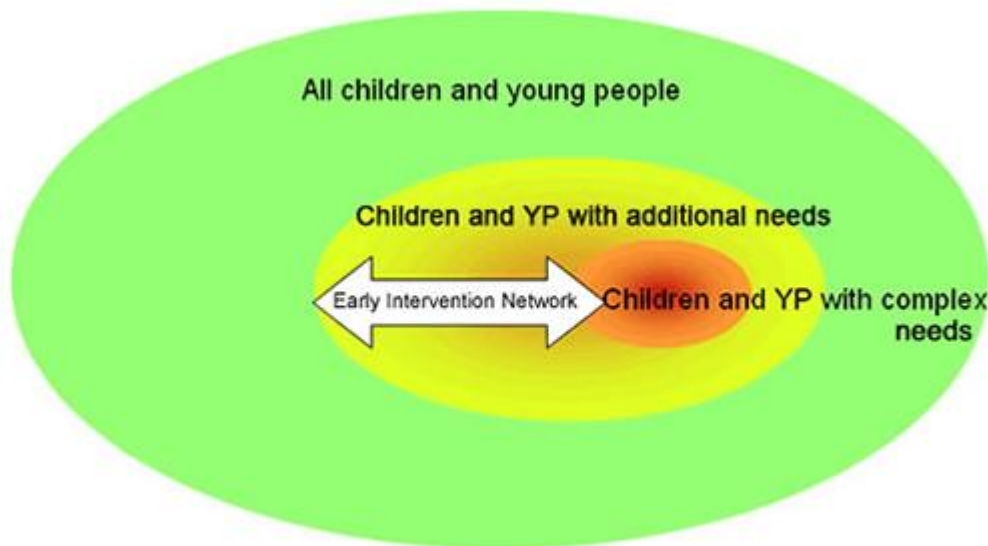
A CAF can be used in respect of an unborn baby.

The CAF is based on an assessment document that is designed to establish an early and complete picture of a child's additional needs (i.e. before problems become exacerbated and need more intensive support).

The CAF ensures that, irrespective of the agency in which the initiating practitioner works, an holistic assessment of the child / young person's situation is undertaken. This prevents young people and their families from having to repeat their story as they move from one agency to another and facilitates much more effective sharing of information between agencies.

The CAF is an entirely voluntary and consensual process, in which the young people and their families are actively engaged in the assessment and planning stages, thereby retaining ownership of any subsequently agreed actions. The assessment is the starting point to co-ordinate a multi-agency action plan, which also includes actions for the young person and their family.

CAF is the bridge between universal services and specialist intensive support services. The aim is to build resilience and independence to enable families to respond to the changes and challenges that life brings.



3.2 CAF Training and Contacts

Currently, staff within the Housing Division have received CAF training. If any Officer would like to discuss CAF, enquiries should be forwarded to:

NWBC Contact:

Partnership and Development Manager

(01827) 719492

Common Assessment Framework

[Contact the CAF duty system by calling the Multi-Agency Safeguarding Hub \(MASH\) on 01926 414144](tel:01926414144)

4 GUIDELINES FOR MANAGERS - Recruitment and Training

4.1 Reducing Opportunities for Allegations / Abuse to Occur

By following the Council's Recruitment and Selection Policy, the risk of recruiting someone who may pose a risk to children and young people is significantly reduced. Unfortunately, however, that risk can never be eliminated; which is why it is important that staff are appropriately inducted, trained and managed.

Managers must be aware of the need to reduce the opportunities for allegations of child abuse being made against staff. This can be achieved through adherence to appropriate induction and training processes and ensuring that staff are aware of the Council's Code of Conduct.

Managers delivering services directly to children and young people must ensure that they are aware of the Safe Working Procedures relating to Child Protection - Sessional Guidelines for Managers.

Housing Officers must ensure that they are fully conversant with the content of the Warwickshire Protocol for Assessing and Managing the Housing Needs of Homeless Young People.

4.2 Recruitment and Criminal Records Checks (Disclosure and Barring Service Checks)

All staff who have unrestricted access to children will be required to undergo a criminal records (DBS) check before the commencement of their employment with the Borough Council. Please refer to the Council's Recruitment and Employment of Ex-offenders Policy.

The Borough Council will also undertake DBS checks, on a risk-based approach, for certain positions held by elected Councillors. **These positions will include the Mayor and Deputy Mayor, Young Person's Champion (and Shadow), the Spokesperson and Opposition Spokesperson for Health, Well-being and Leisure and the Lead Councillor on CCTV (and Shadow).**

4.3 Child Protection Training

All members of Borough Council staff who come into contact with children and young people during the normal course of their duties, or those who work with computers, must attend **the Borough Council's Child Protection and Child Sexual Exploitation training course** within three months of commencing their employment and on a regular (minimum of once every three years) basis thereafter. All members of staff must understand their responsibilities towards protecting children and young people, and must be aware of the procedure to follow should they have a related concern.

All Borough Councillors will be encouraged to attend **the Borough Council's Child Protection and Child Sexual Exploitation training course**, in respect of which refresher training will also be offered every four years.

4.4 Clubs and Organisation Using Borough Council Facilities

All clubs and organisations working with children and young people that use Borough Council facilities must have an acceptable Child Protection Policy in place. If a club or organisation does not have its own Policy, a copy of this Policy will be distributed with Terms and Conditions of Hire. The club / organisation will then be required to accept and commit to adhere to the provisions of this Policy and the standards of care outlined herein.

4.5 Contracting Individuals and Organisations

If the Borough Council is contracting an individual or organisation to work directly with children, or on a site where children will be present, it must be determined whether or not the contractor and its employees (if any) will be engaging in “Regulated Activity” (check with Human Resources) in order to determine whether DBS checks are required.

The key questions to ask in order to ascertain whether or not checks are required are:

- Does the activity give the opportunity for contact with children?
- Is the activity carried out regularly or frequently (i.e. once a week or more or on more than three days in a 30 day period)?

Contractors and their employees for whom an appropriate DBS check has not been undertaken will be supervised at all times if they have contact with children.

If a self-employed contractor has contact with children, officers will obtain the DBS check because self employed people are not able to make an application directly to the DBS on their own account.

Should it be determined that a DBS check is required, relevant staff should not only have an up-to-date (less than three years old) DBS check; they should also have completed appropriate child protection training within the last three years. This should be factored in as part of the initial contractual arrangement and subsequent contract monitoring process.

It is the responsibility of the Officer engaging the contractor to ensure that appropriate checks have been made and that relevant supervision arrangements are in place at all times.

5 ALLEGATIONS AGAINST ADULTS

5.1 Managing Concerns in Relation to Adults - Concerns / Allegations Regarding People Who Work with Children (Staff and Volunteers)

This procedure is concerned with the management of allegations that indicate the a person would pose a risk of harm if they continue to work, in any capacity, in regular or close contact with children and young people. It should be used in respect of all cases in which it is alleged that an individual who works with children has:

- **Behaved in a way that has harmed a child, or may have harmed a child**
- **Possibly committed a criminal offence against, or related to, a child**
- **Behaved towards a child or children in a way that indicates that they may pose a risk of harm to children and / young people**

The procedure applies to a wider range of allegations than those in which there is reasonable cause to believe that a child is suffering, or likely to suffer, significant harm, including any allegations or concerns that might indicate that an individual is unsuitable to continue working with children in any capacity.

Experience has shown that children can be subject to abuse by those who work with them in a wide variety of settings. All allegations of abuse of children by an adult in a position of trust, e.g. staff member or volunteer, should be taken seriously and treated in accordance with these procedures.

Where an allegation is made, or where there are concerns about an individual's suitability to work with children, a subsequent investigation is likely to involve one or more of the following three strands of activity:

- The Police investigation of a possible criminal offence
- Enquiries and assessment by Children's Social Care as to whether the child is in need of protection or in need of services
- Consideration by an employer of disciplinary action in respect of the individual.

Any concerns or allegations should be reported immediately to the Assistant Director (Leisure and Community Development), who will ensure that the response is based upon the guidance detailed in Section 6 of the WSCB Inter-agency Safeguarding Procedures document, rather than being dealt with as a complaint or any other form of representation. In the absence of the Assistant Director (Leisure and Community Development), the report should be escalated to the Deputy Chief Executive and ultimately the Chief Executive.

Within one working day, all allegations brought to the attention of the Assistant Director (Leisure and Community Development) will be reported to Warwickshire County Council's Local Authority Designated Officer (LADO).

All allegations will be dealt with quickly, thoroughly and in a fair and consistent manner that provides effective protection for the child / children, whilst at the same time providing support for the person who is the subject of the allegation.

The procedure for dealing with allegations needs to be applied with common sense and good judgement. The LADO will advise the Borough Council about the most appropriate course of action to take. Some allegations may be sufficiently serious that they require immediate intervention by Children's Social Care and / or the Police. The LADO will still be informed of all such allegations within one working day, ensuring consultation between the Police, Children's Social Care and the LADO.

5.2 Confidentiality

When an allegation is made, it is extremely important that the Council makes every effort to maintain confidentiality and guard against unwanted publicity whilst it is being considered and / or investigated.

The Assistant Director (Leisure and Community Development) will take advice from the LADO, the Police and Children's Social Care to agree the following:

- Who needs to know and, importantly, exactly what information can be shared and with whom
- How to manage speculation, leaks and gossip
- What, if any, information can reasonably be given to the wider community to reduce speculation
- How to manage press interest, if and when it should arise.

If there is any indication of actual, or potential, media attention the LADO and the Assistant Director (Leisure and Community Development) will liaise with Management Team and the Communications and Public Relations Officer.

6 MAKING A CHILD PROTECTION REFERRAL [SEE 6.2]

6.1 Circumstances in Which to Refer

It is particularly important that all those whose work either brings them into contact with children or contact with adults who have children, are alert to the definitions and indicators of child abuse. In circumstances where **you** have concerns that a child is suffering, or is likely to suffer, significant harm to his or her health or development, or where a child gives information detailing abuse, you must adhere to the following principles:

- a) All concerns and allegations, whatever their origin, must be taken seriously and considered with an open mind that does not pre-judge the situation
- b) In circumstances where a child volunteers / discloses information about abuse, listen to the child. Ask sufficient questions to verify your concern, but **do not interrogate him / her**
- c) Never stop a child who is freely recalling significant events
- d) The child should **not** be asked to repeat their story or asked to write it down
- e) In circumstances where a child has an injury but no explanation is volunteered, it is acceptable to enquire how the injury was sustained
- f) If there are concerns about the explanation given for the cause of any injury, these must be referred to Children's Services
- g) As soon as possible, always make a written record of any information volunteered to you. The record must include the time it was written, the setting, personnel present, as well as what was said (you can use the Appendix to assist as this will need completing)
- h) Record all subsequent events up to the time of Children's Services / Police intervention
- i) Do not promise confidentiality
- j) **ACT NOW – DO NOT DELAY.** If you are at all unsure, contact your Divisional Officer / Head of Service

It is the responsibility of the individual professional who identifies a concern to ensure that **the matter is referred without delay.**

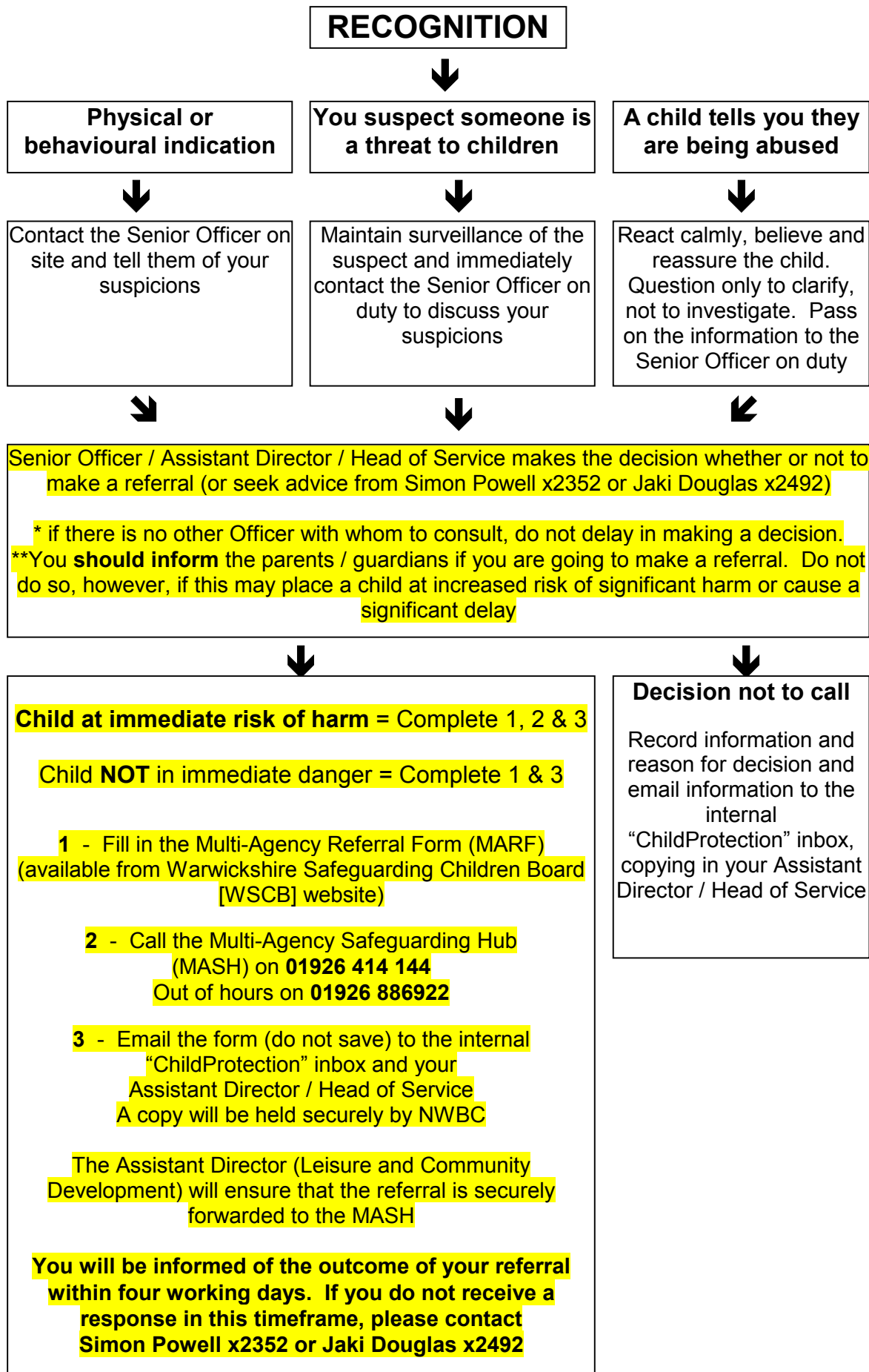
Whilst professionals should, in general, seek to discuss any concerns with the family and where possible seek agreement to make a referral to Children Services, **this should only be done where such discussions will not place a child at increased risk of significant harm or cause any significant delay.**

Whilst advice can be sought from a senior officer, this should not unduly delay the referral process. Concern need not be related to a single specific incident. It may also arise from the accumulation of minor concerns.

**PLEASE FOLLOW THE FLOWCHART AT 6.2
TO REPORT YOUR CONCERN**

Flowchart on next page

6.2 Child Protection Referral Procedure



Agenda Item No 15

Executive Board

14 June 2016

Report of the Assistant Chief Executive and Solicitor to the Council

Members' Code of Conduct - Independent Persons

1 Summary

- 1.1 This report asks Members to consider applications for the role of Independent Persons.

Recommendation to the Council

That the applications for the role of Independent Persons be accepted.

2 Consultation

- 2.1 No specific consultation has taken place.

3 Report

- 3.1 Members will recall that in July 2012 the Member Code of Conduct arrangements changed. One feature of the new system was the removal of Independent Members from the Standards Committee and the introduction of Independent Persons.
- 3.2 The law requires the Council to appoint at least one Independent Person whose views may be sought by the Council and Members on allegations and other related matters. Since earlier this year, the role of the Independent Person has been extended with a role should there be any disciplinary action against the Council's 'Statutory Officers' – the Chief Executive, the Monitoring Officer and the Chief Financial Officer. In the interests of openness, Members should note that the Monitoring Officer is the author of this report and has dealt with the receipt of applications
- 3.3 An advert was included in April's North Talk and placed on the Council's website. A number of applications have been received (mostly via the advert in North Talk). The details of these applications are included as item 26 on this agenda given that a number of personal details are disclosed. Members are asked therefore to consider this report at the same time as item 26.
- 3.5 It is heartening that a significant number of people are interested in helping the Council with this role. It does however leave the Council with a dilemma in

that it will not have enough complaints (it is hoped) for this number of Independent Persons. This was the case in 2012 when 14 people were appointed. The Council has never had to use the Independent Persons as all complaints have, to date, been resolved by the Monitoring Officer and the parties.

- 3.6 On balance, and as in 2012, it is suggested that all the applicants detailed in item 26 be accepted and it will be explained that we are likely not to use such a number.

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

Agenda Item No 16

Executive Board

14 June 2016

Report of the Assistant Chief Executive and Solicitor to the Council

HS2 – Qualifying Authority

1 Summary

- 1.1 The purpose of this report is to seek authority to sign the HS2 Planning Memorandum, so that this Council becomes a Qualifying Authority for the purposes of the HS2 Hybrid Bill.

Recommendation to the Council

- a. That the HS2 Planning Memorandum be signed; and**
- b. That delegated powers to determine applications relating to HS2 be given to the Assistant Chief Executive and Solicitor to the Council and the Head of Development control, subject to the consultation detailed in the report**

2 Consultation

- 2.1 No specific consultation has taken place.

3 Report

- 3.1 The HS2 Hybrid Bill will grant planning permission for the construction of a high speed railway between London and Birmingham. However, this permission will be the subject of a number of conditions requiring the nominated undertaker (the party/parties who will construct the railway) to obtain the consent or approval of the Local Planning Authorities along the route for some matters of detail.
- 3.2 The Bill gives each Local Planning Authority a choice between having a narrow or slightly wider range of controls over the approval of such details. Local Planning Authorities opting for a wider range of controls are referred to as “Qualifying Authorities”.
- 3.3 Qualifying Authorities will be responsible for issuing consents and approvals in relation to the detailed design and appearance of structures and other elements of the scheme but that responsibility does not extend to the principle of their construction which is permitted by the Bill itself. Examples of structures and features, the details of which Qualifying Authorities will be able to consider include:-
- Buildings and road vehicle parks;
 - Terracing;

- Cuttings;
- Embankments and other earthworks;
- Fences & walls;
- Telecommunication masts;
- Pedestrian access to the railway line;
- Artificial lighting;
- Bridges and viaducts;
- Borrow pits and waste disposal sites;
- Site restoration.

3.4 If this Council chooses to become a Qualifying Authority, it will have responsibility for the details of the above matters with the exception of borrow pits and waste disposal sites which would be dealt with by the County Council.

3.5 If the Council decided to be a non-qualifying authority, it would have a significantly more restricted role, thereby effectively losing what little control there is over the majority of features and structures within the Borough.

3.6 There are, in broad terms, two grounds on which the details of structures and features forming part of the railway may be refused or permitted, subject to conditions. These are:-

i. That the design or external appearance of the works ought to be modified:

- a) To preserve the local environment or local amenity,
- b) To prevent or reduce prejudicial effects on road safety or on the free flow of traffic in the local area,
- c) To preserve a site of archaeological or historic interest or nature, conservation value, in respect of which the relevant aspect of the scheme is reasonably capable of being so modified

ii. That the development ought to, and could reasonably, be carried out elsewhere on land within the Act limits. This aspect would only relate to development within especially sensitive areas.

3.7 It should, however be noted that it would only be appropriate to raise an objection to the design or details of a particular structure or feature if the impact of that design would be very significant within the surrounding area beyond that which might reasonably be expected as part of the railway scheme.

3.8 The works to construct the railway will have the equivalent of outline planning permission such that the Council will only be able to consider aspects of the reserved matters (i.e. the details of design and materials, etc.)

3.9 The extent of the control the Council will have will need to be clearly communicated in an appropriate way to the public so that there is a clear understanding of the expectations in being a qualifying authority and the level of influence over the matters identified above in paragraph 3.3 and 3.6 above

- 3.10 The reduced level of control applying to non qualifying authorities only enables them to refuse permission in respect of reasons i(a). and ii. above - all other matters would remain with HS2. Therefore, in view of the concern over the impact of HS2 on the Borough, it is recommended that the Council becomes a Qualifying Authority.
- 3.11 Councils wishing to become Qualifying Authorities are required to sign the "Planning Memorandum". This is a document that sets out the rules of conduct and administrative arrangements for both the Local Planning Authorities and the nominated undertaker leading up to and during the construction of the railway.
- 3.12 Importantly, it requires the Council to commit to dealing with applications for consent within 8 weeks, and to being sufficiently resourced to be able to do so. The applications expected to be submitted could be substantial in number.
- 3.13 Given these timescales, it is unlikely that there will be time to consider these matters at the Planning and Development Board. It is therefore proposed that delegated authority for these decisions be given to the Assistant Chief Executive and Solicitor to the Council and the Head of Development Control, but in consultation with the Planning and Development Board's Chairman, Vice-Chairman (currently also the Council's HS2 spokesman), Opposition Spokesman and the relevant Ward Members. This consultation could involve a meeting if needed. Should this approach be agreed, the Board is asked to recommend a change to the constitution.
- 3.14 It is proposed by HS2 that the Council will either be reimbursed for the cost of dealing with the additional workload resulting from these applications and approvals by way of either the payment of application fees or the funding of temporary posts within the Council. Discussions in relation to the drafting of an appropriate Service Level Agreement in that respect are on-going. The level of applications will not be certain in advance but as mentioned above may be substantial in number, and it may be that a further report on staffing will be necessary in due course

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

Agenda Item No 17

Executive Board

14 June 2016

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

**Council Tax Support Scheme
2017/18**

1 Summary

- 1.1 This report outlines the recommended Council Tax Support (CTS) Scheme for 2017/18 on which the Council will need to consult in the summer.

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 2017/18 Council Tax Support Scheme; and**
- b To approve that the Council consult on a number of technical changes to be made to the current Local Council Tax Support Scheme to fall in line with statutory changes as advised by the Department of Work and Pensions.**

2 Consultation with Members

- 2.1 In May 2016, discussions took place with the Leader and members of the Council Leaders Group regarding proposals for the CTS scheme to be adopted in 2017/18. This was necessary to review if any changes were required to the current entitlement criteria to qualify for CTS or the percentage reduction to be passed onto working age customers since both of these require a consultation to be undertaken with members of the public before they can be implemented.
- 2.2 For the reasons outlined in this report, whilst no changes are proposed to the overall 8.5% reduction on former Council Tax Benefit levels, the Council will be required to undertake an on-line consultation starting in August to advise CTS recipients and other members of the public of the proposed technical changes to the current scheme. This is needed to seek any positive or negative feedback regarding proposed intentions to continue to align our CTS scheme with Universal Credit and Housing Benefit changes that are being implemented nationally by April 2017.

3 Background to this Report

- 3.1 Before the Council implemented its 2013/14 Council Tax Support Scheme which replaced the previous Nationally funded Council Tax Benefit (CTB) Scheme, an extensive consultation was carried out which consulted on a

number of options surrounding reducing the support given to working age claimants by up to 20% on 2012/13 levels. 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 one year only.

3.2 This reduction was necessary to reflect the cut of around 13.5% subsidy grant (approximately £660,000 in cash terms) provided to the Council by the Government to meet the cost of awarding CTB to low income households in 2013/14. Following a decision by Members to pass this cost onto local taxpayers as opposed to absorbing it in full or part, an extensive modelling exercise followed by a consultation period was undertaken. The resultant saving was ultimately achieved by a combination of cuts to the previous levels of CTB to all working age claimants of 8.5% plus the transitional grant in year one which it was estimated would generate about a third of the required saving (resulting in an average bill of around £110 to those who previously paid nothing) and changes to second home and empty property exemptions that would generate the other two thirds of the shortfall. Following the successful implementation of these changes which have remained unchanged since that date, the impact on customers affected has been monitored.

3.3 In summary, this has resulted in the impact of changes being experienced as predicted. These are that they resulted in an immediate and significant increase in recovery action needed to collect Council Tax due with the service needing to issue up to a third more recovery notices to prompt payment (see Appendix A) and we experienced an initial reduction in “in year collection levels” when recovery rates fell to 97.8%, a reduction of 0.5% on 2012/13 levels. However, what is pleasing to report is that over the three years that the local schemes have been in place during which time Members have made annual decisions to retain the local CTS scheme at a maximum benefit of 91.5% level whilst also keeping the empty and long term empty property approach the same, collection rates have recovered. In 2015/16, an “in year” collection rate of 98.39% was achieved which is very positive and as can be seen in the information at Appendix A, whilst we have continued to issue 25% more reminder notices than in 2012/13, the number of cases where court action was necessary at which point additional costs are incurred by the customer actually fell to below the 2012/13 levels in respect of summonses issued.

3.4 However, it should be noted that whilst the Council achieves an “in year” collection rate of over 98.4% for non-CTS affected customers; the impact on those affected by the CTS changes is lower. This resulted in an “in year” collection rate for this group of just over 72% in 2013/14, approximately 79% in 2014/15 and 83% being achieved in 2015/16. This clearly demonstrates that those reliant on CTS and other benefit support do find it more difficult to make timely and sufficient payment to avoid recovery action being necessary but the trend also shows that that the Councils approach of retaining the reduction at 8.5% for the last three years repeated again in 2016/17 where collection rates to date are also being maintained is meaning that more customers are meeting their financial obligations to the Council. Where they

do not pay voluntarily, the ability to recover the monies due from their ongoing benefit entitlement at the statutory level of £3.70 per week where possible is proving effective as the debt due plus court costs added together is low enough for it to be recovered in most cases in the year it is due. Once CTS schemes rise above the 10% cut threshold, this becomes increasingly more difficult.

3.5 These results mirror the experiences of the majority of Councils nationally. An analysis of National data indicates that in most cases those who have passed on the largest CTS cuts are experiencing the biggest falls in Council Tax collection rates although making “like for like” comparisons is very difficult due to the different approaches being taken in the treatment of second homes and long term empty properties and the different deprivation levels of Councils.

... 3.6 Data is provided at Appendix B regarding the different schemes adopted across Warwickshire as well as Council Tax collection rates achieved in 2015/16. It can be seen that whilst the Council passed on the second lowest reduction in CTS of the five districts, this is offset by it providing the shortest exemption periods where no charges are levied when a property is vacant which was necessary in order to cover the shortfall in grant provided. Officers believe this approach has been justified as it has delivered more reliable and timely income to the Council whilst ensuring housing stock in the area is encouraged to be brought back into use as soon as possible which has cross cutting benefits.

... 3.7 This experience aligned with the decrease in the Council Tax Support caseload of 11.08% since April 2013 (see appendix C) which can be attributed in part to the improving local economy where jobs are being created in the Borough has meant that despite the Councils significant and ongoing financial pressures, Members have decided to leave the initial scheme adopted unchanged for the last four years. This has assisted customers pay this new or increased liability whilst having regard to the fact that many are also affected by other welfare changes

3.8 As can be seen from the figures included at paragraph 3.3 as well as national data provided by the DCLG, the outcome of the Councils approach has been very positive with the Council placed in the national upper quartile of all Councils in terms of “in year” collection based on 2014/15 data, a performance level that significantly outperforms our deprivation indices. Officers consider that making the decision not to enforce greater cuts in support beyond 8.5%, as has been the case in some neighbouring Councils, has been the key factor in achieving this by giving customers time to 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.

3.8 In addition to greater reductions in collection, the experiences of many of those Councils with higher cuts than ours are that they have needed to employ more resources to enable them to collect monies due whilst also issuing significantly more notices incurring higher stationary and postage costs. As a District Council, this is particularly relevant to us. This is because

whilst we as the Council administer and collect the Council Tax due on behalf of a number of precepting authorities we only retain approximately 13% of the income collected despite being liable to pay 100% of the collection costs (i.e.) staffing, stationary and postage etc. This has been a major contributory factor in making a recommendation to again propose to members that no changes to the current scheme for 2017/18 are recommended for the financial reasons outlined in section 4 below.

3.9 With this information in mind and in reviewing the 2017/18 scheme, it should also be noted that in addition to the welfare changes already introduced to date, the Government continues to make further changes to the welfare system in an attempt to help put welfare spending on a more sustainable path and make the system fairer to those who pay for it, as well as those who benefit from it.

3.10 As such, in considering a CTS scheme for 2017/18, Members are advised that the following changes will also be implemented over the next twelve months as part of this programme which will have the impact of further reducing income levels of many working age benefit customers currently on the CTS scheme. A summary of the changes are as follows;

- Universal Credit which went live locally from October 2015 will continue to be introduced over the next six years. This is expected to have a significant impact particularly on lone parent family incomes and there remains a linked but as yet undecided approach to those entitled to tax credits to be resolved which could have a major impact on those in low paid employment which is prevalent in the Borough.
- In October 2016, we will introduce the reduced Benefit Cap from £23,000 to £20,000 on households solely reliant on benefits as the main income which we are advised by the DWP could affect up to 50 households in the Borough.

3.11 The following technical changes summarised in the table below are being introduced by April 2017 and will need to be reflected in our local scheme qualifying criteria arrangements and as such consulted upon before revisions can be made. This is because a number will have the effect of reducing claimants weekly income levels in real terms.

Family Premium	Removal of the family premium from the applicable amount calculation for Working Age claimants for CTS purposes
Backdating	Reduce backdating from 3 months to 1 month for Working Age claimants
Applicable Amounts	Freeze applicable amount and premiums for Working Age to 2020/21 in line with Housing Benefit
Temporary Absence	Withdraw LCTS when a person leaves the UK for 4 weeks or more (working age only)
Severe Disability Premium	Incorporate UC Carers Element for working age

Dependants	Limit the number of dependants to a maximum of 2 for all cases where the dependant is born on or after 1 st April 2017 (working age and pensioner age)
ESA	Removal of Employment & Support Allowance Work Related Activity Component (working age only) so they are paid the same amount as JSA claimants
European Migrants	Limit access to non-contributory in-work benefits for up to 4 years from commencement of employment* *This is subject to the outcome of the EU referendum in June

3.12. All, or some of these changes will impact on current LCTS customers to varying degrees and with as yet unknown consequences. As such, and in line with legislative requirements, notice of these proposed changes will need to be subject of a proportionate public consultation.

3.13 In the circumstances, if it is agreed that the maximum CTS award percentage is not changed, as recommended, and the scheme is only amended to reflect the changes outlined in 3.11, It is proposed that it will be sufficient to highlight awareness of these changes via our website, various social media platforms, in North Talk and via direct letters to interested local groups over an 8 week period between August to October 2016. This will allow the final proposed scheme for 2017/18 to be adopted by the Executive Board in November and ratified by Full Council in December.

4 **Report Implications**

4.1 **Finance and Value for Money Implications**

4.1.1 The net estimated cost of the scheme for 2017/18, assuming the retention of an 8.5% reduction in Council Tax Support to all working age customers and adopting all other assumptions stated above will cost the Council £118,047 in 2017/18. This is our share of the assumed shortfall between CTS paid and central grant received.

4.1.2 Members should note that this estimate is based on the assumption that the level of subsidy income to compensate the Council for payments of CTS has continued to reduce significantly beyond the initial 13% reduction passed on in 2013/14. This has been assumed having regard to the ongoing level of central grant being received from the CLG continuing to reduce between 10% to 15% annually since that time as explained below.

4.1.3 In 2012/13, the Council received approximately £4.5m in subsidy to pay for benefits it paid out. In 2013/14, this subsidy was cut by 13% (or £660,000). With the changes introduced by the Council at that time and the transitional grant received this was sufficient to cover this shortfall. Since then, based on the reduced caseload we have experienced which has fallen by 11.08% and having regard to the amount of income generated by exemption changes, this would have meant that had grant levels remained the same as in 2013/14 that

there would have been no ongoing financial cost of these changes which are shared in proportion to precepts levied.

4.1.4 Unfortunately, over the last three years the level of grant subsidy received by the Council from the CLG as a contribution towards CTS schemes has continued to fall to the extent that in 2017/18 we are forecasting that we will only receive £2.52m towards the total cost of CTS paid out of £3.991m. This has meant that the proposal to retain the current 8.5% scheme will cost the Council an estimated £118,047 as its share of the shortfall based on an estimated collection rate of 83%.

4.1.5 In considering whether this funding gap can be improved, officers have modelled a number of scenarios to explore the likely financial implications if they were to change the scheme by basing projections on reducing the level of maximum award of CTS to 90%, 85% and 80% (i.e.) the 20% cut on which the Council originally consulted in 2012,. These workings are shown at Appendix D

4.1.6 As can be seen, the cost savings to the Council of increasing to a 10% reduction is projected at £2,116, to 15% is £9,059 and 20% is £14,211 having regard to the assumed reduced collection rate at each level. This reflects that as customer liabilities get bigger, there are reduced options available to the Council to collect monies due cost effectively and less money is collected based on national evidence. As can also be seen, the changes to the Council of adopting a higher percentage cut from its current 8.5% are relatively small and if for example a 20% cut was adopted (which would be a bigger reduction than the national average and result in an average bill being approximately £275 per annum) this would still cost the Council an estimated £103,837 to support.

4.1.7 It should be noted that these figures assume that there would be no extra staffing needed or administration costs incurred on current operating costs to collect monies due which is highly unrealistic. In learning from the experiences of those Councils who have passed on larger cuts in CTS, the majority have highlighted that the impact has meant needing to issue more recovery notices, some by as much as 60% which significantly increases the cost of stationary and postage as well as needing to employ additional resource to deal with increased customer contact and recovery. As an example, if the Council needed to employ an additional full time officer to assist in dealing with the perceived increased work generated by adopting a 20% cut, the cost of this resource alone would be in the region of £30,000 per annum

4.1.8 As a result, in this example this would actually increase the cost of the scheme to the Council by at least £20,000 on current levels. This is because as stated previously despite only retaining 13% of the Council Tax income generated, the Council picks up 100% of the administration costs to collect it. This is the major factor when considering future changes and is a significant disincentive to propose any further reduction on present levels.

4.1.9 It should also be noted that the Council have implemented more significant changes than the national average with regard to its reduction of exemptions on vacant properties. It is proposed that decisions on charging policies in respect of these properties which have delivered a reliable income stream and are deemed proportionate and reasonable should not change.

4.2 Human Resources Implications

4.2.1 Reducing the Council Tax Support Scheme for working age claimants from 2012/13 levels has put greater pressure on staff administering the scheme. This has also led to additional workload in collection, recovery and appeal activity over the last 3 years as outlined in Appendix B. However, the proposed recommendation not to increase reductions further should ensure it will have minimal additional impact on the workload of these staff during 2017/18.

4.2.2 It is also anticipated that the consultation exercise to be undertaken will be developed alongside and mirror that of our shared service partner, NBBC which will mean the best use of scarce resources and again minimal impact.

4.2.3 The next review of the scheme will take place in the summer of 2017 as to whether any proposed changes should be consulted upon in time for a decision to be taken in respect of the CTS Scheme in 2018/19. This will need to have regard to future grant reductions and predict potential staffing implications.

4.3 Risk Management Implications

4.3.1 A key concern at the outset of adopting local CTS schemes to both the Council and major preceptors was the impact of an increase in benefits caseload from both working age claimants and pensioners which would have created significant additional financial pressures that were difficult to prevent or influence. Fortunately, and as stated in paragraph 3.5, since the CTS scheme was introduced in April 2013, this risk has not been realised and the caseload has in fact reduced which is very positive.

4.3.2 However, the ongoing annual reductions in grant support as outlined in 4.1.4 are expected to continue until at least 2020, and therefore is a significant financial risk that has needed to be built into the Councils corporate savings targets and medium term strategy. This is because it has needed to be assumed that the CTS scheme will be evermore expensive to operate year on year unless either caseloads drop further or changes are made to increase cuts to the CTS scheme for working age people to address the shortfall. Of course, as stated above, the latter has unknown consequences as it has impacts on the customer in terms of their ability to pay any increase in monies due and the Council in terms of the anticipated increased operational costs in seeking to collect it.

4.3.3 In considering the issues outlined in 4.3.2, it should also be acknowledged that over half of the Councils CTS caseload are pensioners who are protected

from any reduction in awards making expenditure in these cases unavoidable. In terms of the Councils remaining working age claimants it should be noted that the majority are in receipt of benefits that indicate that they have current medical conditions that may make it very difficult for them to work without significant support or improve their financial circumstances quickly meaning paying any increased charges towards their Council Tax is going to be very challenging.

4.4 Equalities Implications

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

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
Adoption of a Council Tax Support Scheme for 2013/14	NWBC	Report to Executive Board	26 November 2012
Reduction of Council Tax Discounts for Second Homes and Long Term Empty Dwellings	NWBC	Report to Executive Board	17 January 2013
The Impact of Council Tax Support on Parish Councils	NWBC	Report to Executive Board	17 January 2013

APPENDIX A

ACTIVITY	2012/13	2013/14	2014/15	2015/16
Pre Summons Activity (RN)				
Council Tax	6995	9613	9744	9018
NDR	883	856	818	800
Total	7878	10469	10562	9818
Percentage Increase or Decrease		32.89	0.89	-7.04
Summonses Sent				
Council Tax	2533	3622	3090	2383
NDR	259	255	238	176
Total	2792	3877	3328	2559
Percentage Increase or Decrease		38.86	-14.16	-23.11
Liability Orders Sent				
Council Tax	2100	2903	2572	2147
NDR	186	189	174	127
Total	2286	3092	2746	2274
Percentage Increase or Decrease		35.26	-11.19	-17.19
Bailiff Instructions				
Council Tax	1313	1892	1179	1262
NDR	124	135	119	98
Total	1437	2027	1298	1360
Percentage Increase or Decrease		41.06	-35.96	4.78

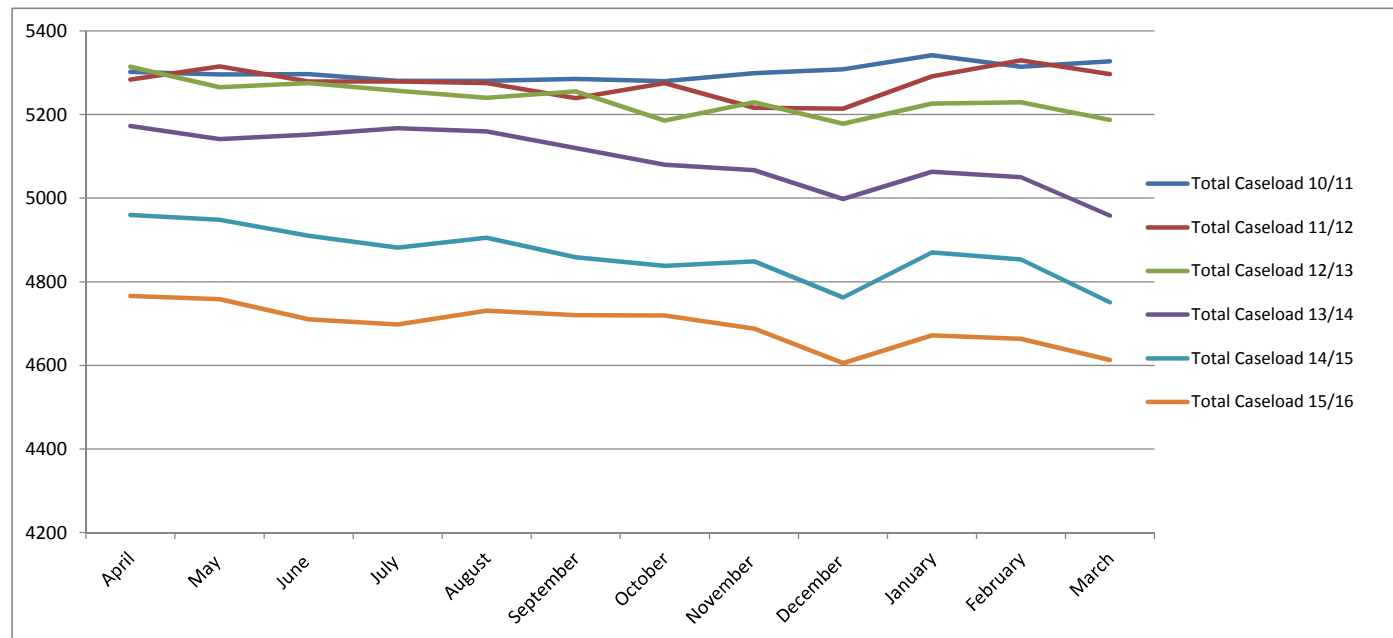
APPENDIX B

	NWBC	SDC	Nuneaton	Rugby	Warwick
Charge	% collected	% collected	% collected	% collected	% collected
2015/16 Council Tax Collection	98.39%	98.71%	97.46%	97.90%	98.52%
Council Tax Arrears – 2014/15 and before	48.63%	45%	35.22%	46.90%	61.20%
2015/16 NDR Collection	99.64%	98.37%	98.16%	97.70%	98.55%
NDR Arrears Collection - 2014/15 and before	75.80%	84%	39.44%	83.60%	69.88%
Council Tax Reduction Scheme	8.50%	0%	20%	15%	15%
Class C exemption Period Award before 100% charges begin	14 days	90 days	90 days	180 days	28 days

HB & CTS Caseload

APPENDIX C

	April	May	June	July	August	September	October	November	December	January	February	March
Total Caseload 10/11	5302	5296	5297	5281	5281	5285	5280	5299	5308	5342	5314	5327
Total Caseload 11/12	5284	5315	5279	5279	5275	5239	5275	5216	5214	5291	5330	5297
Total Caseload 12/13	5314	5265	5275	5257	5240	5255	5186	5229	5178	5226	5229	5187
Total Caseload 13/14	5173	5141	5152	5167	5160	5120	5080	5067	4998	5063	5050	4958
Total Caseload 14/15	4960	4948	4910	4882	4905	4859	4838	4849	4762	4870	4853	4751
Total Caseload 15/16	4766	4758	4710	4698	4731	4720	4719	4688	4605	4672	4663	4613



CTS Only Caseload & Expenditure

	April	May	June	July	August	September	October	November	December	January	February	March
Working Age Caseload	1996	1981	1977	1973	1979	1974	1981	1952	1943	1924	1952	1974
Elderly Caseload	2483	2472	2450	2430	2427	2414	2408	2408	2404	2400	2377	2380
Working Age Expenditure	£1,627,954.73	£1,623,214.39	£1,620,549.86	£1,618,903.08	£1,618,498.55	£1,618,581.07	£1,617,641.46	£1,607,850.82	£1,608,603.64	£1,606,873.95	£1,614,630.63	£1,621,141.88
Elderly Expenditure	£2,333,972.40	£2,334,224.10	£2,331,284.27	£2,328,532.49	£2,329,062.72	£2,222,975.77	£2,225,055.00	£2,227,577.86	£2,225,775.05	£2,225,508.88	£2,223,056.61	£2,225,085.91

ESTIMATED CTS FIGURES (using 30 APRIL 2016 figures)

APPENDIX D

2016/17	current debit -			current debit -			current debit -			current debit -			
	No cut	8.5% cut	Variance	No cut	10% cut	Variance	No cut	15% cut	Variance	No cut	20% cut	Variance	
Working age claimants	1,829,774	1,674,243	-155,531	1,829,774	1,646,796	-182,977	1,829,774	1,555,308	-274,466	1,829,774	1,463,819	-365,955	
Pensioners	2,236,858	2,236,858	0	2,236,858	2,236,858	0	2,236,858	2,236,858	0	2,236,858	2,236,858	0	
Cost of Total Discounts Given	4,066,632	3,911,101	-155,531	4,066,632	3,883,654	-182,977	4,066,632	3,792,166	-274,466	4,066,632	3,700,677	-365,955	
Central Grant Received (fixed)	-2,528,228	-2,528,228	0	-2,528,228	-2,528,228	0	-2,528,228	-2,528,228	0	-2,528,228	-2,528,228	0	
Grants Received	-2,528,228	-2,528,228	0	-2,528,228	-2,528,228	0	-2,528,228	-2,528,228	0	-2,528,228	-2,528,228	0	
Non Collection of CT Billed - 1st 8.5%		26,440	26,440		36,595	36,595		71,361	71,361		120,765	120,765	
Non Collection of CT Billed > 8.5	0	26,440	26,440	0	36,595	36,595	0	71,361	71,361	0	120,765	120,765	
	1,538,404	1,409,313	-129,091	1,538,404	1,392,022	-146,382	1,538,404	1,335,299	-203,105	1,538,404	1,293,214	-245,190	
Collection rate for 1st 8.5% cut		83.00%	100.00%		80.00%	100.00%		74.00%	100.00%		67.00%	100.00%	
Collection rate for > 8.5% cut													
Split of costs:													
NWBC	12.24%	188,301	172,500	-15,801	188,301	170,383	-17,917	188,301	163,441	-24,860	188,301	158,289	-30,011
WCC	73.74%	1,134,419	1,039,228	-95,191	1,134,419	1,026,477	-107,942	1,134,419	984,649	-149,770	1,134,419	953,616	-180,803
WPA	11.33%	174,301	159,675	-14,626	174,301	157,716	-16,585	174,301	151,289	-23,012	174,301	146,521	-27,780
Parishes	2.69%	41,383	37,911	-3,473	41,383	37,445	-3,938	41,383	35,920	-5,464	41,383	34,787	-6,596
	100.00%	1,538,404	1,409,313	-129,091	1,538,404	1,392,022	-146,382	1,538,404	1,335,299	-203,105	1,538,404	1,293,214	-245,190
Exemptions		-444,875											
NWBC			-54,453		-54,453			-54,453			-54,453		
WCC			-328,051		-328,051			-328,051			-328,051		
WPA			-50,404		-50,404			-50,404			-50,404		
Parishes			-11,967		-11,967			-11,967			-11,967		
Exemptions			-444,875		-444,875			-444,875			-444,875		
NWBC			118,047		115,931			108,988			103,837		
WCC			711,177		698,426			656,599			625,565		
WPA			109,271		107,312			100,885			96,117		
Parishes			25,943		25,478			23,952			22,820		
Net Cost to LA			964,438		947,147			890,424			848,339		
NWBC saving over current scheme					-2,116			-9,059			-14,211		

Agenda Item No 18

Executive Board

14 June 2016

**Report of the
Assistant Director
(Leisure and Community Development)**

**Health and Well-being Working
Party Terms of Reference**

1 Summary

- 1.1 The Board is invited to endorse the Terms of Reference and Membership for the Health and Well-being Working Party.

Recommendation to the Council:

That the Terms of Reference and Membership for the Health and Well-being Working Party as set out in Appendix A to the report be approved.

2 Consultation

- 2.1 The Chairman, Vice-Chairman and Opposition Spokesperson for the Community and Environment and Resources Boards and the Safer Communities Sub-Committee, together with Members with responsibility for Health, Well-being and Leisure and Young People, were all consulted on the Board report to the Community and Environment Board held on 14 March 2016.

3 Background

- 3.1 At its meeting on 14 March 2016 the Community and Environment Board received an update on the progress being made in respect of the actions identified in the approved three-year Health Improvement Action Plan.
- ...
- 3.2 In addition, Members were invited to consider the draft Terms of Reference and Membership for the Health and Well-being Working Party as set out in attached Appendix A.
- 3.3 The Community and Environment Board approved the draft and this Board is invited to formally endorse the Terms of Reference and Membership for the Health and Well-being Working Party.

4 Report Implications

- 4.1 These are set out in full in the report to the Community and Environment Board held on 14 March 2016.

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

Background Paper No	Author	Nature of Background Paper	Date
None			

Health and Well-being Working Party
Terms of Reference
(March 2016)

Purpose

The Health and Well-being Working Party is established to identify and structure the corporate contribution to the health and well-being agenda.

The Working Party will bring focus and co-ordination to health improvement activity across North Warwickshire.

Aims

1. To map and monitor health improvement activity across the Borough
2. To influence the development of health and well-being policy and strategy and to ensure equitable access to services for local residents
3. To work with partners, including the Clinical Commissioning Group and Public Health, to identify the key health issues in North Warwickshire and, thereafter, to explore opportunities to secure external funding support for undertakings designed to positively address these issues
4. To scrutinise health-related Borough Council activity
5. To monitor implementation of the North Warwickshire Health Improvement Action Plan, 2016 / 17
6. To develop a Corporate North Warwickshire Health Improvement Action Plan for 2017 to 2020, taking in to account the priorities of the Corporate Plan, the Sustainable Community Strategy, Warwickshire Health and Well-being Strategy, 2014 to 2018, and other relevant plans and documents
7. To respond to relevant health-related consultations on behalf of the Borough Council, to receive reports from, and submit questions to, external organisations to promote understanding of, and improve services that address, the health needs of North Warwickshire residents. These organisations will include, but not be limited to, the County Health and Well-being Board, the County Health Scrutiny Board, Health Portfolio Holder meetings and the Warwickshire North Health and Well-being Partnership
8. To determine how allocated health and well-being monies are spent

Membership

1. The Working Party shall consist of:
 - a. Spokesperson and Shadow Spokesperson for Health, Well-being and Leisure
 - b. Chairman of the Community and Environment Board
2. Non-members will be invited to the Working Party where expert advice is required

Review

On an annual basis, the Working Party will review the focus and value of its work.

Working Party Meetings

1. Meetings will take place once per Board cycle in advance of the Community and Environment Board. (**Thursday's 10:00am approximately four weeks in advance of the Board*).
2. Meetings will be chaired by the Health, Well-being and Leisure Portfolio Holder and will be organised by the Leisure and Community Development Division
3. Agenda items will be set by the Working Party and / or the Community and Environment Board
4. The notes of each meeting will be reported to the Community and Environment Board

Agenda Item No 19

Executive Board

14 June 2016

**Report of the
Assistant Director
(Leisure and Community Development)**

**Request for Virement of Budget to
Fund Unavoidable Treeworks**

1 Summary

- 1.1 This report seeks Members' approval of a proposal to vire monies arising from a predicted salary underspend on the Landscape Management revenue budget to the Green Space revenue budget to fund unavoidable treeworks.

Recommendation to the Council

That the proposal to vire monies arising from a predicted salary underspend on the Landscape Management budget to the Green Space revenue budget to fund unavoidable treeworks be approved.

2 Consultation

- 2.1 The Chairman, Vice-Chairman and Opposition Spokesperson for the Executive, Community and Environment and Resources Boards and the Safer Communities Sub-Committee and Members with responsibility for Health, Well-being and Leisure have all had the opportunity to comment on the content of this report. Any comments received will be reported verbally at the meeting.

3 Urgent Treeworks

- 3.1 Members will be aware that the part-time post of Landscape Officer (Trees) has been vacant for a number of years and that the Authority's proactive tree inspection programme has been suspended in consequence. Reactive work continues to be undertaken through the support of Warwickshire County Council's Arboricultural Officer.
- 3.2 In 2015/16 there were 399 customer contacts regarding trees, with 130 reactive inspections being undertaken, resulting in recommendations for works to 204 trees. Of these, 32 were felled as they were dead, dying or dangerous or to abate a nuisance to adjoining properties. In addition, there were nine emergency call-outs to deal with trees that had fallen in high winds, one of which caused damage to property. Works were also carried out to four

overgrown hedges. The outcomes of a further 11 inspections arising out of 15 new customer contacts to date in 2016/17 are awaited.

3.3 It has been reported to the Community and Environment Board, including in March 2016, that a trend of an increasing number of reactive works year on year has been evident since 2012/13 and that this reflects an inability to implement a proactive and systematic inspection programme whilst there has been no Landscape Officer (Trees) in post. Members will appreciate that it is still early in the financial year and that significantly more inspections and recommendations for works can be expected before March 2017, the number of customer contacts being consistently highest during the summer and autumn months.

3.4 In addition, the number of calls received, and incidents arising, in relation to Cole End Park in Coleshill, Mancetter Recreation Ground, Kingsbury Meadow, the Pear Tree Estate in Kingsbury and Moorwood Open Spaces in Hartshill have been such that it was felt necessary to undertake full site inspections. These inspections, which were completed in February and March 2016, have resulted in recommendations for works for reasons of safety, to provide clearance over the highway or footpaths or to abate a nuisance. The numbers of trees identified as needing attention are as follows:

Site	Remedial works	Fell
Coleshill Cole End Park	85	11
Mancetter Recreation Ground	63	74
Kingsbury Meadow and Pear Tree Estate	37	9
Hartshill Moorwood Open Spaces	29	6

3.5 Warwickshire County Council takes a risk-based approach to inspections and uses the following classification to prioritise works to be undertaken:

Priority	Description
1 Very urgent	Works required immediately to make the tree safe
2 Urgent	Works required within 30 working days
3 High	Works required within 60 days
4 Moderate	Works required within 90 days
5 Low	Works required as part of scheduled maintenance
6 Very low	Works required are of the lowest priority and may be considered if budget allows

The County Council's arboricultural officer has applied this classification to the works recommended in respect of the Borough Council's trees and has assessed all of those detailed above as being priority 2, 3 or 4. As such they should be effected within 30, 60 or 90 days of the inspection respectively. Works that have not yet been authorised, therefore, are, or soon will be, overdue and will present an increasing risk.

- 3.6 Of the trees recommended to be felled at Mancetter Recreation Ground, 39 are young or early mature specimens of various species, probably mostly self-set, that have grown into the security fence on the boundary of the industrial estate in close proximity to parking areas. These have been highlighted as a hazard in a health and safety inspection conducted by one of the businesses on the estate. A further 25 are large, mature poplars also around this boundary. These are of concern as they are at the stage where the species is prone to shattering and are of a size where falling branches could cause considerable damage and / or injury.
- 3.7 Works have been put in hand in Kingsbury and at Mancetter Recreation Ground, except for the felling of the poplars. Works at Hartshill are expected to be undertaken in June or July, subject to confirmation of planning consent, as these trees are covered by a Tree Preservation Order. Those at Cole End Park have not yet been scheduled.
- 3.8 There is £21,970 allocated in the Green Space revenue budget for tree management in 2016/17. The breakdown of costs identified to date in this financial year is:

Item	Value
Reactive works completed in late March and in April 2016	2,275.00
Reactive works in hand	3,863.00
Works in hand at Mancetter Recreation Ground	4,900.00
Works in hand at Kingsbury Meadow and Pear Tree Estate	5,009.00
Works pending at Hartshill Moorwood Open Spaces	3,764.00
Sub-total	19,811.00
Works at Cole End Park – Priority 2 and 3	13,953.00
Works at Cole End Park – Priority 4	996.00
Removal of poplars at Mancetter Recreation Ground	20,080.00
Sub-total	35,029.00
Total	54,840.00

Thus, the current budget allocation is almost completely committed and the value of works not yet authorised amounts to considerably more.

- 3.9 It is likely that there will be an underspend of approximately £16,000 on the Landscape Management revenue budget, assuming that vacant posts are filled by mid-September. It is therefore proposed that this sum should be

vired to the Green Space revenue budget to fund priority 2 and 3 works at Cole End Park, leaving around £4,000 available to fund any further unavoidable works that arise during the year.

- 3.10 Members should be aware that there is a significant risk to the Authority in not, at this stage, addressing the remaining works identified as being necessary should any of those trees fail and cause damage or injury.

4 Report Implications

4.1 Finance and Value for Money Implications

- 4.1.1 To vire approximately £16,000 of the Landscape Management revenue budget, assuming that vacant posts are filled by mid-September, to the Green Space revenue budget to fund works identified in 3.9 above.

4.2 Safer Communities Implications

- 4.2.1 Inspections of trees have identified possible risks to public safety.

4.3 Legal and Human Rights Implications

- 4.3.1 The Authority has a Duty of Care in respect of tree management and could be at risk of legal action should damage or injury occur as a result of inadequate tree maintenance.

4.4 Environment and Sustainability Implications

- 4.4.1 Appropriate management is necessary to maintain a sustainable tree stock, which contributes to environmental capital.

4.5 Human Resources Implications

- 4.5.1 There are no human resources implications arising directly out of this report.

4.6 Health, Well-being and Leisure Implications

- 4.6.1 A well-managed tree stock has a positive impact on the health and well-being of individuals and communities by contributing to an improved quality of life.

4.7 Risk Management Implications

- 4.7.1 The corporate risk management process identifies and scores risks associated with the provision and maintenance of green space. Services must manage operational risks to be as low as possible. Following an Internal Audit of the Leisure and Community Development Division's operational risks in 2015/16, the score in respect of tree management was increased to 15, which is high. The associated risk assessment is attached below and has previously been reported to the Community and Environment Board.

4.8 Equalities Implications

4.8.1 No equalities implications arise directly out of this report.

4.9 Links to Council's Priorities

4.9.1 Appropriate management of the Authority's tree stock has direct and positive links to the corporate priorities in respect of:

- Responsible financial and resource management
- Creating safer communities
- Protecting our countryside and heritage
- Improving leisure and well-being opportunities
- Promoting sustainable and vibrant communities

The Contact Officer for this report is Alethea Wilson (719212).

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
None			

Risk Assessment

Service: Landscape Management				Corporate Objectives: 1 / 2 / 3 / 4 / 5				Priority: High		
Ref	Risk: Title/Description	Consequence	Likelihood (5 = high 1 = low)	Impact (5 = high 1 = low)	Gross Risk Rating	Responsible Officer	Existing Control Procedures	Likelihood (5 = high 1 = low)	Impact (5 = high 1 = low)	Net Risk Rating
LCD14	Failure to manage the Borough Council's tree stock to an appropriate level of safety and sustainability	Death Injury to public / staff Damage to Property Environmental loss Insurance claims Court action Loss of reputation Customer dissatisfaction Avoidable costs	5	5	25	LM	Temporary staff cover and revenue budget in place System in place to manage customer contacts and to address urgent works Tree Management Policy statement adopted in March 2010 and amended to include formalised consultation procedures in January 2011	5	3	15
Options for additional / replacement control procedure							Cost resources	Likelihood (5 = high 1 = low)	Impact (5 = high 1 = low)	Net Risk Rating
Divisional restructure to provide more capacity / resilience – appointment of tree officer Resumption of proactive risk-based inspection and management programme including service to Housing and Development Control functions Adoption of a Tree Management Strategy Procurement of tree management software Procurement of a single treeworks contract including an out of hours service								2	2	4
Completed by: L&CD LM / Internal Audit								Date: 21/12/2015		

Agenda Item No 20

Executive Board

14 June 2016

**Report of the
Deputy Chief Executive**

**Anti Fraud, Bribery and Corruption
Policy**

1 Summary

- 1.1 This report summarises the key issues contained within the Anti Fraud, Bribery and Corruption Policy.

Recommendation to the Council

- a That the report be noted; and**
- b That the attached Policy be adopted.**

2 Report

2.1 Background

- 2.1.1 The policy supersedes the Counter Fraud Strategy, the Counter Fraud Policy v2 2012, the Anti Bribery Policy v1 2012 and; the Counter Fraud Response Plan and brings them together into one policy.
- 2.1.2 The policy cross references with a variety of other relevant Policies that are detailed below namely:
Money Laundering Policy; Whistleblowing Policy; Disciplinary Policy; Employee/Contractor Code of Conduct; Members Code of Conduct; Information Security Policy; Employee and Members Register of Interest; and Members Protocol.
- 2.1.3 Elected Members and employees should play a key role in anti-fraud initiatives. This includes allowing for an environment within which anti-fraud and bribery prevention arrangements will flourish, and encourage the promotion of an anti-fraud culture across the whole of the Council. This should aid deterrence and provide a sound defence against internal and external abuse of public funds.
- 2.1.4 The Council must ensure that it has in place adequate arrangements for the prevention and detection of fraud, bribery and corruption. The purpose of this Policy is to set out the main principles of such arrangements for the Members, employees and stakeholders of North Warwickshire Borough Council.

2.1.5 Fraud involves a dishonest act with a view to making a gain or causing a loss. The main ways for doing such are making false representation, failing to disclose information or abusing a position held, with the required dishonesty and intention of making a financial gain or causing a financial loss.

2.1.6 Bribery and corruption involves offering, promising or giving a payment of benefit in kind in order to influence others to use their position in an improper way to gain an advantage.

3 Implications for North Warwickshire Borough Council

3.1 The Responsible Financial Officer, Internal and External Audit, Human Resources, managers and all employees, Members and stakeholders are affected by this policy.

3.2 Although this policy specifically refers to fraud, bribery and corruption, it equally applies to any forms of malpractice that can reduce public confidence in the Council and its services.

3.3 A revised Corporate Fraud and Bribery Response Plan is included at Appendix A and this advises on the route through which an allegation will be progressed. The policy also includes two new methods of contact available to raise concerns, namely an online fraud referral form for employees (directly linked to Internal Audit) and a publicly available fraud hotline number where an answer service is available and this will be checked regularly with any messages left being checked and details forwarded to the relevant department for investigation.

3.4 The Council must safeguard against unfounded allegations and ensure that the investigation process is not misused. Therefore any internal abuse, such as raising malicious or vexatious allegations, may be dealt with as a disciplinary matter.

3.5 The policy must be monitored to ensure that controls are appropriate and robust enough to prevent or reduce fraud.

3.6 It is important that employees, Members and contractors are aware of and understand the policy so it must be disseminated to all using all available communication methods. It must be included in local induction for new employees and existing employees reminded of its existence at least annually.

3.7 The policy should be reviewed annually for any legislative changes and every three years to ensure that it remains relevant to the identified needs and risks of the Council.

4 Report Implications

4.1 Risk Management Implications

4.1.1 The main risk affecting the Council is that of Council Members or staff being bribed or committing fraud and there being a subsequent financial or reputational loss.

4.2 Links to Council's Priorities

4.2.1 Responsible financial and resource management.

The Contact Officer for this report is Barbara Haswell (719416).

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

Risk Management Form

**NORTH WARWICKSHIRE
BOROUGH COUNCIL**

Division Corporate

Cost Centre or Service

Risk Ref	Risk: Title/Description	Consequence	Likelihood (5 = high, 1 = low)	Impact (5 = high, 1 = low)	Gross Risk Rating	Responsible Officer	Existing Control Procedures	Likelihood(5 = high, 1 = low)	Impact (5 = high, 1 = low)	Net Risk Rating
1	Council Members or staff being bribed or committing fraud	Decisions made based on incorrect data. Damaged reputation, legal repercussions unnecessary expenditure.	3	4	12	Deputy Chief Executive	Embracing the Anti Fraud, Bribery and Corruption Policy ; risk assessment performed; reviewing existing policies and including fraud and bribery references; staff awareness and training; internal audit reviews;	2	4	8
Risk Ref	Options for additional / replacement control procedure						Cost Resources	Likelihood (5 = high, 1 = low)	Impact (5 = high, 1 = low)	Net Risk Rating

Completed By:

Date:



North Warwickshire Borough Council

Anti Fraud, Bribery & Corruption Policy

DRAFT

DOCUMENT CONTROL

Title:	Anti Fraud, Bribery and Corruption policy
Purpose:	Policy outlining the roles and responsibilities for the prevention and detection of fraud, bribery and corruption within NWBC
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Responsible committee / director:	<i>Chris Brewer – Deputy Chief Executive</i>
Lead officer:	<i>Barbara Haswell – Head of Internal Audit</i>
Target audience:	<i>All staff, Members and contractors/suppliers</i>
Date ratified:	<i>Date document approved</i>
Ratified by:	<i>Name and title</i>
Date issued:	<i>Date policy issued</i>
Review date:	<i>Date policy to be reviewed</i>
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1 Introduction

1.1 General

North Warwickshire Borough Council is determined to maintain its reputation as an Authority that will not tolerate fraud, bribery, corruption or abuse of position, wherever it may be found in any area of Council activity. The Council has a duty to protect the public money it controls from loss due to dishonesty and is determined to do so.

Whilst NWBC is not directly required to implement the full requirements of the Money Laundering Regulations 2007, the Council, its officers and Members are subject to provisions of other related Acts and legislation¹, for which the Council has appointed the Deputy Chief Executive as the Money Laundering Reporting Officer. The MLRO is the nominated person to receive disclosures under the Money Laundering Regulations. The Money Laundering Policy refers to this in more detail.

1.2 Aims and objectives

North Warwickshire Borough Council's expectation on propriety and accountability is that members and employees will lead by example in ensuring adherence to legal requirements, rules, procedures and practices. Elected Members and employees should play a key role in anti-fraud initiatives. This includes allowing for an environment within which anti-fraud & bribery prevention arrangements will flourish, and encourage the promotion of an anti-fraud culture across the whole of the Council. This should aid deterrence and provide a sound defence against internal and external abuse of public funds.

This Statement also reflects the principles of the Nolan Committee.

The Council must ensure that it has in place adequate arrangements for the prevention and detection of fraud, bribery and corruption. The purpose of this Policy is to set out the main principles of such arrangements for the Members, employees and stakeholders of North Warwickshire Borough Council.

1.3 Scope

The Policy applies to elected members, co-opted members of committees, and all employees (full time, part time, temporary and casual) who work for the Council.

It also applies to others who provide services for and services to the Council, in accordance with the Nolan Committee, "Standards of Conduct in Local Government" 1997.²

¹ Terrorism Act 2000, Anti Terrorism, Crime & Security Act 2001, Proceeds of Crime Act 2002 and Serious & Organised Crime Act 2005

² Where a citizen receives a service which is paid for wholly or in part by the taxpayer, then the government or local authority must retain appropriate responsibility for safeguarding the interests of both the user and taxpayer regardless of the status of the service provider."

Therefore, the Council expects that any individuals, organisations or stakeholders (e.g. suppliers, contractors, service providers and partners) that it deals with will act with integrity and without thought or actions involving fraud, bribery or corruption. Where relevant, the Council will include appropriate clauses in its contracts about the consequences of fraud, bribery and corruption; evidence of such acts is most likely to lead to a termination of the particular contract and may lead to prosecution.

2 Definitions

2.1 Fraud

Fraud involves a dishonest act with a view to making a gain or causing a loss. The main ways for doing such are making a false representation, failing to disclose information or abusing a position held, with the required dishonesty and intention of making a financial gain or causing a financial loss.

2.2 Bribery and corruption

Bribery and corruption involves offering, promising or giving a payment of benefit-in-kind in order to influence others to use their position in an improper way to gain an advantage.

3 Roles and responsibilities

3.1 The Responsible Officer

Under Section 151 of the Local Government Act 1972 and The Accounts and Audit Regulations, the "Responsible Financial Officer" is responsible for ensuring that the Council has effective internal controls and systems in place to protect the organisation and the public funds it receives. The effectiveness of these controls is monitored by internal audit and external audit. An Anti-Fraud, Bribery & Corruption Policy helps towards discharging part of this responsibility.

Accordingly, the Deputy Chief Executive will ensure that matters arising from audits, investigations, evidence and outcomes are appropriately recorded, stored, maintained and reported as necessary to Management Team, Resources Board and Members.

The Deputy Chief Executive prepares, documents and maintains detailed financial procedures and systems and ensures that the principles of separation of duties and internal checks are applied to supplement those procedures and systems.

The Deputy Chief Executive will, depending on the outcome of preliminary investigations, inform the management team of suspected cases of fraud, bribery and corruption, especially in cases where the loss may be high or where the incident may lead to adverse publicity.

3.2 Internal and external audit

The role of internal and external audit includes reviewing controls and systems and ensuring compliance with financial regulations and procedures.

Internal Audit is the first point of contact in respect of all suspicions or concerns regarding fraud, bribery and corruption. If appropriate an auditor may contact the Accredited Counter Fraud Specialist on any matters requiring further advice or action.

3.3 Human Resources

Human Resources will notify Internal Audit immediately that any matter is identified that involves potential fraud, bribery and corruption issues. They will then continue to liaise with Internal Audit and any appointed Accredited Counter Fraud Specialist with regard to the conduct of any criminal and/or disciplinary investigation.

3.4 Accredited Counter Fraud Specialist

Where NWBC has contracted additional resource of an Accredited Counter Fraud Specialist, a work plan for all anti-fraud work will be agreed between the Counter Fraud Specialist, Head of Internal Audit and Deputy Chief Executive.

The Counter Fraud Specialist will work with internal audit; key colleagues and stakeholders to promote anti-fraud work apply effective preventative measures and investigate allegations of fraud, bribery and corruption. In so doing the Counter Fraud Specialist will conduct risk assessments in relation to their work to prevent fraud, bribery and corruption.

Work on preliminary or full investigations will be agreed on a case by case basis and will be monitored by the Head of Internal Audit.

3.5 Managers

All managers are responsible for ensuring that policies, procedures and processes within their local area are adhered to and kept under constant review.

Managers have a responsibility to ensure that staff are aware of fraud, bribery and corruption and understand the importance of protecting the organisation from it.

Managers should report any instances of actual or suspected fraud, bribery or corruption to Internal Audit. It is important that managers do not investigate any suspected financial crimes themselves as this could impede any future investigation.

3.6 All employees, Members and stakeholders

All employees, Members and stakeholders are required to comply with NWBC's policies and procedures and apply best practice in order to prevent fraud, bribery and corruption (for example in the areas of procurement, personal expenses and ethical business behaviour). All employees of NWBC have responsibilities in protecting the organisation from these crimes.

Employees who are involved in, or manage internal control systems, should receive adequate training and support in order to carry out their responsibilities.

If any employee suspects that fraud, bribery or corruption has taken or is taking place, they should ensure it is reported to Internal Audit as explained below.

4 The response plan

4.1 Overview

NWBC has proportionate procedures in place to mitigate identified risks. Although this document specifically refers to fraud, bribery and corruption, it equally applies to any forms of malpractice that can reduce public confidence in the Council and its services, and may also include acts committed outside of official duties but which impact upon the Council's trust in the individual concerned. Examples may include, the criminal acts of theft of "property", which includes all assets and cash; fraud by false representation; fraud by failing to disclose; fraud by abuse of position; computer abuse and computer crime.

Employees and Members can be exposed to a number of "pressures", from contractors, landlords, the public etc. to act in a particular way in a particular case; this may involve "favouritism" regarding the access to all kinds of services and benefits (e.g. grants, awards, benefits, council housing, or gaining contracts, planning permission, etc.). In accordance with the Bribery Act 2010 these could constitute a criminal offence and should be reported in accordance with this policy.

Employees and Members are an important element in the Council's stance on fraud, bribery and corruption, and they are encouraged and expected to raise any concerns that they may have.

4.2. Reporting fraud, bribery or corruption

Employees should normally raise concerns through their immediate manager, however it is recognised that they may feel inhibited in certain circumstances. In this case, officers and Members should contact either the Deputy Chief Executive or the Head of Internal Audit. The Council's "**Whistleblowing**" Policy gives further guidance on how to raise concerns and it

gives details about the support and safeguards that are available to those that do raise concerns.

The **Corporate Fraud & Bribery Response Plan** (appendix A) advises on the route which an allegation will be progressed.

A fraud referral form for employees is located on the intranet at https://www.northwarks.gov.uk/site/scripts/xforms_form.php?formID=2

The fraud hotline number is 01827 719377 and can be used by anyone.

Concerns will be treated in confidence, properly investigated and dealt with fairly. It may be necessary for individuals to give a statement in respect of their information and appear as a witness; however each case will be considered on its own merits.

There is, of course, a need to ensure that any investigation process is not misused. NWBC wishes to safeguard against unfounded allegations and, therefore, any internal abuse, such as raising malicious or vexatious allegations, may be dealt with as a disciplinary matter.

4.3 Disciplinary action

In addition to any criminal consideration, disciplinary procedures will be initiated where an employee is suspected of being involved in a fraudulent or illegal act. Details of these procedures can be found in the Disciplinary Policy.

5 Review

5.1 Monitoring and auditing of policy effectiveness

The monitoring of this policy is essential to ensuring that controls are appropriate and robust enough to prevent or reduce fraud. Reviewing system controls on an ongoing basis and identifying weaknesses in processes allows proportionate action to be taken to mitigate risk.

5.2 Dissemination of the policy

It is important that employees, Members and contractors are aware of and understand this policy. To this aim the policy should be disseminated to all employees and Members using all available communication methods. The most recent version of the policy should be easily available on the intranet, as well as managers making new employees aware of its existence during local induction and all existing employees at least annually.

5.3 Review of the policy

This policy should be reviewed annually for any legislative changes and every 3 years to ensure it remains relevant to the identified needs and risks of NWBC

6 Policy appendices

This policy should be read in conjunction with:

Corporate Fraud Response Plan (appendix A)

Fraud referral form

Money Laundering Policy

Whistleblowing Policy

Disciplinary Policy

Employee/Contractor Code of Conduct

Members Code of Conduct

Information Security Policy

Employee & Members register of Interest

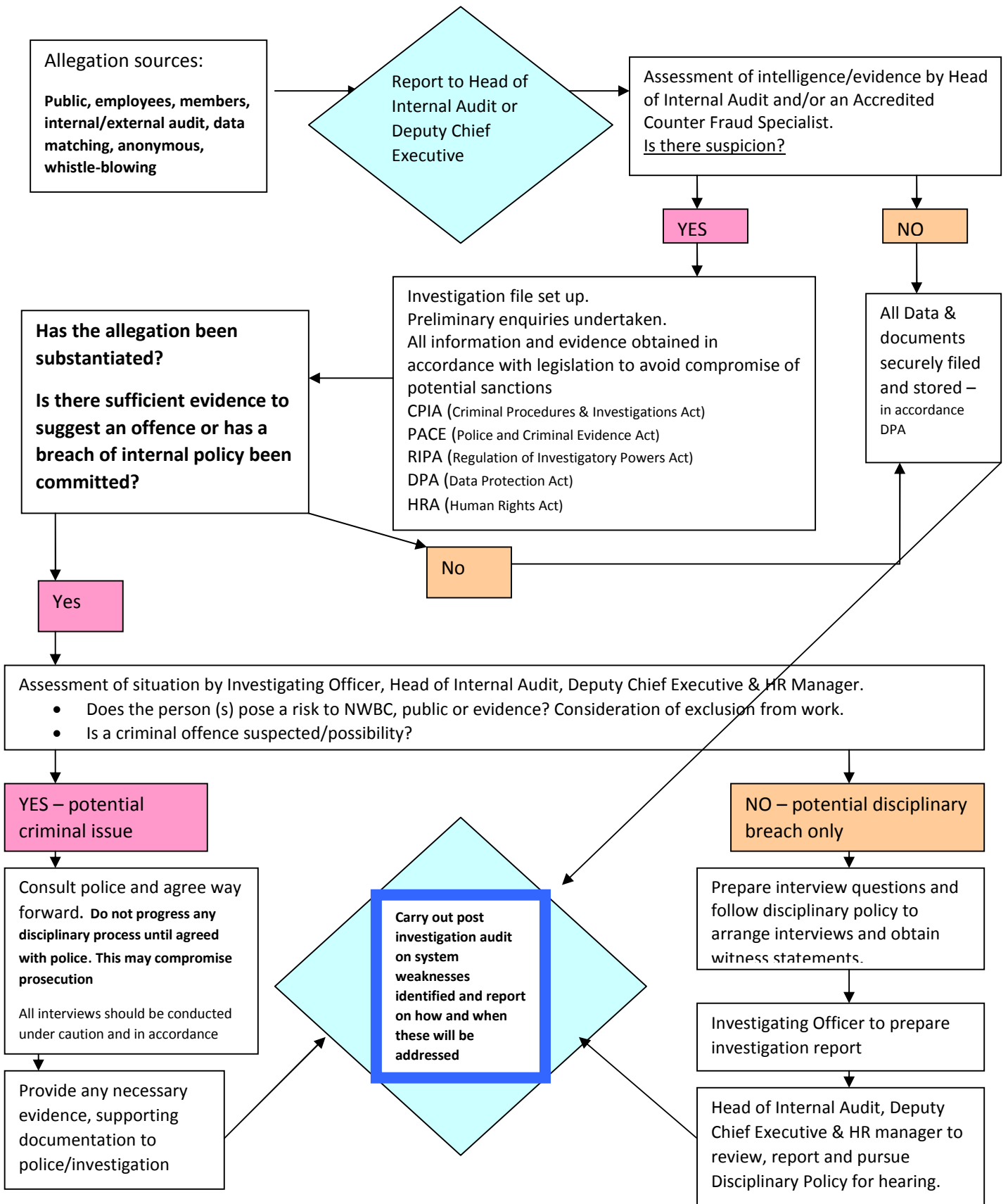
Members Protocol

Officer/Member Protocol

Anti-Fraud, Bribery & Corruption Policy

Appendix A

Fraud, Bribery & Corruption Response Plan



Fraud, Bribery or Corruption Referral Process

NWBC recognises that the decision to report a concern can be a difficult one to make. If you are acting in good faith, you should have nothing to fear.

All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. At the appropriate time, however, you may need to come forward as a witness

You are encouraged to put your name to your allegation whenever possible as concerns expressed anonymously are much more difficult to investigate, and it may therefore be difficult to pursue such an investigation to a reliable conclusion. ³

How to report a concern

1. You should normally raise concerns of fraud, bribery or corruption with the Head of Internal Audit or Deputy Chief Executive. This depends, however, on who is suspected of the malpractice. For example, if you believe that management is involved, you should approach the Head of Internal Audit or the Monitoring Officer (Assistant Chief Executive and Solicitor to the Council)
2. Concerns may be raised orally, in writing or via email.
3. Please provide the background and history of the concern and include any relevant dates.
4. Please outline your concerns with the situation
5. Although you are not expected to prove an allegation, you will need to demonstrate that there are reasonable grounds for your concern.

Further advice/guidance

If you wish to discuss any concerns further or require advice please contact:

Head of Internal Audit – Barbara Haswell ext 2416

Deputy Chief Executive – Chris Brewer ext 2259

Monitoring Officer – Steve Maxey ext 2438

Agenda Item No 21

Executive Board

14 June 2016

Report of the Chief Executive and the Deputy Chief Executive

Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April 2015 – March 2016

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 2015 to March 2016.

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 end of year position with the achievement of the Corporate Plan and Performance Indicator targets for 2015/16. This is the fourth report showing the progress achieved during 2015/16.

4 Progress achieved during 2015/16

- ... 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 March 2015/16 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)

Green – target 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 2015/16 year.

6 Overall Performance

- 6.1 The Corporate Plan performance report shows that 100% of the Corporate Plan targets and 58% of the performance indicator targets are currently on schedule to be achieved. The report shows that individual targets that have been classified as red 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	11	100%
Red	0	0%
Total	11	100%

Performance Indicators

Status	Number	Percentage
Green	7	58%
Red	5	42%
Total	12	100%

7 Summary

- 7.1 Members may wish to identify any areas that require further consideration where targets are not currently being achieved. The targets not achieved include indicators for environmental health inspections, freedom of information requests and community safety.

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 actions and indicators which contribute towards equality objectives including the priorities of creating safer communities, supporting business and employment and promoting sustainable and vibrant communities.

8.6 Links to Council's Priorities

8.6.1 There are a number of targets and performance indicators contributing towards the priorities of protecting countryside and heritage, creating safer communities, responsible financial and resource management, supporting employment and business and promoting sustainable and vibrant communities.

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 15/16

NEW	Action	Priority	Reporting Officer	Quarter 3 Update	Year End	Status	Direction
NWCP 004	To submit final Development Plan documents relating to Development Management Community Infrastructure Levy and Gypsy and Travellers by November 2015	Protecting our Countryside & Heritage	Dorothy Barratt	The closing date for comments on the Development Management Plan ended on Thursday 12th November 2015. A report on CIL was taken to Board but further work has been requested in relation to exempted sites and charging of large logistic uses. Work is continuing on considering a higher housing provision and evidence. A new timetable is being drafted.	Work is now progressing to bring together the draft Site Allocations Plan and Draft Development Management Plan into one document with any changes highlighted to the Core Strategy. CIL work will need to be updated to reflect this new Plan.	Green	➡
NWCP 005	Whilst continuing to oppose a) HS2 in principle, to press for maximum mitigation and benefits for the Borough, required as a consequence of the HS2 proposal, in partnership with other affected Councils and community action groups and; b) To continue to oppose the principle of Opencast Mining	Protecting our Countryside & Heritage	Dorothy Barratt	Petitions on the additional provisions 2 and 4 have been submitted. Responses have been received from the Government and HS2 Limited and a number of assurances have been given in respect of the matters raised. Work continues nationally through the 51M group and joint concerns on noise and other pollution control issues will be heard by the Select Committee shortly.	Petitions on the additional provisions 2 and 4 have been submitted. Responses have been received from the Government and HS2 Limited and a number of assurances have been given in respect of the matters raised. Work continues nationally through the 51M group and joint concerns on noise and other pollution control issues will be heard by the Select Committee shortly.	Green	➡
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	Creating Safer Communities	Robert Beggs	Work on finalising the divisional business continuity plans is being carried out. Updated draft Corporate Business Continuity Plan being prepared. Revised Emergency Plan being updated. Arrangements for carrying out Exercise Argus with Extended Management Team on the 15 March 16 are being made. This is aimed at considering a management response to an incident at a Council building.	Business Continuity Plans reviewed and further work on specific scenario responses will be carried out in 2016/17. Good practice examples have been requested from the CSWR team. Emergency Plan updates will be circulated. Exercise Argus has been rescheduled for the 7 June.	Green	➡
NWCP 009	To achieve the savings required by the budget strategy including the commitment to keep Council Tax as low as possible and to update the Strategy to reflect future developments by September 2015	Responsible Financial & Resource Management	Sue Garner	Work on the financial position is ongoing and will be reported to Executive Board in February	The savings target was substantially achieved. Updates on the financial position were reported to Executive Board in September 2015 and February 2016.	Green	➡
NWCP 010	To continue to implement more efficient ways of working, including exploring opportunities for shared working that may arise, with a view to achieving savings and/or increasing capacity	Responsible Financial & Resource Management	Chris Brewer	Work continues to progress	Work continues to progress	Green	➡
NWCP 042	To report on the Council's debt and reserves and options for narrowing the Council's capital funding gap by February 2016	Responsible Financial & Resource Management	Sue Garner	Work on the capital position is ongoing and will be reported to Executive Board in February	Work on the capital position was reported to Executive Board in February 2016.	Green	➡
NWCP 076	To update the Medium Term Financial Strategy in September 2015 and February 2016, to take account of external funding changes relating to Business Rates	Responsible Financial & Resource Management	Sue Garner	Work on the financial position is ongoing and will be reported to Executive Board in February	Work on the financial position was completed and reported to Executive Board in February 2016.	Green	➡

NEW	Action	Priority	Reporting Officer	Quarter 3 Update	Year End	Status	Direction
NWCP 078	To continue to work with partner organisations in Coventry, Warwickshire and Hinckley in the Joint Committee and to consider further options for joint work in the light of Central Government proposals for greater devolution, if this proves beneficial to the local economy within statutory timescales	Supporting Employment & Business	Steve Maxey	The Council made its decision on the West Midlands Combined Authority in October and meetings have started to look at devolution and public sector reform in Warwickshire. Work continues through the Joint Committee on a number of joint issues, mostly linked to planning, and with Nuneaton and Hinckley Councils on local employment and skills. The Council has committed some money to a joint bid for European funding to help start up and small businesses in our area.	The Cross-border Employment & Skills Partnership has updated its work programme and action plan to be more focussed on delivery of actions.	★ 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	Creating Safer Communities	Richard Dobbs/Steve Maxey	Work with the County Council Flood Risk team is taking place to help improve local resilience in Grendon. Liaison with the pathfinder flood groups in Nether Whitacre and Fillongley is taking place. Enquiry from Middleton Parish Council is also being considered.	Liaison with the local flood groups in Fillongley and Nether Whitacre is on going. The use of a pump installed by the EA has been subject to detailed discussions regarding a proposed agreement.	★ Green	➡
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 and their opportunities to be involved in decision making via consultation and report on progress by February 2016	Promoting Sustainable & Vibrant Communities	Linda Bird/Steve Maxey/Bob Trahern	Scrutiny Board Communications Task and Finish group is organising a survey of residents to seek views on communication and north talk. A report on progress will be provided to the Task and Finish group in February 2016. The T&F group has also been asked to consider how we seek the views of the public, hard to reach groups and other partners as part of the review of Area Forums.	The Task and Finish group, originally established by Scrutiny Board have instigated a public survey about North Talk and Area Forums which ends 16/5/2016. Recommendations of the group will be taken to Board. How to consult hard to reach groups has been considered during recent consultations on Arley SC, Borough Care and north talk.	★ Green	➡
NEW	To report on the findings of the LGA economic development report on ways to develop the economy of the Borough with our partner by December 2015 and to report in October each year thereafter on progress on agreed objectives	Supporting Employment & Business	Steve Maxey	An economic study was commissioned together with Hinckley and Nuneaton Councils and a presentation on the final report will be given on 13th January. The report will suggest a number of key actions for the Cross Border Partnership and will be reported to Members.	The Report has now been received and will be reported to Members to consider further	★ Green	➡

NWPI Executive Board 15/16

Ref	Description	Section	Priority	Year End Target	April - Mar Performance	Traffic Light	Direction of Travel	Comments
	Council Performance Indicators							
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	96	Red 		Commercial team was 100% but pollution team was at 87% as one member of the team has been on maternity leave for a year. Overall figure 96%.
NWLPI 162	Percentage of Freedom of Information replies dealt with within 20 days	Policy Support	Public Services & Council Tax	100	95%	Red 		The monitoring process for replies to information requests has been improved during 2015/16 to ensure the vast majority of replies are dealt with by 20 working days.
NWLPI 126	% permitted process inspections carried out within scheduled timescale	Env Health (C, L & HP)	Public Services & Council Tax	100	100	Green 		
	State of the Borough Indicators							
NWLPI 153	Number of domestic burglaries in the Local Authority area	Policy Support	Crime and Disorder	151	245	Red 		The increase in domestic burglaries is a spike in the downward trend which has been seen over the last 3 years.
NWLPI 154	Number of violent offences and sexual offences in the local authority area	Policy Support	Crime and Disorder	601	956	Red 		The increase in the number of violent offences recorded is due to the implementation of revised recording practices by Warwickshire Police. The 2015/16 year will become a new baseline figure for future years
NWLPI 155	The number of vehicle crimes in the local authority area	Policy Support	Crime and Disorder	508	433	Green 		Following an increase in 2014/15 there has been a decrease in vehicle crimes in 2015/16.
@NW:NI032	Violence Against the person with injury Offences related to Domestic Violence	Policy Support	Crime and Disorder	203	140	Green 		The proportion of domestic violence related offences is 37% of the violence against the person with injury. Recent historical levels have been around the 33% level. Support services for victims of domestic abuse are provided locally via Warwickshire Domestic Abuse Counselling Services. There are also county wide commissioned services provided by Stonham. The basis of the indicator has changed to use violence against the person with injury.

@NW:NI047	People killed or seriously injured in road traffic accidents	Policy Support	Crime and Disorder	46	52	Red		Work on an improving road safety action plan is being developed to help promote more awareness of the road safety risks in North Warwickshire.
NW: NI 154 Annual	Net additional homes provided	Forward Planning	Countryside and Heritage	175	251	Green		The number of completions is only the second year since 1996 that over 250 completions have been achieved.
NW: NI 155 Annual	Number of affordable homes delivered	Forward Planning	Countryside and Heritage	53	54	Green		The ability to negotiate affordable housing will make this target ever harder to achieve. This target may need to be reviewed once it is clear what changes will be implemented through the Housing & Planning Bill.
NW: NI 159 Annual	Supply of ready to develop housing sites	Forward Planning	Countryside and Heritage	100	153.71%	Green		The number of completions and planning applications continues to be healthy. Work on the new Plan will continue to assist with this progress.
NWLPI 015 Annual	Percentage of new homes built on previously developed land	Forward Planning	Countryside and Heritage	80	77	Green		The number of new homes on pdl has only just fell short of this target For 2016 onwards the target should reflect the new Site Allocations.

NORTH WARWICKSHIRE BOROUGH COUNCIL

25 April 2016

**MINUTES OF THE LOCAL
DEVELOPMENT FRAMEWORK SUB-COMMITTEE**

Present: Councillor Waters in the Chair.

Councillors Bell, Simpson, L Dirveiks and Sweet.

Apologies for absence were received from Councillors Lea (substitute Councillor Simpson) and Smith.

22 Minutes of the meeting of the Sub-Committee held on 29 February 2016

The minutes of the meeting held on 29 February 2016, copies having been previously circulated, were approved as a correct record and signed by the Chairman.

23 Disclosable Pecuniary and Non-Pecuniary Interests

None were declared at the meeting.

24 Growth Options for North Warwickshire

Members were presented with a paper looking at the options to deal with the growth expected within the Borough through the plan period and beyond.

Resolved:

- a That Members views and comments be noted;**
- b That a Sustainability Appraisal be carried out on the Growth Options for North Warwickshire Paper and that the information be fed into the emerging Local Plan; and**
- c That the draft Growth Options for North Warwickshire Paper be communicated to the Town and Parish Councils and presented to the Area Forums for consideration.**

25 **Joint Green Belt Study**

Members were updated on the Joint Green Belt Study that was being prepared in order to progress the emerging Local Plan.

Resolved:

- a **That the report be noted; and**
- b **That arrangements be made for a presentation on the Joint Green Belt Study and that all Councillors be invited to attend.**

T Waters
Chairman

NORTH WARWICKSHIRE BOROUGH COUNCIL

**MINUTES OF THE SAFER COMMUNITIES
SUB-COMMITTEE**

16 March 2016

Present: Councillor Reilly in the Chair

Councillors Clews, Humphreys, Morson, Phillips, Simpson, M Stanley, Watkins and A Wright.

Apologies for absence were received from Councillors Davis (substitute Councillor Humphreys), Moss, Payne and E Stanley (substitute Councillor Phillips).

21 Disclosable Pecuniary and Non-Pecuniary Interests

None were declared at the meeting.

22 Minutes of the Meeting of the Sub-Committee held on 8 December 2015

The minutes of the meeting of the Sub-Committee held on 8 December 2015, copies having been previously circulated, were approved as a correct record and signed by the Chairman.

23 Tackling Fly Tipping

Richard Dobbs (Assistant Director Streetscape), Steve Whiles (Environmental Health Manager) and Robert Beggs (Policy Support Manager) gave an overview of the Council's current position in respect of tackling and responding to incidents of fly tipping in the Borough. Members were invited to ask questions and Officers responded accordingly.

Resolved:

That the Policy Support Manager be asked to prepare a draft plan co-ordinating the Council's approach to fly tipping in the Borough and that the draft plan be submitted to the next meeting of the Sub-Committee on 19 July 2016.

24 Corporate Plan 2016 -17

The Sub-Committee's approval was sought for the Corporate Plan Key Actions for which it was responsible and to agree the

2016-17 Safer Communities Service Plans for the Policy Support and Leisure and Community Development Divisions.

Resolved:

- a **That the Corporate Plan Key Actions as set out in Appendix A to the report of the Chief Executive for which the Safer Sub-Committee is responsible be agreed; and**
- b **That the Service Plans as set out in Appendix B to the report of the Chief Executive be agreed.**

25 North Warwickshire Road Safety Action Plan

The Chief Executive provided the Sub-Committee with a progress report on work to identify the profile of road safety in North Warwickshire and Members were asked to approve a draft action plan.

Resolved:

- a **That the report be noted; and**
- b **That, subject to the inclusion of actions relating to cycling routes, school crossing patrols, priority school status and consultation on highway matters in respect of planning applications, the draft action plan attached as Appendix B to the report of the Chief Executive be approved.**

26 Progress Report on Achievement of Corporate Plan Targets – April – December 2015

Members were informed of progress with the achievement of the Corporate Plan targets relevant to the Safer Communities Sub-Committee for April – December 2015.

Resolved:

That the report be noted.

27 Coleshill Car Racing Update

The Sub-Committee was informed of progress in responding to the problems with car racers in and around Coleshill. Members noted that discussions were still ongoing with the Police, that progress was being made towards securing an injunction and

that a further meeting was being arranged with Coleshill Town Council and other bodies,

Resolved:

- a **That the progress to date be noted; and**
- b **That, in consultation with the Chairman of the Sub-Committee and provided the level of contribution is time limited and is similar to the amount agreed for 2015/16, the Assistant Chief Executive and Solicitor to the Council be given delegated authority to determine the level of financial contribution for 2016/17 towards this matter.**

28 Chairman's Update

The Chairman reported on two meetings he had recently attended with representatives from Parish and Town Councils and the efforts made to engage with them. It was noted that he intended to share with Parish and Town Councils the results of the Strategic Assessment for Community Safety that had recently been prepared for the North Warwickshire Community Safety Partnership.

Councillor Andy Wright raised the issue of noise that residents of Baddesley Ensor were still encountering from the operation of the Birch Coppice development.

Resolved:

- a **That the Environmental Health Officers be asked to confirm if the situation at the Birch Coppice site is creating any statutory noise nuisances; and**
- b **That Officers be asked to highlight with representatives from occupiers at Birch Coppice the problems faced by residents from Baddesley Ensor from the operation of the site.**

29 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 item of business on the grounds that it involves the

likely disclosure of exempt information as defined in Schedule 12A to the Act.

30 Review of CCTV provision across the Borough

The Chief Executive submitted a progress report on the review of CCTV provision across the Borough.

Resolved:

- a That the report be noted; and**
- b That the report be shared with Parish and Town Councils in the Borough and the Police.**

David Reilly
Chairman

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE SPECIAL SUB-GROUP

8 March 2016

Present: Councillor Hayfield in the Chair

Councillors Humphreys, Jenns, Singh and Sweet

An apology for absence was received from Councillor Farrell

1 Disclosable Pecuniary and Non-Pecuniary Interests

None were declared at the meeting.

2 Devolution

Members were given an outline of recent developments in relation to the West Midlands Combined Authority and the Devolution Agenda and the Sub-Group was asked to agree a way forward.

Resolved:

That the Chief Executive prepares a report for the next meeting of the Sub-Group on Tuesday 12 April 2016 on developments in relation to the West Midlands Combined Authority and the Devolution Agenda.

3 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 in Schedule 12A to the Act.

4 Housing Management Service Challenges and Proposal

The Assistant Director (Housing) reported on staffing matters and service delivery within the Housing Management Section of her Division and the Sub-Group was asked to agree a suggested course of action.

Resolved:

That the recommendations set out in the report of the Assistant Director (Housing) be approved.

5 Private Sector Housing Team

The Assistant Director (Housing) reported on a staffing matter within the Private Sector Team of her Division and the Sub-Group was asked to agree a suggested course of action.

Resolved:

That the recommendation set out in the report of the Assistant Director (Housing) be approved.

6 Restructure in the Community Services Division

Further to his report to the December 2015 meeting of the Sub-Group, the Assistant Chief Executive (Community Services) reported on the second stage of the restructure in his Division and Members were asked to agree a suggested course of action.

Resolved:

That the recommendations set out in the report of the Assistant Chief Executive (Community Services) be approved.

7 Arley Sports Centre

The Assistant Director (Leisure and Community Development) reported on the possible staffing implications following the preferred option identified by the Council in respect of the future operation of Arley Sports Centre.

Resolved:

That the report of the Assistant Director (Leisure and Community Development) be noted.

C Hayfield
Chairman

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE SPECIAL SUB-GROUP

12 April 2016

Present: Councillor Hayfield in the Chair

Councillors Farrell, Humphreys, Jenns, Singh and Sweet

Councillor Phillips was also in attendance.

1 Disclosable Pecuniary and Non-Pecuniary Interests

None were declared at the meeting.

2 Devolution

The Chief Executive reported on the current position in relation to the setting up of the West Midlands Combined Authority and set out the main headlines of the proposed Devolution Deal. Members' views were sought on what action, if any, they wished to take at this stage.

Resolved:

That the Chief Executive and Leader of the Council be asked to meet with the Chairman and Chief Executive of the West Midlands Combined Authority with a view to discussing the emerging issues and the options available.

3 Local Enterprise Partnership Funding

The Chief Executive reported on requests for funding in respect of the Coventry and Warwickshire LEP and Growth Hub and the Sub-Group was asked to agree suggested courses of action.

Resolved:

- a That the annual contribution to LEP funding of £20,000 be paid; and**
- b That agreement in principle is given to contribute to the Growth Hub, in accordance with the amounts indicated at paragraph 3.3 of the Chief Executive's report, subject to confirmation:-**
 - (i) of the total amount; and**
 - (ii) that all other authorities also contribute.**

C Hayfield
Chairman

Agenda Item No 25

Executive Board

14 June 2016

**Report of the
Chief Executive**

Exclusion of the Public and Press

Recommendation to the Board

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

- 26 **Members' Code of Conduct - Independent Persons** - Report of the Assistant Chief Executive and Solicitor to the Council

Paragraph 2 – by reason of the report containing personal information

- 27 **Planning Appeals** - Report of the Assistant Chief Executive and Solicitor to the Council

Paragraph 6 – by reason of the need to consider the legal and financial implications

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