

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE EXECUTIVE BOARD

28 November 2011

Present: Councillor M Stanley in the Chair

Councillors Hayfield, May, Moore, Phillips, Smith and Winter.

Apologies for absence were received from Councillors Simpson and Sweet (Councillor Winter as substitute).

Councillor Pickard was also in attendance.

48 **Declarations of Personal or Prejudicial Interest.**

Any personal interests arising from the membership of Warwickshire County Council of Councillors Hayfield and May and membership of the various Town/Parish Councils of Councillors Moore (Baddesley Ensor), Phillips (Kingsbury), M Stanley (Polesworth) and Winter (Dordon) were deemed to be declared at this meeting.

49 **Minutes of the meeting of the Board held on 13 September 2011.**

The minutes of the meeting of the Board held on 13 September 2011, copies having been circulated, were approved as a correct record and signed by the Chairman.

50 **Constitutional Amendments**

The Assistant Chief Executive and Solicitor to the Council reported on a number of amendments to the Council's Constitution and the Board was asked to agree a suggested course of action.

Recommended:

- a **That the changes to the Portfolio Holder arrangements and formal abolition of the Portfolio Groups detailed in the report of the Assistant Chief Executive and Solicitor to the Council be agreed;**
- b **That a meeting of the Council's Independent Remuneration Panel be called to review Members' allowances generally, and in particular those for Chairmen, Vice-Chairman, Chairmen of Sub-Committees, Portfolio Holders and Area Forum Chairmen. This review would include the mileage and subsistence allowances;**

- c That the amendment to the substitution scheme for Members detailed in the report be agreed;**
- d That the changes to the Constitution proposed by the Licensing Committee be agreed; and**
- e That the additional delegation regarding the Council's licensing powers be agreed.**

51 Calendar of Meetings

The Board was invited to approve the calendar of meetings for 2012/13

Recommended:

That the calendar of meetings for 2012/13 as submitted at Appendix A to the Chief Executive's report be approved.

52 Supplementary Estimate Request from the Planning and Development Board

The Board was invited to consider a request for a supplementary estimate to cover the shortfall in planning fee income and the additional costs of the Building Control Partnership.

Recommended:

That the request for a supplementary estimate for £124,000 to cover the reduction in Planning Fee income and additional costs on Building Control be approved.

53 Reduction of Council Tax Discounts for Second Homes and Long Term Empty Dwellings

The Board was asked to consider using its discretion to reduce Council Tax discounts awarded in respect of "second homes" and "long term empty" properties. The Resources Board had considered the matter at its recent meeting and recommended that the reductions be introduced.

Recommended:

That the Council authorises

- a The reduction of council tax discounts on second homes from 50% to 10% from 1 April 2012; and**

- b The reduction of council tax discounts on long-term empty dwellings from 50% to zero from 1 April 2012.**

54 Nominated Governor – George Eliot Hospital

The Chief Executive reported that the Council had been invited to nominate a replacement for former Councillor Wendy Smitten on the Board of Governors for the George Eliot Hospital.

Recommended:

That Councillor Pickard be nominated to serve on the Board of Governors for the George Eliot Hospital.

55 Budgetary Control Report 2011/12 Period Ending 31 October 2011

The Assistant Director (Finance and Human Resources) reported on the revenue expenditure and income for the period from 1 April 2011 to 31 October 2011. The 2011/2012 budget and the actual position for the period, compared with the estimate at that date, was given, together with an estimate of the out-turn position for services reporting to this Board.

Resolved:

That the report be noted.

56 Whistleblowing Policy

The Board was invited to agree changes to the Council's Confidential Reporting Policy (also known as the Whistleblowing Policy).

Recommended:

That the revised Policy set out in the Appendix to the report of the Assistant Chief Executive and Solicitor to the Council be adopted.

57 Employee Code of Conduct

The Board was asked to agree changes to the Council's Employee Code of Conduct.

Recommended:

That the revised Code set out in the Appendix to the report of the Assistant Chief Executive and Solicitor to the Council be adopted.

58 **Equality Act 2010 (Specific Duties) Regulations 2011**

The Assistant Chief Executive and Solicitor to the Council reported on the details of the requirements of the Equality Act 2010 (Specific Duties) Regulations 2011 and suggested an approach for discharging those duties.

Recommended:

- a **That the Regulations and the duties contained therein be noted; and**
- b **That the Assistant Chief Executive and Solicitor to the Council be given delegated powers to finalise the information to be published, as required by the Regulations.**

59 **The Bribery Act 2010**

The Assistant Chief Executive and Solicitor to the Council and the Audit Manager reported on the key issues arising from the Bribery Act 2010.

Recommended:

- a **That the report be noted; and**
- b **That the Policy attached as an Appendix to the report of the Assistant Chief Executive and Solicitor to the Council and the Audit Manager be adopted.**

60 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets – April 2011 to September 2011**

A revised report from the Chief Executive was circulated at the meeting. Members were informed of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Executive Board for April to September 2011.

Resolved:

That the report be noted.

61 **Minutes of the Meeting of the Safer Communities Sub-Committee**

The minutes of the meeting of the Safer Communities Sub-Committee held on 17 November 2011 were received and noted.

62 Minutes of the meetings of the Special Sub-Group held on 24 October, 7 November and 23 November 2011

It was proposed by the Chairman and agreed that the minutes of the meetings of the Special Sub-Group held on 24 October, 7 November and 23 November 2011 be considered in the public session. The minutes of the meetings of the Special Sub-Group held on 24 October, 7 November and 23 November 2011 were then received and noted.

63 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.

64 Payment Management Replacement System

The Assistant Director (Corporate Services) reported on the need for the Council to purchase a new Payments Management system or upgrade the existing system to ensure it maintained compliance with Payment Card Industry data security standards. The report had been considered and approved by the Resources Board at its recent meeting.

Recommended:

- a That Capital growth of up to £70,000 and Revenue growth of up to £10,000 as identified in section 3 of the report the Assistant Director (Corporate Services) be approved; and**
- b That a further report be brought to the Board once the final costs are known and the preferred supplier selected.**

M Stanley
Chairman