

To: Leader and Members of the Executive Board
(Councillors Humphreys, Chambers, Hayfield, Lea, Phillips, Reilly, Smith, M Stanley 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

23 NOVEMBER 2015

The Executive Board will meet in the Committee Room at the Council House, South Street, Atherstone, Warwickshire on Monday 23 November 2015 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 21 September 2015** - 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.

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

- 6 **2014/15 Annual Audit Letter** - Report of the Deputy Chief Executive

Summary

This report presents the 2014/15 Annual Audit Letter received from the Council's external auditors, PricewaterhouseCoopers LLP.

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

- 7 **Budgetary Control Report 2015/16 - Period Ended 31 October 2015**
- Report of the Assistant Director (Finance and Human Resources)

Summary

The report covers revenue expenditure and income for the period from 1 April 2015 to 31 October 2015. The 2015/2016 budget and the actual position for the period, compared with the estimate at that date, are given, together with an estimate of the out-turn position for services reporting to this Board.

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

- 8 **Proposed Savings – 2016/17** – Report of the Deputy Chief Executive

Summary

The report sets out some proposed areas for revenue budget savings within the 2016/17 revenue estimates.

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

- 9 **Memorandum of Understanding – Coventry and Warwickshire** – Report of the Assistant Chief Executive and Solicitor to the Council

Summary

This report seeks Member approval of the Coventry & Warwickshire Memorandum of Understanding.

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

- 10 **Calendar of Meetings 2016/17** – Report of the Chief Executive

Summary

The purpose of this report is to approve a calendar of meetings for 2016/17.

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

- 11 **Council Tax Support Scheme 2016/17** – Report of the Assistant Chief Executive (Community Services)

Summary

This report outlines the recommended Council Tax Support (CTS) Scheme for 2016/17.

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

- 12 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets – April 2015 to September 2015** – Report of the Chief Executive and the Deputy Chief Executive

Summary

This report informs Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Executive Board for April to September 2015.

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

- 13 **Minutes of the meetings of the Special Sub-Group held on 13 October and 10 November 2015** to be received and noted.

- 14 **Minutes of the meeting of the Local Development Framework Sub-Committee held on 28 October 2015** to be received and noted.

- 15 **Anti-Social Behaviour Crime and Policing Act** – Report of the Assistant Chief Executive and Solicitor to the Council **to follow**

Summary

The Board is asked to approve the authorisation of Officers in respect of the relevant sections of the Anti-Social Behaviour Crime and Policing Act.

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

**PART C – EXEMPT INFORMATION
(GOLD PAPERS)**

- 16 **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 item of business, on the grounds that it involves the likely disclosure of exempt information as defined by Schedule 12A to the Act.

- 17 **St Helena Road, Polesworth** – Report of the Deputy Chief Executive

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

JERRY HUTCHINSON
Chief Executive

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE EXECUTIVE BOARD

21 September 2015

Present: Councillor Humphreys in the Chair

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

Councillors Davey, Morson and Sweet were also in attendance.

18 **Disclosable Pecuniary and Non-Pecuniary Interests**

Councillor Hayfield declared a Non-Pecuniary interest in Minute 27, Civil Parking Enforcement, by reason of being a member of Warwickshire County Council.

19 **Minutes of the meeting of the Board held on 16 June 2015**

The minutes of the meeting of the Board held on 16 June 2015, copies having been circulated, were approved as a correct record and signed by the Chairman.

20 **Financial Statements 2014/15**

The Deputy Chief Executive reported on the Annual Financial Statements for 2014/15 and Members were asked to agree a suggested course of action.

Resolved:

That the 2014/15 Financial Statements shown in Appendix A to the report of the Deputy Chief Executive be approved.

21 **External Auditors' Report**

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

Recommended:

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

22 **Corporate Plan**

The Chief Executive reported on the proposed changes to the Council's Corporate Plan following the elections in May 2015.

Recommended:

- a That the revised Corporate Plan 2015/2015, attached at Appendix A to the report of the Chief Executive, be agreed;**
- b That the Vision Statement for the Council be agreed as ‘Protecting the rurality of North Warwickshire, supporting its communities, and promoting the wellbeing of residents and business’; and**
- c That delegated authority be given to the Chief Executive to finalise the format of the plan.**

23 Financial Strategy 2016 – 2020

The Deputy Chief Executive reported on the Authority’s Financial Strategy, projected forward the Authority’s General Fund budgets to 2019/20, and suggested a detailed budget approach for the 2016/17 General Fund Budget.

Recommended:

- a That the Financial Strategy shown as Appendix A to the report of the Deputy Chief Executive be approved;**
- b That the General Fund budget projections for 2016/17 to 2019/20 be noted; and**
- c That the budget approach, set out in section 12 of the report of the Deputy Chief Executive, be adopted.**

24 Budgetary Control Report 2015/16 - Period Ended 31 August 2015

The Assistant Director (Finance and Human Resources) reported on the revenue expenditure and income for the period from 1 April 2015 to 31 August 2015. The 2015/2016 budget and the actual position for the period, compared with the estimate at that date, was given, together with an estimate of the out-turn position for services reporting to this Board.

Recommended:

That the report be noted.

25 **Broadband Update and Match Funding**

The Assistant Director (Corporate Services) provided an update on the progress made to improve broadband coverage and speeds in the Borough. The Boards views were also sought on providing additional match funding to enable further investment including Broadband Delivery (BDUK) grant funding to be accessed.

Recommended:

- a **That the match funding proposal as set out in the report of the Assistant Director (Corporate Services) be agreed; and**
- b **That growth in the General Fund of £147,868, for 2016/17 and the following two years be approved.**

26 **Information and Communications Technology Strategy 2015 – 2019**

The Assistant Director (Corporate Services) presented the draft Information and Communications Technology (ICT) Strategy for 2015 – 2019 to Members.

Recommended:

That the draft Information and Communications Technology Strategy, provided as Appendix A to the report of the Assistant Director (Corporate Services), be approved.

27 **Civil Parking Enforcement**

The Assistant Director (Streetscape) sought Members' support for Warwickshire County Council and North Warwickshire Borough Council to work together on a joint approach to parking enforcement and management within North Warwickshire. Members were also asked to consider the implementation of Civil Parking Enforcement across the Borough.

Recommended:

- a **That North Warwickshire Borough Council jointly explore with Warwickshire County Council the future of parking management and enforcement across the Borough;**
- b **That the application for the implementation of a Civil Enforcement Area be formally supported by North Warwickshire Borough Council by giving**

its agreement to Warwickshire County Council to support the process of implementation;

- c That in order to complement and support the future implementation of Civil Parking Enforcement within the Borough, a fundamental review of North Warwickshire Borough Council's off-street parking management and enforcement be undertaken;**
- d That a Civil Parking Enforcement Task and Finish Group be arranged to consist of four Members from the Conservative Group and two Members from the Labour Group;**
- e That free parking be retained in car parks in North Warwickshire and the review will involve consultations with local residents, businesses and Town and Parish Councils.**

28 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – June 2015

The Chief Executive informed Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Executive Board for April to June 2015.

Recommended:

That the report be noted.

29 Minutes of the meeting of the Safer Communities Sub-Committee held on 21 July and 10 September 2015

The minutes of the meetings of the Safer Communities Sub-Committee held on 21 July and 10 September 2015 were received and noted.

30 Minutes of the meetings of the Special Sub-Group held on 10 August, 18 August and 16 September 2015

The minutes of the meetings of the Special Sub-Group held on 10 August 2015, 18 August and 16 September 2015 were received and noted.

Recommended:

- a That in respect of Minute No 6 (Request for Flexible Retirement) of the meeting of the Special Sub-Group held on 18 August 2015, the request be approved;**

- b That in respect of Minute No 8 (Statutory Officer Disciplinary and Dismissal Procedure) of the meeting of the Special Sub-Group held on 16 September 2015:**
 - i That the Statutory Officer Disciplinary and Procedure, as set out in Appendix A to the report of the Assistant Director (Finance and Human Resources) be adopted;**
 - ii That the Constitution of the Council be amended to include the revised arrangements; and**
 - iii That the consultation with the Statutory Officers to amend their contracts of employment in line with the Statutory Officer Disciplinary and Dismissal Procedure, be endorsed.**

31 Minutes of the meeting of the Local Development Framework Sub-Committee held on 14 July 2015

The minutes of the Local Development Framework Sub-Committee held on 14 July 2015 were received and noted.

David Humphreys
Chairman

Agenda Item No 6

Executive Board

23 November 2015

**Report of the
Deputy Chief Executive**

2014/15 Annual Audit Letter

1 Summary

- 1.1 This report presents the 2014/15 Annual Audit Letter received from the Council's external auditors, PricewaterhouseCoopers LLP.

<p>Recommendation to the Council</p> <p>That the report presented as Appendix A be noted.</p>

2 Introduction

- 2.1 The Council's external auditors, PricewaterhouseCoopers LLP, have summarised the work they undertook relating to the 2014/15 financial year in an annual audit letter. This is attached as Appendix A.

3 Report Implications

3.1 Finance and Value for Money Implications

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

3.2 Risk Management Implications

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

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

Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date

North Warwickshire Borough Council

Annual Audit Letter

2014/15

Government and
Public Sector

October 2015

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

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

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

Introduction

The purpose of this letter

This letter summarises the results of our 2014/15 audit work for members of the Authority.

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

- Audit opinion for the 2014/15 financial statements, incorporating conclusion on the proper arrangements to secure economy, efficiency and effectiveness in its use of resources;
- Report to those charged with Governance (ISA (UK&I) 260); and
- Annual Certification Report (to those charged with governance) for 2013/14.

The matters reported here are the most significant for the Authority.

Scope of Work

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

Our 2014/15 audit work has been undertaken in accordance with the Audit Plan that we issued in February 2015 and is conducted in accordance with the Audit Commission's Code of Audit Practice, International Standards on Auditing (UK and Ireland) and other guidance issued by the Audit Commission.

We met our responsibilities as follows:

Audit Responsibility	Results
Perform an audit of the accounts in accordance with the Auditing Practice Board's International Standards on Auditing (ISAs (UK&I)).	<p>We reported our findings to the Executive Board on 21 September 2015 in our 2014/15 <i>Report to those charged with governance (ISA (UK&I) 260)</i>.</p> <p>All of the outstanding matters outlined in the ISA 260 report were addressed. On 30 September 2015 we issued an unqualified audit opinion.</p>
Report to the National Audit Office on the accuracy of the consolidation pack the Authority is required to prepare for the Whole of Government Accounts.	<p>The Authority fell below the threshold for a full audit, therefore we were required to do limited testing on the whole of government accounts data pack.</p> <p>We reported on 30 September 2015 that we did not identify any issues from our work.</p>
Form a conclusion on the arrangements the Authority has made for securing economy, efficiency and effectiveness in its use of resources.	<p>On 30 September 2015 we issued an unqualified use of resources conclusion.</p>

Audit Responsibility	Results
Consider the completeness of disclosures in the Authority's annual governance statement, identify any inconsistencies with the other information of which we are aware from our work and consider whether it complies with CIPFA / SOLACE guidance.	There were no issues to report in this regard.
Consider whether, in the public interest, we should make a report on any matter coming to our notice in the course of the audit.	There were no issues to report in this regard.
Determine whether any other action should be taken in relation to our responsibilities under the Audit Commission Act.	There were no issues to report in this regard.

Audit Responsibility	Results
Issue a certificate that we have completed the audit in accordance with the requirements of the Audit Commission Act 1998 and the Code of Practice issued by the Audit Commission.	We issued our completion certificate on 30 September 2015.

We have issued an unqualified audit opinion on the Statement of Accounts and the Authority's arrangements for securing economy, efficiency and effectiveness in their use of resources.

Audit Findings

Accounts

We audited the Authority's accounts in line with approved Auditing Standards and issued an unqualified audit opinion on 30 September 2015.

We noted significant issues arising from our audit within our Report to Those Charged with Governance (ISA (UK&I) 260). This report was presented to the Executive Board on 21 September 2015. We wish to draw the following points, included in that report, to your attention in this letter:

- A revaluation of land and buildings has taken place during 2014/15. This resulted in a net decrease in the value of the Authority's council dwellings of £4.9 million and a net increase in other assets of £1.2 million. We reviewed the work of the Authority's professional Valuer and the key assumptions made. We identified no significant issues;
- The most significant estimate in the Statement of Accounts is in the valuation of net pension liabilities. The net pension liability at 31 March 2015 was £32.4 million, an increase of £8.1 million from the previous year. We utilised the work of actuarial experts to review the reasonableness of the assumptions underlying the pension liability. We are comfortable that the assumptions are within an acceptable range; and
- Business rate payers can appeal to the Valuation Office against the rateable value of their properties, which impacts on the amount of business rates payable to the Authority. There was a cut off point for making backdated appeals on 31 March 2015; as a result a sharp increase in appeals was experienced in the last month of 2014/15.

The Authority raised a provision for backdated appeals which totals £1.6 million. This represents an increase of £0.75 million compared to the previous year end. We concluded that the provision has been recognised appropriately.

Use of Resources

We carried out sufficient, relevant work in line with the Audit Commission's guidance, so that we could conclude on whether you had in place, for 2014/15, proper arrangements to secure economy, efficiency and effectiveness in your use of the Authority's resources.

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

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

To reach our conclusion, we carried out a programme of work that was based on our risk assessment. In particular, we reviewed the Authority's most recent Medium Term Financial Strategy. We issued an unqualified conclusion on the ability of the organisation to secure proper arrangements to secure economy, efficiency and effectiveness in its use of resources. No significant issues were identified. However, we found the following matters which we wish to bring to your attention:

- The Authority's Medium Term Financial Strategy (MTFS) was reviewed by the Executive Board in September 2014 and was updated in September 2015;
- The strategy identifies the likely impact of Government funding changes between 2014/15 and 2018/19. It identifies the need for the Authority to make use of usable reserves over this period, along with a detailed savings and efficiency programme;
- We have reviewed the MTFS and assessed the key assumptions relating to revenue, expenditure and demographics. Overall we are satisfied that the assumptions used by the Authority are reasonable and based on the best available information at this point in time;
- The Authority has a history of sound financial management. During 2014/15 there was a small decrease in General Fund reserves of £47,000 (compared with an increase in 2013/14 of £226,000); and
- The Authority has responded positively to reductions in Government funding. There have been savings made through holding staffing vacancies and the new business rates retention regime has benefitted the Authority in terms of higher than budgeted revenue from planning fees and business rates income.

It is important that the Authority continues to focus on how the required efficiencies can be delivered whilst retaining an appropriate level of reserves to ensure the future financial resilience of the Authority.

Annual Governance Statement

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

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

Whole of Government Accounts

We undertook our work on the Whole of Government Accounts consolidation pack as prescribed by the National Audit Office. The results of our work were submitted on 30 September 2015. We found no areas of concern to report in this context.

Certification of Claims and Returns

We presented our most recent Annual Certification Report for 2013/14 to those charged with governance in February 2015. We certified 2 claim worth £15.7 million. Minor changes were required to the 2 claims, but the total value of the claims remained unchanged. These details were also set out in our Annual Certification Report for 2013/14. We will issue the Annual Certification Report for 2014/15 when our work is completed.

Other matters reported to those charged with governance

These are the matters we consider to be most significant for the Authority and have been raised with those charged with governance. Other, less significant recommendations have been brought to the attention of the Deputy Chief Executive.

Recommendation	Management Response	Target Implementation Date
Financial Management It is important that the Authority continues to focus on how the required efficiencies can be delivered whilst retaining an appropriate level of reserves to ensure future financial resilience.	The Authority has updated its Medium Term Financial Strategy in September 2015 and has identified potential future savings. The Council will approve the 2016 Medium Term Financial Strategy in February 2016.	February 2016

Final Fees

Final Fees for 2014/15

We reported our fee proposals in our audit plan.

Our actual fees were £900 above our original proposal at £56,481 due to a change in the scale fee.

Our fees charged were therefore:

	2014/15 outturn	2014/15 fee proposal	2013/14 final outturn
Audit work performed under the Code of Audit Practice	56,481	55,581	55,581
- Statement of Accounts			
- Conclusion on the ability of the organisation to secure proper arrangements for the economy, efficiency and effectiveness in its use of resources			
- Whole of Government Accounts			
Certification of Claims and Returns	13,340*	13,340*	16,430
Non Audit Work	0	0	0
TOTAL	69,821	68,921	72,011

*Our fee for certification of claims and returns is yet to be finalised for 2014/15 and will be reported to those charged with governance within the 2014/15 Annual Certification Report when this work has been completed.



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

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

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Agenda Item 7

Executive Board

23 November 2015

Report of the Assistant Director (Finance and Human Resources)

Budgetary Control Report 2015/16 Period Ended 31 October 2015

1 Summary

- 1.1 The report covers revenue expenditure and income for the period from 1 April 2015 to 31 October 2015. The 2015/2016 budget and the actual position for the period, compared with the estimate at that date, are given, together with an estimate of the out-turn position for services reporting to this Board.

Recommendation to Council

To consider if any further information is required.

2 Consultation

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

3 Introduction

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

4 Overall Position

- 4.1 Net expenditure for those services that report to the Executive Board as at 31 October 2015 is £330,831 compared with a profiled budgetary position of £347,400; an under spend of £16,569. Appendix A to this report provides details of the profiled and actual position for each service reporting to this Board, together with the variance for the period.

...

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

4.3 Outreach and Access to Services

- 4.3.1 Funding has been received from Warwickshire County Council to cover the rental of two food storage units at Innage Park. This will be used up as the year progresses as it is to cover the period 1 April 2015 to 31 March 2016. In addition funding has been received from DWP towards costs to be incurred on the Smart project (benefits to work project).

5 Risks to the Budget

- 5.1 The key risk to the budgetary position of the Council from services under the control of this Board is that the Emergency Planning budget of £5,790 may be insufficient to cover the costs of any major local emergency.

6 Estimated Out-turn

- 6.1 Members have requested that Budgetary Control Reports provide details on the likely out-turn position for each of the services reporting to this Board. The anticipated out-turn for this Board for 2015/16 is £584,670, the same as the Original Budget.
- 6.2 The figures provided above are based on information available at this time of the year and are the best available estimates for this board, and may change as the financial year progresses. Members will be updated in future reports of any changes to the forecast out turn.

7 Report Implications

7.1 Finance and Value for Money Implications

- 7.1.1 The Council's budgeted contribution from General Fund balances for the 2015/16 financial year is £594,090. Income and Expenditure will continue to be closely managed and any issues that arise will be reported to this Board for comment.

7.2 Environment and Sustainability Implications

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

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

North Warwickshire Borough Council

Executive Board

Budgetary Control Report 2015/2016 as at 31 October 2015

Description	Approved Budget 2015/2016	Profiled Budget October 2015	Actual October 2015	Variance	Comments
	£	£	£	£	
Housing Strategic Service Review	31,500	18,375	18,375	-	
Outreach and Access to Services	140,950	87,129	71,519	(15,610)	See Para. 4.3
Corporate Communications	57,130	34,638	34,295	(343)	
Community Strategy	132,060	77,035	77,035	-	
Emergency Planning	39,580	23,088	22,277	(811)	
N.Warks Local Development Framework	182,750	106,727	106,727	-	
Support to Parishes	700	408	603	195	
Total Expenditure	584,670	347,400	330,831	(16,569)	

Agenda Item No 8

Executive Board

23 November 2015

Report of the Deputy Chief Executive

Proposed Savings – 2016/17

1 Summary

- 1.1 The report sets out some proposed areas for revenue budget savings within the 2016/17 revenue estimates.

Recommendation to the Board

To consider the savings set out in the report, together with the recommendations of the Service Boards.

2 Consultation

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

3 Introduction

- 3.1 The Financial Strategy for 2016-20 approved by this Board at its meeting in September requires the identification and approval of revenue budget savings ranging from £1.71 to £2.03 million over the next four years, dependent upon the level of any council tax increases approved by Members.
- 3.2 Two proposed savings were considered by the Community and Environment Board at its last meeting, resulting in a recommendation being made to this Board. Each of the proposed savings is highlighted below. In addition a further saving will be considered by the Resources Board at its meeting on 16 November.

4 Proposed Savings

4.1 Play Area Replacement Fund

- 4.1.1 A Play Area Development Programme commenced in 2005/06 to address the poor condition of the Council's play areas. Capital funding was made available over a three year period to enable 12 out of 24 facilities to be renewed. A need to make provision for future replacement was recognised and a Play Area Replacement Programme was established in 2006/07, with revenue contributions being made on an annual basis.

- 4.1.2 The Play Area Development Programme has continued beyond the initial three year period and in respect of the Authority's own sites will be completed this year. The Council has had to secure substantial external funding and work in partnership with Town and Parish Councils, in order to achieve suitable facilities that meet public expectations.
- 4.1.3 The next round of refurbishments are currently projected to start in 2020/21, when some investment will undoubtedly be needed to ensure that equipment is fit for purpose and of good play quality. Wholesale replacement of facilities is not expected to be necessary. Following the addition of the 2015/16 contribution of £46,760, the Play Area Replacement Fund will amount to £361,300.
- 4.1.4 The Assistant Director (Leisure and Community Development) put forward a proposal to end the annual contribution to the Play Area Replacement Fund, which would give a saving of £46,760. He assessed it as a medium risk as it may limit the Council's ability to maintain play areas to a standard that meets local expectations in the future. However this risk will remain even if the annual contribution continues, albeit at a lower level.
- 4.1.5 The proposal was put forward in light of the financial constraints that the Council is operating under and the option to consider future replacement through the capital programme. The capital option would allow Members to weigh the benefits of play area provision against other council priorities at the time spending is needed.
- 4.1.6 The Community and Environment Board recommended that the annual contribution of £46,760 to the Play Area Replacement Fund be included in the revenue savings for the 2016/17 estimates, and that this fund contribution be reviewed again for the 2017/18 revenue estimates.

4.2 Local Community Projects Fund

- 4.2.1 This Fund provides support to individuals and local community and voluntary sector organisations that are proposing to deliver projects that will have a positive impact on the local community. The current annual budget is £17,500.
- 4.2.2 There was unspent budget of £7,576 in 2014/15 and a further underspend is expected in 2015/16. As a result the Assistant Director (Leisure and Community Development) put forward the proposal to reduce the Fund by 50%, leaving a sum of £8,750 available for distribution in 2016/17. There was a further proposal to change the criteria of the existing scheme to address concerns from applicants, in order to make the scheme more responsive, which would be of benefit to the small projects targeted.
- 4.2.3 The risk of taking the saving was assessed as low, particularly if the maximum award was set at £500 per application, in order to benefit a significant number of projects each year.
- 4.2.4 With regard to the Local Community Projects Fund, The Community and Environment Board recommended that the saving of £8,750 be agreed and that

the remaining £8,750 be used to support projects identified in the North Warwickshire Health Improvement Plan 2014-2017.

4.3 Discretionary Taxi Voucher Scheme

- 4.3.1 With the introduction in April 2008 of free off peak countrywide bus travel for residents over 60 or with eligible disabilities, the previous discretionary travel token scheme operated by the Council of which nearly 9,000 people used to receive £25 worth of taxi tokens was discontinued. To reduce the impact of this change, it was decided at the time to offer a discretionary taxi voucher scheme as an alternative option to the bus pass, to benefit those residents that were unable to access transport, either through disability or inaccessibility of a bus service particularly in relation to rural areas.
- 4.3.2 It is estimated that around 11,000 people are now entitled to apply for a free bus pass, administered by the County Council. It is not known how many are currently issued with a pass but it is believed the take up is very high as it provides significant financial benefits in a financial year.
- 4.3.3 The current alternative taxi voucher scheme allows for persons over the age of 60, and specifically defined disabled persons to claim vouchers worth £60 for an individual (£90 for couples) to redeem against journeys made with taxi firms located in the Borough, if the claimants need to make essential journeys, don't have access to a car and cannot use a bus either because of mobility problems or there isn't one available.
- 4.3.4 In 2008, there were 360 households that self-assessed themselves as entitled to qualify for taxi vouchers. Of these, 45 were couples paid at the joint rate when the scheme allowed £40 for a single person (£60 for a couple). The numbers on the scheme remained fairly constant throughout the first year of the operation of the scheme but has dropped year on year since that time.
- 4.3.5 In 2015, the number of households receiving taxi vouchers is now 216 (193 being individual applicants although it should be noted that 28 recipients come from one retirement home based in Atherstone and 23 couples).
- 4.3.6 The Assistant Chief Executive (Community Services) has proposed the discontinuation of this scheme, as the value of having a free bus pass for regular travelers is far greater than the value of the vouchers, and there is relatively low take up of the scheme. In addition there are relatively high administration costs attached to the scheme and it does not appear to be addressing the concerns of rural isolation. It is proposed that the discretionary scheme ends in March 2016, giving a saving of £15,780.
- 4.3.7 Due to timing issues, the recommendation from the Resources Board on the Discretionary Taxi Voucher Scheme will be provided at the meeting.

5 Report Implications

5.1 Finance and Value for Money Implications

5.1.1 The Council needs to find significant revenue savings over the next four years and has a target of £535,000 for 2016/17. The proposed savings amount to £71,290, and are considered by officers to carry relatively low or medium level risks to service provision. If these proposals are not approved, savings will need to be found in other areas of activity, which may have a more significant impact on services.

5.1.2 Whilst the preferred approach would be to set funds aside for the replacement of assets where sufficient funding is available, this is problematic in the current financial climate.

5.1.3 Taking savings out in 2016/17 only will not give the ongoing saving required by the Financial Strategy. It will reduce the other savings needed in 2016/17, but will only increase the savings required in 2017/18, if it is not subsequently taken in 2017/18. The savings target for 2017/18 already stands at £475,000, subject to the Council's decision on council tax increases.

5.2 Risk Management Implications

5.2.1 An assessment of the risks associated with the identified proposals was an inherent feature of the corporate process through which savings options were highlighted and subsequently considered by Management Team. Non achievement of the savings target will result in the requirement for more severe action in reducing services in the future.

5.2.2 Removing the annual contribution to the Play Area Replacement Fund may require a review of the extent of play provision in the future. However any funding requirement could be dealt with through the capital programme, with the associated revenue implications taken into account.

5.3 Environment and Sustainability Implications

5.3.1 Play area provision, grants to community groups and the discretionary taxi scheme all provide opportunities to residents, which improve their quality of life. However the provision of all services at their current level is not sustainable going forward.

5.4 Equality Implications

5.4.1 The equality impact assessments for the proposals above have been included in the reports to the Community and Environment Board and Resources Board. The assessments have identified the following implications:

Local Community Projects Fund and Play Area Replacement Fund

5.4.2 No group will be more adversely affected than any other by the proposed reduction in the size of the Local Community Projects Fund, although children and young people could be more directly affected by any impact on local play areas, consequent upon a removal of the Play Area Replacement Fund.

Discretionary Taxi Voucher Scheme

5.4.3 It is assumed that the taxi voucher scheme has a positive impact on the lives of those residents that qualify, the low take up numbers and low value of vouchers provided in a 12 month period would indicate that it is a scheme that could be discontinued with minimal impact for the reasons identified in the report to Resources Board.

5.5 Links to Council's Priorities

5.5.1 The proposals in this report relate specifically to the priority of responsible financial and resource management.

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

Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date
Agenda Item 7 – C&E Board	Assistant Director (Leisure and Community Development)	Leisure and Community Development Division – Proposed Savings 2016/17	19 October 2015
Agenda Item x – Resources Board	Assistant Chief Executive (Community Services)	Proposed Discontinuation of Discretionary Taxi Voucher Scheme	16 November 2015

Agenda Item No 9

Executive Board

23 November 2015

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

**Coventry & Warwickshire
Memorandum of Understanding**

1 Summary

- 1.1 This report seeks Member approval of the Coventry & Warwickshire Memorandum of Understanding.

Recommendation to Council

That the Leader of the Council be authorised to sign the Memorandum of understanding.

2 Background

- 2.1 This report seeks Member support for the signing of the Memorandum of Understanding (attached as Appendix A) as discussed at the LDF Sub-Committee on 28 September (Agenda Item No 7 Update on Housing Numbers)

3 Current Situation

- 3.1 At the Shadow Economic Prosperity Board ("sEPB") meeting on 29 September, six of the seven local authorities agreed they would generally support the Memorandum of Understanding (MoU) relating to the distribution of housing within the Coventry & Warwickshire Housing Market Area (CW HMA) and take through the formal decision making process of each of the local authorities.
- 3.2 Nuneaton and Bedworth Borough Council (NBBC) was unable to agree to the MoU at this stage as they had not completed an update of their Strategic Housing Land Availability Assessment (SHLAA). Progress on the SHLAA is therefore important in ensuring the MoU is robust and that the commitment to meet the HMA's housing requirement in full is achieved.
- 3.3 Since the 29 September meeting NBBC have commenced work on the SHLAA in line with the agreed sub-regional methodology. A call for sites closed on 13 November 2015 and all those that have previously submitted land for assessment have been contacted to ensure that the reassessment of sites is based on the most up to date information available. A draft report is expected to be completed by the beginning of January 2016.

4 Update on Coventry Capacity

- 4.1 Coventry City Council has been revisiting a number of sites to consider whether there is scope to increase the housing capacity of the City. As a result of this the Council is able to convert a previously mixed use site to 100% housing. In addition, an additional site that had previously not been available can now be brought forward. This increases the City's capacity from 24,600 dwellings to 25,000.

5 Memorandum of Understanding

- 5.1 As a result of the additional work carried out by Coventry the distribution figures could be altered. The implication for this Borough would be to reduce the 27 units per annum down to 26 units per annum. However due to the NBBC situation it is advised that the MoU remains as prepared and reviewed, if required, next year once the situation with NBBC becomes clearer.
- 5.2 As members are aware the signing of the MoU is a big move forward in determining and delivering the housing required for the Coventry & Warwickshire Housing Market Area. However this agreement is made at one moment in time with the best information that is available at that time. As Plans, including our own, progress through the Plan making process there may be situations where authorities may consider they cannot deliver the amount of housing highlighted. This will result in further work with the other local authorities and a need to come to a conclusion on the way forward and if need be a re-negotiation of any relevant Memorandum of Understanding.

6 Report Implications

6.1 Environment and Sustainability Implications

- 6.1.1 Progressing up to date planning policies for the Borough are important in ensuring that development takes place according to the strategy set out by the Borough Council.

6.2 Human Resources Implications

- 6.2.1 The development of planning policy and its progression through the statutory processes is staff resource intensive. .

6.3 Links to Council's Priorities

- 6.3.1 The Local Plan has links to all of the Council's priorities.

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



Memorandum of Understanding relating to the planned distribution of housing within the Coventry & Warwickshire Housing Market Area (HMA)

PARTIES TO THE MEMORANDUM

The Memorandum is agreed by the following Councils:

- Coventry City Council
- North Warwickshire Borough Council
- Nuneaton & Bedworth Borough Council
- Rugby Borough Council
- Warwick District Council
- Stratford-on-Avon District Council
- Warwickshire CC

PURPOSE

This memorandum of understanding seeks to ensure that the housing needs of the C&W HMA are met in full.

This memorandum of understanding establishes a framework for co-operation between the constituent authorities with respect to the delivery of housing across the Coventry and Warwickshire HMA. It is framed within the Localism Act 2011 and the duty to cooperate set out in Section 110. This sets out the way in which the Councils will consult one another and work together on matters which affect more than one local authority area.

There is clear evidence that Coventry City Council is unable to meet its full objectively assessed housing needs within the city boundary and thus is unable to meet the requirements of paragraph 47 of the NPPF. It is agreed that for plan making purposes there is a primary housing market area comprising Coventry and the whole of Warwickshire. As a result the City Council and the five Borough/District Councils within Warwickshire have collaborated to assess the full housing needs of the market area and to establish realistic assumptions about the availability, suitability and viability of land to meet that need, in accordance with paragraphs 159 and 160 of the NPPF.

The focus of this memorandum is to ensure that housing needs arising from the growth of the city's population but not capable of being met within Coventry itself will be met within the HMA as a whole. Each local authority will make best endeavours to deliver the housing as set out in this MoU.

POINTS OF AGREEMENT

The Memorandum has the following broad objective:

The Warwickshire authorities accept that Coventry City Council is unable to accommodate its full housing need. Each Council will therefore cooperate to establish a revised distribution of housing which ensures that the overall needs across the housing market area will be met.

To achieve this objective, it is agreed that:

1. The OAN for the HMA is 85,540 (2011-2031).
2. The table below contains the OAN of each authority within it.

	Average annualised total	Total OAN* (2011-2031)
Coventry	2,120	42,400
North Warwickshire	237	4,740
Nuneaton & Bedworth	502	10,040
Rugby	480	9,600
Stratford-on-Avon	659	13,180
Warwick	600	12,000

Source: Updated assessment of housing need for the C&W HMA, September 2015.

**OAN for NWBC and SDC contains need external to the HMA (2,620 gross dwellings). There is also an element of economic uplift in SDC, NWBC and NBBC which will support redistribution of housing from Coventry (3,800 gross dwellings).*

3. As of September 2015, the table below reflects an appropriate and robust distribution of housing across Coventry and Warwickshire

	TOTAL (2011-2031)
COVENTRY	Minimum of 24600 *
NORTH WARWICKSHIRE	5280
NUNEATON AND BEDWORTH	14060
RUGBY	12400
STRATFORD-ON-AVON	13180
WARWICK	18640
TOTALS	88160

* Should Coventry's capacity increase then the number redistributed to Warwickshire authorities will be considered against the methodology underpinning this report.

4. In the event that, as a result of the completion of Strategic Housing Land Availability Assessment's (to the agreed C&W methodology) it is shown that

the distribution in the Table above cannot be delivered, this MOU will be reviewed so that the overall housing requirement is met within the HMA.

5. In the event that, as a result of co-operation with a local authority outside the housing market area, additional development is to be accommodated within the CWHMA at a level that materially affects the distribution set out in this document, the MoU will be reviewed.
6. Each local planning authority will prepare a Local Plan that reflects the agreed distribution.
7. Each local authority will ensure the most efficient use of land is promoted when delivering housing sites across their area. In doing so density assumptions should be appropriate, justified and deliverable.
8. The plan making process will ultimately establish the capacity of each area and quantities of housing that can be delivered. Through the plan making process, the Councils will continue to monitor the capacity of the HMA and in particular any authority that is unable to meet its OAN or redistributed housing requirement. In this instance, the Councils will seek to maximise the quantity of housing delivered in these authorities.
9. Each local authority is committed to ongoing cooperation and engagement by both officers and members in relation to delivery of housing for the C&W HMA.

LIMITATIONS

For the avoidance of doubt, this Memorandum shall not fetter the discretion of any of the Councils in the determination of any planning application, or in the exercise of any of their statutory powers and duties, or in their response to consultations, and is not intended to be legally binding but shows clear commitment and intent to meeting the full housing needs of the market area.

LIAISON

Member level representatives of the Local Authorities through the Shadow Economic Prosperity Board (EPB) will meet as a minimum yearly or more frequently when appropriate, in order to;

- Maintain and update the memorandum, as necessary.
- Monitor the preparation of Local Plans across the six authorities and discuss strategic issues emerging from them

TIMESCALE

The Memorandum of Understanding is intended to run up to 2031 to align with the timescale of the evidence.

MONITORING

Annual monitoring will be carried out to ensure that housing delivery is maintained throughout the HMA. This will be overseen by the C&W monitoring group which will agree monitoring targets to include permissions, completions and densities. However, due to fluctuations in the market and sites coming on stream a review trigger will come into force if there is a persistent under delivery of housing (against the HMA annualised target) over a consecutive 3 year period.

REVIEW

The document will be reviewed no less than every three years but will be reviewed when new evidence, that renders this MOU out of date, emerges

**Signed on behalf of Coventry City Council
Councillor Ann Lucas**

**Signed on behalf of Warwick District Council
Councillor Andrew Mobbs**

Date:

Date:

**Signed on behalf of North Warwickshire Borough Council
Councillor David Humphreys**

**Signed on behalf of Stratford-on-Avon District Council
Councillor Chris Saint**

Date:

Date:

**Signed on behalf of Nuneaton & Bedworth Borough Council
Councillor Dennis Harvey**

Date:

**Signed on behalf of Warwickshire County Council
Councillor Isobel Seccombe**

Date:

**Signed on behalf of Rugby Borough Council
Councillor Michael Stokes**

Date:

Agenda Item No 10

Executive Board

23 November 2015

Report of the Chief Executive

Calendar of Meetings 2016/17

1 Summary

1.1 The purpose of this report is to approve a calendar of meetings for 2016/17.

Recommendation to the Council

That the draft calendar of meetings for 2016/17 as submitted at Appendix A to the Chief Executive's report be approved.

2 Report

... 2.1 A draft calendar of meetings for 2016/17 is submitted as Appendix A. The draft has been based on a four cycle calendar of meetings.

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

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

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

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

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

2.4 Members will be aware that a review is currently underway in respect of Scrutiny and Area Fora and any agreed changes will need to be reflected in the calendar of meetings.

3 Report Implications

3.1 There are no report implications.

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

Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date
None			

**NORTH WARWICKSHIRE BOROUGH COUNCIL
DRAFT MEETINGS TIMETABLE – 2016/17**

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

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

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

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

Agenda Item 11

Executive Board

23 November 2015

Report of the Assistant Chief Executive (Community Services)

Council Tax Support Scheme 2016/17

1 Summary

- 1.1 This report outlines the recommended Council Tax Support (CTS) Scheme for 2016/17.

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 2016/17 Council Tax Support Scheme; and**
- b To approve that the Council Tax Support Scheme adopted for 2015/16 be updated in line with the statutory increases as notified by the Department of Work and Pensions.**

2 Consultation with Members

- 2.1 In July 2015, discussions took place with the Leader and members of the Council Leaders Group regarding proposals for the CTS scheme to be adopted in 2016/17. This was necessary because had any changes to the current entitlement criteria or percentage reduction to be passed onto working age customers been proposed, this would have required up to an eight week consultation to be undertaken with members of the public.
- 2.2 For the reasons outlined in this report, no changes are proposed, meaning the Council will not be required to undertake any consultation with affected customers in this financial year

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%. Following this exercise, the actual scheme eventually implemented for 2013/14 passed on a reduction in support of 8.5% assisted by the payment of a transitional grant agreed by the Government paid for a one year period only.

3.2 This reduction was necessary to reflect the reduction of around 13.5% subsidy grant (approximately £660,000 in cash terms) provided to the Council by the DWP to meet the cost of CTB in 2013/14. Following extensive modelling and the consultation exercise, the saving was ultimately made up by a combination of cuts to the previous levels of CTB to all working age claimants of 8.5% which was estimated would generate about a third of this saving (generating an average bill of around £100 to those who previously paid nothing) and changes to second homes and empty property discounts that would generate the other two thirds of the shortfall.

3.3 Following the successful implementation of these changes which have remained unchanged since that date, the impact on customers affected since 2013/14 has been monitored. In summary, this has resulted in the expected impact of the changes being experienced in terms of increased recovery action needed to collect Council Tax due and a fall in year collection levels on 2012/13 initially by 0.5% in 2013/14 and then 0.2% in 14/15 on previous levels. These impacts are summarised at Appendix B

3.4 It should also be noted that whilst the Council achieves an “in year” collection rate of over 98% for non-CTS affected customers, the impact on those affected by the CTS changes resulted in an “in year” collection rate of just over 72% in 2013/14 and approximately 79% in 2014/15 being achieved. The results in 2015/16 to date continue to be monitored and whilst current activity indicate that less recovery action is being necessary in general terms, those reliant on CTS and other benefit support continue to be significantly impacted meaning that making timely and sufficient payment to avoid recovery action continues to be very challenging to them. This is demonstrated in the data attached at Appendix B that outlines the significant additional efforts being expended to recover monies (see the table in Appendix B) and our results mirror the experiences of the majority of Councils nationally with those who have passed on the biggest CTS cuts experiencing the biggest falls in Council Tax collection rates. Data is provided of the experience in 2014/15 nationally as well as across Warwickshire where different CTS schemes have been adopted.

3.5 On a positive note, it is pleasing to report that the assumptions made when adopting the 2013/14 scheme have over delivered on our expectations with income in excess of that predicted being raised in respect of second home and empty properties and our Council Tax benefit caseload has reduced by approximately 10.22% on 2012/13 levels which has assisted the Council fund the scheme adopted. This reduction in our caseload (see Appendix A) can be attributed in part to the increased job opportunities created in the Borough meaning awards to working age claimants who have gained employment have either been negated or are costing the Council less. Caseload numbers of this working age group show a reduction of 4.5% on 2012/13 levels. The more significant reductions are in respect of pensioners who are becoming less reliant on support from the Council to pay their Council Tax bills. This overall reduction in caseload plus the higher than anticipated receipts from second home and empty home properties is helping the Council to offset the

shortfall in lost grant from the Government to fully fund the previous Council Tax Benefit Scheme year.

- 3.6 As a result of these findings, and despite the loss of the transitional grant in 2013/14 and a further reduction in subsidy passed on by DCLG in 2014/15, Members have made decisions in both November 2013 and 2014 to leave the scheme unchanged at an 8.5% reduction on previous levels of Council Tax Benefit awarded in 2011/12.
- 3.7 As can be seen from the figures attached at 3.3, the impact of this decision has been positive when compared to many other Councils. The “in year” Council Tax collection rates in 2014/15 improved significantly on 2013/14 levels and this trend continues in 2015/16 to date. It is considered that making the decision not to enforce greater cuts in support beyond 8.5%, as has been the case in some neighbouring Councils, has helped customers review their personal finances to reflect both this loss of support and for a significant number, the loss of other welfare benefits which took effect at the same time.
- 3.8 In addition to greater falls 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. As a District Council, this is particularly relevant to us. This is because whilst we administer and collect the Council Tax on behalf of a number of precepting authorities, we only retain approximately 13% of the income collected yet are liable to pay 100% of the collection costs. This must be a major consideration in making any decisions and is an issue that the DCLG are currently looking at as part of its planned three year review of the National CTS scheme.
- 3.9 With this information in mind and in reviewing the 2016/17 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 fair to those who pay for it, as well as those who benefit from it.
- 3.10 As such, we will be implementing the following changes over the next few years as part of this programme which will have the impact of further reducing income levels of many benefit customers. A summary of the changes are as follows;
 - The Universal Credit which went live locally from October 2015 and will be introduced over the next four years. There remains a linked but as yet undecided approach to those entitled to tax credits to be resolved which will have a major impact on those in low paid employment which is prevalent in the Borough.
 - In April 2017, removing the automatic entitlement to housing support for 18 to 21 year olds so they cannot leave home and start a life on benefits.

- In April 2016, removing the family premium from new claims for Housing Benefit.
- In April 2016, reducing the backdating period to one month only.
- Continuing to freeze Local Housing Allowance rates for a further 4 years.
- In April 2016, introducing the reduced Benefit Cap from £23,000 to £20,000.

3.11 In the circumstances, it is therefore recommended that the scheme adopted for 2016/17 remains unchanged and is only amended to reflect the uprating of benefits in line with the statutory increases proposed annually by the Department of Work and Pensions which is based on National Uprating data in September. For working age benefit recipients this will mean a freeze in income levels at 2014/15 levels.

4 Report Implications

4.1 Finance and Value for Money Implications

4.1.1 The net expected cost of the scheme for 2016/17, assuming the retention of an 8.5% reduction in Council Tax Support to all working age customers and all our assumptions stated above remaining static will cost the Council £53,700 in the financial year.

4.1.2 If the Council were to change the scheme and we base projections on the 20% cut on which the Council originally consulted in 2012, then the cost to the Council would be £33,900, a reduction of £19,800 on the 8.5% currently adopted (or £1,720 saving for every 1% increase). However, this assumes that there would be no extra staffing or administration costs incurred and is based on assumptions on a reduced collection rate as experienced by other Councils nationally.

4.1.3 In learning from the experiences of these Councils who have passed on larger cuts in CTS, the majority have highlighted that the impact has meant needing to employ additional resource to deal with increased customer contact and recovery. If the Council needed to employ an additional full time officer to assist in dealing with the perceived increased work generated, the cost of this resource would be circa £27,000. This would therefore increase the cost of the scheme by around £7,200 due to the need for the Council to pick up 100% of these administration costs as explained in paragraph 3.8.

4.1.4 As the County Council, as the key precepting authority and beneficiary of any decision to increase customer contributions towards their Council Tax, have repeatedly indicated no wish to contribute towards these additional costs, adopting a different scheme at this time would not be recommended.

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 led to additional workload in collection, recovery and appeal activity over the last 18 months 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 2016/17.

4.2.2 The next review of the scheme will take place in the summer of 2016 regarding whether any proposed changes should be consulted upon in time for a decision to be taken in respect of the CTS Scheme in 2017/18. This will have an impact on resources if a consultation process is necessary.

4.3 Risk Management Implications

4.3.1 The key financial risk to the Council and Major Preceptors is an increase in benefits caseload in future years, from both working age claimants and pensioners. Fortunately, and as stated in paragraph 3.5, since the Council Tax Support Scheme was introduced in April 2013, this risk has not been realised and the caseload has in fact reduced.

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 change to a small number of self-employed customers will be detrimental but the change is in line and consistent with wider Government legislative changes

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

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

Council Tax and Housing Benefit Caseload Comparisons (2011 – 2015)

We have not needed to use our contingency for the increase in CT/HB caseload and since we did the estimates in July 2012 when the caseload was 5257 (split 60% elderly and 40% working age) this has now reduced as shown in the table below to 4720 or a drop of 559 or 10.22%.

	April	May	June	July	August	September
Total Caseload 10/11	5302	5296	5297	5281	5281	5285
Total Caseload 11/12	5284	5315	5279	5279	5275	5239
Total Caseload 12/13	5314	5265	5275	5257	5240	5255
Total Caseload 13/14	5173	5141	5152	5167	5160	5120
Total Caseload 14/15	4960	4948	4910	4882	4905	4859
Total Caseload 15/16	4766	4758	4710	4698	4731	4720

The position on spend in September 2014 was:-

	September
Working Age Caseload	2026
Elderly Caseload	2574
Working Age Expenditure	£1,649,936.10
Elderly Expenditure	£2,346,185.07

The position as at September 2015 on spend is now:-

	September
Working Age Caseload	1974
Elderly Caseload	2414
Working Age Expenditure	£1,618,581.07
Elderly Expenditure	£2,222,975.77

Collection Rate Details 2014/15

Detailed below is National data on collection rates for 2014/15 that was published in July 2015 in respect of Council Tax and Non Domestic Rates by the DCLG. I have summarised below in respect of our own performance compared to others.

Non Domestic Rates

Comparison of Non Domestic collection rates are based on like for like comparisons as it is a National scheme.

Of the £43.2m worth of Business Rates needed to be collected in the Borough in 2014/15 from 2261 properties, our performance of an “in year collection of 99.27%” placed us **28th in the Country out of 326** Councils which places us easily in the top quartile of performers. This was an improvement on our position of 52nd in 2013/14 when we achieved an in year collection rate of 98.9%.

Compared to other Councils in the County, we were the top authority in Warwickshire, and top of our family group of 15 Councils which includes Hinckley and Tamworth.

The all England Average for NDR was 98% and the all England average for Shire Districts was 98.4%.

Council Tax

Comparison of Council Tax collection rates is more difficult based on Councils having adopted different Council Tax support schemes (e.g.) Nuneaton cut their Council Tax Support by 20% on 2012/13 levels, Rugby cut by 15%, North Warwickshire by 8.5%, Warwick by 7.5% whilst Stratford have retained Council Tax support at the same level of 100% benefit for those on the lowest income in respect of working age people.

In addition, Councils also have different treatment of their second home, long term empty and vacant properties. The NWBC changes made in 2013/14 were the most major as we cut the time a property is exempt when vacant from 6 months to 14 days before 100% charges are made, Warwick to one month, Stratford and Rugby reduced to 3 months whilst Nuneaton retained the exemption as 6 months.

Of the £32.1m worth of Council Tax needed to be collected in the Borough in 2014/15 from 27,347 properties, our performance of an “in year collection of 98.24%” placed us 95th in the Country out of 326 Councils. This way outstrips our deprivation indices which nationally should see us placed approximately 192nd (or a third quartile performer) if all Councils collected in line with their perceived affluence. Our performance would make us a higher 2nd quartile performer just outside the upper quartile which is an excellent result. This was also an improvement on our position of 121st in 2012/13 when we achieved an in year collection rate of 97.9%.

Compared to other Councils in the County, we were the third placed Council in Warwickshire behind Warwick and Stratford, and third of our family group of 15 Councils which includes Hinckley and Tamworth

The all England Average for Council Tax was 97% and the all England Average for Shire Districts was 97.9%.

Conclusion

These have been achieved in a year when we have reduced costs of the service by moving to a shared management approach with Nuneaton and Bedworth Borough Council. The results are an indication that the nature of changes introduced has been successful in meeting the saving targets required of the Council when tasked with finding over £600k worth of changes when the level of Government grant to support the previous fully funded Council Tax Benefit Scheme for working age people was cut in 2013/14.

These are excellent results for the Council in what are very challenging times for collection of monies. However, we believe our Financial Inclusion approach delivered with partners is helping those customers who are struggling to pay (5.24% of households had some Council Tax arrears at the end of March 2015) and it is on these customers that we will continue to focus our efforts in 2015/16. This is because it is clear that the data from ourselves and the local CAB, that those customers who are in arrears are going to need increased help to ensure they can either improve their income levels or reduce their expenditure in order to meet all their financial commitments.

Comparison of Recovery Action (2012/13 to 2014/15)*

ACTIVITY	2012/13	2013/14	2014/15
Pre Summons Activity (RN)			
Council Tax	6995	9613	9744
NDR	883	856	818
Total	7878	10469	10562
Percentage Increase or Decrease		32.89	0.89
Summonses Sent			
Council Tax	2533	3622	3090
NDR	259	255	238
Total	2792	3877	3328
Percentage Increase or Decrease		38.86	-14.16
Liability Orders Sent			
Council Tax	2100	2903	2572

NDR	186	189	174
Total	2286	3092	2746
Percentage Increase or Decrease		35.26	-11.19
Bailiff Instructions			
Council Tax	1313	1892	1179
NDR	124	135	119
Total	1437	2027	1298
Percentage Increase or Decrease		41.06	-35.96

Agenda Item No 12

Executive Board

23 November 2015

Report of the Chief Executive and the Deputy Chief Executive

Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April - September 2015

1 Summary

- 1.1 This report informs Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Executive Board for April to September 2015.

Recommendation to Council

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

2 Consultation

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

3 Background

- 3.1 This report shows the second quarter position with the achievement of the Corporate Plan and Performance Indicator targets for 2015/16. This is the second report showing the progress achieved so far during 2015/15.

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 September 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)

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

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

5 Performance Indicators

- 5.1 The current performance indicators have been reviewed by each division and Management Team for monitoring for the 2015/16 year.

6 Overall Performance

- 6.1 The Corporate Plan performance report shows that 100% of the Corporate Plan targets and 0% of the performance indicator targets are currently on schedule to be achieved. The report shows that individual targets that have been classified as red, amber or green. Individual comments from the relevant division have been included where appropriate. The table below shows the following status in terms of the traffic light indicator status:

Corporate Plan

Status	Number	Percentage
Green	11	100%
Amber	0	0%
Red	0	0%
Total	11	100%

Performance Indicators

Status	Number	Percentage
Green	0	0%
Amber	7	100%
Red	0	0%
Total	7	100%

7 Summary

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

8 Report Implications

8.1 Safer Communities Implications

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

8.2 Legal and Human Rights Implications

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

8.3 Environment and Sustainability Implications

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

8.4 Risk Management Implications

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

8.5 Equality Implications

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

8.6 Links to Council's Priorities

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






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

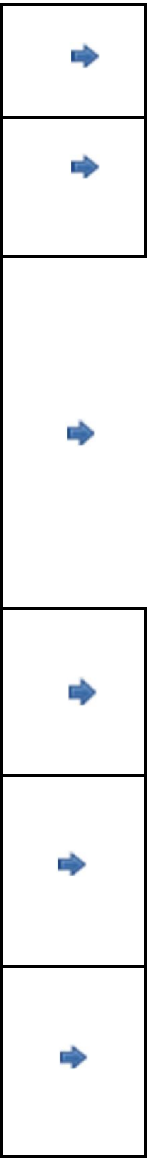
NEW	Action	Priority	Reporting Officer	Update	Quarter 2 Update	Status
NWCP 004	To submit final Development Plan documents relating to Development Management Community Infrastructure Levy and Gypsy and Travellers by November 2015	Protecting our Countryside & Heritage	Dorothy Barratt	A Draft Development Management Plan will be going out for consultation from early October for six weeks. A revised CIL will be presented to the LDF Subcommittee on 28th September seeking approval for a further round of consultation. Work is ongoing on the Site Allocations Plan and additional sites will be considered by members over the coming months. Work on the Gypsy & Travellers Plan is delayed but is expected to be underway in early 2016.	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 being progressed on considering a higher housing provision and a new timetable being drafted.	 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	a) Work is ongoing with HS2 looking at mitigation and the benefits that can be secured. B) no change	Petitions on the additional provisions 2 and 4 have been submitted.	 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 is currently taking place to raise with each division to ensure their service based continuity plans are updated. A report on a generator test and power down of the server room is due to be considered by Management Team in August. The Warwickshire Local Resilience Forum has prepared revised strategic and tactical response plans. The plans have been tested and further exercising is planned using the JESIP methodology. This will provide opportunity for testing our local MEP procedures.	Collation of updated divisional service based continuity plans is taking place. A report on a generator test and power down of the server room is being rescheduled which will include some wider options being identified with the CSWR team. The Warwickshire Local Resilience Forum has carried out Exercise Argentum to test tactical response plans using the JESIP methodology. Options for linking the WLRF testing with local	 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 has started. Will report to September Executive Board.	Medium Term Financial Strategy taken to Executive Board in September.	 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 is progressing	Work is progressing	 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	Resources will be updated later in the financial year.	Work on updating the capital position has started.	 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 has started. Will report to September Executive Board.	Medium Term Financial Strategy taken to Executive Board in September.	 Green
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	Work with the Cross border partnership continues looking at training and transport to work, for example the new bus service from MIRA to Birch Coppice. The work of the shadow Economic Prosperity Board continues. A significant amount of work is ongoing regarding the issue of Combined Authorities and Devolution Deals, reported to the Executive Board in June and Council in July	The Council made its decision on the West Midlands Combined Authority in October and meetings will be held this month to look at devolution 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	 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 continues in this area with community based Pathfinder Projects focussing most recently on issues at Fillongley and Austrey	In addition to the ongoing Pathfinder Projects, NWBC is working on updating records of watercourses and inspection & maintenance requirements	 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	A Scrutiny Board Task and Finish Group is reviewing communications. The summer edition of north talk has been produced and is being distributed. Options for consultation and involvement will be presented to members as part of the September Report cycle.	Scrutiny Board Communications Task and Finish Group holding their 1st meeting on 10/11/2015. Nov/Dec edition of northtalk being drafted ready to be distributed late Nov.	 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 this will report in October. The report will suggest a number of key actions for the Cross Border Partnership and will be	 Green



Direction















NWPI Executive Board 15/16



Ref	Description	Section	Priority	Year End Target	Performance	Traffic Light	Direction of Travel	Comments
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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	95	Amber 		The figure has been affected by having one member of staff on maternity leave.
NWLPI 162	Percentage of Freedom of Information replies dealt with within 20 days	Policy Support	Public Services & Council Tax	100	96%	Amber 		157 Freedom of Information requests received, 151 completed within 20 days, 6 over 20 days

State of the Borough Indicators

NWLPI 153	Number of domestic burglaries in the Local Authority area	Policy Support	Crime and Disorder	151	116	Amber 		The level of domestic burglaries reduced significantly in 2014/15. During April to Sep the level has increased significantly compared to the same period in 2014/15 of 69. The increase will continue to be monitored and analysis will be prepared to inform responses.
NWLPI 154	Number of violent offences and sexual offences in the local authority area	Policy Support	Crime and Disorder	601	476	Amber 		The recording of violence offences and sexual offences is increasing. This is because of revised recording practices and the reporting of historical offences. Analysis of the current and historical offences has been requested.
NWLPI 155	The number of vehicle crimes in the local authority area	Policy Support	Crime and Disorder	508	236	Amber 		The level of vehicle crimes is slightly higher than the level experienced in April to Sep 2014/15 of 230.

@NW:NI032	Violent Crime Offences related to Domestic Violence	Policy Support	Crime and Disorder	84	29	Amber		<p>The level of offences relating to domestic violence is 33% of the violence against the person with injury in quarter 1. The Warwickshire Domestic Abuse Counselling Services quarter 2 report shows that 45 victims are currently receiving support. Approximately 20 clients are being seen on a regular weekly basis. Some clients are receiving in excess of 20 sessions. At least 13 clients in the last year have received in excess of 30 sessions due to ongoing court procedures for child protection issues relating to domestic abuse. A bid has been approved by the PCC to help extend the service provision to more of the rural villages. Implementation of the additional support is now being planned.</p>
@NW:NI047	People killed or seriously injured in road traffic accidents	Policy Support	Crime and Disorder	46	19	Amber		<p>During April to August 19 ksi's have been recorded. This is the same level as in the same period in 2014/15.</p>

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE SPECIAL SUB-GROUP

13 October 2015

Present: Councillor Hayfield in the Chair

Councillors Chambers, Humphreys, Jenns, Singh and M Stanley

An apology for absence was received from Councillor Sweet (substitute Councillor Chambers)

Councillor Davey was also in attendance.

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

None were declared at the meeting.

2 **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.

3 **Staffing – Housing Direct Works**

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

Resolved:

That the Honorarium for a Gas Plumber to cover the role of the Mechanical and Engineering Team Leader role be agreed.

Following the decision at Minute No 3, it was agreed that the remaining items be considered in open session.

4 **Devolution / Combined Authorities**

Following the recent decision by the Council on devolution/combined authorities, the Chief Executive gave a verbal update on events since that date.

Resolved:

That the report be noted.

5 Proposed Bank Holiday Opening Hour Changes

The Sub-Group was invited to consider proposed Bank Holiday opening hour changes and Members were asked to agree a suggested course of action.

Resolved:

- a That the Council's One Stop Shop and Contact Centre is opened on May and August Bank Holiday Tuesdays as a permanent arrangement;**
- b That the proposal to open Council's One Stop Shop and Contact Centre during the Christmas period is not implemented; and**
- c That changes to terms and conditions for affected staff are implemented with immediate effect.**

6 Constitutional Issues

Members were invited to consider how they wished to undertake the review of Constitutional arrangements and, in particular, the proposed review of Scrutiny and Area Fora.

Resolved:

- a That reports in respect of the review of Scrutiny and Area Fora be submitted to the Special Sub-Group taking account of the following**
 - i) in respect of Scrutiny, Officers be asked to look at alternatives and best practice; and**
 - ii) in respect of Area Fora, Officers be asked to consult with partners (Police, County Councils, Parish Councils) on the possible phasing out of Area Fora and the different ways of carrying out business and interacting with residents and partners;**
- b That the findings from the consultation at a) above be reported to a future meeting of the Sub-Group; and**

- c That the Review of Members Allowances be deferred until the discussions on the issues in a and b above were resolved.**

C Hayfield
Chairman

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE SPECIAL SUB-GROUP

10 November 2015

Present: Councillor Hayfield in the Chair

Councillors Humphreys, Jenns, Phillips, Singh and Sweet

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

Councillors Payne, Simpson, Smitten and D Wright were also in attendance.

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

None were declared at the meeting.

2 **Devolution / Combined Authorities**

Following the decision by the Council in October on devolution/combined authorities, the Chief Executive gave a verbal update on events since that date.

Resolved:

That the report be noted.

3 **Area Forums and Scrutiny**

Members were invited to consider how they wished to take the proposed review of Scrutiny and Area Fora forwards.

Recommended:

- a **That the scrutiny function of the Council is transferred to appropriately convened Task and Finish Groups as and when required;**
- b **That consultation be undertaken with partners with a view to reviewing the future of the Area Fora as the primary means of connecting with the public; and**
- c **That Officers be asked to report back to a future meeting of the Sub-Group in respect of the detail for implementing and undertaking a and b above.**

4 **Exclusion of the Public and Press**

Resolved:

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

5 **Staffing – Development Control**

The Assistant Chief Executive and Solicitor to the Council reported on a staffing matter within his Division and the Sub-Group was asked to agree a suggested course of action.

Resolved:

That an Honorarium is paid to the Site Investigation Officer with immediate effect, in order to carry out some of the duties of the presently vacant Senior Site Investigation Officer's post as set out in the report of the Assistant Chief Executive and Solicitor to the Council, until the future of the Senior Investigation Officer's post is agreed.

6 **Staffing – Housing Private Sector Team**

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

Resolved:

That the continued payment of an Honorarium to the Private Sector Technical Assistant be agreed.

C Hayfield
Chairman

NORTH WARWICKSHIRE BOROUGH COUNCIL

28 September 2015

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

Present: Councillor Waters in the Chair.

Councillors Bell, Lea, Smith, L Dirveiks and Sweet

Councillors Humphreys, Phillips, Simpson, Smitten and M Stanley were also in attendance.

4 Disclosable Pecuniary and Non-Pecuniary Interests

None were declared at the meeting.

5 Birmingham Plan Proposed Main Modifications 2031

The Assistant Chief Executive and Solicitor to the Council brought the Birmingham Plan Proposed Main Modifications 2031 to Members for comments.

Resolved:

- a That the consultation on the Proposed Main Modifications to the Birmingham Plan 2031, ending on 12 October 2015, be noted; and**
- b That support be given to the retention of the Green Belt to the east of the Peddimore site.**

6 Tamworth Local Plan – Main Modifications Consultation

The Assistant Chief Executive and Solicitor to the Council presented the Tamworth Local Plan Main Modifications consultation.

Resolved:

- a That the consultation on the proposed Main Modifications to the Tamworth Local Plan 2006 – 2031 ending on 12 October 2015 be noted; and**
- b That objection is made to Main Modification 26 to the Tamworth Local Plan 2006-2031 and that the use of arrows to the east of Tamworth be clarified.**

7 Update on Housing Numbers

Members were brought up to date on the potential future housing numbers for the Borough and the work to look at the capacity and deliverability of those numbers.

Resolved:

- a That the report be noted; and**
- b That officers work to assess the potential of delivering the number of houses and that a further report on progress be brought back to the Sub-Committee.**

8 'Movement for Growth' – The West Midlands Integrated Transport Authority (ITA) draft Strategic Transport Plan Consultation.

The Assistant Chief Executive and Solicitor to the Council presented the consultation draft Strategic Transport Plan for comments.

Resolved:

- a That the consultation on the proposed draft Strategic Transport Plan: 'Movement for Growth' ending Friday 16 October 2015 be noted; and**
- b That the observations as set out in the report of the Assistant Chief Executive and Solicitor to the Council be endorsed.**

9 Community Infrastructure Levy (CIL) – Representations on Preliminary Draft Charging Schedule and Next Steps.

Members were asked to consider the representations made during the consultation on the Preliminary Draft Charging Schedule for the Community Infrastructure Levy (CIL) in North Warwickshire.

Resolved:

That this item be deferred and a further report be brought back to a future meeting of the Sub-Committee.

10 North Warwickshire Self-Build and Custom Build Register

The Assistant Chief Executive and Solicitor to the Council brought the North Warwickshire Self and Custom Build Register to Members for their information and consideration.

Resolved:

- a That the Self-Build and Custom House Build Act March 2015 and the requirement to maintain a Self and Custom Build Register be noted; and**
- b That the Assistant Chief Executive and Solicitor to the Council, in consultation with the Chairman of Local Development Framework Sub-Committee and the Chairman and Vice Chairman of Planning and Development Board, be authorised to modify the Self and Custom Build questionnaire.**

11 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 by Schedule 12A to the Act.

12 Additional Housing Sites

Members were informed of an initial list of potential future housing sites.

Resolved:

- a That the report be noted; and**
- b That officers be authorised to assess the potential sites and bring back to Members information on progress.**

T Waters
Chairman

Agenda Item No 16

Executive Board

23 November 2015

**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 it involves the likely disclosure of exempt information as defined by Schedule 12A to the Act.

Agenda Item No 17

St Helena Road, Polesworth – Report of the Deputy Chief Executive

Paragraph 3 – by reason of the report containing financial information

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