

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

For the information of other Members of the Council

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

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

26 NOVEMBER 2012

The Executive Board will meet in the Committee Room at The Council House, South Street, Atherstone, Warwickshire on Monday 26 November 2012 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 11 September and 24 September 2012** - copy herewith to be agreed as a correct record and signed by the Chairman.
- 5 **Requests for discussion of En Bloc items.**

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

- 6 **Annual Audit Letter 2011/12** – Report of the Deputy Chief Executive

Summary

This report presents the 2011/12 Annual Audit Letter received from the Council's external auditors, PricewaterhouseCoopers LLP.

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

- 7 **Review of Democratic Arrangements** – Report of the Assistant Chief Executive and Solicitor to the Council

Summary

The report seeks to implement certain recommendations of the Democratic Arrangements Task and Finish Group, together with a minor Constitutional amendment relating to Environmental Health.

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

- 8 **Assets of Community Value** – Report of the Assistant Chief Executive and Solicitor to the Council

Summary

The report seeks to inform Members of the new provisions regarding assets of community value and recommends how the new duties on this Council will be discharged.

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

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

Summary

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

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

- 10 **Consultation Action Plan** – Report of the Assistant Chief Executive and Solicitor to the Council

Summary

The report seeks approval for the draft consultation action plan developed by the Scrutiny Board.

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

- 11 **Coventry and Warwickshire City Deal** – Report of the Chief Executive

Summary

The report informs Members of the City Deal process and seeks endorsement for Officers and Members to continue to engage with the emerging bid for a Coventry and Warwickshire City Deal.

The Contact Officer for this report is Jerry Hutchinson (719216).

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

Summary

The report seeks Member approval for an approach to using the funding the Council has received through the Portas scheme.

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

- 13 **Community Governance Review – Parish of Middleton** – Report of the Chief Executive

Summary

To consider the response received in respect of the Community Governance Review (CGR) for Middleton.

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

- 14 **Statement of Common Ground and Cooperation for the Coventry, Solihull and Warwickshire (CSW) Sub-Region** - Report of the Assistant Chief Executive and Solicitor to the Council

Summary

This report seeks agreement for a Duty to Cooperate Planning Statement covering the Local Authorities in the Coventry, Solihull and Warwickshire Sub-Region.

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

- 15 **HS2 – Property Compensation and Safeguarded Area** - Report of the Assistant Chief Executive and Solicitor to the Council

Summary

This report brings to Members information on the consultation by the Secretary of State on the Property Compensation and the Safeguarding area.

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

- 16 **Supplementary Estimate Refuse Collection, Recycling and Horticulture** – Report of the Assistant Director (Streetscape)

Summary

The Board is asked to agree a supplementary estimate of £40,000, to cover the additional costs on refuse collection and horticulture and the reduction in income from recycling and refuse.

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

- 17 **Council Tax Support Scheme** - Report of the Assistant Chief Executive (Community Services) - To follow.

Summary

To outline the proposed scheme of Council Tax Support to be adopted following public consultation that will replace the current Council Tax Benefit scheme from 1 April 2013.

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

- 18 **Site Allocations Plan – Issues Options and Preferred Options** - Report of the Assistant Chief Executive and Solicitor to the Council

Summary

This report brings the Site Allocations Plan – Issues, Options and Preferred Options to Board for approval.

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

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

19 **Calendar of Meetings 2013/14** – Report of the Chief Executive

Summary

The purpose of this report is to approve a timetable of meetings for 2013 /14.

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

20 **Implementing Individual Electoral Registration** – Report of the Chief Executive

Summary

To inform the Board of the progress being made towards the implementation of Individual Electoral Registration (IER)

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

21 **Budgetary Control Report 2012/13 Period Ended 31 October 2012 -**
Report of the Assistant Director (Finance and Human Resources)

Summary

The report covers revenue expenditure and income for the period from 1 April 2012 to 31 October 2012. The 2012/2013 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).

22 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets – April 2012 to September 2012** –
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 2012.

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

23 **Minutes of the meetings of the Special Sub-Group held on 9 October and 12 November 2012** to be received and noted.

- 24 **Minutes of the Safer Communities Sub-Committee held on 11 September 2012** to be received and noted.
- 25 **Minutes of the Local Development Framework Sub-Committee held on 23 October 2012 (copy herewith) and 14 November 2012 (to be circulated at the meeting)** to be received and noted.
- 26 **Minutes of the meeting of the Democratic Arrangements Task and Finish Group held on 23 October 2012** to be received and noted.

PART C – EXEMPT INFORMATION (GOLD PAPERS)

- 27 **Exclusion of the Public and Press**

Recommendation:

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.

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

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

- 29 **Future of West Midlands Council** – Report of the Chief Executive

The Contact Officer for this report is Jerry Hutchinson (719200).

JERRY HUTCHINSON
Chief Executive

NORTH WARWICKSHIRE BOROUGH COUNCIL

**MINUTES OF THE
EXECUTIVE BOARD**

11 September 2012

Present: Councillor M Stanley in the Chair

Councillors Hayfield, Humphreys, Moore, Morson,
Phillips, Simpson and Sweet and Watkins.

An apology for absence was received from Councillor Smith
(Councillor Watkins as substitute).

20 Declarations of Personal or Prejudicial Interest.

None were declared at the meeting.

21 Minutes of the meeting of the Board held on 25 June 2012.

The minutes of the meeting of the Board held on 25 June 2012,
copies having been circulated, were approved as a correct record
and signed by the Chairman.

22 Financial Statements 2011/12

The Deputy Chief Executive submitted the Annual Financial
Statements for 2011/12 for approval.

Resolved:

- a That the transfer from the Housing Revenue Account to
the General Fund be noted; and**
- b That the 2011/12 Financial Statements shown in
Appendix A be approved.**

23 External Auditors' Report

The Deputy Chief Executive submitted a report informing Members
of changes to the 2011/12 Statement of Accounts following the
audit and the External Auditors' report to those charged with
governance.

Alison Breadon from PricewaterhouseCoopers was in attendance
at the meeting and presented her report on which Members asked
a number of questions.

Resolved:

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

24 **Corporate Plan 2013/14 – Key Corporate issues**

The Chief Executive reported on the key corporate issues facing the Council over the next 18 months and sought agreement to addressing these issues during the formulation of the 2013/14 Budget and Corporate Plan.

Recommended:

That the issues raised in the report of the Chief Executive are the main areas which should be considered for inclusion in the 2013/14 Corporate Plan.

25 **Financial Strategy 2013–17**

The Deputy Chief Executive reported on the Authority's Financial Strategy, projected forward the Authority's General Fund budgets to 2016/17, and suggested a detailed budget approach for the 2013/14 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 2013/14 to 2016/17 be noted;**
- c **That the budget approach, set out in paragraph 12.1 to 12.2 of the report, be adopted; and**
- d **That growth bids be assessed according to the criteria set out in 9.2 of the report.**

26 **Contract Standing Orders**

The Assistant Director (Corporate Services) sought approval for revisions to Contract Standing Orders. The revisions had previously been considered by the Resources Board.

Recommended:

That, subject to the insertion of a paragraph on Information Security, the Draft Contract Standing Orders provided as Appendix 1A to the report of the Assistant Director (Corporate Services) be approved.

27 **Local Audit Bill**

The Deputy Chief Executive reported that the Department of Communities Local Government had published a draft Local Audit Bill. The Board was asked to agree a suggested course of action.

Resolved:

That the response be noted.

28 **Business Rates Retention**

The Deputy Chief Executive reported that the Department of Communities and Local Government had issued a further consultation paper on Business Rates Retention. The Board was asked to consider a suggested response which was circulated at the meeting.

Recommended:

a That the content of the report be noted; and

b That in consultation with the two Group Leaders, the Deputy Chief Executive be authorised to agree the response to the consultation paper.

29 **Budgetary Control Report 2012/13 Period Ended 31 August 2012**

The Assistant Director (Finance and Human Resources) reported on the revenue expenditure and income for the period from 1 April 2012 to 31 August 2012. The 2012/2013 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.

30 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets – April 2012 to June 2012**

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 2012.

Resolved:

That the report be noted.

31 **Minutes of the meetings of the Special Sub-Group held on 2 July, 22 July and 15 August 2012**

The minutes of the meetings of the Special Sub-Group held on 2 July, 22 July and 15 August 2012 were received and noted.

M Stanley
Chairman

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE
EXECUTIVE BOARD

24 September 2012

Present: Councillor M Stanley in the Chair

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

32 **Disclosable Pecuniary and Non-pecuniary Interests.**

None were declared at the meeting.

33 **Core Strategy – Next Steps**

The Assistant Chief Executive and Solicitor to the Council sought approval to progress the Core Strategy to the final stages of consultation prior to formal submission to Government. An update on late representations and responses along with additional changes were circulated at the meeting.

Recommended:

That the submission publication version be approved for submission to the Secretary of State following a statutory six week pre-submission publication period.

34 **Business Rate Retention Scheme: Pooling Proposal**

The Deputy Chief Executive reported on proposals for the Council to participate within a Business Rate Retention Pool along with all other Warwickshire District Councils, Warwickshire County Council and Coventry City Council from 1 April 2013. Members were asked to agree a suggested course of action.

Recommended:

- a **That the Council agrees to participate within the Warwickshire and Coventry Pool for 2013/14 and subsequent years, subject to an annual review to ensure that membership of the Pool remains in the best interests of the Authority; and**
- b **That, in consultation with the Leader of the Council and the Leader of the Opposition, the Deputy Chief Executive be given delegated powers to agree the terms in the Memorandum of Understanding.**

35 **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.

36 **Coleshill Leisure Centre – Project Management & Appointment of Architect-Led Design Team**

Members were asked to endorse the actions of the Chief Executive in appointing Coventry City Council to manage the Coleshill Leisure Centre replacement project through to the planning stage and proposed the appointment of an architect-led design team to undertake the necessary works to achieve planning consent for the scheme by March 2013.

Recommended:

- a That the decision by the Chief Executive to use his Urgent Business Powers to appoint Coventry City Council's Major Projects Team to investigate and propose a suitable project delivery process be endorsed;**
- b That Coventry City Council's role as Project Managers for the initial stage of the project (up to Grant of Planning Consent) be agreed;**
- c That the appointment from the EMPA Intermediate Projects Framework detailed in the report be approved;**
- d That the budget for Coleshill Leisure Centre detailed in the report be added to the 2012/13 capital programme and be used to cover the cost of this stage of the project programme; and**
- e That responsibility for overseeing the project be delegated to the Special Sub-Group in order to streamline the decision making process at key points in the project.**

M Stanley
Chairman

Agenda Item No 6

Executive Board

26 November 2012

**Report of the
Deputy Chief Executive**

2011/12 Annual Audit Letter

1 Summary

- 1.1 This report presents the 2011/12 Annual Audit Letter received from the Council's external auditors, PricewaterhouseCoopers LLP.

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

2 Report

- 2.1 The Council's external auditors, PricewaterhouseCoopers LLP, have summarised the work they undertook relating to the 2011/12 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 council's use of resources 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

Government and Public Sector

***North Warwickshire
Borough Council***

Annual Audit Letter

2011/12 Audit

October 2012



The Members
North Warwickshire Borough Council
Council Offices
South Street
Atherstone
Warwickshire
CV9 1DE

October 2012

Ladies and Gentlemen

We are pleased to present our Annual Audit Letter summarising the results of our 2011/12 audit.

Yours sincerely

A handwritten signature in black ink, appearing to read 'A Breadon', written in a cursive style.

Alison Breadon
Director

*PricewaterhouseCoopers LLP, Donington Court, Pegasus Business Park, Castle Donington, East Midlands
DE74 2UZ*

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Introduction

The purpose of this letter

This letter is a public document which summarises the results of our 2011/12 audit for members of the Authority and other stakeholders.

We have already reported the detailed findings from our audit work to those charged with governance in the following reports:

- Audit report for the 2011/12 Statement of Accounts, incorporating the value for money conclusion.
- Report to those charged with Governance (ISA (UK&I) 260).

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 2011/12 audit work has been undertaken in accordance with the Audit Plan that we presented to members of the Executive Board in February 2012 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	Result
Perform an audit of the accounts in accordance with the Auditing Practice Board's International Standards on Auditing (ISAs (UK&I)).	We reported our findings to the Executive Board on 11 September 2012, and subsequent to this, we issued an unqualified audit opinion.
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.	We issued a short form assurance statement to the NAO on 27 September 2012 in respect of the Authority's Whole of Government Accounts consolidation pack.
Form a conclusion on the arrangements the Authority has made for securing economy, efficiency and effectiveness in its use of resources.	On 27 September 2012 we issued an unqualified value for money conclusion.
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	Result
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 27 September 2012.

Audit Findings

Accounts

We audited the Authority's Statement of Accounts in line with approved Auditing Standards and issued an unqualified audit report on 27 September 2012.

We identified the following key issues from our audit of accounts:

Accounting issues

The quality of the draft financial statements we were presented with for audit was good. We identified a number of amendments to disclosures within the statements, but none of these were considered to be significant. The Finance Team worked hard to meet timescales for preparation and audit of the financial statements and were helpful in resolving our queries.

Our audit work identified a small number of minor control weaknesses which we reported separately to management, none of which were of significance.

MRP

The Authority exercised its discretion not to set aside a Minimum Revenue Provision ("MRP") in the current year. Authorities do have discretion in this area, subject to statutory guidance, where there is a good reason to depart from the normal accounting treatment. Management at the Authority took this decision following a re-examination of the way in which the MRP provision was calculated in previous years.

In particular, the treatment of the deferred premium as a capital item in the MRP calculation in previous years resulted in an increased level of provision. Management decided to reverse the effect of this over-provision by taking a 'holiday' from this provision in the current year. Had this decision not been taken, the provision would have been £181,000.

This was reported to the Executive Board in June 2012, who approved an amended MRP Policy Statement, which included the revised approach.

We reviewed this treatment and were satisfied that management have discretion in this area and we were not minded to challenge the Authority's treatment of MRP in 2011/12.

HRA and General Fund Account Adjustment

The Authority made a transfer between the HRA and the General Fund which required an adjustment to the Financial Statements of £800,000. The Local Government and Housing Act 1989 permits such a transfer from the HRA to the General Fund subject to certain conditions. We were satisfied that the Authority had met these conditions and that therefore this transfer was reasonable.

Uncorrected misstatements

There were no misstatements identified during the course of our audit, which remained unadjusted.

Adjusted misstatements

The net impact of the adjustments made to the accounts increased net assets by £640,000. The largest of the adjustments related to 2011/12 NNDR refunds which had not been included as an accrual in 2011/12 (amounting to £801,000). This adjustment had no impact on the Authority's net assets.

Economy, efficiency and effectiveness

Our responsibilities include the need to carry out sufficient and relevant work in order to conclude on whether the Authority has put in place proper arrangements to secure economy, efficiency and effectiveness in the use of resources.

Guidance from the Audit Commission specifies the criteria for our conclusion:

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

We determined a local programme of audit work based on our audit risk assessment, informed by these criteria and our statutory responsibilities.

We issued an unqualified value for money conclusion based on the work undertaken.

Whole of Government Accounts

We undertook our work on the Whole of Government Accounts consolidation pack as prescribed by the Audit Commission. The audited pack was submitted on 27 September 2012. We found no areas of concern to report as part of this work.

Grant Claims and Certification

We presented our most recent Annual Certification Report for 2010/11 to the Executive Board in March 2012. We certified five claims worth £49,854,344. None required a qualification letter to set out matters arising from the certification of the claim/return. We will issue the Annual Certification Report for 2011/12 in January 2013, following completion of our work on the Authority's 2011/12 claims.

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.

Review of 2011/12 accounts

Comprehensive Income and Expenditure

A summarised version of the Authority's Comprehensive Income and Expenditure statement for 2011/12 is shown below along with commentary on the significant year on year movements and how we obtained assurance over those areas.

	2011/12 '£000	2010/11 '£000	Movement '£000	Note Reference
Net Cost of Services excluding non distributed costs and exceptional costs	64,547	36,900	27,647	1
Non Distributed Costs	152	(3,703)	3,855	2
Net costs of services	64,699	33,197		
Other Operating Expenditure	1,055	988	67	
Financing, Investment, taxation and grant income	(9,888)	(9,520)	(368)	
(Surplus)/Deficit on Provision of Services	55,866	24,665		
Other comprehensive (income)/expenditure	13,018	(6,097)	19,115	3
Total comprehensive income and expenditure for the year	68,884	18,568		

Note 1:

There has been a large increase in the net cost of services in the year. The main reason for the increase is the cost of the Self Financing Settlement payment made in relation to the Authority's own housing stock. In April 2012 the housing revenue account subsidy system came to an end. The Authority has taken control of the housing rental income which it receives from tenants. In return it has taken on a share of the £28bn housing debt. Long term borrowing of £59.5 million was secured from the Public Works Loan Board to make a one-off payment to the Government. This replaces the annual payment into the National Pool. To gain assurance over the income and expenditure balances we performed substantive testing on income and expenditure and specifically focused on year end transactions to ensure they were classified in the correct financial year. We also performed substantive testing on the transactions undertaken in relation to the Self Financing Settlement. No issues were identified through our work in this area.

Note 2:

In 2010/11 there was a change in pension assumptions which resulted in a significant movement in the Authority's pension liability and pension reserve (contained in Long Term Liabilities and Unusable Reserves in the Statement of Financial Position). The change occurred following the Chancellor of the Exchequer's Budget announcement in June 2010 of indexing public sector pensions in line with the Consumer Price Index (CPI) rather than the Retail Price Index (RPI). CPI had historically been lower than RPI. This resulted in a reduction in the Authority's net pension liability and hence a credit to the Comprehensive Income and Expenditure Statement in the Non Distributed Costs line of £3.75 million in 2010/11. There has been no similar movement in the current year. This is the reason for the large change in the value of non distributed costs.

We reviewed the reasonableness of the assumptions underlying the pension liability in the accounts. Overall we were comfortable with the net effect of the assumptions adopted. We also sought to validate the data supplied to the actuary on which to base their calculations.

Note 3:

This figure incorporates two main elements. The first is actuarial gains or losses on pension assets or liabilities. In 2011/12, there was an actuarial loss on pension assets of £4 million compared to the prior year gain of £6 million. This resulted in a total impact of £10 million on the Income and Expenditure statement. We reviewed the assumptions used by the actuary in calculating these gains and losses.

Also included in this movement is the surplus or deficit on revaluation of Property, Plant Equipment. There was a £9 million impairment charge in 2011/12 due to the reduction in value of the Authority's housing stock. We reviewed the accounting treatment of Property, Plant and Equipment and confirmed that accounting guidance had been followed in relation to the impairment review. No issues were identified through our work in this area.

Statement of Financial Position

A summarised version of the Authority's Statement of Financial Position for 2011/12 is shown below along with commentary on the significant year on year movements and how we obtained assurance over those areas.

	2011/12 '£000	2010/11 '£000	Movement '£000	Note Reference
Long Term Assets & Assets held for sale	121,314	129,073	(7,759)	1
Short Term Receivables	1,611	4,940	(3,329)	2
Other current assets	7,125	6,802	323	
Total Assets	130,050	140,815	10,765	
Current Liabilities	(4,209)	(9,916)	5,707	3
Long term Liabilities	(80,019)	(16,249)	63,770	4
Net Assets	45,822	114,650	68,828	
Unusable Reserves	30,187	102,084	(71,897)	5
Usable Reserves	15,635	12,566	3,069	6
Total Reserves	45,822	114,650	68,828	

Note 1:

The reduction in the value of assets was primarily due to the impairment of the Housing Stock in the year resulting in a fall in value of Long Term assets. The Authority also disposed of a car park at Birmingham Road, Coleshill which was sold to a developer and was valued at £1.15 million. Detailed substantive testing was carried out in this area and no issues were noted.

Note 2:

Short term debtors decreased in value from £4.9 million to £1.6 million in the year. The principal reason for the change is a reduction of £3.5 million in the debtor balance owed by Central Government to the Authority. In 2010/11 there was a higher Business Rate Debtor balance due to the receipt of new information from the Valuation Office after the year end which increased the value of the Central Government debtor balance by £2.7 million. No similar adjustment has been required in the current year. Our work did not identify any issues relating to this balance in 2011/12.

Note 3:

The value of current liabilities has fallen principally because the Authority repaid a £3 million loan in the year. We gained assurance over this balance through reliance on the controls in relation to liabilities as well as performing detailed testing of individual balances. No issues were identified through work performed in this area.

Note 4:

The large increase in long term liabilities is due to the £59.5 million increase in long term borrowing from the Public Works Loan Board relating to the compulsory buy out of the housing stock from the Housing Subsidy system (referred to above). We confirmed the existence of the loan and tested the controls in place around this transaction.

Notes 5 and 6:

The changes in the value of the reserves reflect other changes discussed above, particularly, the change in the Housing subsidy system. We reviewed the accounting movements in reserves against accounting guidance and reconciled movements into and out of reserves to other areas of the accounts. No issues were identified through our work.

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

In March 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 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.

Other Matters

In the event that, pursuant to a request which the Authority has received under the Freedom of Information Act 2000 (as the same may be amended or re-enacted from time to time) or any subordinate legislation made thereunder (collectively, the "Legislation"), the Authority is required to disclose any information contained in this report, we ask that the Authority notify us promptly and consult with us prior to disclosing such information. The Authority agrees to pay due regard to any representations which we may make in connection with such disclosure and to apply any relevant exemptions which may exist under the Legislation to such information. If, following consultation with us, the Authority discloses any such information, please ensure that any disclaimer which we have included or may subsequently wish to include in the information is reproduced in full in any copies disclosed.

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Agenda Item No 7

Executive Board

26 November 2012

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

**Review of Democratic
Arrangements**

1 Summary

- 1.1 The report seeks to implement certain recommendations of the Democratic Arrangements Task and Finish Group, together with a minor Constitutional amendment relating to Environmental Health.

Recommendation to the Council

- a That the report to the Democratic Arrangements Task and Finish Group be noted;**
- b That the changes to the Constitution detailed in that report be made; and**
- c That the additional authorisations for members of the Environmental Health Division detailed in the report be made.**

2 Consultation

- 2.1 The reports of the Democratic Arrangements Task and Finish Group have been circulated to all Members, and all Members were invited to the meetings.

3 Report

- 3.1 Members will be aware that the Democratic Arrangements Task and Finish Group has been looking at how the Council does business, particularly with regard to its formal decision making.

- 3.2 The attached report and appendices were approved at the Group's last meeting on 23 October for recommendation to this Board, save for the recommendation that the Corporate Plan would remain a matter reserved for full Council.

- 3.3 The Board is asked to agree the changes suggested and the consequential amendments to the Council's Constitution.

3.4 Environmental Health

This report allows an opportunity to recommend some minor changes to the authorisations given to our Environmental Health team. It would assist the work of that team if the Environmental Health Manager, Senior Environmental Health Officer, Senior Pollution Control Officer, the Food Safety Officers and the Pollution Control Officers were all authorised to exercise all the Council's powers with regard to animals in distress and also with regard to premises with animal licences. Members are asked to agree to these additional authorisations.

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

Agenda Item No 3

Democratic Structures Task and Finish Group

23 October 2012

Report of the Assistant Chief Executive and Solicitor to the Council

Review of Democratic Arrangements

1 Summary

- 1.1 The report seeks Member approval for changes to some aspects of the Council's Democratic Arrangements.

Recommendation to the Group

That the changes detailed in the report be recommended to the Executive Board

2 Consultation

- 2.1 All Members will receive a copy of the report and have been invited to the meeting.

3 Report

- 3.1 Members will recall that a number of in principle decisions were made at the last meeting of this Group, on 11 July. The purpose of this report is to suggest some detail on how those decisions will be implemented.

4 Increased Delegation to the Executive Board

- 4.1 Not everything within the terms of reference of the Executive Board can be fully delegated to that Board. The law requires that various matters have to be the decision of the Full Council and those matters are set out in paragraph A 1 of Appendix 1. Items a to m are matters that the law provides must be Full Council decision. As a consequence, the meaning of Policy Framework within Article 4 of the Articles of the Constitution (Part 2) will need to be amended to reflect these changes.
- 4.2 It has been possible to suggest a number of additional matter that the Executive Board can have delegated to them and these are detailed in paragraph 2-13 of Section A.

- 4.3 As discussed in more detail below, this Group also decided to have a “sharper focus” for each Board, i.e. to avoid as far as possible issues overlapping between Boards. To that end therefore it is suggested that the Health, Well-being and Leisure Strategy be transferred to the Community and Environment Board given its terms of reference.

5 Focus of Each Board

- 5.1 As detailed above, it was agreed at the last meeting to review the terms of reference of all the decision making bodies to ensure there was no overlap in jurisdiction. The following paragraph report any suggested changes to each of these bodies.

Executive Board

- 5.2 In addition to the matter raised at 4.3, certain strategic planning issues are delegated to the Executive Board. Despite the desire to ensure as far as possible that issues do not overlap between Boards, it is suggested that these remain with the Executive Board given the overarching importance of these matters. It is suggested however that the Health, Well-being and Leisure Strategy be transferred to the Community and Environment Board.
- 5.3 There are no other matters than, it is suggested, need to be removed from the Executive Board’s remit.

Special Sub-Group

- 5.4 Included in the terms of reference of the Special Sub-Group is emergency planning. This is also within the remit of the Executive Board and it is suggested that this overlap is resolved by deleting this from the Special Sub-Group’s terms of reference.
- 5.5 It is also suggested that Housing Partnership Procurement is removed from these terms of reference given that the new Housing Sub-Committee has maintenance of the Council’s housing stock.

Resources Board

- 5.6 There are no significant overlaps to report. The matters within its terms of reference are clearly connected and align with the Divisional Structures of the Council. There is some overlap between the Board and the Housing Sub-committee but this is natural with a sub-committee.
- 5.7 The only necessary amendment therefore is to delete the reference Members Allowances as the 2012 Committee System Regulations provide that this is a matter for Full Council.

Community and Environment Board

- 5.8 There are no significant overlaps to report. Again, the matters within its terms of reference are clearly connected and align with the Divisional Structure of the Council.

6 Standing Task and Finish Groups

- 6.1 The last meeting recommended that each Policy Board have a standing task and finish group to which the Board could refer issues requiring in-depth consideration. It is proposed therefore to include the following within each Board's terms of reference:

Powers Delegated to the Task and Finish Group

The power to consider an item referred to it by the Board in whatever way the Task and Finish Group thinks reasonable

The power to make recommendations to the Board on any such item

- 6.2 It is suggested that the Chairman or Vice-Chairman of the Board will Chair the Task and Finish Group and, with the exception of the Scrutiny Board, the other Membership of the Group is not restricted to Members of the Board. Procedural Standing Order 23 paragraph 4 would be amended accordingly, as shown in Appendix 2.

7 Public Speaking

- 7.1 At the last meeting it was agreed to consider the issue of some form of public speaking at all Boards, in addition to the rights given at Council and Planning and Development Board meetings.

- 7.2 It is suggested that a right to question be introduced rather than the right to speak that is allowed currently at Planning and Development Board meetings. This can be reviewed but the suggested change to Procedural Standing Order 7 (9) is as follows:

At each ordinary meeting of the Council and every meeting of the Policy Boards, the Scrutiny Board, the Special Sub-Group or the Housing and Safer Communities Sub-Committees, 20 minutes shall be set aside from the public gallery by any resident of the Borough concerning the work of the Council or Body.

- 7.3 There are a number of consequential amendments to Standing Order 7 (10-16) that are set out in Appendix 3, the most important of which is that it will be the Chairman of the Board or Sub-Committee who will answer the question.

8 Scrutiny

- 8.1 Section 9JA of the Local Government Act 2000 (as amended by the Localism Act 2011) requires Councils that adopt or continue with a committee system to

positively resolve whether or not they are to have a Scrutiny Committee. The last meeting decided to recommend that this Council should have one and this will form part of the recommendation to the Executive Board.

- 8.2 In addition, it is suggested that paragraph 5 of the Summary and Explanation Part of the Constitution (Part One) be amended to record the Council's decision under this section to have a Scrutiny Committee.
- 8.3 The recommendation that a meeting only be held of the Scrutiny Board if Members raise enough items to have a meaningful agenda need not be recorded in the Constitution. A decision of the Executive Board to proceed on this basis is sufficient and will be managed by the Chairman, Vice Chairman and Assistant Chief Executive and Solicitor to the Council.

9 **Substitutes**

- 9.1 The recommendation from the last meeting is given effect in the revised Procedural Standing Order 23 which is attached as Appendix 2

10 **Portfolio Holders/Spokesperson**

- 10.1 The decision to rename Portfolio Holders as Spokesperson can be given effect by changing any reference in the Constitution to the former to the latter.

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

APPENDIX A

THE EXECUTIVE BOARD

A Main Terms of Reference

- 1 Formulating the overall policy framework for Council approval. This will include:
 - (a) The approval or adoption of a plan or strategy for the control of the local authority's borrowing, investments or capital expenditure, or for determining the authority's minimum revenue provision
 - (b) Arranging the overall finances of the Council, including the Budget. (The Resources Board will manage and monitor the Council's budget and financial situation)
 - (c) the North Warwickshire Sustainable Community Strategy,
 - (d) the North Warwickshire Development Plan documents, save for those matters within the remit of the Planning and Development Board
 - (e) the Crime and Disorder Reduction Strategy
 - (f) Constitutional matters affecting the name, status, boundary and area of the Borough.
 - (g) The structure, functions and administration of local government as they affect the Borough
 - (h) Electoral matters, including elections, electoral registration and Warding arrangements, other than those set out in Appendix C
 - (i) Proposals to confer the titles of Honorary Alderman and Honorary Freeman, under section 249 of the Local Government Act 1972
 - (j) The making or amending of a Members' allowance scheme
 - (k) Voting rights for co-opted Members of the Scrutiny Board
 - (l) Approval of arrangements for the appointment of the Chief Executive, Deputy Chief Executive, Assistant Chief Executive and Solicitor to the Council, Assistant Chief Executive (Community Services) and Assistant Directors together with their pay and conditions of service
 - (m) such other Plans and Strategies as the Council may, from time to time, be required by statute or Government Direction to adopt or which the Council itself decides to adopt.

(N.B. The Scrutiny Board must be advised of strategies and policies which are being developed, so that it can decide which of these it wishes to consider. The Scrutiny Board will then put its views to the Executive Board prior to that Board's submission to the Council).

- 2 The Corporate Plan
3. The Housing Strategy
- 4 Strategic and Local Development Framework issues other than those mentioned in Part A, including developing and implementing the Sustainable Community Plan; commenting on Waste and Minerals Plan proposals from Warwickshire County Council; and submitting comments on the statutory plans of neighbouring Authorities. –
- 5 Matters involving more than one Board or where there is a difference of view between them.
- 6 Representation on outside bodies.
- 7 Emergency Planning.
8. Approval of the overall management structure and establishment of the Authority.
9. The Food Law Enforcement Service Plan
10. Terms of Reference of the Boards, Standards Committee and Area Forums, together with their composition and any subsequent reviews of such matters.
11. Approval of the overall arrangements for the delegation of powers to Officers, Area Forums and other Committees
- 12 Any other matter not specifically allocated to another Board, Committee, Forum or the Council itself.
13. Any matter implementing any proposal in line with the adopted budget or policy framework

B Powers Delegated to the Board

All matters coming within its terms of reference, subject only to the call-in powers of the Scrutiny Board and the exceptions mentioned in paragraph A 1 above and paragraph 2 of the introduction to this part of the Constitution.

C Powers Delegated to the Safer Communities Sub-Committee

To implement the approved Crime and Disorder Strategy, focussing in particular on drugs and alcohol issues, support to victims, reducing offending behaviour, partnership working and CCTV.

D Powers Delegated to the Task and Finish Group

The power to consider an item referred to it by the Board in whatever way the Task and Finish Group thinks reasonable

The power to make recommendations to the Board on any such item.

E Powers Delegated to Officers

(i) Various Officers

In the case of emergencies, the Officers named in the County Major Emergency Plan and the Borough Emergency Plan shall have responsibility for the tasks respectively assigned to them in these documents.

(ii) Assistant Chief Executive and Solicitor to the Council

(a) In consultation with the Ward Members for the area contained in the notice, to deal with consultation from the Police on authorisation notices allowing for the dispersal of groups.

(b) In consultation with the Chairman of Housing Sub-Committee and the relevant Ward Members, power to instigate legal action against tenants in relation to nuisance issues, subject to him being satisfied that sufficient evidence exists to support such action.

F Powers Delegated to Area Forums

None.

BOARDS, COMMITTEES, PANELS AND FORUMS

STANDING ORDER No. 23

Appointment of Boards, Committees, Panels, Forums and Portfolio Holders

23. (1) The Council will, at its Annual Meeting, appoint such Boards, Committees, Panels, Forums and Portfolio Holders as it is required to appoint under any statute or by virtue of its Constitution. A political group may utilise one Substitute for every member they have on that Body and for the avoidance of doubt a Member may be appointed to, or be a substitute at, a Sub-Committee even if they are only a nominated Substitute for the parent Body. Substitutes for the Planning and Development Board and Licensing Committee must be nominated and no Substitute may be used other than has been nominated.
- (2) The Council will, at the Annual Meeting, decide how many Members will serve on each of the above bodies it appoints for the forthcoming year and will appoint their Chairmen and Vice-Chairmen (with the exception of the Standards Committee which shall appoint its own Chairmen and Vice-Chairmen) together with other Members after considering recommendations from the Leader of the Council and the Leaders of the other political groups on the Council. The Council, on the recommendation of these Members, will also appoint the Portfolio Holders.
- (3) The Council can, at any time:-
- (a) appoint other Boards, Committees, Panels, Forums, other bodies or Portfolio Holders; or
 - (b) dissolve or alter the Membership including Substitutes of any Board, Committee, Panel or Forum it appoints or change a Portfolio Holder appointment.
- (4) A body can appoint Panels, Sub-Committees or Task and Finish Groups for purposes specified by the appointing body within its terms of reference. When such a Panel, Sub-Committee or Task and Finish Group is appointed, the Chairman and Vice-Chairman of the appointing body are automatically Members of the Panel, Sub-Committee or Task and Finish Group concerned and are, respectively, its Chairman and Vice-Chairman, unless they inform the Chief Executive to the contrary. Save for the Scrutiny Board, the other Membership of the Panel, Sub-committee or Task and Finish Group need not come from within that body.
- (5) The minutes of a Panel, Sub-Committee or Task and Finish Group must be reported to its parent body for approval or, if it has delegated powers, for information.

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- (6) No Member's term of office on one of these bodies will extend beyond the date of the next Annual Meeting of the Council, with the exception of the Independent Members of the Standards Committee who may be appointed for periods of longer than one year.
- (7) A resignation of a Member from a Board, Committee, Panel, Forum, Sub-Committee or Task and Finish Group will take effect when written notice is received by the Chief Executive.
- (8) Casual vacancies on Boards, Committees, Panels or Forums caused by death, resignation or disqualification will be filled by the Council. Casual vacancies on bodies appointed under Standing Order No. 23(4) will be filled by the parent body.
- (9) Those Members acting as Substitutes in accordance with this Standing Order may attend any meeting of the Board, Committee, Panel, Forum, Sub-Committee or Task and Finish Group in the absence of any other Member of that Board, Committee, Panel, Forum, Sub-Committee or Task and Finish Group provided that 2 working days notice has been given to the Chief Executive. That notice may be given by the Group Leader, the Member or the Substitute. Any Member acting as a Substitute shall have the same powers as, and shall in all other regards be counted as, a Member of the Board, Committee, Panel, Forum, Sub-Committee or Task and Finish Group.

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Questions by the Public

General

- (9) At each ordinary meeting of the Council, and every meeting of the Policy Boards, the Scrutiny Board, the Special Sub Group or the Housing and Safer Communities Sub-Committees, 20 minutes shall be set aside for questions from the public gallery by any resident of the Borough concerning the work of the Council or Body.

Notice of Questions

- (10) No such question shall be asked unless it shall have been delivered in writing or sent by electronic mail or facsimile transfer to the Chief Executive no later than 9.30 am two working days before the meeting.

Each question must give the name and address of the questioner.

Scope of Questions

- (11) The Chief Executive may reject a question if, in his opinion, it:
- is not about a matter for which the Council has a responsibility or which affects the Borough;
 - is substantially the same as a question which has been put at a meeting of the Council or Body in the past six months;
 - is defamatory, frivolous, vexatious or offensive;
 - requires the disclosure of confidential or exempt information; or
 - relates to a planning application, licensing application or any matter of a personal nature, or
 - where it is a question to a Board, the Special Sub-Group or a Sub-Committee, it is not a matter within the terms of reference of that Body.
- (12) At Council Meetings, the Mayor will invite the relevant Chairman or Portfolio Holder to give the reply. At meetings of other Bodies, the Chairman of that Body shall reply. Such replies shall not exceed 5 minutes. At the discretion of the Mayor or Chairman a supplementary question may be asked

if arising directly from the reply, provided that the original allocation of 5 minutes is not exceeded.

COUNCIL MEETINGS

Number of Questions

- (13) At any one meeting no person may submit more than one question and no more than one question may be asked on behalf of any one organisation.

Order of Questions

- (14) In the event of there being more than one question, the Chief Executive will draw lots to determine the order in which the questions shall be asked. At the expiry of the 20 minute period, or after the reply to the final question, whichever shall first occur, the Council or Body will proceed to the next business.

Record of Questions

- (15) The question put and the answer given shall be minuted.

Reference of Questions to a Board

- (16) At Council Meetings, unless the Mayor decides otherwise, no discussion will take place on any question, but any Member may move that a matter raised by a question be referred to the appropriate Board. Once seconded, such a motion will be voted on without discussion.

Agenda Item No 8

Executive Board

26 November 2012

Report of the Assistant Chief Executive and Solicitor to the Council

Assets of Community Value

1 Summary

- 1.1 The report seeks to inform Members of the new provisions regarding assets of community value and recommends how the new duties on this Council will be discharged.

Recommendation to the Council

That the arrangements for the discharge of this function detailed in the report be agreed

2 Consultation

- 2.1 The report has implications for the whole of the Borough and no specific consultation has therefore been carried out.

3 Report

- 3.1 The Localism Act 2011 requires Councils to maintain list of assets of community value. Regulations have now been laid in Parliament giving more details and the provisions came into effect in September.
- 3.2 An asset of community value is defined as any land or buildings the use of which improves the social wellbeing or interests of the local community. This includes (but isn't limited to) sporting, cultural and recreational interests.
- 3.3 An asset of community value can only be listed in response to a nomination by a Parish Council or a voluntary/community body with a local connection. The Council is given 8 weeks to make a decision if a nomination is made.
- 3.4 If the nomination is not successful then reasons must be given and no further nominations can be made for 5 years.
- 3.5 Any land that the Council accepts is of community value stays on the list for 5 years. The owner of the land must be notified and can appeal (see below). If the asset stays on the list then if the land is to be sold, the owner must contact the Council. The Council must then publicise that a sale is proposed and in particular must let the Parish Council or voluntary/community body know that nominated the asset for the list.

- 3.6 Parish Councils and “community interest groups” then have 6 weeks to write to the Council to confirm they would like to be regarded as potential bidders for the asset. The Parish Council or group then have six months to put their bid together, however there is no obligation on the part of the owner to sell it to them.
- 3.7 If the owner of the listed assets suffers any losses (actual out of pocket expenses such as extra security for an empty building, or prospective expenses such as the loss of a potential purchaser) then a claim can be made to the Council for those losses. Any compensation is payable by the Council.
- 3.8 As mentioned above, a land owner may appeal to the Council against the listing of the asset. This must be done within 8 weeks of the decision unless we allow longer. Highly unusually, the Regulations specify that this appeal must be heard by “an **officer** of appropriate seniority who did not take any part in the decision to be reviewed”. The owner can be legally or otherwise represented and can request an oral hearing.
- 3.9 Similarly, if a compensation claim is made the Council’s decision on that may be reviewed. Again the Regulations provide that an officer must decide that review. That review decision may then be appealed to the Lands Tribunal and if that appeal is successful the Tribunal may order costs against the Council (in addition to the level of compensation it decides should be paid).

4 Arrangements for the discharge of these duties

- 4.1 Given the timescales detailed above it is suggested that authority to decide on applications, compensation and their respective appeals, be delegated to Officers in the following ways.
- 4.2 It is suggested that the initial decision whether to register something as an asset of community value be delegated to the Head of Development Control and the Forward Planning Manager. For the avoidance of doubt, this decision can either be taken by them both or either of them individually to ensure we are covered for leave periods or periods of other priority work. This decision will be made in consultation with the Ward Members for the area the nominated asset is in.
- ... 4.3 A nomination form will be placed on the Council’s website and a suggested draft is attached to this report at Appendix 1. In due course a guidance note will be drawn up and this will be the subject of a further report to this Board. In the meantime Officer would assess any application against the Local Plan policies relating to community facilities. These policies are reproduced at Appendix 2.
- ... 4.4 It is then suggested that the Assistant Chief Executive and Solicitor to the Council be given delegated powers to determine any appeals from these decisions. This complies with the requirements in the Regulations that the appeal be heard by an officer of sufficient seniority who has not been involved in the decision whether to register the asset.

4.5 With regard to any compensation claims it is suggested that these be determined by the Assistant Director (Finance and Human Resources) with any appeal being decided by the Deputy Chief Executive.

5 Report Implications

5.1 Finance and Value for Money Implications

5.1.1 The potentially significant compensation implications are set out in the report. The Government has indicated that an amount will be paid to Councils under the new burdens doctrine to reflect an average assumed level of cost to local authorities.

5.2 Legal and Human Rights Implications

5.2.1 The legal implications are detailed in the report. The compensation and appeal provisions are designed to make the scheme Human Rights Act compliant

5.3 Environment and Sustainability Implications

5.3.1 The idea of communities being able to protect valuable community facilities is to be welcomed as these facilities protect the life of communities. It needs to be noted however that the right is a right to bid for an asset not the right to buy – the asset owner is under no obligation to sell to the Parish Council or community group.

5.4 Human Resources Implications

5.4.1 The additional duties could be potentially onerous for Officers, depending on the number of applications, appeals and claims for compensation. It is expected that the Council will be able to deal with these within existing resources. If the number of applications etc is significantly in excess of the anticipated amount then further thought will have to be given to this.

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



North Warwickshire Borough Council

Nomination for listing as an Asset of Community Value

Nominated Land

<p>Area to be covered Please describe the nominated land including its proposed boundaries and exact location, address, postcode and a map attachment if possible.</p>	
<p>Ownership Please state all the information you have on:</p> <ul style="list-style-type: none"> (i) the names of current occupants of the land, and (ii) the names and current or last-known addresses of all those holding a freehold or leasehold estate in the land; <p>Please include a copy of the land registry entry where possible.</p>	

<p>Community Value</p> <p>Your reasons for thinking that North Warwickshire Borough Council should conclude that the land is of 'community value', having regard to the definition in the Localism Act</p>	
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<p>Eligibility to Nominate</p> <p>Please provide evidence that you meet the definition of a community nominator as set out in the regulations (i.e. a Parish Council or voluntary or community body with a local connection).</p> <p>If an unincorporated group please provide a list of 21 names on the local electoral register.</p>	
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Your details

Parish	
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Town/Village	
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Your Organisation	
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Contact name	
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Position held	
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Address	
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Postcode	
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Telephone	
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Email	
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I confirm that all information provided is accurate and complete

Name	
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Signature	
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Date	
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6. Community Facilities

6.1.

Introduction

Community facilities act as important meeting places, helping to develop personal relationships and opportunities to participate in rewarding activities, as well as providing vital services to the local community. It is hard to define these facilities as not all activities and services need customised places to operate and local needs can change over time in nature and popularity.

6.2.

Both buildings and spaces function as community facilities for various educational, recreational, social or health activities. For the purposes of this chapter these policies will focus on built community facilities and open spaces used actively. Green Spaces are identified and protected in Policy ENV5 of the Natural & Built Environment Chapter.

6.3.

The most common types of facilities found in our towns and villages are as follows:

COMMUNITY FACILITIES

Allotments, Cemeteries, Clinics, Colleges, Health Centres, Indoor Sports Facilities, Libraries, Local Authorities Offices, Places of Worship, Playgrounds, Fire Stations, Police Stations, Schools, Sports Facilities, Sports Grounds & Fields, Village Halls, Surgeries, Theatres, Social Club, Youth Centres & Venues for Community Art/Crafts.

6.4.

Snapshot of Community Facilities

Over the years an increasing number of community buildings and facilities have been lost to other development or have failed to adapt to the changing needs of communities.

6.5.

The 'Warwickshire and Worcestershire Vital Villages Initiative' operated within the Borough and sought to counter these trends. It provided grants for village shops and other community facilities. A number of communities have benefited from this initiative.

6.6.

The use of information technology, mobile facilities, joint service provision and improvements to public transport help improve people's accessibility to existing community facilities and services.

6.7.

National Policy Context

PPG3 Housing (March 2000)

- Encourages sustainable development through improving accessibility by walking, cycling and public transport to jobs, education and health facilities, shopping, leisure and local services.

6.8.

PPS12 Development Plans (2004)

- Addresses the relationship between Local Plans and social needs.
- Must consider the impact of land-use policies when addressing social exclusion.
- States that social issues are relevant when considering sport and recreation provision and the provision of community space for leisure and informal recreation.
- Local Plans can make provision for community halls, educational facilities, places of worship and other community facilities.

6.9.

PPG13 Transport (March 2001)

- Day to day facilities need to be located near their customers in local and rural service centres.
- Adopt measures to ensure safe and easy access to facilities such as primary schools, health centres, convenience shops, branch libraries and local offices of the local authority and other local service providers, particularly by walking and cycling.

6.10.

PPG13 Transport (March 2001)

- Day to day facilities need to be located near their customers in local and rural service centres.
- Adopt measures to ensure safe and easy access to facilities such as primary schools, health centres, convenience shops, branch libraries and local offices of the local authority and other local service providers, particularly by walking and cycling.

6.11.

Regional Context

Regional Spatial Strategy for the West Midlands (June 2004)

- Calls for development plans to provide effective community involvement to help deliver services to the needs of local people.
- Highlights how it may be appropriate to deliver facilities close to where people live but sometimes they need to be located in towns and other centres, which are more accessible.

6.12.

Sub-Regional Context

Warwickshire Structure Plan - The Structure Plan is particularly relevant in the following policies:

- Calling for developments to "be planned so that provision for all the necessary supporting infrastructure and services can be secured" (Policy GD3c).
- Growth levels of settlements outside the hierarchy (i.e. without basic facilities) to be determined by the community in an appraisal or assessment (Policy RA3).

6.13.

Local Context

North Warwickshire Sustainable Community Plan - The 'Community Life' theme of the plan seeks to "promote opportunities for all members of the community to play a full part in community life". Consultation with the community revealed strong identification with local facilities and their centrality to the life of settlements.

6.14.

Summary of Local Needs and Opportunities

Over recent years, an increasing number of facilities have been lost to the detriment of communities, (particularly those people without their own transport). The opportunity should be taken to safeguard improve or replace those facilities that remain, where they are vital to the local community.

6.15.

The Plan will also encourage the more sustainable use of community facilities through promoting the dual-use and sharing of such facilities. This will be pursued in proposals to redevelop or replace such community facilities.

6.16.

Community facilities need to be considered where change to, or even loss of, educational establishments is anticipated.

POLICY COM1 - NEW COMMUNITY FACILITIES:

1. Within development boundaries, planning permission will be granted for new community facilities (either through construction or conversion) or the extension of existing community facilities.
2. The location, design and layout of new or extended facilities should ensure access for all members of the community.

6.17.

Reasoned Justification

This policy aims to encourage new and extended community facilities to be developed within settlements with development boundaries. These settlements are of a size that can accommodate such developments and are likely to be served by public transport.

6.18.

The development or expansion of such facilities at a more localised level helps provide local people, especially socially excluded groups, with useful facilities and reduces the need to travel.

POLICY COM2 - PROTECTION OF LAND AND BUILDINGS USED FOR EXISTING COMMUNITY FACILITIES IN THE MAIN TOWNS AND MARKET TOWNS

Development that would lead to the loss of land or buildings used, or last used, for the provision of community services and facilities will not be permitted in the Main Towns of Atherstone/Mancetter and Polesworth/Dordon, or in the Green Belt Market Town of Coleshill, unless:

1. The land and buildings are unsuitable in terms of their siting, design, layout and/or construction for continued use for the provision of community facilities and services; and
2. There is no realistic alternative community use to which they can be put.

6.19.

Reasoned Justification

This policy is concerned with the protection of land and buildings for Community Facilities in the Main Towns and Green Belt Market Town. The policy will ensure that land and buildings used for the provision of community facilities (rather than the use itself) will be maintained in the most accessible locations within a settlement. Provision of community services and facilities in the villages and rural areas of the Borough is the subject matter of policy ECON12.

6.20.

When community buildings are redeveloped, community facilities seldom survive. This loss can lead to pressure to accommodate the future requirements for community uses in less accessible locations and not on previously developed land. This is contrary to current Government Guidance, which places importance on such facilities being in accessible locations well served by public transport. Policy ENV5 within this plan seeks to protect open spaces from development, especially those used by the community.

6.21.

These tests ensure that the local communities whom these facilities serve will be effectively involved in decisions about their future.

6.22.

Current Parish Plans or equivalent widespread and inclusive community endorsed documents will be used to establish whether there is local need for such assets. More weight will be given to documents that have undergone extensive consultation with the local community. This will include local community representatives from the Parish Council; residents associations; local businesses; community groups and religious organisations. In the absence of such material an independent audit will need to be funded by the developer to ascertain such information. The involvement of the local community and its representatives (as listed above) should also be actively sought. It is expected that the audit will indicate the nature and extent of community needs in the area, the suitability of the land and/or buildings concerned for such purposes, and whether provision to meet these in whole or part on the site would be physically or economically viable, or could be made so with identified sources of funding support.

POLICY COM3 - SAFEGUARDING EDUCATIONAL ESTABLISHMENTS

1. The Council will seek to achieve the maximum public benefit from existing educational buildings and will negotiate joint use agreements where new development is proposed.
2. Where educational establishments become surplus to requirements and where new development is proposed the Council will require the applicant to demonstrate satisfactory arrangements for the accommodation of community facilities.

6.23.

Reasoned Justification

Education sites and buildings are vital community facilities. Often these facilities are dedicated to one user group. However, considerable benefits can be gained from sharing such facilities, especially when time requirements differ but space requirements are similar. Planning applications provide the opportunity to review the community use of these premises and effectiveness of this in terms of joint use.

6.24.

Educational facilities are regularly reviewed and in the past this has resulted in the loss of such a facility (the premises) and its availability for community use. This policy aims to ensure that an alternative educational or community use is established in the premises or on the site.

6.25.

The advent of life-long learning is creating a demand to cater for the learning needs of all ages. Dual use at existing schools or the use of former schools can prove excellent facilities for such initiatives.

Agenda Item No 9

Executive Board

26 November 2012

Report of the Assistant Chief Executive and Solicitor to the Council

Members' Code of Conduct - Independent Persons

1 Summary

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

Recommendation to the Council

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

2 Consultation

- 2.1 No specific consultation has taken place.

3 Report

- 3.1 Members will recall that in July this year the Member Code of Conduct arrangements changed. One feature of the new system was the removal of Independent Members from the Standards Committee and the introductions of Independent Persons.
- 3.2 The law requires the Council to appoint at least one Independent Person whose views may be sought by the Council and Members on allegations and other related matters. An advert was included in North Talk, placed on the Council's website and also distributed to Town and Parish Councils.
- 3.3 At its meeting on 4 July, the Council appointed four people to be Independent Persons given the urgent need to have some appointments made at the time the Regulations come into force.
- 3.4 Since then a number of further applications were received as a result of the advert in North Talk. The details of these applications are included as Agenda Item 27 on this agenda given that a number of personal details are disclosed. Members are asked therefore to consider this report at the same time as Item 27.
- 3.5 It is heartening that a significant number of people are interested in helping the Council with this role. It does however leave the Council with a dilemma in

that it will not have enough complaints (it is hoped) to need this number of Independent Persons.

- 3.6 On balance however it is suggested that all the applicants detailed in Agenda Item 28 be accepted and it will be explained that we are likely not to use such a number. There may be scope however for consulting on slightly wider issue with this group as part of the review of the Citizens' Panel detailed elsewhere on this agenda.

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

Agenda Item No 10

Executive Board

26 November 2012

Report of the Assistant Chief Executive and Solicitor to the Council

Consultation Action Plan

1 Summary

- 1.1 The report seeks approval for the draft consultation action plan developed by the Scrutiny Board.

Recommendation to the Council

That the Consultation Action Plan be adopted

2 Consultation

- 2.1 The Scrutiny Board formed a subgroup for the purpose of looking at this issue and held a meeting earlier this year to which all Members were invited.

3 Report

- 3.1 Earlier this year the Scrutiny Board chose "Consultation" as a detailed scrutiny project issue. A subgroup was formed and received a number of presentations on current activity.

- ... 3.2 The outcome of this project is summarised in the attached report and includes a draft action plan. This Board is asked to endorse the plan and recommend to Council that it be adopted.

- 3.3 Members will note that some of items on the plan (such as speaking at Boards and a review of Area Forums) have been considered by the Democratic Arrangements Task and Finish Group and are reported elsewhere on this agenda.

4 Report Implications

4.1 Finance and Value for Money Implications

There is currently a budget of £7320 per year for this work. It is suggested that a Place Survey be done every other year and it is anticipated that two year's worth of budget will cover this. There is therefore sufficient budget currently for the actions detailed in the draft consultation action plan.

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

Agenda Item No**The Scrutiny Board****14 February 2012****Report of the
Assistant Chief Executive and Solicitor to
the Council****Consultation Detailed Scrutiny
Project****1 Summary**

- 1.1 The report seeks the Board's approval for the terms of reference for the sub-group that will consider the Consultation detailed Scrutiny Project

2 Recommendation to the Board**That the terms of reference detailed in the report be agreed.****3 Report**

Members will recall that Consultation is one of the two detailed Scrutiny Projects identified by this Board last year. As the first, regarding Industrial Units, is now well progressed it is appropriate to start on the other project.

Members will be aware that priority 9 in the 2012/13 Corporate Plan is to improve consultation and communication with the public, including considering providing the opportunity to be involved in decision making. The Executive Board is the lead Board for that priority but there is an opportunity for a Sub-group of this Board to review the current practices and suggest a way forward.

Officers are in the process of reviewing the Consultation Strategy, the Access Strategy and the ICT Strategy and are of the view that there are a number of overlapping issues; how we consult our public is related to how we provide services to them. There is an opportunity therefore to align and streamline these Strategies and provide more focus on action plans than on detailed explanations about the aims and objectives.

It is proposed therefore that a meeting of the Scrutiny Sub-group be called as soon as possible after this meeting to look at the following matters:

- The linkages between the Strategies mentioned above
- Existing consultation and information practices
- The different aspects of this issue – consulting, informing, participation/engagement, customer insight, customer feedback
- What the results of the consultation/informing/engagement etc will be used for
- The resources available to the Council for this work
- Statutory obligations, such as Equalities Duties.

This list is intended to be a starting point to focus discussion and is not intended to inhibit discussion of other relevant topics.

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

Scrutiny Sub-group Consultation

External Communications

- List of existing work
- Lots of activity, not all taken up
- Mix of new and classic formats
- The trend towards electronic means?

Statutory Requirements and Equalities

- Always worth mentioning what we have to do
- Equality Act 2010 – protected characteristics
- Age, disability, gender reassignment, pregnancy/maternity, marriage/civil partnership, race, religion/belief, sex, sexual orientation

Equalities

- General discrimination is outlawed
- Also positive duties under the Public Sector duty
- Advance equality of opportunity between people of different groups
- Foster good relations between different groups
- Need to establish how our policies/services impact on different group
- Clear role for engagement/communication/consultation

Equalities

- Traditional had meetings for various communities – disability, race etc
- Very small and now generally done on a wider geographic basis

Equalities

- A number of Corporate Plan priorities designed to increase equality in our communities
- Council Tax – aimed at keeping the financial implications low
- Local Employment – to increase financial independence/inclusion
- Crime and Disorder – crime disproportionately affects minority groups
- Housing – support all groups

Equalities

- Access to Services – to ensure access for all our communities
- Consultation and Communication – to ensure we are aware of the impact of services on all
- Health and Well-being – major link between poor health outcomes and inequaility.

Changes to services

- All aware of the current financial issues facing the public sector
- Courts have made it clear that the Equality Act requires care when cutting/reducing services
- Recent cases – libraries and social services
- Making sure cuts do not fall disproportionately on protected groups

Proposed next steps

- Place Survey – every 2 years
- Up to 2 items from the Corporate Plan per year
- Details of divisional work in service plans
- Reports annually on what has been done

Other issues to decide

- Members views on consultation
- What are you going to do with the results
- Use of citizens panel
- Use of email contacts
- Feedback for Boards?
- Public questions?
- Area Forums?

Agenda Item No 11

Executive Board

26 November 2012

Report of the Chief Executive

Coventry and Warwickshire City Deal

1 Summary

- 1.1 The report informs Members of the City Deal process and seeks endorsement for Officers and Members to continue to engage with the emerging bid for a Coventry and Warwickshire City Deal.

Recommendation to the Board

- a That the report is noted; and
- b That Members and Officers are authorised to continue to engage with the emerging bid for a Coventry and Warwickshire City Deal

2 Consultation

- 2.1 The report has implications for the whole Borough and no specific consultation has therefore taken place

3 Report

- 3.1 In 2011 the Government announced that it would promote a series of City Deals with the largest cities in the country as part of a strategy of both promoting economic growth and of devolving powers and resources locally.
- 3.2 8 City Deals have now been agreed and signed. A summary of each of the City Deals can be seen at www.dpm.cabinetoffice.gov.uk/content/city-deal. The summaries show a diversity of approaches but all involve some form of devolution from Central Government in terms of powers and funding, as well as some form of clear contribution from local government and partners to economic growth.
- 3.3 A second wave of City Deals was announced on 29 October 2012. 20 cities are invited to apply through what is called a managed competitive process, to be assessed against 5 criteria. The 5 criteria are as follows:
- 1. Contribution to Government Economic Strategy;
 - 2. Innovative focused proposal;
 - 3. Private Sector Leverage;

4. Governance Arrangements; and,
5. Strong political commitment.

It is possible that all 20 City areas could be selected but this is unlikely. Draft initial Expressions of interest are requested by the end of November 2012, the final version by 15 January 2013 and a decision on the successful bidders will be announced on 6 February 2013 with the expectation that the actual City Deals will be signed by the end of 2013. This is a very tight timescale.

- 3.4 Coventry and Warwickshire is one of the invitees. The City Council recognises that its economic geography is intertwined with that of Warwickshire and indeed further afield (Hinckley and Bosworth) and so it has approached all the surrounding local authorities to seek not only support but direct involvement. Informal responses suggest that all local authorities are interested except (for the moment at least) for the County Council.
- 3.5 Early discussions have been held at a senior level with the Leaders and Chief Executives of the 7 local authorities and the Managing Director and Chairman of the Local Enterprise Partnership. These discussions suggest a proposal may be developed around promotion of the area's advanced design and manufacturing clustering along a corridor stretching from Jaguar Land Rover at Gaydon to the MIRA establishment in Hinckley and Bosworth Borough and the BMW engine plant at Hams Hall.
- 3.6 The proposal in order to help generate the economic growth of the wider area could include:
 - Finance for infrastructure to help open new sites for development and to develop sites where the private sector market cannot currently demonstrate viability;
 - Promoting jobs growth and improving skills levels (including apprenticeships);
 - Finance for infrastructure to help better enable people get to and from jobs; Transport infrastructure necessary for supporting Local Plan proposals;
 - Finance for additional affordable and other housing, including retro fitting of existing housing stock to perform better, energy consumption wise;
 - Promotion of other steps for environmental sustainability to help develop a low carbon economy;
- 3.7 The Government's prospectus for City Deals is deliberately non-prescriptive. There is therefore a degree of conjecture about the opportunity and indeed cost this might represent to the Coventry and Warwickshire area and to this Council. There is a risk that it may come to nought but on the other hand it may represent a significant opportunity. At this stage the Council has nothing to lose but some Member and Officer time by participating.
- 3.8 In discussions with the team working on the bid, the following specific priorities for the North Warwickshire area have been identified:
 - Improvements to the A5

- Improving the skills of our working age population to improve household income
- A wider range of jobs, including in the new generation of engineering opportunities mentioned above
- Access to the jobs being created in our area for our population

3.9 If successful at the first stage a further more detailed report will be brought before a final submission is made.

4 **Report Implications**

4.1 **Finance and Value for Money Implications**

4.1.1 At the moment it is not certain what financial contribution the Council will be asked to contribute. Any financial cost will have to be accompanied with a business case.

4.2 **Environment and Sustainability Implications**

4.2.1 Appropriate development of the North Warwickshire area will improve the “liveability” of the area. Improvements in particular of the area’s public transport will be welcomed.

The Contact Officer for this report is Jerry Hutchinson (719216).

Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date
1	Office of the Deputy Prime Minister	City Deal Prospectuses – Wave 1 and Wave 2	July and October 2012

Agenda Item No 12

Executive Board

26 November 2012

Report of the Assistant Chief Executive and Solicitor to the Council

Portas Funding – the High Street Innovation Fund

1 Summary

- 1.1 The report seeks Member approval for an approach to using the funding the Council has received through the Portas scheme.

Recommendation to the Council

- a That the approach detailed in the report be endorsed; and**
- b That the Assistant Chief Executive and Solicitor to the Council be given delegated authority to approve bids from Love Coleshill in respect of Coleshill’s share of the funding in consultation with the Borough Councillors for Coleshill.**

2 Consultation

- 2.1 The Coleshill Councillors have been invited to the two meetings held so far with Love Coleshill and a number have been at the meetings. A copy of this report has been sent to them and any comments will be reported verbally to the Board.

3 Report

- 3.1 Earlier this year the Government awarded £100,000 to this Council under the High Street Innovation Fund, part of the Portas scheme to renew the “High Street”. The Council received the money as a result of the number of empty business premises as a whole, rather than just in the “High Street” shopping areas.
- 3.2 The money is intended to help Councils support retailers against recent trends, such as the effects of the internet and out of town shopping areas. The remit of the fund could therefore be said to be ambitious, particularly given that it is a “one-off” payment. Notwithstanding that it is suggested that a number of useful measures can be undertaken (as detailed below) and it has had the effect of improving links with “High Street” retailers, Councils, business support and other agencies.

- 3.3 Given that the fund is Borough wide and aimed at the major retail areas, it is suggested that the fund be divided equally between the three main market towns – Atherstone, Polesworth and Coleshill. This would give each area just over £33,000. Members are asked to approve this approach.

Coleshill

- 3.4 Officers have started their discussions with retailers in Coleshill as the shop keepers already have an organisation called Love Coleshill which is looking at measures to improve the high street offer. Two meetings have been held, to which the Coleshill Wards Members and the Town Council have been invited.
- 3.5 It has become very clear from those meetings that the main priority of the shop keepers is to increase footfall – the more people that come into the town then the better for shop keepers. Whilst there are many things that the shop keepers and Councillors would ideally like to do around road layouts, parking and traffic management, it has been acknowledged that with only £33,000 the many costly measures that would be needed for those items will be outside the scope of this scheme.
- 3.6 Love Coleshill have therefore given some thought between these two meetings as to what support they would seek to increase footfall into the town. At the most recent meeting on 7 November, they identified the following measures and it was agreed at the meeting to seek the Borough Council's support for these issues:
- Refurbishment of Chamberlain Walk from Parkfield Road to the High Street. This would provide an important link from the new Morrisons supermarket
 - An “emporium” with a mixture of small retail units inside if a suitable empty premises can be found
 - Ring and ride service from Coleshill Train Station to the High Street
 - An annual event such as a carnival
 - A weekly market to compliment the existing offer in the Town.
- 3.7 Clearly, the detail (including seeking any necessary consents such as planning permission) will need to be worked up, however prior to this Member approval is needed in principle to the money being spent on all or some of these measures.
- 3.8 If approval is given it is suggested that rather than bringing each scheme back to this Board that delegated authority is given to the Assistant Chief Executive and Solicitor to the Council to agree the detail of the schemes together with the Borough Councillors for the Coleshill Wards.

Atherstone and Polesworth

- 3.9 A representative group of shop keepers has recently formed in Atherstone, under the name “Pride in Atherstone”. An initial discussion has taken place

with those representatives and they have been asked to consider in more detail what measures they would seek to promote. The initial ideas indicated that they are likely to favour more promotional activities, particularly around marketing, a web presence and signage. Their response will be the subject of an additional report to this Board.

- 3.10 No such formal group exists in Polesworth (as far as Officers are aware). If this Board endorses the suggested approach detailed in this report then contact will be made with the shop keepers in Polesworth to seek their views. The outcome of this will be reported to this Board.

Other measures

- 3.11 A key message to all the shop keepers with whom discussions have been had to date has been that this money is a one-off and that the Borough Council is unlikely to be able to provide funding for these measures once this allocation has been used.
- 3.12 However it is likely that Officers (with invites to local Councillors) will continue to meet with the representatives as there may be a number of additional, no or low cost measures that can be taken. These are likely to be around the promotion of these areas and help and advice regarding events. In addition, a key action will be in connecting local businesses to the considerable support that is already on offer via agencies such as the Federation of Small Businesses, Chamber of Commerce and others. Furthermore, discussion have been had with the North Warwickshire and Hinckley College about the support they can offer given they have a number of students to graduate level seeking practical experience of retail, marketing and website promotion.
- 3.13 Finally, one measure identified at the start of this project was a “starter package” for those seeking to move into empty business units. Over the last few months however there has been a marked upturn in new businesses coming into the Council’s premises (particularly the industrial units) and Officer would not wish to spend any of this limited funding on matters that are already improving without such incentives. This however will be reviewed and if this trend does not continue then the further report mentioned in paragraph 3.9 will consider this further.

4 Report Implications

4.1 Finance and Value for Money Implications

- 4.1.2 The funding for the measures discussed above comes from a one-off, non ring fenced grant from Government. There are no conditions attached (even to the extent of spending it on this area of work) and no time limits.
- 4.1.3 When localisation of business rates is brought into effect next year, work to help sustain local businesses could have a direct effect on the resources available to the Council

4.2 **Environment and Sustainability Implications**

- 4.2.1 A vibrant “high street” improves the liveability of an area particularly if these include physical improvements to town centres.

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

Agenda Item No

Executive Board

26 November 2012

Report of the Chief Executive

**Community Governance Review –
Parish of Middleton**

1 Summary

- 1.1 To consider the response received in respect of the Community Governance Review (CGR) for Middleton.

Recommendation to the Council

That having considered the representation received, no increase be made to the number of Parish Councillors for the Parish of Middleton and the Chief Executive be authorised to give notice of the decision accordingly.

2 Background

- 2.1 As Members will be aware the Council agreed to a Community Governance Review (CGR) for Middleton following a request from the Parish for an increase in the number of Councillors.

3 Consultation

- 3.1 In accordance with the procedure for a CGR, Terms of Reference were drafted and due Notice given. The closing date for representations was Friday 12 October 2012.

- 3.2 Notice of the review was given to

- Middleton Parish Council
- 572 electors in Middleton each had an individual letter;
- Ward Members (Councillors Lea and Simpson);
- 6 Community Groups in and around Middleton;
- Warwickshire County Council;
- on the Borough Council's website;
- on the Parish Council's website; and
- the Parish notice board

4 Representations Received

- 4.1 In response to the Notice only one representation was received. This was from a local resident and is set out in full below:

“Thank you for your letter dated 10 August. I am a little concerned at the proposals to increase the number of Parish Councillors. My reasons are as follows:

1. It seems to me that experience shows that sadly the Parish already has great difficulty in persuading individuals to come forward to fill the existing 5 places on the PC and under these proposals this problem will increase. I have lived in the Parish for 30+ years and I cannot remember the last time there was an election. On the last occasion quite recently two vacancies were filled by the only two volunteers. Like many in the village, I only got to learn that there was an opportunity for people to put their names forward when it was announced the vacancies had been filled. They were I believe advertised on notice-boards but not (for example) in the Parish Magazine (which I jointly edit) – I accept that the timing and the urgent need to conduct quorate business may well have been factors here.

Clearly situations like this can lead to ‘cronynism’ and clearly we need to try to use all means to encourage real competition for places on the PC in the interests of local democracy.

My other concern is that meetings, which can already be lengthy, could be protracted further, and speaking personally this is a real deterrent to participating in the PC.

The one factor in favour of the proposal which I would support would be that the Council is having difficulty conducting important business because it is often inquorate - due perhaps to holidays or illness. But, surprisingly, this is not one of the 4 justifications given.

2. In terms of the reasons quoted, my comments are as follows:

1. Under the circumstances I do not see that it is particularly likely that a PC of 7 would include councillors from any more diverse locations than the current one. I am not aware of any pent up demand for representation from outlying areas.
2. Up to about a year ago Hill Lane had a representative on the PC but she very rarely attended. Since then no one has put themselves forward from this area. If a position were to be reserved for a Hill Lane resident than I would support and increase in the places, but I doubt whether this would be constitutionally acceptable. Aside from this there is no guarantee that Hill Lane would be represented if the places were increased.
3. The implication here is perhaps that existing councillors are overburdened and there is a need to spread the load. I am not aware of this although I believe the Clerk and Chair do put in an awful lot of work – but I am not sure how far this is or could be shared around other councillors. In some ways increasing the number on the PC can of course increase the workload for the Clerk and Chair.

4. There is a healthy Action Group (MHAG) (of which I am Chair) doing much work on HS2 – it is not obvious to me how the proposals could assist the PC with this issue.

I hope this is helpful. I write in a purely personal capacity and in the spirit of trying to support and promote local democracy. I would love there to be a situation where there was keen competition for 7 places on the PC, but I think this needs much more groundwork to encourage more people to want to participate in local democracy before we expand further. Maybe more work needs to be done in schools and colleges? Some younger people on the PC would be a great asset.

Yours sincerely

Ian Waddell”

5 The Next Stage

- 5.1 The next stage of the CGR is for this Council to consider the representation received and formulate a recommendation. The decision will then be published in accordance with the CGR process.

6 Conclusion

- 6.1 As set out above, the wide-ranging consultation exercise resulted in only one representation being received. In addition there is a lack of other evidence to support the proposal (eg no anticipated increase in the electorate) and it is therefore recommended that no increase be made in the number of Parish Councillors for the Parish of Middleton.

7 Report Implications

7.1 Finance and Value for Money Implications

- 7.1.1 Any costs associated with the Community Governance Review (officer time, postage and printing etc) are met by the Borough Council as the duty for the review rests with North Warwickshire.
- 7.1.2 The next scheduled date for Borough and Parish elections is May 2015. Any costs associated with contested elections in May 2015 would be split equally between the Borough and Parish. If any Review recommended an earlier implementation date the Parish Council would be responsible for 100% of the costs of that election.

7.2 Legal and Human Rights Implications

- 7.2.1 These are set out in the main body of the report.

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
1	Middleton PC	E Mail	23/03/12
2	Ian Waddell	E Mail	16/08/12

Agenda Item No 14

Executive Board

26 November 2012

Report of the Assistant Chief Executive and Solicitor of the Council

Statement of Common Ground and Co-operation for the Coventry, Solihull & Warwickshire (CSW) Sub-Region

1 Summary

- 1.1 This report seeks agreement for a Duty to Co-operate Planning Statement covering the Local Authorities in the Coventry, Solihull and Warwickshire Sub-Region.

Recommendation to Council

That the Agreement be approved as the basis for working across the sub region on planning matters of common interest.

2 Consultation

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

3 Report

- 3.1 As Members are aware the Duty to Co-operate is a requirement within the Localism Act 2011. Section 110 of the Localism Act amends the Planning and Compulsory Purchase Act 2004 and requires neighbouring local authorities, or groups of authorities, to work together on planning issues in the interests of all their local residents through the Duty to Cooperate. This Duty in effect replaces the Regional Strategies and provides the framework for ensuring the cross boundary consequences of local planning decisions are fully considered.
- 3.2 The Duty enacted by the Localism Act is strongly backed up by the National Planning Policy Framework (NPPF). The Framework makes it clear that Local Plans should be based on cooperation with neighbouring authorities, public, voluntary and private sector organisations. It goes on to say that joint working on areas of common interest should be undertaken diligently and for the mutual benefit of neighbouring authorities. Cross boundary issues should be clearly reflected in the Local Plan. The framework also suggests how we might demonstrate that we have fulfilled the Duty to Co-operate including a suggestion that a jointly prepared strategy could be developed. As Members are aware there is already a Memorandum of Understanding in place with

Tamworth and Lichfield. This report brings a further agreement with the local authorities from the Coventry, Solihull and Warwickshire area.

3.3 Failure to comply with the Duty to Cooperate will mean the Local Plan is found unsound and indeed the Inspector will require the Council to demonstrate it has complied with the Duty prior to an Examination in Public Hearing being scheduled.

... 3.4 The proposed Duty to Cooperate Statement detailed in Appendix 1 sets out how the local authorities in the sub region intend to work together to deal with common issues and to partially fulfil the requirements of the Localism Act and the NPPF. This provides another means of ensuring compliance with the Duty to Co-operate. The Borough Council will of course need to consider other means of ensuring and keeping this compliance up to date and relevant.

3.5 The sub-regional authorities have considered if this Statement of Common Ground is the most appropriate means of providing evidence on the duty to Co-operate. A Joint Local Plan was discounted as each Local Authority in the sub-region is moving forward on preparing development plans in a different way and using different timescales.

3.6 It would have been possible to attempt to fulfil the Duty to Co-operate through a series of bilateral agreements without any formal sub-regional Statement. However such an approach was rejected on the basis that some issues (such as housing numbers, employment investment sites) have an impact right across the sub region and therefore need to be explored jointly by the authorities in the sub-region.

3.7 This report was considered by the LDF Sub-committee on 14 November. An update will be given at the meeting.

4 Report Implications

4.1 Legal and Human Rights Implications

4.1.1 The approval of the joint statement should ensure that the Inspectors for the various Local Plans/Core Strategies comply with Section 110 of the Localism Act 2011

4.2 Environment and Sustainability Implications

4.2.1 The proposed agreement for a Duty to Cooperate Planning Statement sets out how the local authorities in the Coventry, Solihull and Warwickshire Sub-Region will work constructively together to set out and deliver a shared vision for the area. This will influence the development strategy, the level of housing provision, employment land development and other issues. The development strategy is intending to focus on a job led growth strategy. All these elements will have environmental and sustainability implications with an overall intention to help ensure sustainability across a sub regional basis.

4.3 Equality Implications

4.3.1 An equality impact assessment of the proposed agreement will need to be carried out. The agreement will cover aspects relating to housing mix and type, including accommodation for gypsies and travellers and ageing population and health inequalities.

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

Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date

**Statement of Common Ground and Cooperation
for the Coventry, Solihull & Warwickshire (CSW) Sub-Region**

September 2012

This agreement is between:

Coventry City Council
Solihull Metropolitan Borough Council
Warwick District Council
Stratford District Council
Rugby Borough Council
Nuneaton & Bedworth Borough Council
North Warwickshire Borough Council
Warwickshire County Council

1. Context

- 1.1 The Localism Act 2011 (the Act), accompanying regulations, and National Planning Policy Framework 2012 (NPPF) have introduced and described the 'Duty to Cooperate' (DtC). This ostensibly replaces the Regional (Spatial) Strategy (RS), which at the time of writing remains legally in force as part of the development plan.
- 1.2 This statement sets out:
- a) how the Councils within the sub-region have been and intend to cooperate on common issues
 - b) our joint position with regard to the key common issues facing the sub-region
- 1.3 We have discussed the possibility of preparing a joint Core Strategy (CS) / Local Plan (LP) and have concluded that this is not practical because we are at different stages of plan preparation and with Rugby Borough Council having an adopted Core Strategy (June 2011).
- 1.4 Notwithstanding the impracticalities of preparing a joint plan, this statement comprises agreement that has been reached between the parties listed above, for the purposes of guiding strategic decisions and to set out clearly any issues that may require further work towards individual (bilateral) agreements.

2 How will we discharge the Duty to Cooperate

- 2.1 The Coventry, Solihull & Warwickshire Sub-Region (CSW) has a proven track record of working constructively together to set out and deliver a shared vision for the area. In the past, this has resulted in the strategy promoted by CSW being used to deliver a brief period of substantial housing growth in Coventry, by holding a moratorium on windfall housing developments in the south of the county (Warwick and Stratford Districts), thereby directing delivery of new housing to the city of Coventry.

- 2.2 Notwithstanding the Duty to Cooperate as described by the Localism Act 2011, CSW will continue to work together to find new ways of delivering our shared ambitions, wherever possible in accordance with the principles set out in paragraph 4.3 of this statement.
- 2.3 In the event that there is broad agreement that a strategic issue affects some but not all of the CSW member authorities, specific discussions will be held to reach consensus. These meetings will be scheduled in a timely manner. In the event that agreement cannot be reached, a common statement will be published to identify the precise area/s of dispute, and each party's position with respect to each outstanding issue.
- 2.4 It is acknowledged that a situation with each party finding themselves in an entrenched position is likely to result in formal objections being made. This is the last resort. To avoid this as far as possible, we each commit to discuss concerns openly, at the earliest opportunity, in an effort to reach formal agreement. This can take the form of a specific bilateral or multilateral agreement, a statement of common ground, or any other appropriate format.

3 Overall development strategy

- 3.1 The general CSW approach is to pursue a jobs-led growth strategy . This means striking a balance between employment-generating development and its associated housing needs. This remains a key corner stone for the sub-region.
- 3.2 A key element of this will be to ensure that each Core Strategy/Local Plan contains an infrastructure delivery plan, which can inform strategic infrastructure planning and funding at the same time as ensuring development across all parts of the sub region remains viable.

4 Level of housing provision

- 4.1 Although there is no sub-regional Strategic Housing Market Assessment (SHMA), there is broad consistency between methodologies and assumptions used by individual SHMA's. They however do not all consider the same timescales which means that specific housing targets cannot be set out in a consistent way across the area.
- 4.2 There is agreement between CSW member authorities that the current interpretation of evidence shows that all CSW member authorities are capable of meeting their housing requirements within their borders. This means that there is no requirement from any local authority to seek to meet any part of their housing requirements within another area.
- 4.3 The CSW member authorities will, as a matter of course, continue to plan to accommodate their own needs. However in the event of:
- a) any Council needing to increase its housing requirement and
 - b) there is strong evidence that the constraints set out in footnote 9 of paragraph 14 of the NPPF make it impractical to provide for the required level of housing growth within its borders
- then (and only then), the shortfall in the requirement should be addressed through discussion with the other sub regional authorities and/or with neighbouring sub regions.

5 Distribution of housing provision

- 5.1 In the spirit of Localism, the distribution of housing is a matter for each Council to address to best suit local circumstances. Where the distribution of housing has potential cross-border impacts then bi-lateral discussions will take place between the Councils concerned.

6 Employment Land Provision

- 6.1 Local targets for the amount of employment land (B-class) to be available will be set with the intention that local needs will be met, by providing an appropriate range and choice of sites that are attractive to the market.
- 6.2 As part of the jobs led strategy we will seek to support large scale inward investment in to the sub region by ensuring, through our Core Strategies/Local Plans, there is good provision of a variety of inward investment sites.
- 6.3 We recognise the proposals for the Coventry and Warwickshire Gateway are of particular significance and will have a sub-regional impact. We will work together across the sub region to identify how best to address that impact.

7 Other Sub-regional issues

- 7.1 In addition to the issues identified above, there are a number of other issues that need to be addressed at a sub-regional level. The mechanisms described in section 2 above will be used to address these issues.
- 7.2 Other issues include:
- a) The amount and distribution of new office and retail space
 - b) Housing mix and types, including gypsies and travellers and accommodating an ageing population
 - c) Transport strategy
 - d) Sub-regional health inequalities
 - e) Strategic Infrastructure Planning – including Community Infrastructure Levy schemes
 - f) Climate change mitigation and adaptation, conservation and enhancement of the natural and historic environment, including landscape
 - g) Minerals safeguarding, winning, working and reinstatement of land; and
 - h) Strategic waste management

8 Cross-boundary planning

- 8.1 The Coventry, Solihull and Warwickshire sub-region will seek to work across the boundary of the sub-region to work with neighbouring sub-regions on a range of planning and environmental matters.
- 8.2 Where individual local authorities border neighbours who are outside this sub-region, it will be important to ensure that cooperation is undertaken with those neighbours. Examples include Rugby working with Daventry, Stratford-on-Avon working with Redditch and Bromsgrove, Solihull and Coventry working with the other metropolitan authorities in the West Midlands and North Warwickshire working with Tamworth and Lichfield. A Strategic agreement is has been prepared for the West Midlands Metropolitan Councils and an agreement is in place between North Warwickshire, Tamworth and Lichfield, relating to Tamworth's housing need being

partly provided for in North Warwickshire and Lichfield. These agreements will impact on our sub-region and need to be taken in to account in the work we do.

- 8.3 On transport matters Warwickshire County Council will continue to work beyond the sub-regional boundaries with Coventry City Council Northamptonshire CC, Gloucestershire CC, Leicestershire CC and a Staffordshire on Highway and Solihull, Centro, Network Rail and the Highways Agency on transport matters.
- 8.4 Warwickshire County Council, as the Waste Planning Authority, is working collaboratively with the other Waste Planning Authorities across the West Midlands through the Resources Technical Advisory Body (RTAB).
- 8.5 Warwickshire County Council, as the Minerals Planning Authority, has a duty to ensure that there is sufficient supply of aggregates to meet the demands of the construction industry, therefore, to meet the demands for growth. The County Council is working with other Mineral Planning Authorities and industry to collect data on supply and demand for aggregates (Aggregates Working Party). The information indicates land-banks for aggregates, supply in the sub-region and flows in and out of the sub-region for aggregates.

Agenda Item No 15

Executive Board

26 November 2012

Report of the Assistant Chief Executive and Solicitor to the Council

HS2 – Property Compensation and Safeguarding Area

1 Summary

- 1.1 This report brings to Members information on the consultation by the Secretary of State on the Property Compensation and the Safeguarding area.

Recommendation to the Executive Board

That the Assistant Chief Executive and Solicitor to the Council prepares a final response in consultation with the Leader, Leader of the Opposition, Chairman of Planning & Development Board and Opposition Spokesperson, HS2 spokesperson and Opposition HS2 spokesperson to meet the consultation deadline

2 Consultation

- 2.1 On 25 October 2012 Patrick McLoughlin, the Secretary of State for Transport, announced the launch of two consultations related to the HS2 route between London and the West Midlands; one on Property Compensation and another on Safeguarding. The consultation will finish at 17.30 on the 31 January 2013.
- 2.2 A copy of the consultation documents have been placed in the Members' rooms. The HS2 Consultation website (<http://highspeedrail.dft.gov.uk/>) includes full details of both consultations, including consultation documents, maps and factsheets. Details of how to respond to the consultations are also set out there.
- 2.3 The Property Compensation Consultation sets out a proposed package of measures designed for owners and occupiers of property along the London-West Midlands line of route. The proposals include:
- a streamlined system of advanced and voluntary purchase to simplify the process for property owners in the safeguarded area and provide greater certainty for those property owners outside the safeguarded area in rural areas;
 - a sale and rent back scheme, to allow homeowners whose property will need to be demolished to sell their homes but remain living in them as tenants until the properties are required for the railway;
 - a hardship scheme, to help those with a need to move during the development of HS2 but who are unable to sell their home despite

being outside both the safeguarded area and the voluntary purchase zone;

- a series of measures designed to provide confidence for those in properties above tunnels (before and after surveys, settlement deeds and subsoil rights); and
- a framework for working with local authorities, housing associations and tenants affected by HS2, to agree a joint strategy to replace any social rented housing which is lost.

2.4 As part of the Property Compensation Consultation, HS2 Ltd has organised a series of Information Events along the line of route, which will provide an opportunity to discuss the contents of the proposals. There are two events in North Warwickshire and these will take place on:

- Tuesday 4 December 2012 – Middleton Village Hall, Middleton. (12:00 – 20:00)
- Saturday 5 January 2013 – The Link, 4 New Road, Water Orton, (09:00 – 17:00)

2.5 Safeguarding directions are intended to protect the line of route from conflicting developments and are an established practice for large infrastructure projects. The Safeguarding Consultation is aimed primarily at local planning authorities along the line of route, who will be aware of relevant planning issues in their areas and to whom the directions would apply. It designates a draft area that HS2 wish to be notified of any planning applications or planning policy work. HS2 will respond by objecting, seek a change or make no objection. If they object the local authority can accept HS2's response or refer it to the Secretary of State for Transport to seek his view on the application.

2.6 Being within the Safeguarded Area is important for owner-occupiers, small businesses and farms as they can then serve a blight notice on the Government. By being within this zone properties could be bought at a much earlier stage than if they lie just outside of the area. Here they would have to wait for the line to have opened and then be considered under the Long Term Hardship Scheme.

2.7 The Safeguarded area can be altered by the Secretary of State and no doubt will because of changes in actual line requirements. It is therefore a semi-fluid zone.

3 Consultation Response

3.1 Initial officer observations are currently being pulled together. In addition views of Action Groups, Warwickshire County Council and 51M are also being developed. It is suggested that the officer comments incorporating those views of the other parties including Members be the basis of the consultation response.

- 3.2 Due to the time between the Executive Board and the consultation closing date it is suggested that the final response is prepared by the Assistant Chief Executive and Solicitor to the Council and then agreed by the Leader of the Council, the Leader of the Opposition, Chairman of Planning and Development Board and Opposition Spokesperson, HS2 Spokesperson and Opposition HS2 Spokesperson in order to take any new information on board.

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

Observations on Safeguarding

Y Junction box – the land safeguarded in this area is wider than expected for the line. However the additional land take is to the west of the proposed line and not to the east. The area of land would appear to be more for the location and size of a construction compound. There appears to be no additional land for the actual spur to be constructed. This seems to be at odds for the reasons given to specifying where the various junction boxes would be located. If this is the actual junction box then the lines coming out of this junction must be being designed as part of phase one and yet no land is being safeguarded.

The explanatory notes state: “Maps... include interface with phase 2”. This appears to be purely the actual box junction itself and not how the lines will actually be connected.

Explanatory Note 13 4 tracking “Due to the additional width of the 4 track section of the line through the HS2 Delta Junction and the remaining uncertainty about the precise arrangements of the tracks that will be necessary in the HS2 Delta junction an addition buffer has been included.” Looking at the plans this appears to be inside the Delta and not externally to the junction. Some properties long Gilson Lane have been left outside of the safeguarded area – this seems at odds.

Agenda Item No 16

Executive Board

26 November 2012

**Report of the Assistant Director
(Streetscape)**

**Supplementary Estimate – Refuse
Collection, Recycling and
Horticulture**

1 Summary

- 1.1 The Board is asked to agree a supplementary estimate of £40,000, to cover the additional costs on refuse collection and horticulture and the reduction in income from recycling and refuse.

Recommendation to Council

That the supplementary estimate of £40,000, to cover the additional costs on refuse collection and horticulture and the reduction in income from recycling and refuse be approved.

2 Introduction

- 2.1 The attached report was recently considered by the Community and Environment Board and Members are asked to approve a supplementary estimate of £40,000, to cover the additional costs on refuse collection and horticulture and the reduction in income from recycling and refuse.

3 Report Implications

- 3.1 These are set out in the attached Appendix.

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

Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date

Agenda Item No 6**Community and Environment
Board****22 October 2012****Report of the Assistant Director
(Finance and Human Resources)****Budgetary Control Report
2012/2013 Period Ended 30
September 2012****1 Summary**

- 1.1 The report covers revenue expenditure and income for the period from 1 April 2012 to 30 September 2012. The 2012/2013 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 Executive Board

To approve a supplementary estimate of £40,000, to cover the additional costs on refuse collection and horticulture and the reduction in income from recycling and refuse.

2 Consultation

- 2.1 Councillors' Butcher, Moore and Smith have been sent an advanced copy of this report for comment. Any comments received will be reported verbally to the Board.

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 The actual expenditure for budgets reporting to this Board as at 30 September 2012 is £2,385,107 compared with a profiled budgetary position of £2,400,870; an under spend of £15,763 over the period. 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 year-to-date budget figures have been calculated with some allowance for seasonal variations, in order to give a better comparison with actual figures. Reasons for the variations are given, where appropriate, in detail below.

4.3 Leisure Centres

4.3.1 There is an overall under spend across the Leisure Centres of £31,781 against the profiled budget. This is further detailed below.

4.3.2 Income across all centres is currently £19,940 above profile. This can be split further to identify that income at the Gyms is £3,220 higher than profiled, while income at the Centres is £16,720 ahead of profile; this large variance at the Centres can be attributed to better than expected use of Arley Leisure Centre and continued strong income performances from the swimming provision at Atherstone Leisure Complex.

4.3.3 Staffing expenditure has also shown a positive variance, with an under spend of £12,180 at the end of the period. A proportion of this is a consequence of the recent loss of two full time Pool Attendants who have yet to be replaced. £7,200 worth of the variance can be attributed to an under spend in expenditure on the Centre's Non Corporate Training which will be transfer back to the training reserve if not utilized by the end of the year.

4.4 Public Health – Pollution Control

4.4.1 There has been a continued growth in the sale of Export Health Certificates, with income exceeding the profile by £4,500. This has partly been offset by a decline in the number of Air Pollution Annual Charges received of £3,100. Additionally, Supplies & Services expenditure is £4,260 below profile at the end of the period, with expenditure on Professional Fees and Equipment the main areas of under spend.

4.5 Domestic Refuse

4.5.1 The Domestic Refuse budget has an over spend of £35,626 compared to the profiled position. This is due to increased expenditure on the Refuse DSO as a result of an increase in the level of deliveries. There are additional employee costs of £15,276 relating to bin deliveries and sickness cover, although some of these relate to the use of amenity cleaning and horticulture staff. There is an overspend on vehicle maintenance to date of £9,017, due to bin lift breakdowns and one of the older freighters requiring additional repairs. The income of £8,110 expected to date from Warwickshire County Council relating to the reimbursement for employee costs of the shuttle vehicle is no longer available. There is a lower level of income from Clinical Waste collections (loss of customers), Bulky collections and sales of bins and liners of £2,060.

4.6 Trade Refuse

4.6.1 There is currently an over spend of £8,982 on this budget, which is due to customer cancellations and downgrades to the service requirements at this point in the year.

4.7 Recycling

4.7.1 There is currently an over spend of £20,451 on the Recycling budget, which is due to expenditure on employees delivering replacement/additional bins and red boxes of £26,810. Some of these costs relate to the use of amenity cleaning and horticulture staff. There is an under spend of £5,110 on other supplies & services covering the Kerbside Recycling Contract, recycling supplies, advertising and publicity.

4.8 Amenity Cleaning

4.8.1 There is an under spend of £29,294 on this budget, as staff time of £21,791 has been used as indicated on Domestic Refuse and Recycling. There has also been an under spend on transport running costs of £2,591, lower levels of asbestos and tyre fly tipping removal of £2,165 and lower usage of refuse sacks and clothing budgets of £2,252.

4.9 Parks, Playing Fields and Pitches and Pavilions

4.9.1 There is currently an under spend of £10,871 on this budget, which is due to some employee time of £7,089 being used on Refuse and Recycling activities. There has also been an under spend on pitch renovation works of £10,129. These under spends have been partially offset by a higher than expected level of transport maintenance of £7,368.

5 Performance Indicators

5.1 In addition to the financial information provided to this Board, when the budgets were set in February, performance indicators were included as a means of putting the financial position into context. These are shown at Appendix B.

5.2 In summary, the majority of the Performance Indicators are comparable with the profiled position. The Indicator for Green Waste collected is only to the end of July 2012, as more data is needed from Warwickshire County Council to be able to update it further.

6 Risks to the Budget

6.1 The key risks to the budgetary position of the Council from services under the control of this Board are:

- Reduction or cessation of grants expected for use in Community Development, although this has yet to materialise to date.

- Sustained economic downturn leading to reduced membership and usage at leisure facilities and reduced demand for cesspool emptying and trade refuse services.
- Maintenance issues on unadopted roads, for which there is minimal budget provision.
- Limited provision exists for dealing with contaminated land issues. If a significant item emerges, any shortfall will initially be funded from an earmarked reserve held for this service, then would need to come from General Fund balances.
- Further land drainage works that may be required, as there is no funding to cover these.

7 Easy Line Studio at Atherstone Leisure Complex

7.1 The table below shows the projected financial performance of the Easy Line Studio at Atherstone Leisure Complex relating to the 2012/13 financial year:

	Projected Budget 2012/13 £	Profile to end Sept 2012 £	Actual to end Sept 2012 £
Staff Expenditure	3,880	1,940	2,460
Equipment Payback	4,330	2,165	2,165
Contribution to Replacement Fund	2,000	1,000	1,000
Income	(18,200)	(6,310)	(8,491)
Final Out-turn in 2012/13	(7,990)	(647)	(2,866)

7.2 The table above shows that the Easy Line Studio is projected to make an encouraging profit over the year. This reflects changes made in the previous financial year to reduce the amount of staffing dedicated to the Studio and also the work undertaken by staff to effectively advertise and promote the facility. The current position is showing an improved position over the profile.

7.3 The Studio now has a stable and consistent customer base, with approximately 40 members signed up to the Studio DD package, plus an additional 25 members who have purchased the Studio DD 'Bolt On' package for their existing DD. The customers and their DD packages have benefitted from the addition of the new Vibra-Plates within the Easy Line Studio.

8 Estimated Out-turn

8.1 Members have requested that Budgetary Control reports provide details on the likely out-turn position for each of the services reporting to this Board. A variation to the approved budget is expected, and this is summarised in the paragraphs below.

8.2 Expected Income levels are down in the refuse and recycling areas. This is due to a slight fall in the levels of dry recycling being collected which has led to a reduction in recycling credit received, the downturn in the general economy giving rise to a drop in income as businesses reduce their trade

waste collections and budgetary pressures at Warwickshire County Council leading to a reduction in the financial support which the Borough Council had received in previous years. Warwickshire County Council had paid £16,000 per annum to help cover the cost of running domestic waste to Packington landfill site once Judkins and alternative sites had stopped accepting waste. In order to protect funding for the future support of North Warwickshire Borough Council's new refuse collection and recycling services, this budget has been cut. Once Lower House Farm opens next year, transport and tipping costs will be significantly reduced.

- 8.3 Transport costs have also been higher due to increased maintenance costs for the higher specification mowing equipment which was procured last year to improve the standard of grass cutting across the Borough. Two of the refuse collection vehicles are also nearing the end of their life and becoming more expensive to maintain, but are being kept in service until the new alternate weekly collection arrangements are introduced next year.
- 8.4 Finally, staffing costs have gone up due to higher than anticipated sickness levels and additional replacement bin deliveries leading to increased agency costs as well as a much greater reliance on overtime in order to cover the exceptionally high levels of garden waste which were collected during the summer months.
- 8.5 The anticipated out-turn for this Board for 2012/13 has increased to £5,330,150, as shown in the table below.

	£
Approved budget 2012/2013	5,290,150
Reduction in income on refuse and recycling	24,000
Increase expenditure on transport and staffing costs	16,000
Expected Out-turn 2012/13	5,330,150

- 8.6 The figures provided are based on information available at this time of the year and are the best available estimates for this Board. The expected increase in the Boards out-turn will require a supplementary estimate of £40,000 for 2012-13 financial year. Members will be updated in future reports of any further changes to the expected out turn.

9 Report Implications

9.1 Finance and Value for Money Implications

- 9.1.1 The Council's budgeted contribution from General Fund balances for the 2012/13 financial year is £453,408. The supplementary estimate will increase this figure by £40,000. Income and Expenditure will continue to be closely managed and any issues that arise will be reported to this Board for comment.

9.2 Environment and Sustainability Implications

9.2.1 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).

Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date

Agenda Item No 18

Executive Board

26 November 2012

Report of the Assistant Chief Executive and Solicitor to the Council

Site Allocations Plan – Issues and Options and Preferred Options

1 Summary

- 1.1 This report brings the Site Allocations Plan – Issues, Options and Preferred Options to Board for approval.

Recommendation to the Board

- a That the issue of Green Belt Infill boundaries be delegated to the LDF Sub-committee to resolve prior to the formal consultation process; and**
- b That the document attached as Appendix A be approved for consultation.**

2 Site Allocations Plan

- 2.1 A report was presented to the LDF Sub-committee on 23 October with the Issues and Options for the Site Allocations Plan. A further report was presented to the LDF Sub-committee on 14 November with the Preferred Options. Following four Member workshops changes were agreed at the LDF Sub-committee to the Preferred Options and these have now been incorporated and combined into the final document for consultation – attached as Appendix A.

- 2.2 One issue was not resolved that of Green Belt infill boundaries. A request is made to Board to delegate the issue of Green Belt infill boundary to the LDF Sub-committee to further consider the issue and resolve before going out to public consultation.

3 Next Steps

- 3.1 It is intended to take the Site Allocations Plan out for 12 weeks consultation in accordance with the Warwickshire Compact.

- 3.2 A Sustainability Appraisal and a Habitats Regulations Assessment will be required prior to this so that it can be included in the consultation process. It is expected therefore that the consultation period will begin in mid January once this work has been completed.

3.3 An Equalities Impact Assessment will also be prepared to accompany the consultation document.

4 Report Implications

4.1 Finance and Value for Money Implications

4.1.1 The LDF Budget will cover the expenses of the consultation process.

4.2 Safer Communities Implications

4.2.1 There are not considered to be any specific Safer Communities implications or issues arising from the document or consultation. The Architectural Liaison Officer of Warwickshire Police will be consulted on the finalised document. This helps to address and identify any safer communities' issues and risks arising from the development options and sites.

4.3 Legal and Human Rights Implications

4.3.1 Early stakeholder involvement and consultation in the production of the Development Plan process is an important element to ensure constructive consultation takes place as required by regulations.

4.4 Environment and Sustainability Implications

4.4.1 A Sustainability Appraisal will accompany the final document. This will be progressed along side the document and will form part of the consultation process. In addition a Habitats Regulations Assessment will also be required. Prior to the formal 12 week consultation period a draft of both of these documents will be prepared for consultation.

4.5 Health, Wellbeing and Leisure Implications

4.5.1 There are not considered to be any specific Health, Wellbeing and Leisure Implications or issues arising from the document or consultation.

4.6 Human Resources Implications

4.6.1 Due to the nature of the document much of the Sustainability Appraisal will be carried out in-house with consultants acting as critical friends. This is due

4.7 Risk Management Implications

4.7.1 The Site Allocations Plan will be a new policy document forming part of the Local Plan for the Borough. This document will bring forward any relevant saved Local Plan allocations and site proposals from the 2006 Local Plan as well as bringing forward any other policies that are considered to be important to assist in the future development of the Borough.

4.8 Equalities Implications

4.8.1 A full Equalities Impact Assessment will be carried out in relation to this document and will be updated as the document progresses through the various stages.

4.9 Links to Council's Priorities

4.9.1 The Site Allocations Plan will help have implications for or address the following Council priorities:

Local Employment - Bringing more jobs to North Warwickshire

Environment - Protecting and improving our local environment

Countryside and Heritage - Protecting and improving our countryside and heritage

Housing - providing affordable housing in the right places

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

Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date

Agenda Item No 4

**SITE ALLOCATIONS PLAN
PREFERRED OPTIONS**

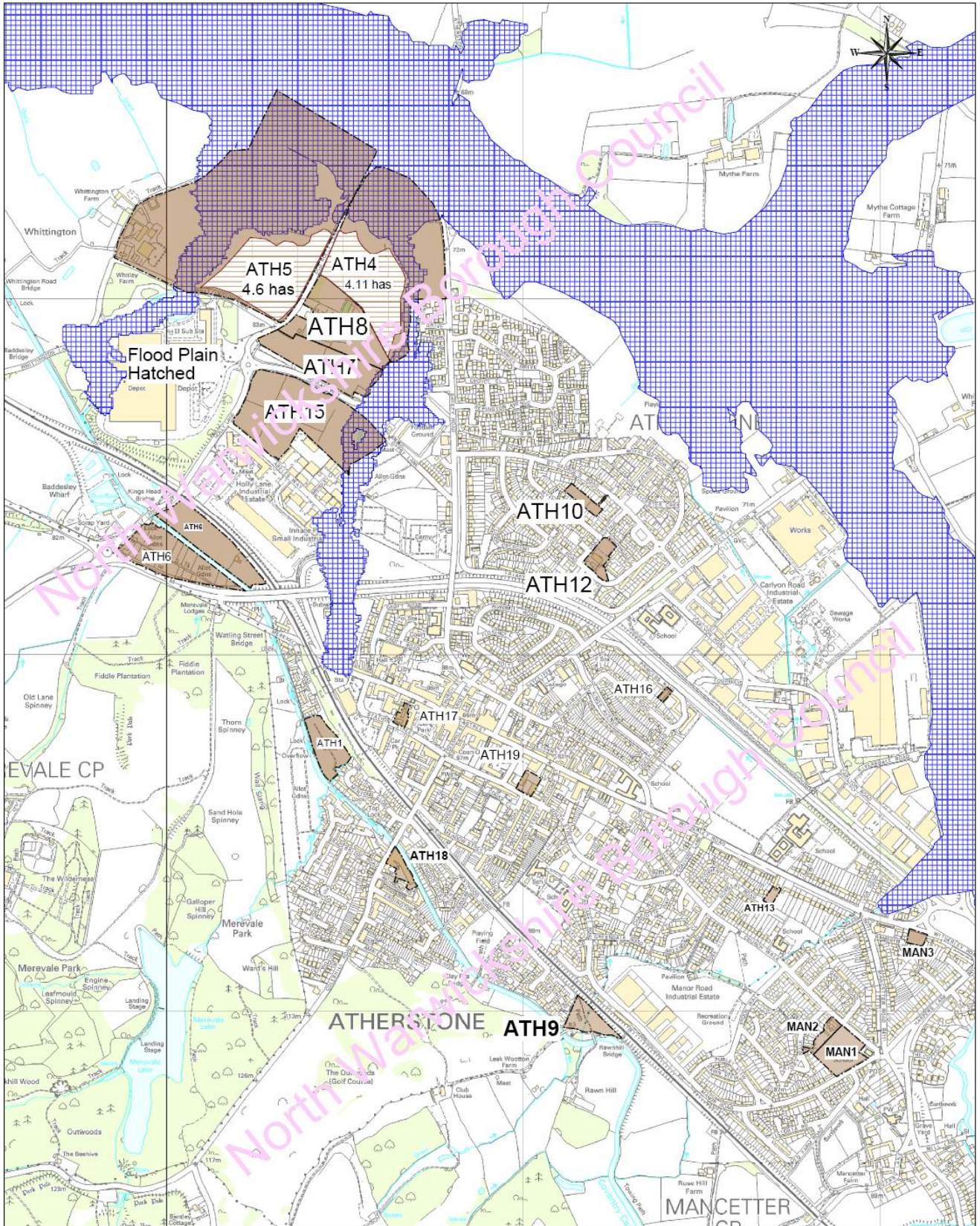
**SETTLEMENT TABLES AND MAPS
Listed by Settlement Hierarchy position**

GREEN BELT INFILL BOUNDARIES

TOWN CENTRES AND RETAIL FRONTAGES

ATHERSTONE & MANCETTER - SITE OPTIONS AND PREFERRED OPTION										
SA DPD Reference	SITES OPTIONS WITHIN DEVELOPMENT BOUNDARY					NET HOUSING FIGURE	Total housing from 1 rating sites	PREFERRED OPTION	TOTAL OVERALL	Notes/Info
	SITE NAME	GRID REFERENCE	SIZE (HA)	GROSS HOUSING FIGURE Density 30/ha						
SITES WITH PLANNING PERMISSION SINCE APRIL 2012										
ATH7	LAND NORTH OF HOLLY LANE/ROWLANDS WAY, ATHERSTONE	SP 304 998	2.79	83.7	62.775		88			Consent granted for 88 units
MAN4	LAND AT OLD FARM ROAD, MANCETTER	SP 317 966	0.17	5.1	6		6			Consent in March 2012
	68 Station street Atherstone	SP307 977	0.051	4	4		4			Conversion & redevelopment for 4 units
							Total -	92		
PREFERRED OPTIONS WITHIN DEVELOPMENT BOUNDARY										
ATH10	ST GEORGES ROAD, ATHERSTONE	SP 311 984	0.34	10.2			10			Notes
ATH12	LAND OFF YORK AVENUE/LISTER ROAD	SP 312 982	0.546	16.38			16			
ATH13	Land at Witherley Road	SP316 973	0.125	3.75			3			
ATH16	Princess Road Garages	SP313 978	0.081	2.43			2			
ATH17	Vero's & The Worx - Hat factory, Station Road	SP306 978	0.175	5.25	26		26			Town Centre Multi storey flat conversion. 26 units proposed. Application Pending
ATH18	Britannia Mill, Colehill Road	SP306 974	0.415	12.45	40		40+			Close to Town Centre Multi storey flat conversion
ATH19	Land off South Street Atherstone		0.3	46 flats	46		46			Remainder of site with potential for flats covered by existing planning consent (40)
MAN1	FORMER MANCETTER SCHOOL PLAYING FIELD, CHURCH WALK/MANOR ROAD, MANCETTER	SP 318 968	1.19	35.7	80		80			80 extra care units proposed. No consent as yet, application underway.
MAN2	LAND AT CHURCH WALK, MANCETTER	SP 318 968	0.93	27.9	18		18			18 units proposed
MAN3	FORMER ALLOTMENTS, WATLING STREET, MANCETTER	SP 320 972	0.19	5.7	6		6			
							Total -	207		
PREFERRED OPTIONS OUTSIDE DEVELOPMENT BOUNDARY										
ATH1	LAND ADJ/SOUTH OF ATHERSTONE STATION/MEREVALE ROAD	SP 304 977	1.19	35.7	26.775		35			ACCESS ISSUES - Possible later phasing? Reduce by 50% to reflect on-site allotments. Include for flexibility only
ATH4	LAND EAST OF HOLLY LANE, ATHERSTONE	SP 306 991	11.27	338.1	253.575	*4.11	92			*Developable area reduced due to flood plain constraints. Open Space potential also.
ATH5	LAND WEST OF HOLLY LANE, ATHERSTONE	SP 302 992	24.66	739.8	554.85	*4.6	103			*As above
ATH8	DURNOS NURSERY, OLD HOLLY LANE	SP 304 989	3.75	112.5	84.375	*3.59	84			*As above
ATH9	LAND AT WESTWOOD/ HERRING ROAD	SP 311 969	0.77	23.1	20.79		20			
							Total -	334		
TOTAL OF PREFERRED SITES									633 in TOTAL (NET)	
Employment Sites Preferred Options									TOTAL OVERALL	
ATH15	Land at Holly Lane	SP302 996	6.9				EMPTY			LOCAL PLAN & CORE STRATEGY ALLOCATED SITE
ATH6 (Part Only)	LAND NORTH OF A5, EAST OF HOLLY LANE, ATHERSTONE	SP 298 984	2.33				EMPTY			POTENTIAL SITE OPTION - May be Access issues
ATH6 (Part Only)	LAND NORTH OF A5, EAST OF HOLLY LANE, ATHERSTONE	SP 298 984	2.77				EMPTY		Up to 12 ha total	May be Access issues

Atherstone & Mancetter - Preferred Site Options



North Warwickshire
Site Allocations Development Plan Document
Issues and Options

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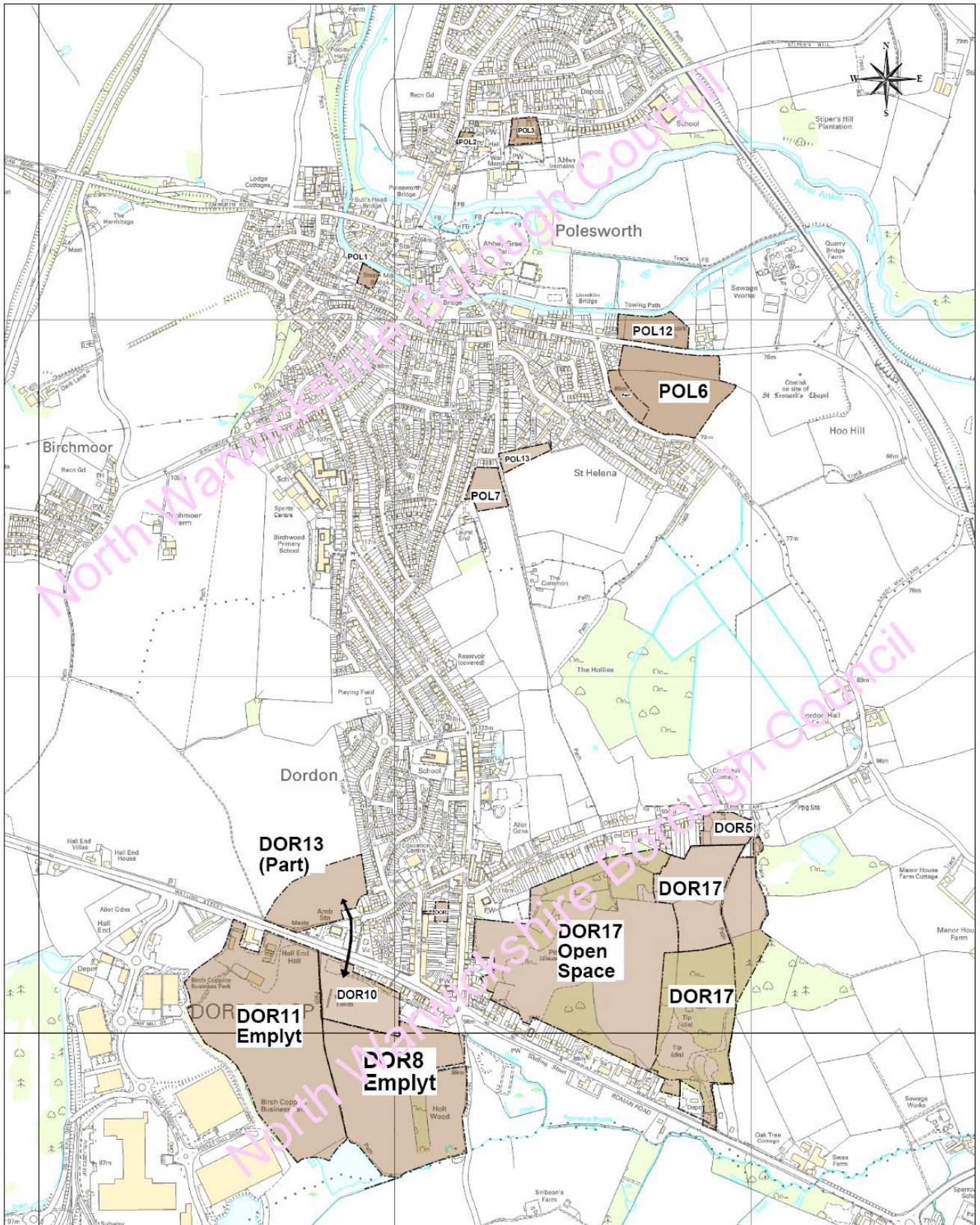


North Warwickshire
Borough Council



POLESWORTH & DORDON - SITE OPTIONS AND PREFERRED OPTION										
SA DPD Reference	SITES OPTIONS WITHIN DEVELOPMENT BOUNDARY						Total housing from Priority 1 rating sites	PREFERRED OPTION	TOTAL OVERALL	Notes/Info
	SITE NAME	GRID REFERENCE	SIZE (HA)	GROSS HOUSING FIGURE Density 30/ha	NET HOUSING FIGURE	Total Site Potential				
PREFERRED OPTION SITES WITHIN DEVELOPMENT BOUNDARY										
DOR2	REAR OF CO-OP/72 NEW STREET, DORDON	SK261 003	0.23	6.9	11	LIP	1	11		11 units proposed - PAP/2012/0498
POL1	Land rear of Cliveval The Gullet Polesworth	SK259 021	0.275	8.25	8		1	8		
POL2	36/38 BRIDGE STREET, POLESWORTH	SK261 065	0.14	4.2	4		1	4		
POL3	Former Polesworth High School	SK263 065	0.59	17.7	9		1	9		Reduced by 50% to reflect current College use?
	Land rear of 19 Dordon Road Polesworth	SK257 064	0.24	5	4			4	36 total	Received post April 2012
PREFERRED OPTION SITES OUTSIDE DEVELOPMENT BOUNDARY										
DOR5	LAND AT DUNNS LANE, DORDON	SK269 005	1.21	36	27	27	1	27		
DOR17	ORCHARD COLLIERY SITE, DORDON	SK266 011	12	360-150	270-112	USE 5ha's only - 150 gross and 112 NET	1	112		Majority of site to be provided as open space - Total Area amounts to 38 has - Access Road to be provided to North
DOR17 (Part only)	Part of Orchard Colliery, rear of The Depot/Chestnuts Watling Street/A5		8.6	258	193.5		1	193		Subject to delivery of access road towards the north, through to Dunns Lane.
POL7	LAND AT LAUREL AVE/Common Lane, DORDON	SK262 015	1.05	31.5	23.625		1	23		
POL12	LAND EAST OF WOODPACK FARM, POLESWORTH	SK267 019	1.54	46.2	34.65		1	35		
POL13	RO Sycamore Avenue	SK263 016	0.56	16.8	15.12		1	15	405 total	
TOTAL OF PREFERRED SITES									441 (NET)	Does not include site POL6
	SITE OPTION FOR FLEXIBILITY									
POL6	Land at St Helena Road, Polesworth	SK267 018	6.2	186	139 or 70	Alternative option using 50% of site	1	139 or 70		IF SITES DOR5 & 17 DON'T COME FORWARD THEN LOOK TO POL6
Employment Sites Preferred Options									TOTAL OVERALL	
DOR8	LAND AT GYPSY LANE, DORDON	SP 260 998	13.09							
DOR11	LAND EAST OF BIRCH COPPICE, DORDON	SP 256 999	17.13							
Open Space Option									TOTAL OVERALL	
DOR17 (Part only)	Part of Orchard Colliery, rear of The Depot/Chestnuts Watling Street/A5		22.33			Open Space Only	1	22	22 ha's Open Space Only	Majority of site to be provided as open space - Total Area amounts to 38 has - Access Road to be provided to North
Open Space Transfer Option									TOTAL OVERALL	
DOR10	Land at Gypsy Lane, Dordon	SK259 000	3.45							3.4 Employment
The Recreation/Open space site above could transfer to the site below, to the N of the A5, releasing it for development - Longer term Option for flexibility										
DOR13 (Part)	LAND WEST OF DORDON	SK252 006	3.6							3.6 Open space

Polesworth & Dordon - Preferred Option Sites



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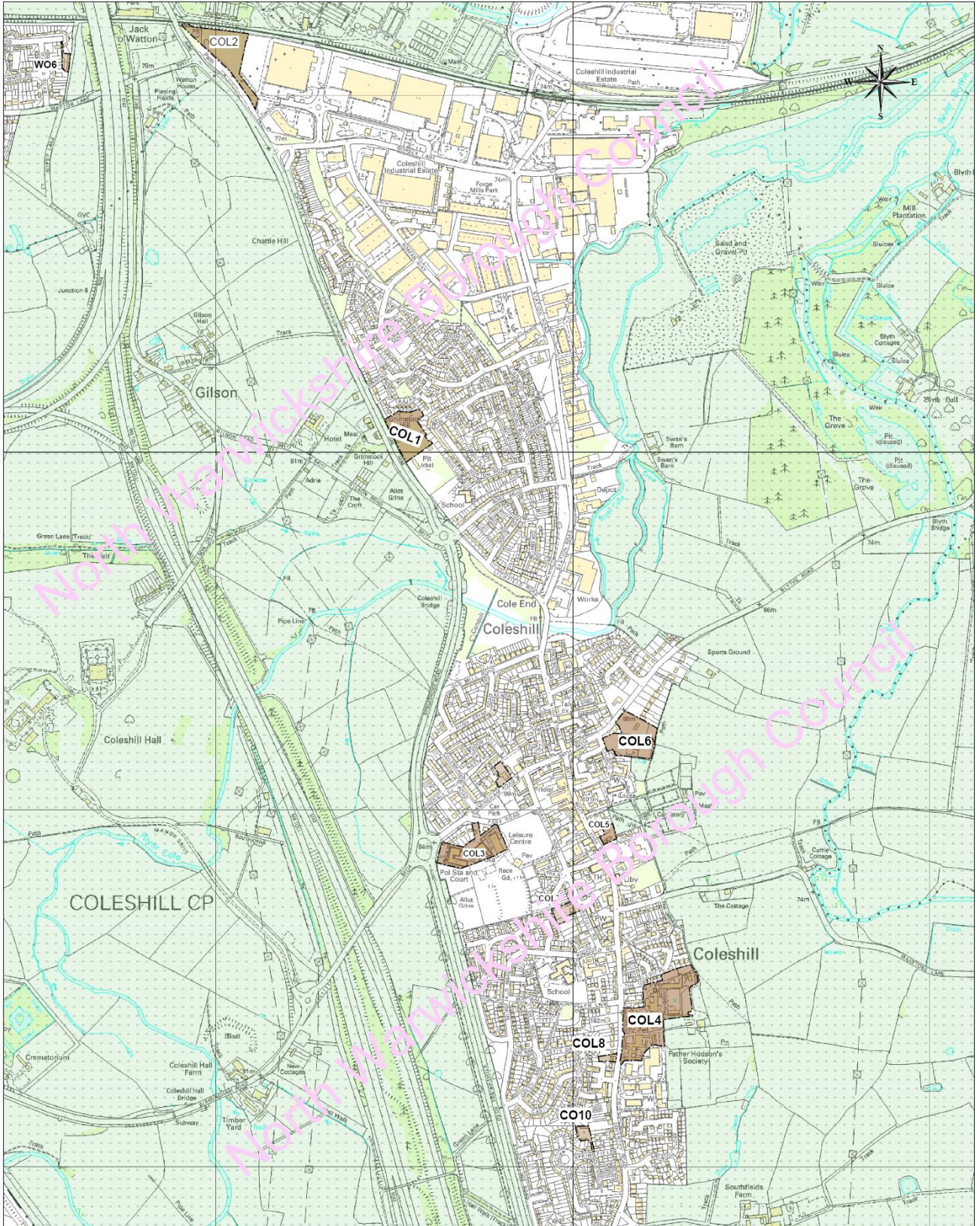


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COLESHILL - SITE OPTIONS AND PREFERRED OPTION										
SA DPD Reference	SITES OPTIONS WITHIN DEVELOPMENT BOUNDARY						Total housing from Priority 1 rating sites	PREFERRED OPTION	TOTAL OVERALL	Notes/Info
	SITE NAME	GRID REFERENCE	SIZE (HA)	GROSS HOUSING FIGURE Density 30/ha	NET HOUSING FIGURE	Total Site Potential				
SITES WITH PLANNING PERMISSION FROM APRIL 2012										
COL8	R/O 58-60 Coventry Road	SP200833	0.092	2.76	6		1	6	9 total	6 units proposed
(Part COL5)	C/U Offices to 3 units, Prince Regent House Coleshill	SP201889	0.04	3	3		1	3		
PREFERRED OPTIONS WITHIN DEVELOPMENT BOUNDARY										
COL1	LAND AT GRIMSTOCK HILL, LICHFIELD ROAD, COLESHILL	SP 195 900	2.13	63.9	20		1	20		20 max due to site constraints
COL3	LAND OFF PARK ROAD, COLESHILL	SP 197 888	1.3	39	52		1	52		52 - Higher density with TC location - 40/ha
COL4	Father Hudsons Site, Coventry Rd, Coleshill	SP202 884	3	90	120	LIP	1	120		120 - Higher density with TC location - 40/ha
COL5	Land off High Street, Coleshill	SP201 889	0.16	4.8	6		1	6		6 - Higher density with TC location - 40/ha
COL6	Land at Blythways, Coleshill	SP201891	1.3	39	52		1	52		52 - Higher density with TC location - 40/ha
	Springfield road garages	SP200880			6			6		6 - Higher density with TC location - 40/ha
COL7	Land rear of 32 Parkfield Road	SP199887	0.28	8.4	14			14	270 total	Site with previous consent for 14, currently a PRE
COL9	Park Cottage 22-24 Birmingham Rd Coleshill	SP198891	0.186	5.58	6		2	6	276 with above	Potential TC site 6+ units, ex office, previously residential, Listed Building
COL10	Garage Site rear of 52-62 Springfields Coleshill		0.168	5	5		2	5	281 with above	Potential additional sites provide for flexibility
TOTAL OF PREFERRED SITES									279 (NET)	Does not include latter two sites
Employment Sites Preferred Options									TOTAL OVERALL	
COL2	PLOT AT GORSEY LANE, COLESHILL	SP 190 911	1.41			Employment only 42	1		1.41 ha	

Coleshill - Preferred Option Sites



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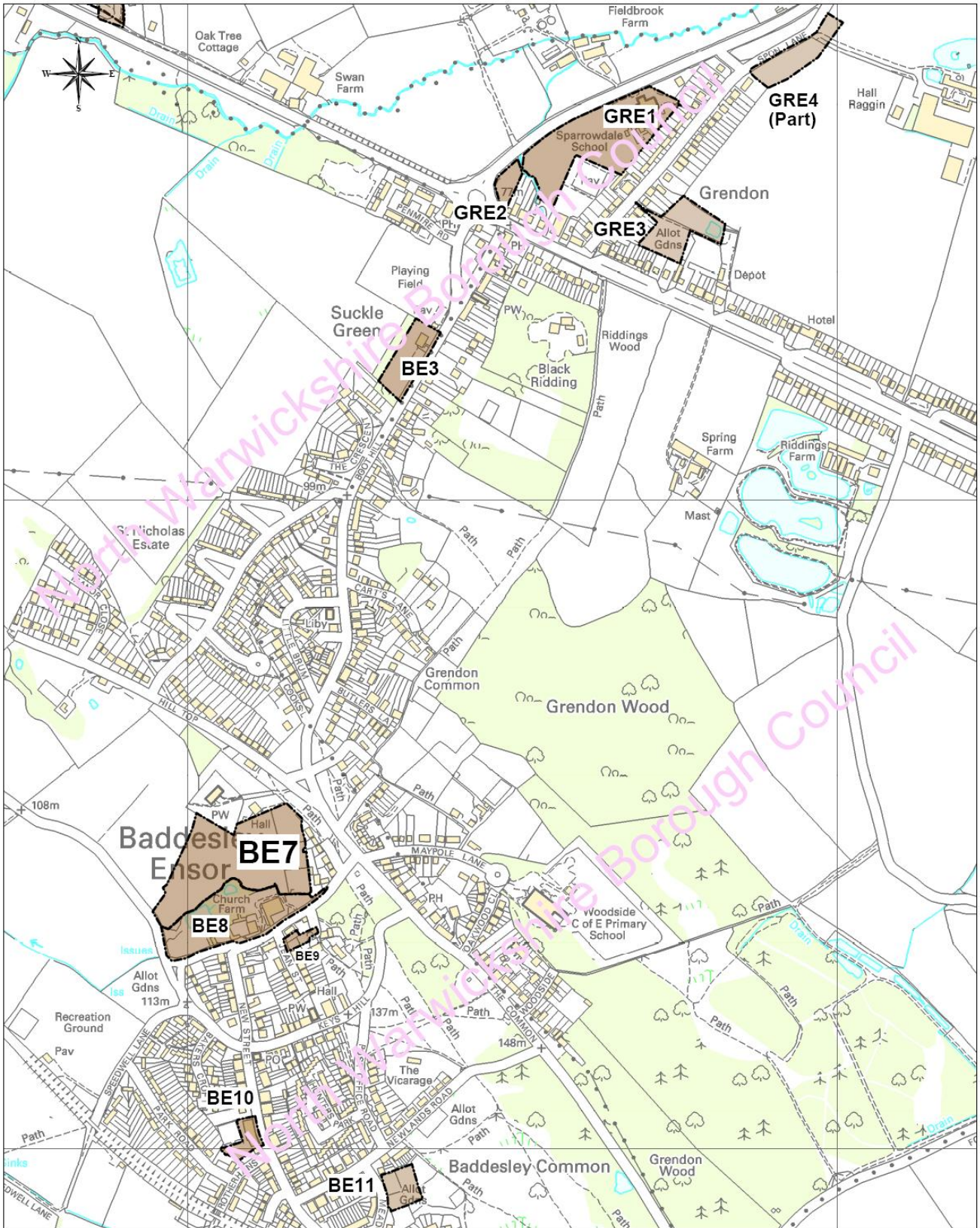


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BADDESLEY ENSOR & GRENDON - SITE OPTIONS AND PREFERRED OPTION										
SITES OPTIONS WITHIN DEVELOPMENT BOUNDARY								PREFERRED OPTION		
SA DPD Reference	SITE NAME	GRID REFERENCE	SIZE (HA)	GROSS HOUSING FIGURE Density 30/ha	NET HOUSING FIGURE		Total housing from Priority 1 rating sites	Total Site Potential	TOTAL OVERALL	Notes/Info
PREFERRED OPTION SITES WITHIN DEVELOPMENT BOUNDARY										
BE9	LAND ADJ. 1 JEAN STREET BADDESLEY	SP271 983	0.092	2.76		3	1	3		
BE10	BADDESLEY CLUB, NEW STREET	SP 270 980	0.21	6.3		7	1	7		
GRE1	FORMER SCHOOL, GRENDON	SP 276 995	1.88	56.4		56	LIP - 1	56		
GRE2	REFUSE DEPOT, GRENDON	SP 274 994	0.17	5.1		5	1	5	71 total	
PREFERRED OPTIONS OUTSIDE DEVELOPMENT BOUNDARY										
BE3	BADDESLEY ENSOR YOUTH CLUB, BOOT HILL	SP 273 992	0.53	15.9	14.31	14	1	14		
BE7	LAND REAR OF CHURCH FARM, BADDESLEY ENSOR	SP 270 984	2.45	73.5	55.125	55	2	55		
BE8	CHURCH FARM BUILDINGS, BADDESLEY ENSOR	SP 270 983	1.47	44.1	33.075	33	1	33		
BE11	LAND ADJ 3 MEADOW GARDENS, BADDESLEY ENSOR	SP273 979	0.29	8.7	7.83	8	1	8		
GRE4 part	Land off Spon Lane, Dairy House Farm		0.52	15.6	11.7	12	2	12	122 total	This site can come forward if sites above do not deliver. Keep for flexibility.
TOTAL OF PREFERRED SITES									193 (NET)	
GRE3	Land off Spon Lane	Alternative Option						10+?		Access Issues

Baddesley Ensor & Grendon - Preferred Site Options



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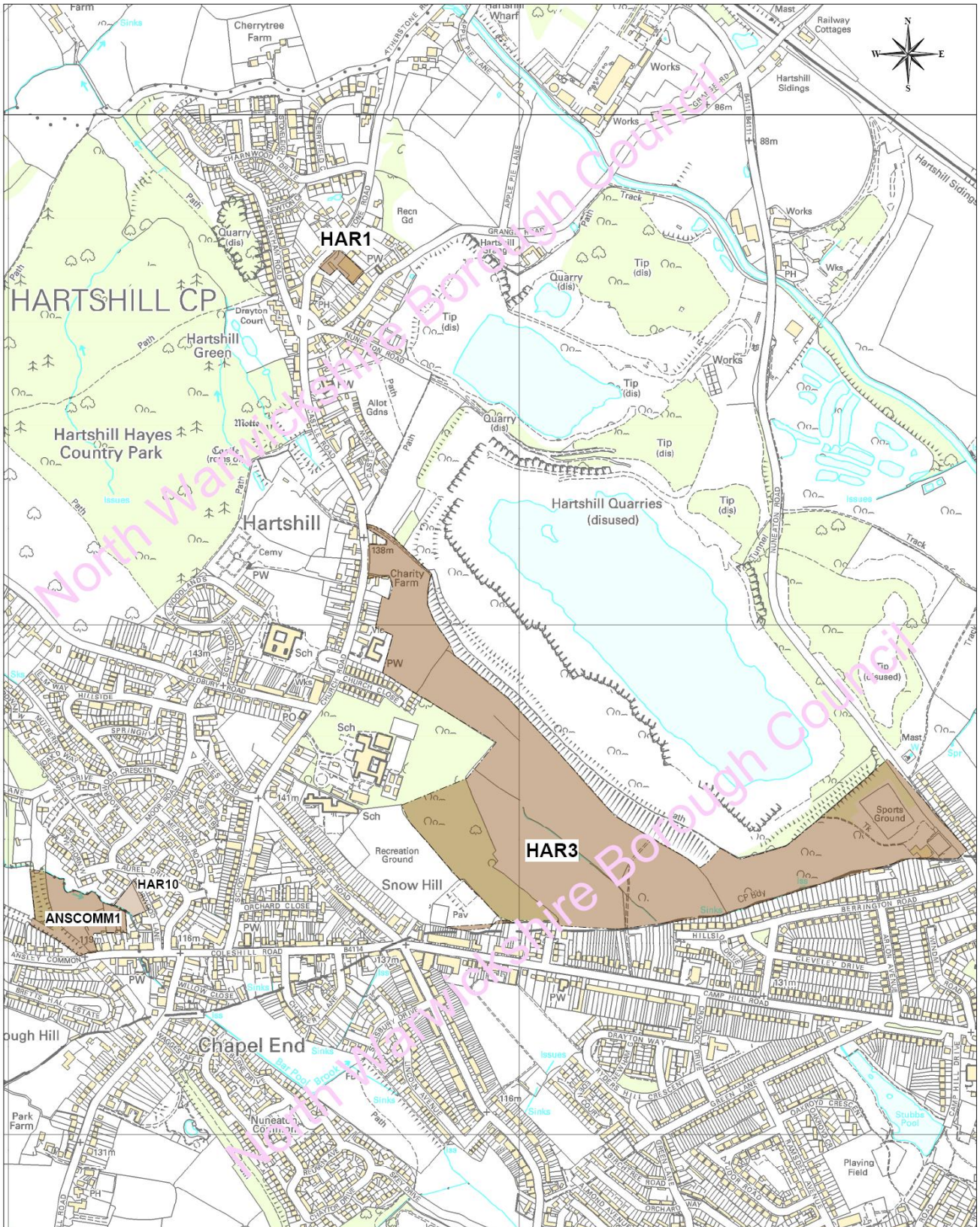


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HARTSHILL - SITE OPTIONS AND PREFERRED OPTION									
SITES OPTIONS WITHIN DEVELOPMENT BOUNDARY									
SA DPD Reference	SITE NAME	SIZE (HA)	GROSS HOUSING FIGURE Density 30/ha	NET HOUSING FIGURE		Site Option Rating *	Total housing from 1 rating sites	PREFERRED OPTION Total Site Potential	Notes
HAR1	Vacant factory site, Atherstone Road	0.28	8.4	8		1	8	8	Is loss of vacant employment land an issue?
HAR10	Site adj 6 Moorbrooke, Morwood Lane Hartshill	0.24	7.2	7		1	7	7	Only develop in conjunction with Anscomm1
SITE OPTIONS OUTSIDE DEVELOPMENT BOUNDARY									
HAR2	CASTLE ROAD, HARTSHILL	0.14	4.2	4		2			Access issues
HAR3	LAND AT HARTSHILL QUARRY	26.67	800.1	600.075	This figure should be further reduced to reflect the open space recreation and woodland area currently on site, which should be excluded from the overall net figure and amounts to approximately 3has (100 units). Also access layout & through road will reduce figure further (100?)	1	Up to 400+ units to help deliver improved upgraded school	400	Key site to help deliver funding contribution towards school improvement
HAR8	LAND AT MOORWOOD LANE	10.66	319.8	239.85		4			
HAR8 -Part	LAND OFF MOORWOOD LANE	0.7	21	15.75		1	16		
ANSCOMM1	RO/ 145 COLESHILL ROAD, CHAPEL END	1.79	53.7	40.275		1	40	40	The Site on the boundary with Ansley Common is included to help provide some flexibility in delivery and provide for the needs of Ansley Common settlement.
HAR9	LAND AT MOORWOOD LANE	2.9	87	65.25		3			
HAR5	LAND ADJ ELM WAY, HARTSHILL	0.33	9.9	8.91		2			
HAR6	Land rear or 111 & 109 Oldbury Road	0.32	9.6	8.64		3			
HAR7	Land at Oldbury Road, Hartshill	8.15	244.5	183.375		4			
							Total from all priority sites	Total Preferred Option only	
							571	555	
We need to deliver 400 units for Hartshill and Ansley Common and the preferred option can deliver more than this figure.									
Nevertheless, the preferred option figure may reduce as the main site involved does include some constraints and an existing Sports Club and Ground.									
These are likely to require accommodating within the site so will reduce potential capacities further. (potentially up to 2 ha's)									
* The site ratings were established by identifying which sites were best located in relation to the existing development boundary, settlement services and centre and/or were specifically expected/intended to deliver a significant community service or benefit (e.g. school)									

Hartshill - Preferred Option Sites



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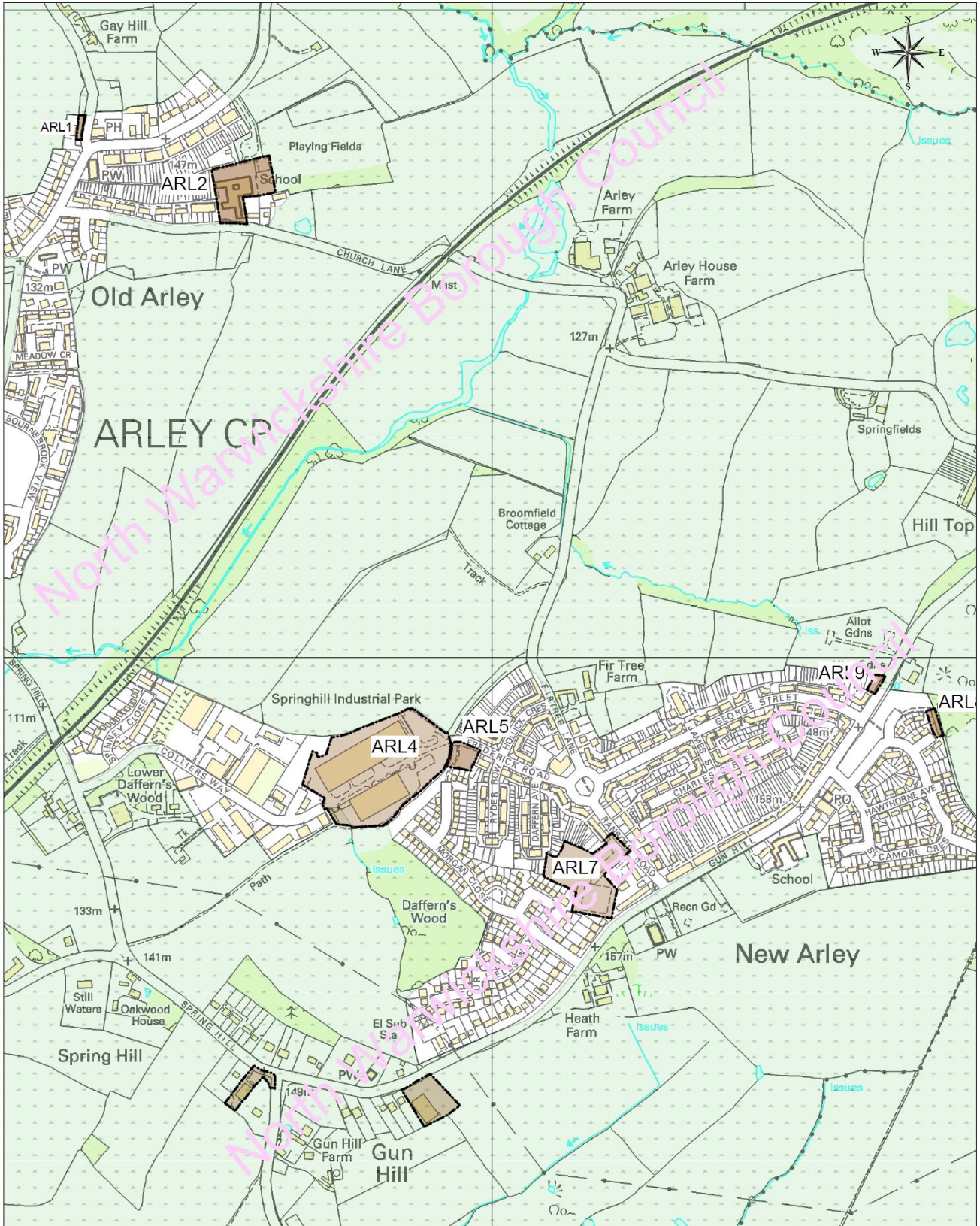


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ARLEY NEW & OLD - SITE OPTIONS AND PREFERRED OPTION										
SITES OPTIONS WITHIN DEVELOPMENT BOUNDARY								PREFERRE D OPTION	TOTAL OVERALL	Notes/Info
SA DPD Reference	SITE NAME	GRID REFERENCE	SIZE (HA)	GROSS HOUSING FIGURE Density 30/ha	NET HOUSING FIGURE		Total housing from Priority 1 rating sites	Total Site Potential	TOTAL OVERALL	Notes/Info
SITES WITH PLANNING PERMISSION										
ARL7	FORMER MINERS WELFARE CLUB, ARLEY	SP 291 896	0.93	27.9	42	LIP - PP	1			42 units granted consent in mid 2012
	Arley Surgery				3	PP				Green Belt Redevelopment Site - 3 units approved mid 2012
	Arley Working Mens Club				10	PP				Green Belt Redevelopment Site - 10 bungalows granted consent late 2012
								55 total		
PREFERRED OPTIONS WITHIN DEVELOPMENT BOUNDARY										
ARL1	Land at Rectory Road	SP203 908	0.03	0.9	1		1			1
ARL2	Herbert Fowler School, Ansley Lane (WCC)	SP286 907	0.65	19.5	24		1			Increase density to reflect existing built area/volume
ARL5	Land adjoining Frederick Road, Arley	SP289 898	0.153	4.59	5		1			5
ARL6	Corley Motors, George Street	SP292 989	0.27	8.1	10					Site with consent 10 units
ARL8	Old garage site adj 148 Sycamore Crescent	SP296 899	0.058	1.74	2		1			2
ARL9	Land adj 72 Gun Hill, Arley	SP295 899	0.043	1.29	2		1			2
								35 total		
TOTAL OF PREFERRED SITES									90(NET)	
Employment Sites Preferred Options									TOTAL OVERALL	
ARL4	Former Silver Knight, Colliers Way (Mixed Use option)	SP288 988	2.64						2.64	potential for alternative employment, service and/or community uses?

Arley, New & Old - Preferred Site Options



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KINGSBURY - PREFERRED SITE OPTIONS									
SITES OPTIONS WITHIN DEVELOPMENT BOUNDARY							PREFERRED OPTION	TOTAL OVERALL	Notes/Info
SA DPD Reference	SITE NAME	Grid Reference	SIZE (HA)	GROSS HOUSING FIGURE Density 30/ha	NET HOUSING FIGURE	Site Priority rating	Total Site Potential		
PREFERRED OPTIONS WITHIN DEVELOPMENT BOUNDARY									
KIN 1	Garages off Beech Close (NWBC)	SP214 970	0.084	2.52	3+ potential units	1	3		
KIN2	Land adj 18 Chestnut Close, Kingsbury (NWBC)	SP216 968	0.36	10.8	11 units potential	1	11		
KIN3	Kingsbury Library site, Bromage Avenue (WCC)	SP215 967	0.11	3.3	3	1	3		
KIN4	Garage site at Pear Tree Avenue	SP218 964	0.05	1.5	2 units potential	1	2		
KIN5	SITE OFF PEAR TREE AVENUE, KINGSBURY	SP 217 963	0.29	8.7	9 units potential	1	9		
KIN6	Car Park at Pear Tree Avenue	SP217 963	0.28	8.4	8	1	8		
KIN7	Garage site adjoining 53 Pear Tree Avenue	SP217 965	0.077	2.31	2	1	2		
KIN8	Land rear of 11 - 15 Chestnut Close, Kingsbury (NWBC)	SP216 967	0.061	1.83	Rounded up to 2	1	2		
							40 units in total		
Additional Green Belt exceptions site proposed north of Kingsbury in Green Belt WINDFALL ALLOWANCE OF 10 (18 SINCE 2006)									
Potential for additional units coming forward through windfall sites and redevelopment sites.									

Kingsbury - Preferred Option Sites



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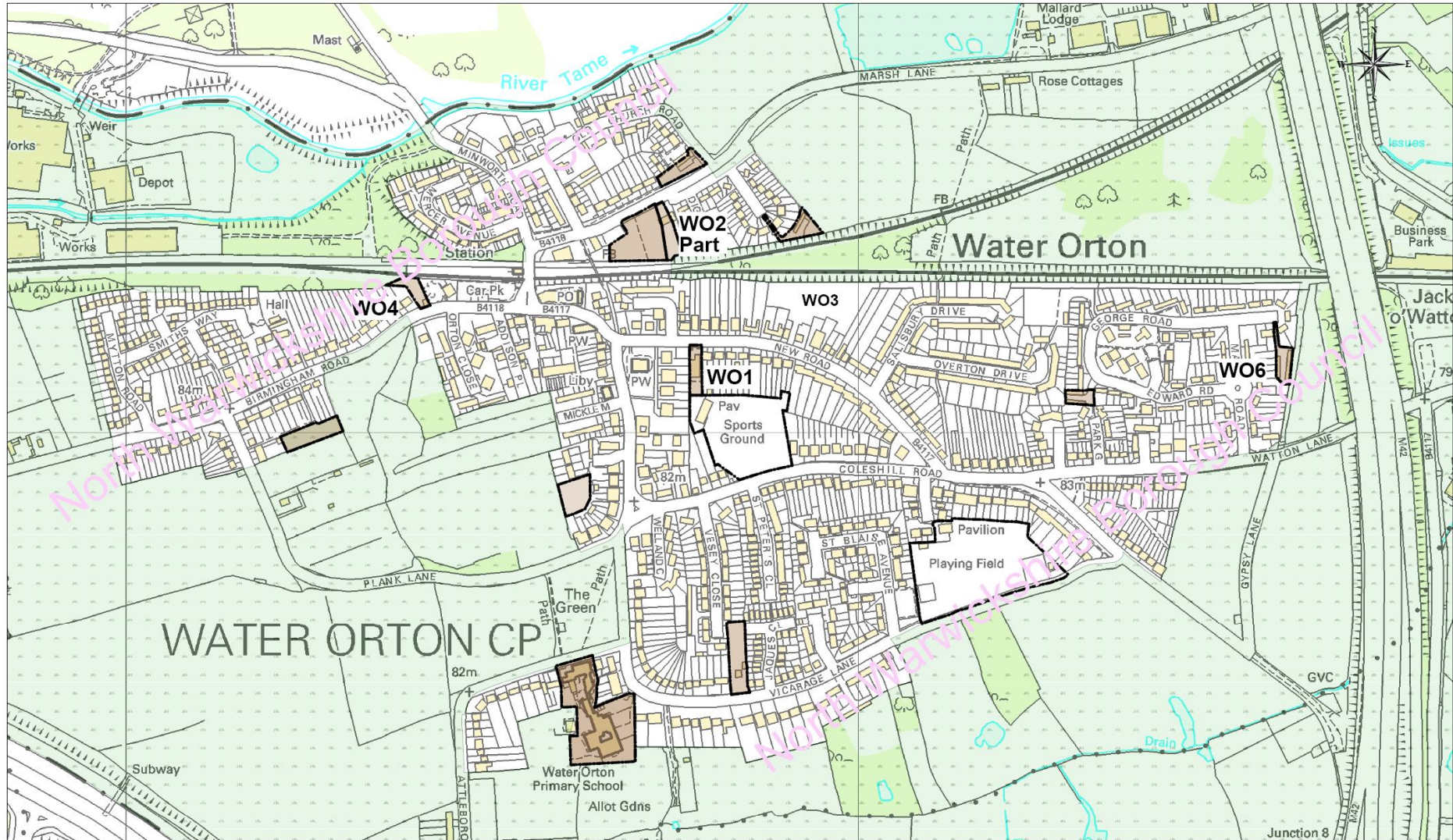


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WATER ORTON - PREFERRED SITE OPTIONS									
SITES OPTIONS WITHIN DEVELOPMENT BOUNDARY							PREFERRED OPTION	TOTAL OVERALL	Notes/Info
SA DPD Reference	SITE NAME	Grid Reference	SIZE (HA)	GROSS HOUSING FIGURE Density 30/ha	NET HOUSING FIGURE	Site Priority rating	Total Site Potential	TOTAL OVERALL	Notes/Info
SITES WITH PLANNING PERMISSION									
WO2	LAND ADJ DOG INN, MARSH LANE WATER ORTON	SP 177 912	0.21	6.3	6	1			30 flat units
WO3	New Road, Water Orton	SP179 911	0.75	22.5	22	1			previous consent on site for 31 units
WO5	Land at George Road	SP182 911	0.38	11.4	11	1			Site now completed.
WO7	Land RO/ 151-165 Plank Lane	SP176 909	0.175	5.25	5	1			Consent granted Sep 2011
ALL SITES WITHIN DEVELOPMENT BOUNDARY									
WO1	CHURCH HALL, NEW ROAD, W/ORTON	SP 177 910	0.11	3.3	3	1	3		
WO4	Land adj 12 Birmingham Road	SP173 911	0.093	2.79	3	1	3		
WO6	Garage Site, Maud Road	SP185 910	0.115	3.45	3	1	3		
	Garage site off St Georges Road		0.075	2.25			2		
WO2a	Additional Land adj Dog Inn, including No 50 Marsh Lane.		0.13	3.9	4 additional units		4		
TOTAL OF PREFERRED SITES								15 units in Total	SHORT OF ALLOCATIONS
POTENTIAL WINDFALL ALLOWANCE 15 FROM PAST DEVELOPMENT RATES									
OTHER POTENTIAL SITES NOT PUT FORWARD									
	Cricket Ground -		1.24ha	37					
	Open Space - Vicarage Lane		1.94ha	58					potential redevelopment options
	Yew Tree House Vicarage Lane		0.23ha	7					
	WCC Land at Birmingham Road - Exceptions Site Only		Green Belt land						Green Belt - not well related
WO8	SCHOOL SITE		1.01ha	30				NEED TO EXPLORE POTENTIAL	School has noted a need to relocate?

Water Orton - Preferred Site Options



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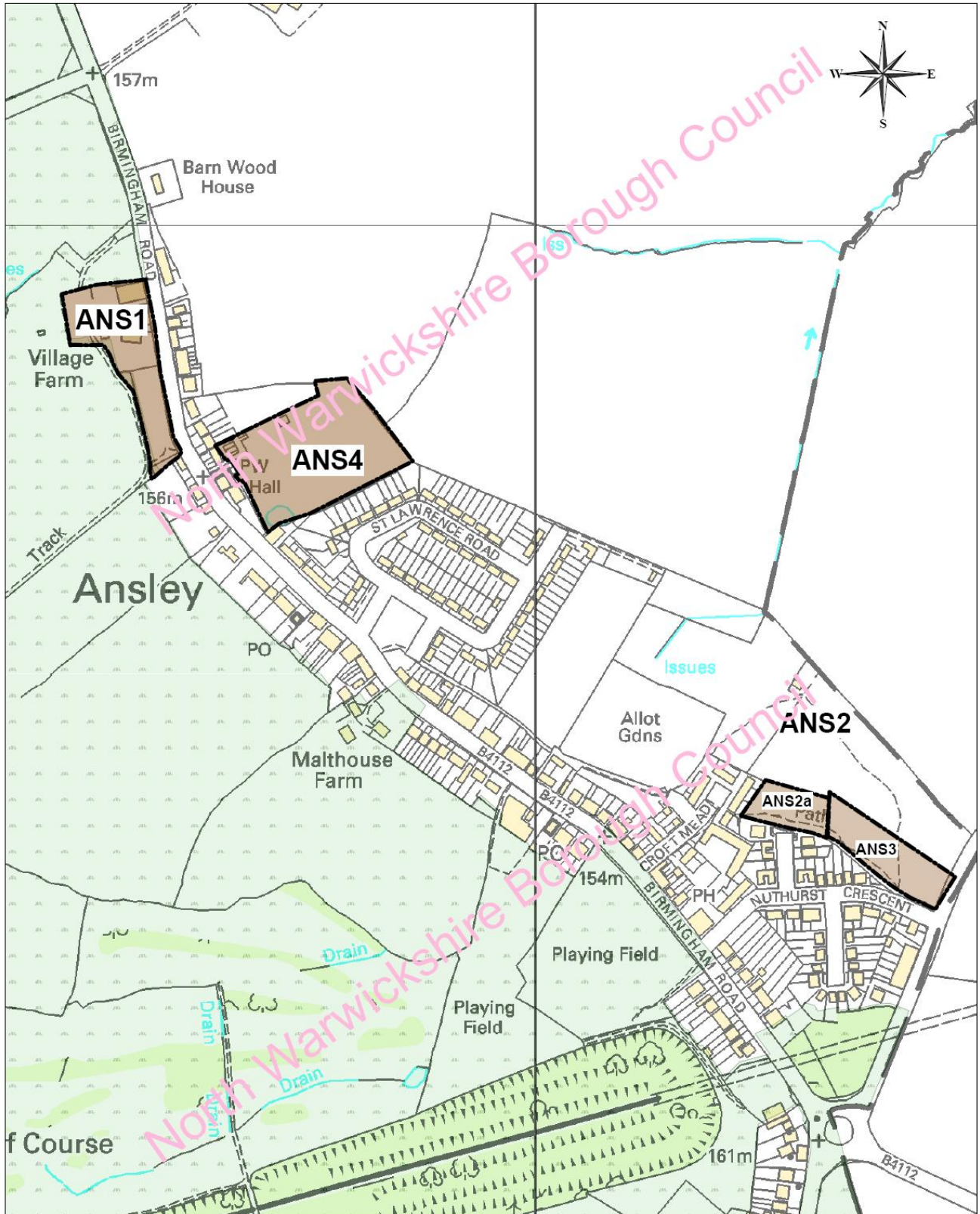


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ANSLEY - SITE OPTIONS AND PREFERRED OPTION										
SITES OPTIONS WITHIN DEVELOPMENT BOUNDARY							PREFERRED OPTION			
SA DPD Reference	SITE NAME	GRID REFERENCE	SIZE (HA)	GROSS HOUSING FIGURE Density 30/ha	NET HOUSING FIGURE		Site Priority	Total Site Potential	TOTAL OVERALL	Notes/Info
PREFERRED OPTION SITES OUTSIDE DEVELOPMENT BOUNDARY										
SA DPD Reference	SITE NAME	GRID REFERENCE	SIZE (HA)	Gross No of units	Net No of units	Probable extent of Developable area		Option Priority		
ANS2	LAND R/O ST LAWRENCE ROAD & NUTHURST CRESCENT, ANSLEY	SP 301 915	5.17	155.1	116 Net -10 only expected	0.35	3			
ANS3 (Part ANS2)	LAND R/O NUTHURST CRESCENT, ANSLEY	SP 301 915	0.5	15	15	0.5 ha		15		
ANS2A	LAND OFF NUTHURST CRESCENT, ANSLEY	SP 302 914	0.15	5	5		1	5		Affordable housing proposal
ANS4	R/O CHURCH, BHAM ROAD, ANSLEY	SP 297 917	1.46	43	32		1	20		REDUCE THIS SITE TO 20 AND PHASE DEVLPT
ANS1	PADDOCK, VILLAGE FARM, ANSLEY	SP 296 918	0.88	26	23		2	(Potential 10)		RETAINED FOR FLEXIBILITY IN DELIVERY
TOTAL OF PREFERRED SITES									40(NET)	

Ansley - Preferred Site Options



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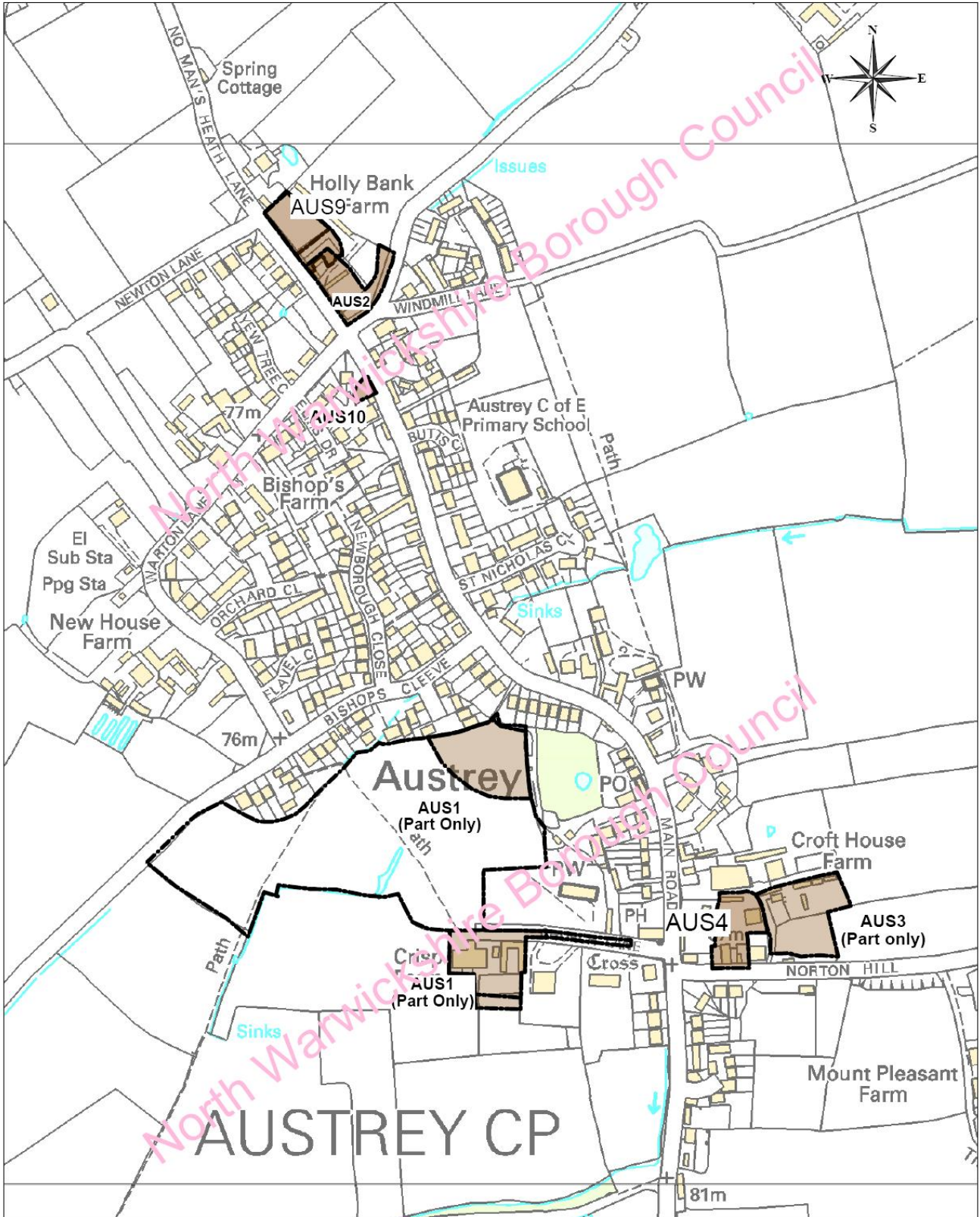


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AUSTREY - SITE OPTIONS AND PREFERRED OPTION										
SITES OPTIONS WITHIN DEVELOPMENT BOUNDARY							PREFERRED OPTION			
SA DPD Reference	SITE NAME	GRID REFERENCE	SIZE (HA)	GROSS HOUSING FIGURE Density 30/ha	NET HOUSING FIGURE		Site Priority	Total Site Potential	TOTAL OVERALL	Notes/Info
SMALL SITES WITHIN DEVELOPMENT BOUNDARY										
AUS10	Land adj 8 Main Road, Austrey	SK 293 067	0.03	0.9	1		1	1	1	
PREFERRED OPTION SITES OUTSIDE DEVELOPMENT BOUNDARY										
SA DPD Reference	SITE NAME	GRID REFERENCE	SIZE (HA)	Gross No of units	Net No of units	Probable extent of Developable area	Net No of Units	Option Priority		
AUS1 part	Land south of Bishops Cleeve/North of Crisp Farm Austrey	SK 293 063	0.50	15	13.5		13	2		Potential ransome strip issue. May provide flexibility of site availability
AUS1 part	PART CRISP FARM, CHURCH LANE, AUSTREY	SK 293 063			10+	Crisp Farm Conversions and part site only	10	1	10	
AUS2	HOLLYBANK FARMHOUSE/BLYTHES BARN, AUSTREY	SK 293 068	0.29	8.7	7.83		7	1	7	Deliver max of 10 per site will provide sufficient for 40 units in village on mix of sites
AUS3 part	Part of the Croft, Norton Hill, Austrey	SK 298 062	0.50	15	13.5		13	1	10	
AUS4	APPLEGARTH,NORTON HILL, AUSTREY	SK 297 062	0.29	8.7	7.83		8	1	8	
AUS9	HOLLY BANK FARM, AUSTREY	SK 293 069	0.18	5.4	5.4		5	1	5	
TOTAL OF PREFERRED SITES									40(NET)	

Austrey - Preferred Site Options



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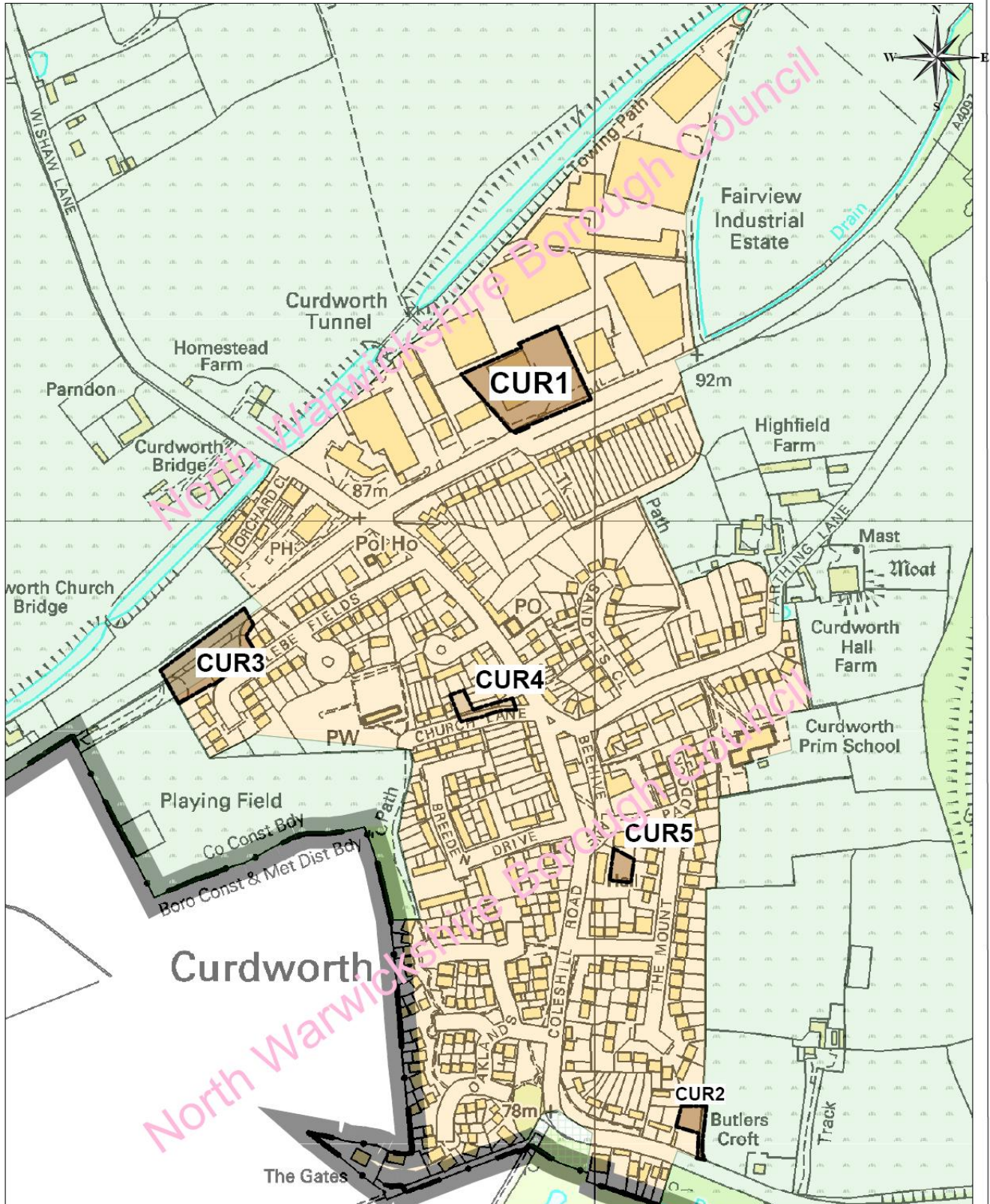


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CURDWORTH - PREFERRED SITE OPTIONS										
SITES OPTIONS WITHIN DEVELOPMENT BOUNDARY								PREFERRED OPTION	TOTAL OVERALL	Notes/Info
SA DPD Reference	SITE NAME	Grid Reference	SIZE (HA)	GROSS HOUSING FIGURE Density 30/ha	NET HOUSING FIGURE		Total housing from Priority 1 rating sites	Total Site Potential		
ALL SITES WITHIN DEVELOPMENT BOUNDARY										
SA DPD Reference	SITE NAME	GRID REFERENCE	SIZE (HA)	GROSS Density 30/ha	NET	Site Totals	Option Priority	Overall Total for sites in Preferred Option		
CUR2	Land at 111 Coleshill Rd, Curdworth	SP180 924	0.07	2.1	2	1	1	1		1 unit proposed
CUR3	Victor Valet Kingsbury Road - Community Services & Residential	SP176 928	0.3	9	9	9	1	9		Nursing Home/Flat development proposed
CUR4	Site off Church Lane		0.08	2.4	3	3 units	1	3 units		Small, higher density (40ha) cottage style development potential
CUR5	Land Rear of Village Hall		0.06	2+	2	2 units		2 units		Potential redevelopment option?
TOTAL OF PREFERRED SITES									15 units in Total	

Curdworth - Preferred Option Sites



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FILLONGLEY - PREFERRED SITE OPTIONS									
SITES OPTIONS WITHIN DEVELOPMENT BOUNDARY									
SA DPD Reference	SITE NAME	Grid Reference	SIZE (HA)	GROSS HOUSING FIGURE Density 30/ha	NET HOUSING FIGURE	Site Priority rating	PREFERRED OPTION Total Site Potential	TOTAL OVERALL	Notes/Info
PREFERRED OPTIONS WITHIN DEVELOPMENT BOUNDARY									
FIL1	Fillongley Social Club, Ousterne Lane	SP279 871	0.2	6	6	1	12		Higher Density for village centre site
FIL3	Land at RO Ashleigh, Coventry Rd	SP286 865	0.347	10.41	10	1	10		
FIL4	Site at Castle Close		0.205	6.15	3	1	3		Narrow site - within DB
TOTAL OF PREFERRED SITES								25 TOTAL	Shortfall
ALLOW A WINDFALL ALLOWANCE OF 5 OVER PLAN PERIOD - To reflect past build rates.									

Fillongley - Preferred Site Options



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HURLEY - PREFERRED SITE OPTIONS									
SITES OPTIONS WITHIN DEVELOPMENT BOUNDARY							PREFERRED OPTION	TOTAL OVERALL	Notes/Info
SA DPD Reference	SITE NAME	Grid Reference	SIZE (HA)	GROSS HOUSING FIGURE Density 30/ha	NET HOUSING FIGURE	Site Priority rating	Total Site Potential		
PREFERRED OPTIONS WITHIN DEVELOPMENT BOUNDARY									
HUR2	Land off Queens Way, Hurley	SP239 959	0.4	12	15	LIP -1	15		Site with Planning Consent - Allocate to protect for future - 15 units Granted Consent 2012
HUR1	Land at Knowle Hill, Hurley	SP237 956	0.23	6.9	7	1	7		
HUR4	Land rear of 115 Knowle Hill off Damson Drive, Hurley	SP244 958	0.122	3.66	6	1	6		Increase density to reflect village centre site
HUR3	LAND AT KNOWLE HILL, HURLEY - Part within Development Boundary	SP 245 959	0.09	2.7	2	1	2		
TOTAL OF PREFERRED SITES								30 TOTAL	

Hurley - Preferred Site Options



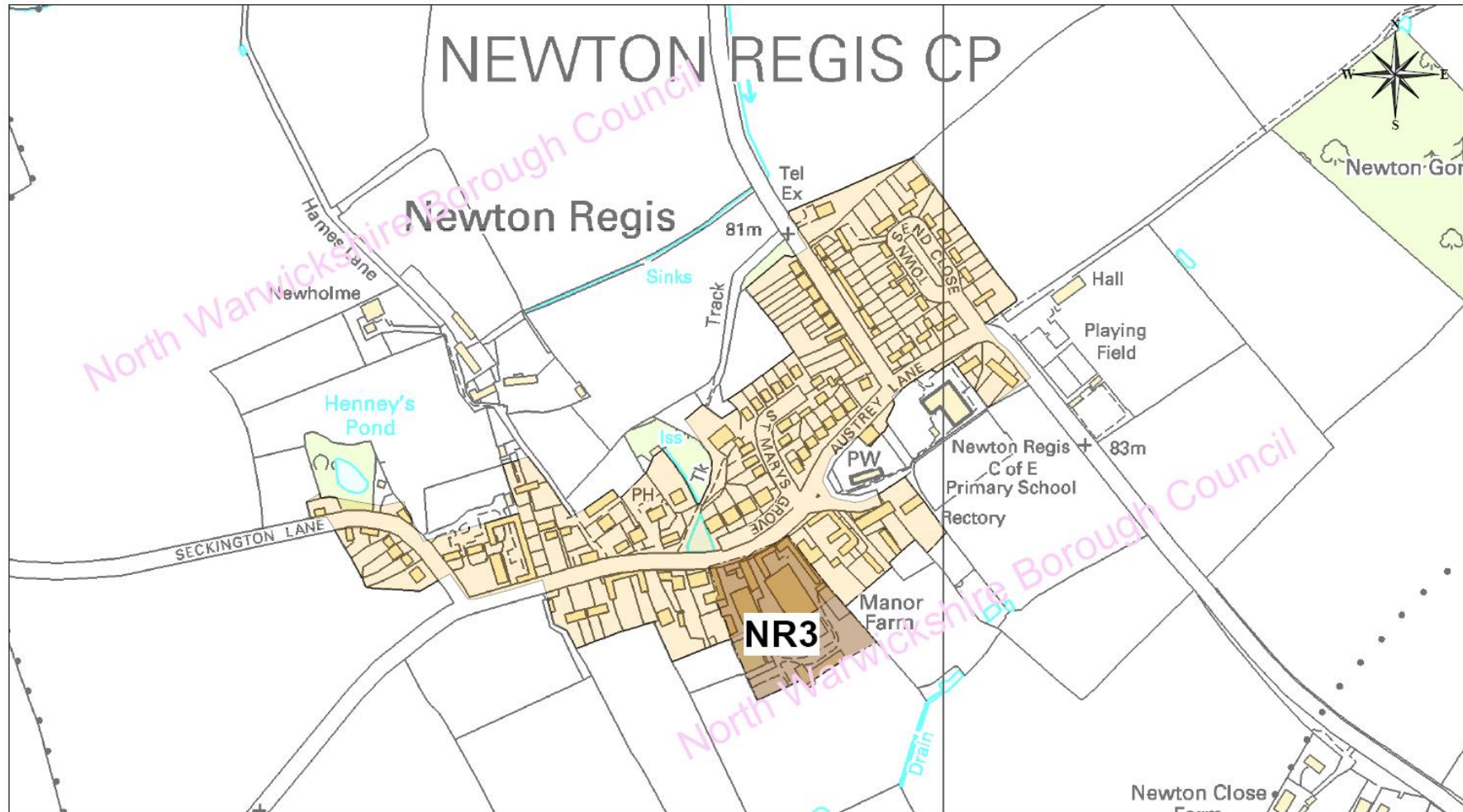
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NEWTON REGIS - PREFERRED SITE OPTIONS									
SA DPD Reference	SITE NAME	Grid Reference	SIZE (HA)	GROSS HOUSING FIGURE Density 30/ha	NET HOUSING FIGURE	Site Priority rating	Total Site Potential	TOTAL OVERALL	Notes/Info
PREFERRED OPTIONS WITHIN AND ADJOINING DEVELOPMENT BOUNDARY									
NR3	MANOR/BADDONS FARM, MAIN ROAD, NEWTON REGIS (part)	SK 278 073	1.38	41.4	15	1 - Includes potential conversions - Part only within DB	15 in Total		15 in Total (with further potential)
TOTAL OF PREFERRED SITES								15 TOTAL	

Newton Regis - Preferred Option Sites



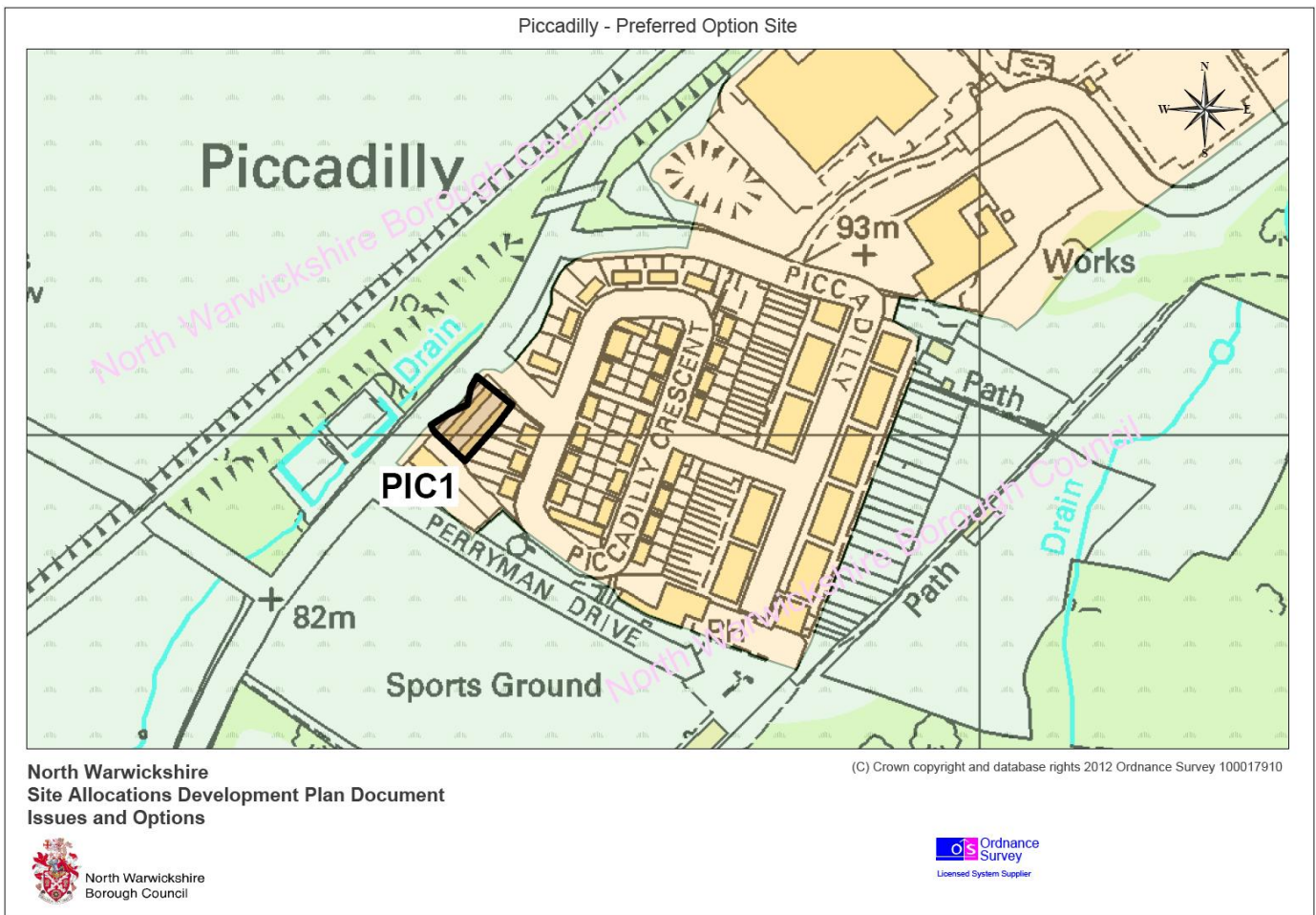
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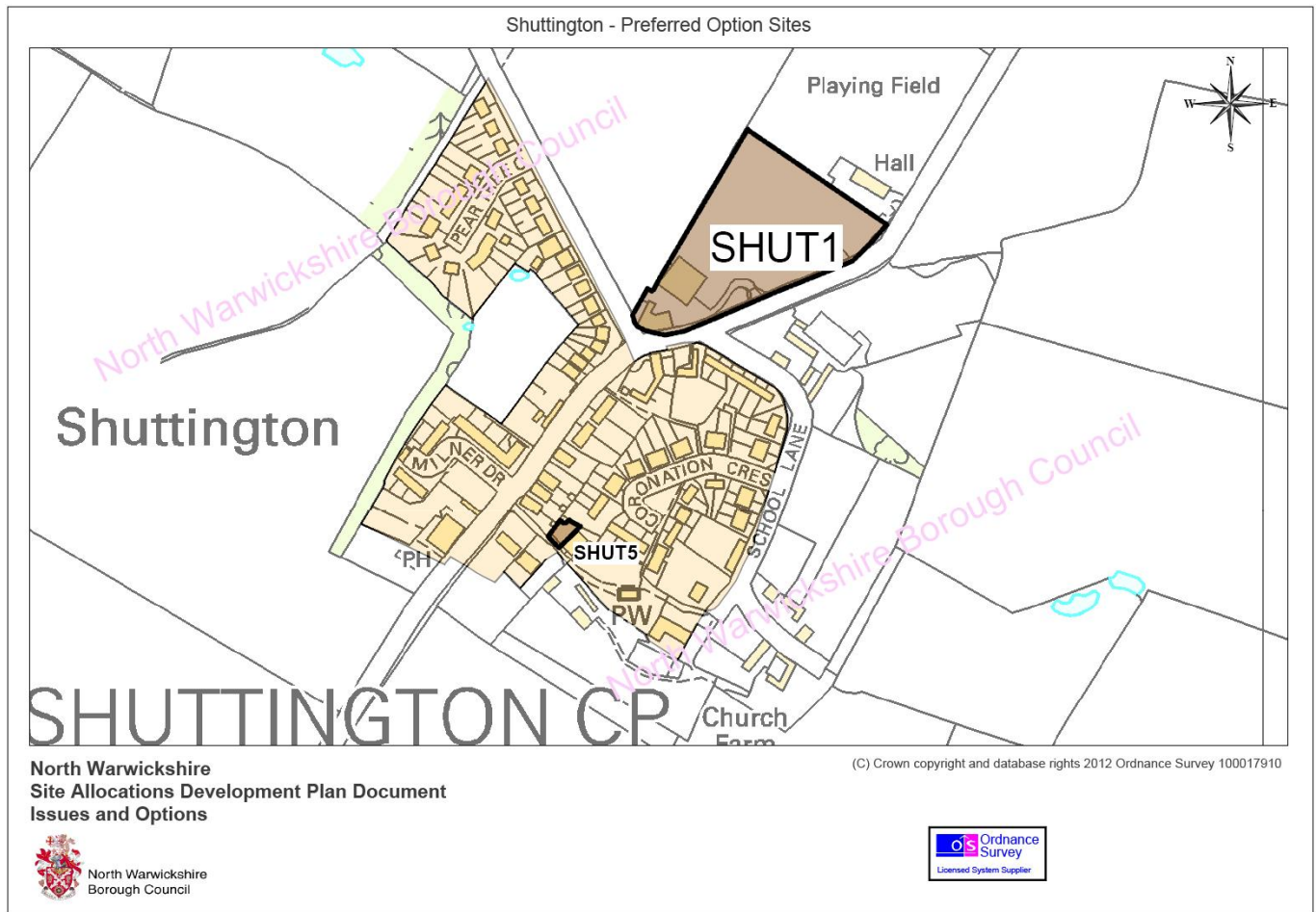
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PICADILLY - PREFERRED SITE OPTIONS									
SITES OPTIONS WITHIN DEVELOPMENT BOUNDARY							PREFERRED OPTION	TOTAL OVERALL	Notes/Info
SA DPD Reference	SITE NAME	Grid Reference	SIZE (HA)	GROSS HOUSING FIGURE Density 30/ha	NET HOUSING FIGURE	Site Priority rating	Total Site Potential		
PREFERRED OPTIONS WITHIN DEVELOPMENT BOUNDARY									
PIC1	Garage Site off Picadilly Crescent	SP227 980	0.105	3.15	LIP - 1	1	5		Show as higher density terrace
TOTAL OF PREFERRED SITES								5 in Total	

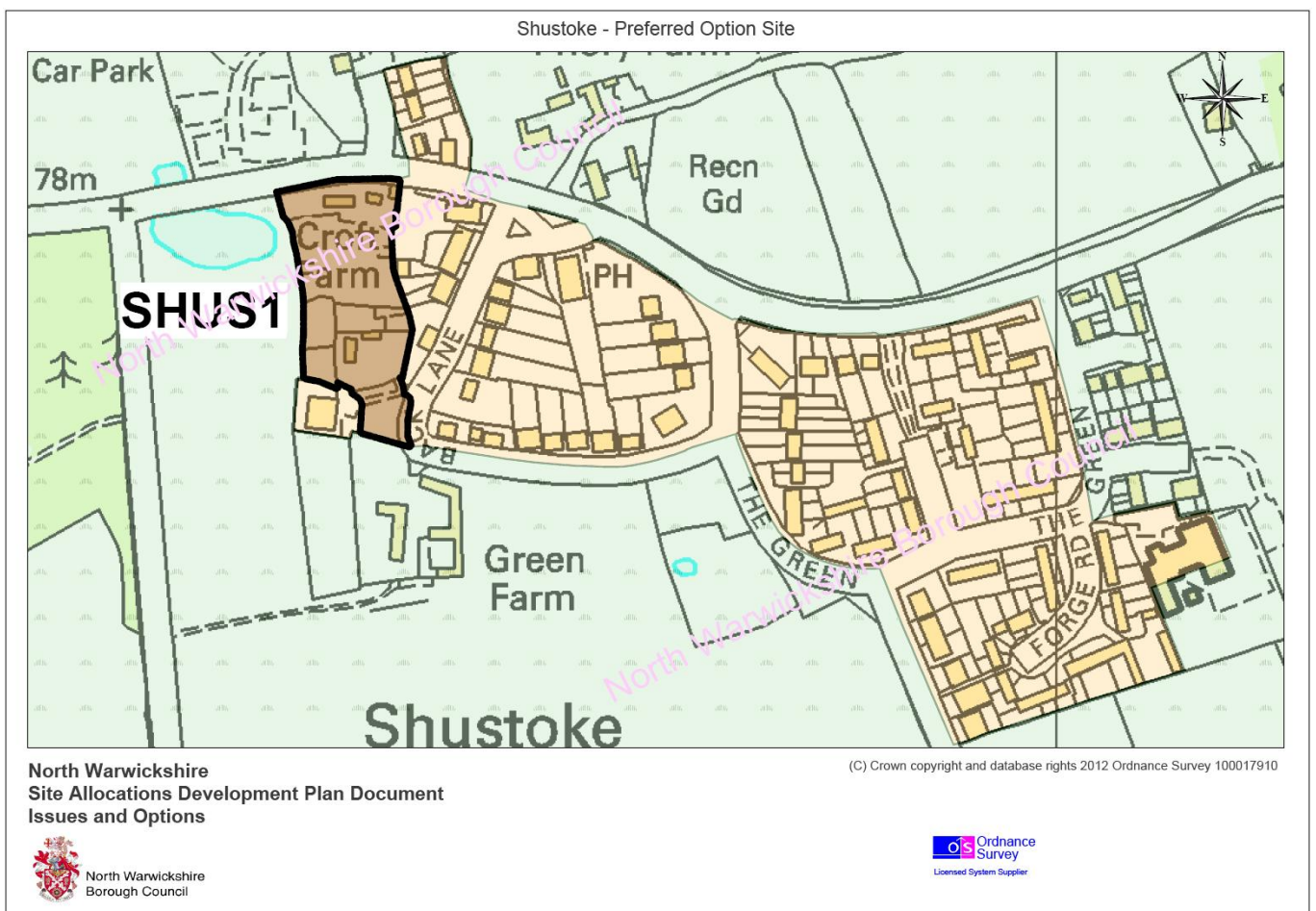


SHUTTINGTON - PREFERRED SITE OPTIONS									
SA DPD Reference	SITES OPTIONS SITE NAME	Grid Reference	SIZE (HA)	GROSS HOUSING FIGURE Density 30/ha	NET HOUSING FIGURE	Site Priority rating	PREFERRED OPTION Total Site Potential	TOTAL OVERALL	Notes/Info
PREFERRED OPTION SITES WITHIN DEVELOPMENT BOUNDARY									
SHUT5	Land adj Iyleigh Villas, Church Lane	SK254 052	0.027	1	1	1	1	1	
PREFERRED OPTION SITES OUTSIDE DEVELOPMENT BOUNDARY									
SHUT1	MANOR FARM BUILDINGS, SHUTTINGTON	SK 255 054	1.46	43.8	32.85	Use part only	12?	12+	Only part of site proposed to reflect housing requirement
Total 10 minimum									



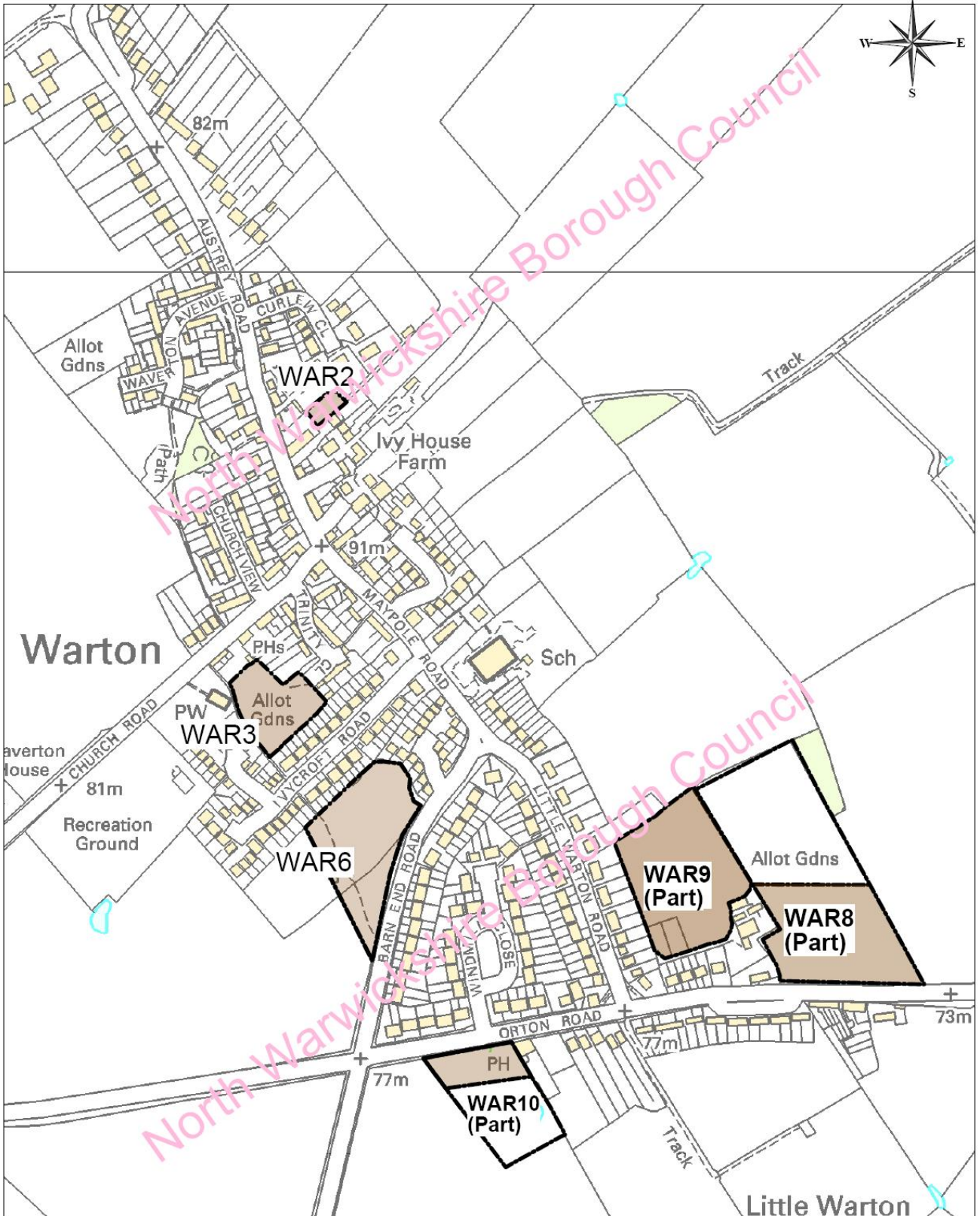
SHUSTOKE - PREFERRED SITE OPTIONS									
SITES OPTIONS WITHIN DEVELOPMENT BOUNDARY							PREFERRED OPTION		
SA DPD Reference	SITE NAME	Grid Reference	SIZE (HA)	GROSS HOUSING FIGURE Density 30/ha	NET HOUSING FIGURE	Site Priority rating	Total Site Potential	TOTAL OVERALL	Notes/Info
PREFERRED OPTIONS WITHIN DEVELOPMENT BOUNDARY									
SHUS1	LAND SOUTH OF COLESHILL ROAD, SHUSTOKE(Partly inside)	SP 225 908	1.72	51.6	15 Part site only	1	15		* Area within DB 0.7 ha only. Redevelopment of up to 15 units potential
								Up to 15 in Total	

* Only half of site put forward to reflect the rest of site lies within Green Belt site can still come forward as potential exceptions site for affordable housing



WARTON - PREFERRED SITE OPTIONS									
SITES OPTIONS WITHIN DEVELOPMENT BOUNDARY							PREFERRED OPTION	TOTAL OVERALL	Notes/Info
SA DPD Reference	SITE NAME	Grid Reference	SIZE (HA)	GROSS HOUSING FIGURE Density 30/ha	NET HOUSING FIGURE	Site Priority rating	Total Site Potential		
PREFERRED OPTION SITES WITHIN DEVELOPMENT BOUNDARY									
WAR2	Land adj the paddocks, Austrey Road	SK283 038	0.066	1.98	2	1			
WAR3	Land RO Trinity Close, Warton	SK282 035	0.47	14.1	10	1		12 total	10 units - Gradient and access issues
PREFERRED OPTION SITES OUTSIDE DEVELOPMENT BOUNDARY									
WAR6	LAND ADJ BARN END ROAD, WARTON (part of site is ex waste tip)	SK 283 034	1.31	39	29	LIP - 1	20		LIP - Waste tip and ground contamination issues. Potential future additional 10 for flexibility
WAR8	Land at Orton Road, Warton	SK287 034	2.5	75	56		10		
WAR10	Land adj Fox and Dogs, Warton	SK285 302	0.85	25.5	23		6	36 total	6 only proposed at front. - To deliver a social and community use/facility?
WAR9	Land off Little Warton Rd, Warton	SK286 384	1.3	39	29		29		Retain for flexibility potential
TOTAL OF PREFERRED SITES								48 units in Total	

Warton - Preferred Site Options



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 Issues and Options

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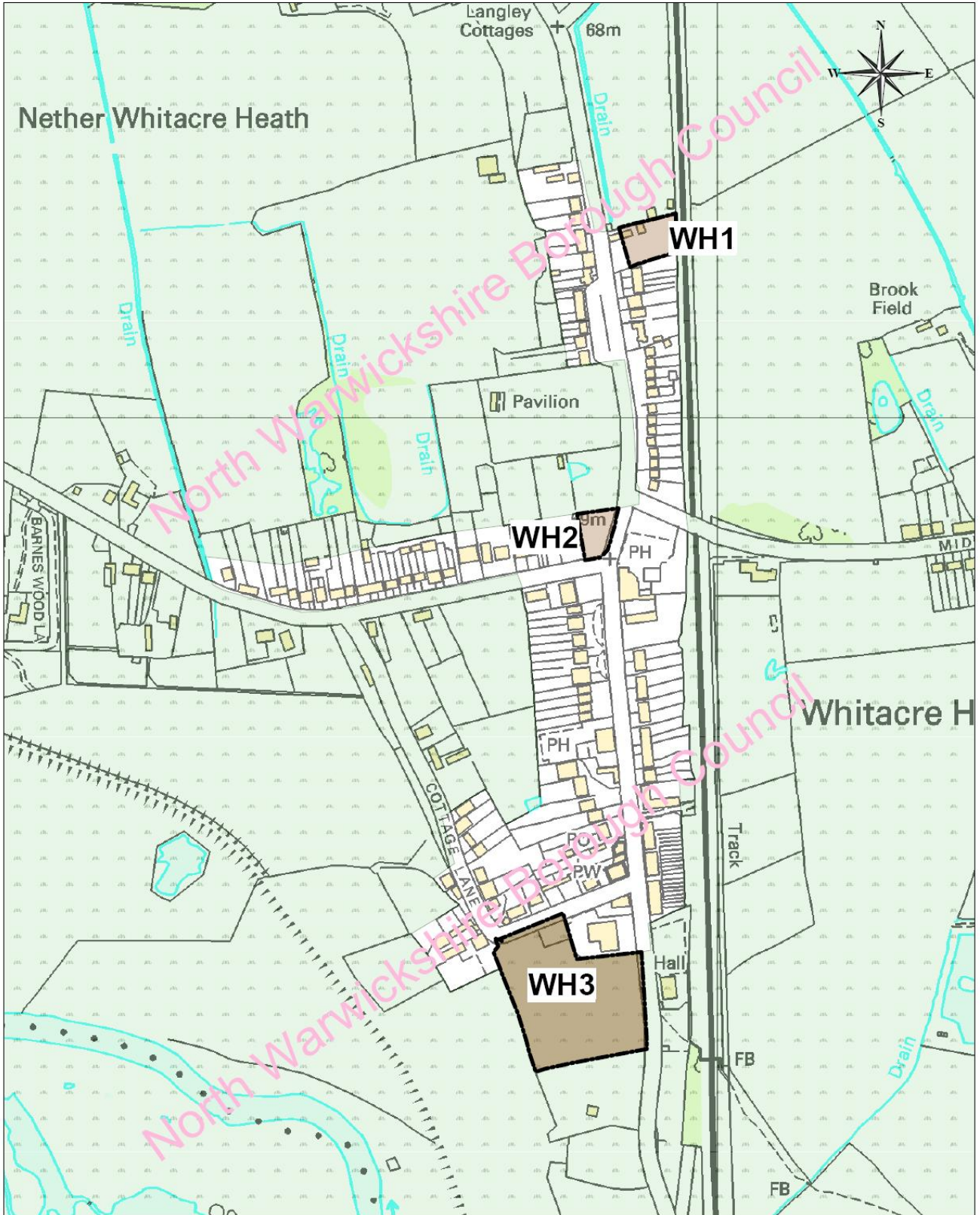


North Warwickshire
 Borough Council



WHITACRE HEATH									
SITES OPTIONS WITHIN DEVELOPMENT BOUNDARY									
SA DPD Reference	SITE NAME	Grid Reference	SIZE (HA)	GROSS HOUSING FIGURE Density 30/ha	NET HOUSING FIGURE	Site Priority rating	PREFERRED OPTION Total Site Potential	TOTAL OVERALL	Notes/Info
WH1	Land at 72 Nether Cottage, Whitacre Heath	SP219 931	0.2	6	6	1	6		All sites must await completion of EA Flood
WH2	Land adjoining 17 Birmingham Road, Whitacre Heath	SP218 928	0.14	4.2	4	1	4		Alleviation Scheme underway.
TOTAL OF PREFERRED SITES								10 units in Total	
WINDFALL ALLOWANCE OF 10 - To reflect past build rates and potential Green Belt redevelopment sites coming forward									
Potential Sites Outside Development Boundary (Green Belt Exceptions site proposal for Affordable Housing)									
WH3	LAND AT STATION ROAD, WHITACRE HEATH	SP 218 924	1.46						Site previously proposed. On hold following EA consultation
				43.8	32.85		10	10 potential	

Whitacre Heath - Preferred Site Options



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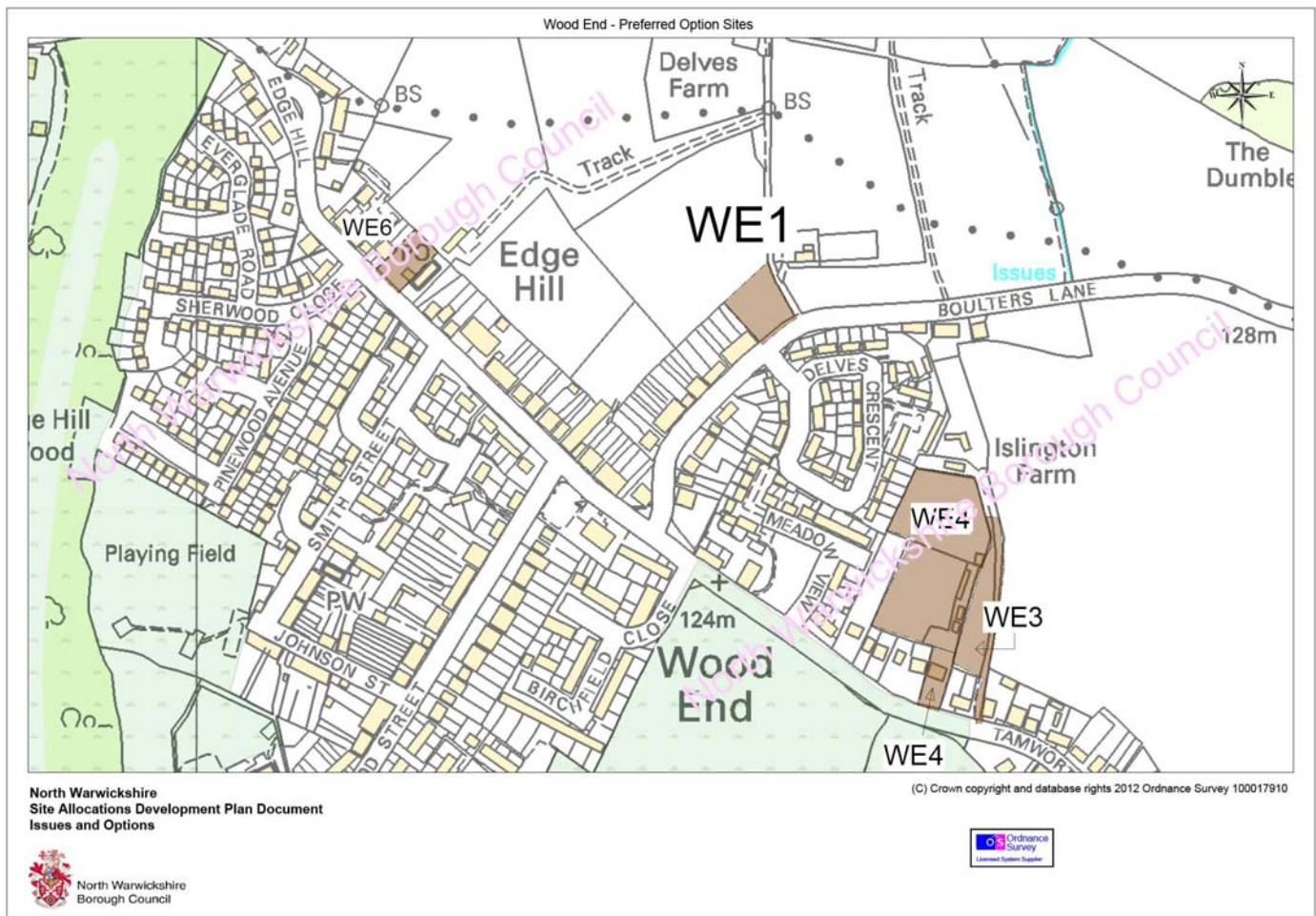


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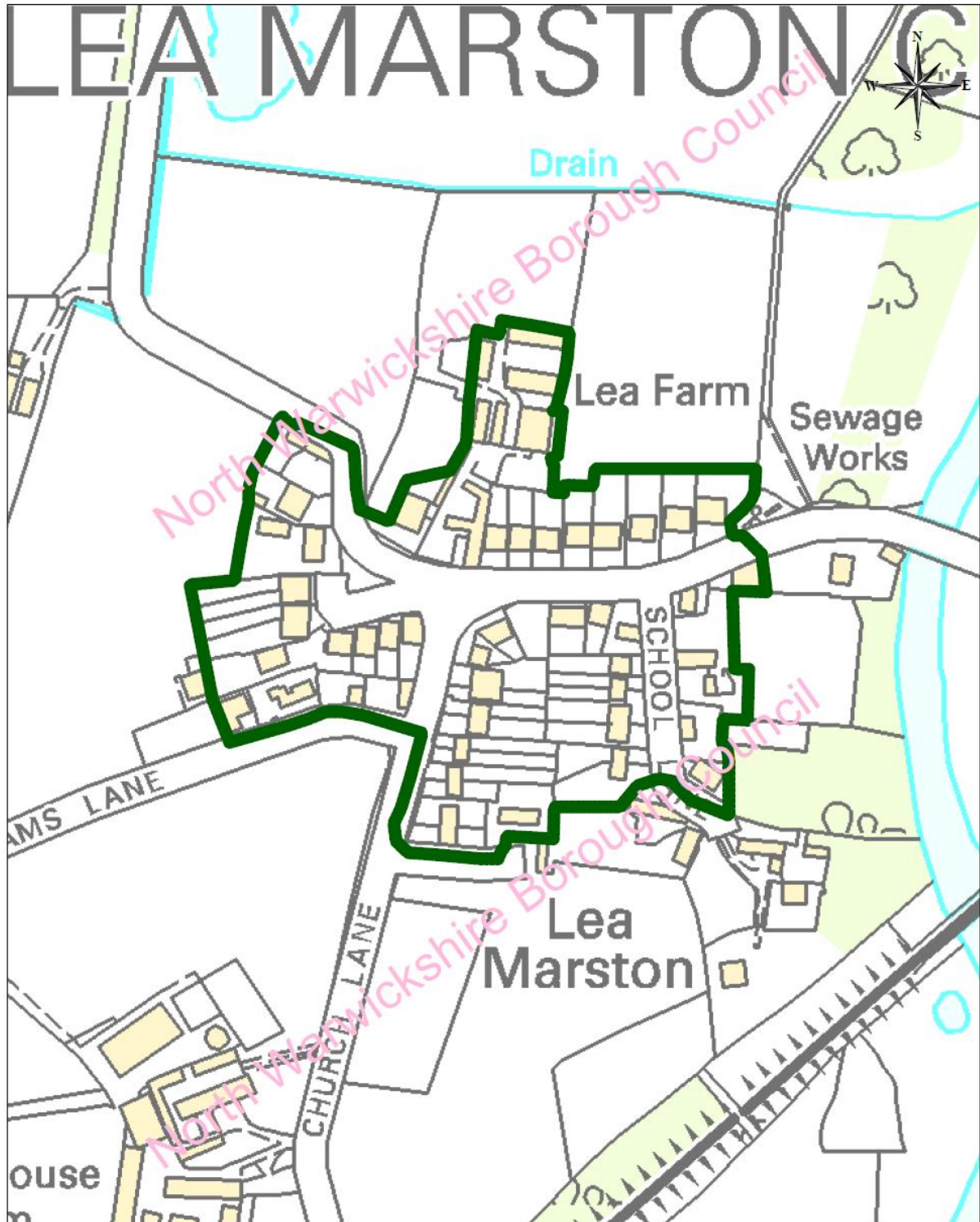
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WOOD END - PREFERRED OPTION SITES									
SA DPD Reference	SITE NAME	GRID REFERENCE	SIZE (HA)	Gross No of units	Net No of units	Option Priority	Option 1 potential housing delivery	Total of sites inside and outside DB	Notes/Info
PREFERRED OPTION SITES WITHIN DEVELOPMENT BOUNDARY									
WE6	Site adjoining Co-Op, 15 Tamworth Road, Wood End	SP 241 984	0.11	3.3	3	1	3	3	Potential for higher density in village centre
PREFERRED OPTION SITES OUTSIDE DEVELOPMENT BOUNDARY									
WE1a Part	Land off Boulters Lane	P249 983	0.18	5.4	4.05	1	4		Further potential to rear of site.
WE3	LAND OFF TAMWORTH ROAD, WOOD END	SP 246 981	0.2	6	6	1	6		
WE4	Land rear of Tamworth Road and 115 Tamworth Road, Wood End	SP245 982	0.94	28.2	25.38	1	25	35	Access issues. May require demolition
TOTAL OF PREFERRED SITES								38 TOTAL	



GREEN BELT INFILL BOUNDARIES

Lea Marston - Green Belt Infill Boundary Proposal



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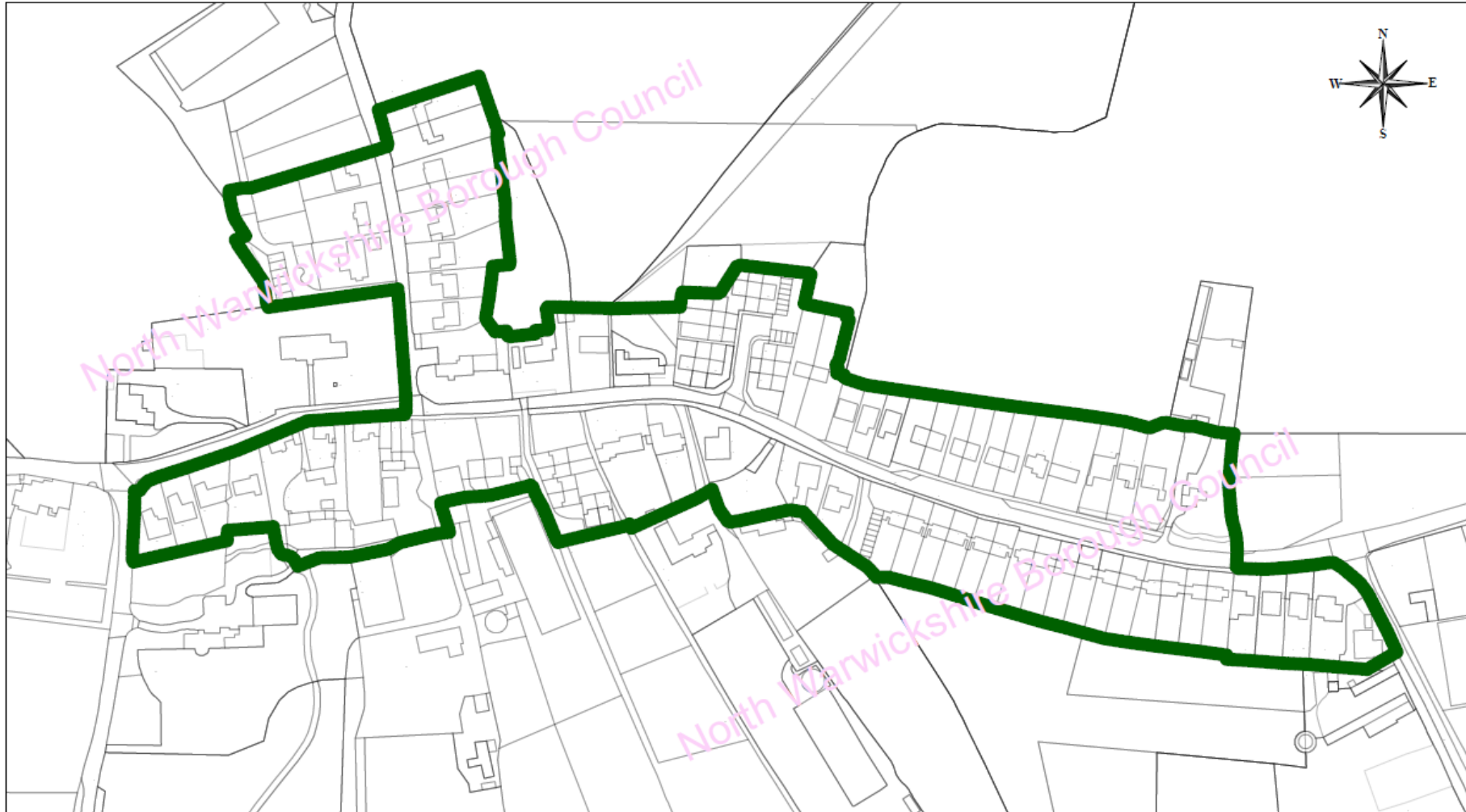


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Middleton - Green Belt Infill Boundary Proposal

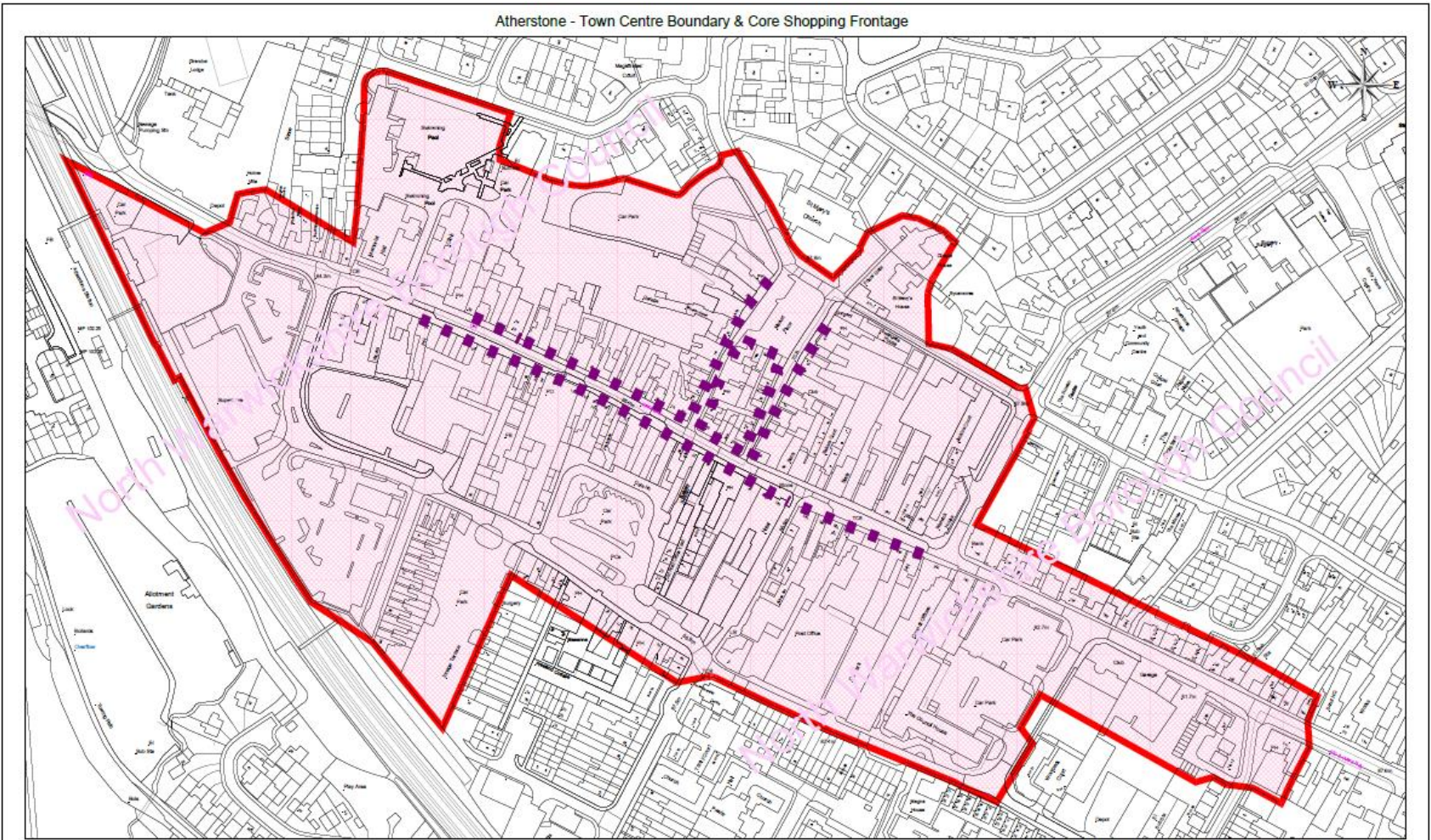


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TOWN CENTRES & CORE RETAIL FRONTAGES

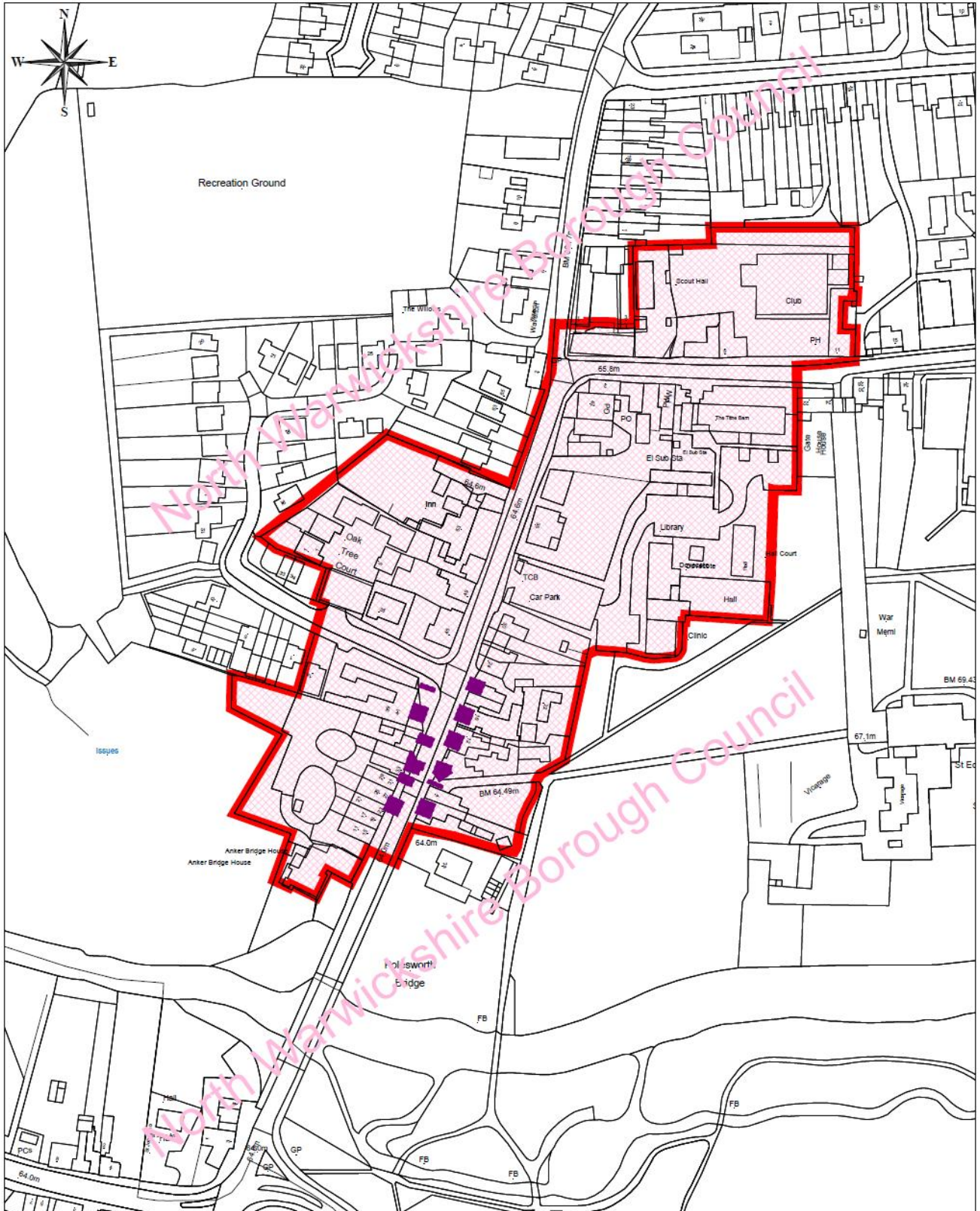


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Polesworth - Town Centre Boundary & Core Shopping Frontage



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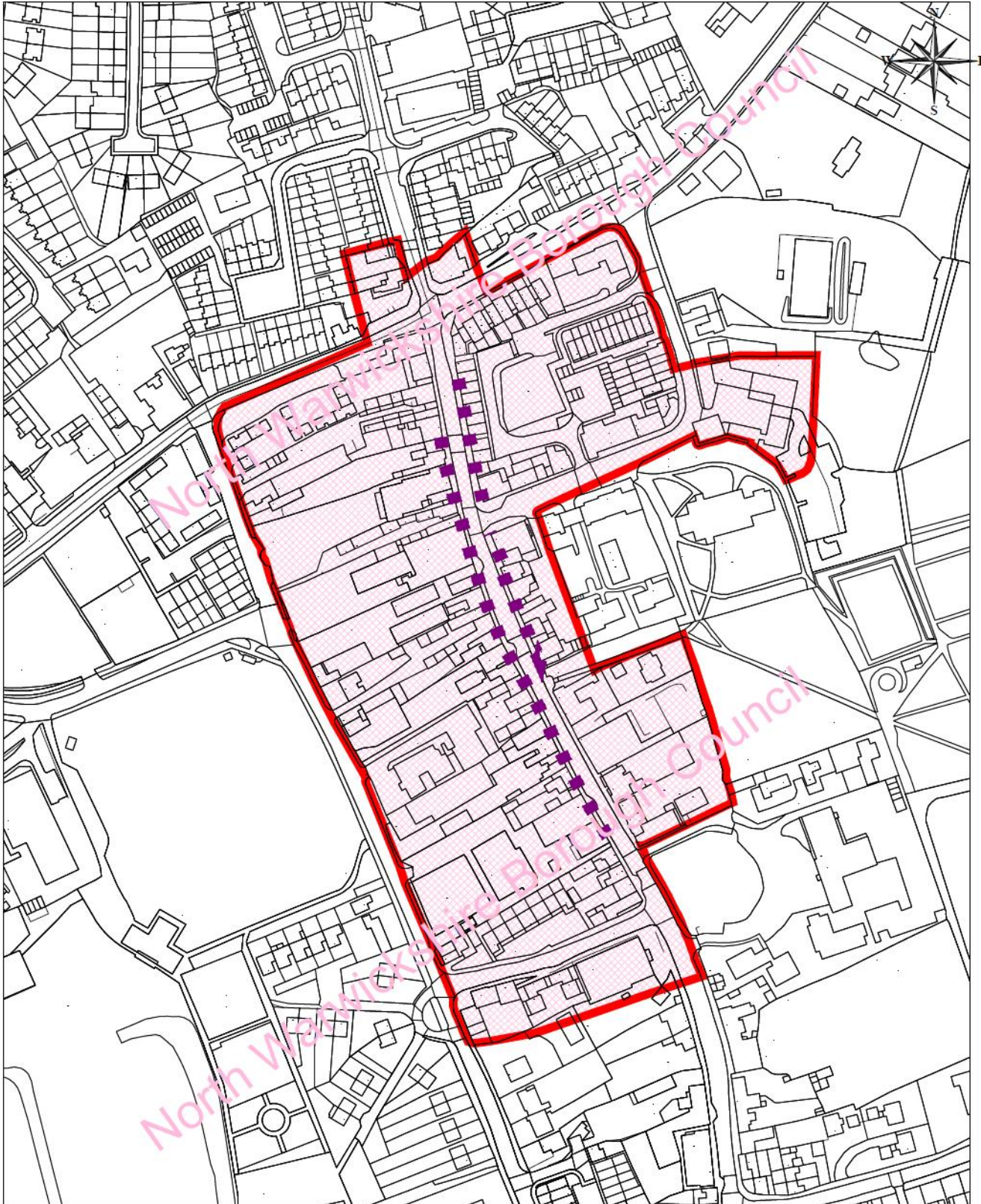
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North Warwickshire
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Coleshill - Town Centre Boundary & Core Shopping Frontage



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Site Allocations Development Plan Document
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North Warwickshire
Borough Council



Agenda Item No 19

Executive Board

26 November 2012

Report of the Chief Executive

Calendar of Meetings 2013/14

1 Summary

1.1 The purpose of this report is to approve a timetable of meetings for 2013/14.

Recommendation to the Council

That the draft calendar of meetings for 2013/14 as submitted at Appendix A to the Chief Executive's report be approved.

2 Report

... 2.1 A draft calendar of meetings for 2013/14 is submitted as Appendix A. The draft has been based on a four cycle calendar of meetings.

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

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

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

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

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

3 Report Implications

3.1 There are no report implications.

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

Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date
None			

**NORTH WARWICKSHIRE BOROUGH COUNCIL
DRAFT MEETINGS TIMETABLE – 2013/14**

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

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

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

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

Agenda Item No 20

Executive Board

26 November 2012

Report of the Chief Executive

Implementing Individual Electoral Registration

1 Summary

- 1.1 To inform the Board of the progress being made towards the implementation of Individual Electoral Registration (IER).

Recommendation to the Council

That the report be noted.

2 Background

- 2.1 The Electoral Registration and Administration Bill is working its way through Parliament and will introduce a major change to the system of electoral registration. The aim is to have Individual Electoral Registration (IER) in place for the General Election in 2015.

3 Under the New Registration System

- 3.1 Electors will register individually rather than through heads of household. An individual must provide personal information including their National Insurance number to verify their application.
- 3.2 Data matching will be used to verify applications and during the transition phase will be used to confirm existing entries in registers. The primary data base will be the Department of Work and Pensions (DWP).
- 3.3 A modernised electoral registration system based on IT will be introduced, opening up the way for digital applications, principally by using the Council's website.
- 3.4 Once registered, individuals will need only to confirm annually that their details have not changed. The annual household canvas will continue to check the register is complete. Individuals not on the register will themselves be responsible for applying to register.
- 3.5 From 2014 IER will be a requirement for any new registrations and for anyone who wants to vote by post or proxy. After 1 December 2015 everyone on the electoral register will be registered under the new system.

4 Making the transition

4.1 Managing the transition to a new system of registration with a tight timetable will be a challenge. The Council is expected to support the process by planning resources and organisational change, as well as playing a key role in promoting public awareness.

4.2 The following table sets out the transitional arrangements from 2012-2016

SUMMARY TRANSITIONAL ARRANGEMENTS 2012-2016	
2012	Design, build and test new system: Consultation on draft regulations; proposed grant allocation mechanism confirmed by December; inclusion in testing of the new IT system and data matching pilots
2013	Planning and implementation at local level from January onwards. Expect government guidance on the new legislation in April; have systems and publicity plans for 2014 in place by November
2014	Preparation for provision and roll out of the new registration service. In Spring, final old style canvas (deferred from December 2013) prior to June European elections.
July-Dec 2014	Following European elections, transitional phase begins with the confirmation of existing electors through data matching against information held by DWP (up to 2/3 electors), and letters sent to those not confirmed by data-matching inviting applications for registration.
Dec 2014	New register comprises all electors confirmed by data matching, all those who have made successful individual applications, and those on spring 2014 register who have not yet reapplied.
To March 2015	Completion of the transition, with targeted activity prior to March inviting further missing electors and encouraging applications. May general election.
Autumn 2015	Full household canvas. Every household confirms who lives there, anyone new invited to register individually. Re-canvas of electors carried forward from March 2014 canvas who were not confirmed by data-matching and have not self-registered – names removed from register in December 2015 of those who do not then re-apply.
2016	New system in place – all new electors and those moving home will be required to register individually. There will be an annual household canvas to ensure the register is up to date.

5 Public information

5.1 The Electoral Commission will have primary responsibility for public information but the Council is expected to play its part. The main elements of publicity will be:

- Local publicity plans from June 2013

- Co-ordinated national and local publicity explaining what people need to do to remain registered
- Further registration activity in run-up to the 2015 General Election
- In autumn 2015, further publicity to ensure that all those who have not moved over to the new system do so by the December deadline.

6 **Data matching**

6.1 Data matching is a potentially sensitive subject for many of our electors, as is the provision of personal data. For this reason it is proposed that data collection and comparison will be limited to government databases.

7 **Funding the transition**

7.1 The Government has allocated £108 million over the spending review period to fund IER, including meeting local authorities' costs over and above the current cost of electoral registration. Funding will come to the Council directly through a grant under section 31 of the Local Government Act 2003.

8 **Conclusion**

8.1 IER will clearly present challenges for all involved and further reports will be submitted to the Board in due course.

9 **Report Implications**

9.1 **Finance and Value for Money Implications**

9.1.1 Broad details are set out in paragraph 7.1 above.

9.2 **Legal and Human Rights Implications**

9.2.1 These are set out in the main body of the report.

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			

Agenda Item No 21

Executive Board

26 November 2012

Report of the Assistant Director (Finance and Human Resources)

Budgetary Control Report 2012/13 Period Ended 31 October 2012

1 Summary

- 1.1 The report covers revenue expenditure and income for the period from 1 April 2011 to 31 October 2012. The 2012/2013 budget and the actual position for the period, compared with the estimate at that date, are given, together with an estimate of the out-turn position for services reporting to this Board.

Recommendation to Council

That the report be noted.

2 Consultation

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

3 Report

3.1 Introduction

- 3.1.1 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.

4 Overall Position

- 4.1 Net controllable expenditure for those services that report to the Executive Board as at 31 October 2012 is £312,876 compared with a profiled budgetary position of £316,259; an under spend of £3,383. 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.

5 Risks to the Budget

5.1 The key risks to the budgetary position of the Council from services under the control of this Board are:

- The current level of budget within Emergency Planning is sufficient to carry out the anticipated workload; however any major local emergency would require additional expenditure.
- Budget provision does not currently exist for production of and delivery of a third edition of 'North Talk' and currently depends on finding external funding each year.

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. There is insufficient information at this point to warrant any change in the original estimate of £503,710.

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 2012/13 financial year is £453,408. 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).

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

Executive Board

Budgetary Control Report 2011/2012 as at 31 October 2012

Description	Approved Budget 2012/2013 £	Profiled Budget October 2012 £	Actual October 2012 £	Variance £	Comments
Housing Strategic Service Review	33,370	18,859	18,859	-	
Outreach and Access to Services	47,300	38,008	38,008	-	
Corporate Communications	75,510	48,545	46,355	(2,190)	
Community Strategy	115,700	65,996	64,667	(1,329)	
Communication Group	1,900	1,196	423	(773)	
Emergency Planning	34,980	20,875	21,784	909	
N.Warks Local Development Framework	193,700	122,051	122,051	-	
Support to Parishes	1,250	729	729	-	
Total Expenditure	503,710	316,259	312,876	(3,383)	

Agenda Item No 22

Executive Board

26 November 2012

Report of the Chief Executive and the Deputy Chief Executive

Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April - September 2012

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 2012.

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 2012/13. This is the second report showing the progress achieved so far during 2012/13.

4 Progress achieved during 2012/13

- 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 2012/13 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 Members will be aware that national indicators are no longer in place and have been replaced by national data returns specified by the government. A number of previous national and best value indicators have been kept as local indicators as they are considered to be useful in terms of managing the performance of our service delivery corporately.
- 5.2 The current national and local performance indicators have been reviewed by each division and Management Team for monitoring for the 2012/13.

6 Overall Performance

- 6.1 The Corporate Plan performance report shows that 90% of the Corporate Plan targets and 75% 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	18	90%
Amber	2	10%
Red	0	0%
Total	20	100%

Performance Indicators

Status	Number	Percentage
Green	6	75%
Amber	1	12.5%
Red	1	12.5%
Total	8	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 engagement with communities, developing the local economy, domestic abuse, race equality, hate crime, 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 local employment, enhancing community involvement and access to services, protecting and improving our environment, protecting and improving our countryside and rural heritage, tackling crime, improving housing and making best use of our resources.









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















Background Papers











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

Background Paper No	Author	Nature of Background Paper	Date
National Indicators for Local Authorities and Local Authority Partnerships	Department for Communities and Local Government	Statutory Guidance	February 2008





NWCP Executive Board 12/13						
	Action	Priority	Reporting Officer	Update	Status	Direction
NWCP 001 11/12	To ensure that we assess the impact of our services on, and actively engage with, all sections of our communities and to report on ways of doing this by July 2012	Consultation and Communication	Maxey, Steve	<p>Reports and significant policies are monitored by the Assistant Chief Executive and Solicitor to the Council and the Policy Support Manager to ensure equality implications are included.</p> <p>The Scrutiny Board has agreed a draft Consultation Strategy which will be considered by the Executive Board in November.</p> <p>Officers are talking to Nuneaton and Bedworth Borough Council about further support for this area</p>	 Green	
NWCP 002 11/12	To continue to work with partners in the Coventry & Warwickshire Local Enterprise Partnership and with Hinckley and Nuneaton to maximise opportunities to gather feedback to develop the economy of the Borough and to report on progress by October in each year.	Local Employment	Barratt, Dorothy	Working is continuing. A report will be taken to the next Executive Board.	 Green	
NWCP 003 11/12	To report annually in March on the work of the local Financial Inclusion Partnership including for 2012/13 the BOB bus, CAB and Warwickshire Welfare Rights Activity and the local impact of the Welfare Reform programme	Access to Services	Trahern, Bob	In hand to be completed at the year end. Reports on the impact of Welfare Reform are being taken as required and Cllr Moore and Cllr Davis now sit as members of the Councils financial inclusion partnership. The Council held a very successful welfare reform day as part of its ongoing awareness raising for stakeholders which identified some key partnership commitments to be developed in the future.	 Green	
NWCP 004 11/12	To report the outcome of the consultation on the draft Core Strategy and recommend a revised draft in April 2012. To consult on the revised draft from June to August 2012. To report on the outcome of that consultation and recommend a final Core Strategy in September 2012 and submit that to the Government by December 2012	Countryside and Heritage	Barratt, Dorothy	The Core Strategy is now out for Pre-submission consultation for the statutory six week period ending on 20th December 2012. It will be submitted to Government in January 2013.	 Green	





NWCP Executive Board 12/13						
	Action	Priority	Reporting Officer	Update	Status	Direction
NWCP 005 11/12	To continue to oppose (a) the HS2 proposal, in partnership with other affected Councils and community action groups, initially by responding to the statutory consultation in accordance with the published timetable; and (b) the principle of Opencast Mining	Countryside and Heritage	Barratt, Dorothy	The Borough Council has continued to work with 51M and Action Groups to progress the opposition to HS2. The Core Strategy outlines the Council's concern within the remit of the NPPF.	 Green	
NWCP 008 11/12	To ensure that the Council is prepared for emergencies and has suitable emergency and business continuity plans, as required by the Civil Contingencies Act, and to review both the emergency and business continuity plans annually in March	Public Services and Council Tax	Beggs, Robert	<p>During the second quarter flooding risk of incidents continue to be monitored and responses put in place for Polesworth and other areas. Flood debriefs have been held with Extended Management Team and with local residents at Fillongley. Additional stocks of sand bags and flood sacs have been obtained to increase our resilience. Sandbags or flood sacs have been distributed to high risk locations via Parish Councils or direct in some cases.</p> <p>Exercise Continium report prepared by CSWR made a number of recommendations particularly for our Business Continuity Plan arrangements. Proposed actions will be agreed in response.</p> <p>Access to a national resilience extranet is being arranged which will support our local and county wide preparations.</p> <p>Kingsbury Oil Terminal liason group meeting held and work to revise the off site COMAH plan for Kingsbury Oil Terminal is nearing completion.</p>	 Green	
NWCP 009 11/12	To achieve the savings required by the budget strategy and to update the strategy to reflect future developments by October 2011	Public Services and Council Tax	Garner, Sue	Work on finding savings is ongoing.	 Green	
NWCP 010 11/12	To carry out reviews of systems in line with the Council's review plan and explore any opportunities for shared working that may arise, with a view to achieving savings and/or increasing capacity	Public Services and Council Tax	Brewer, Chris	Progressing in line with timetable. Reviews of refuse and grounds maintenance currently underway planning to start in the new year.	 Green	





NWCP Executive Board 12/13						
	Action	Priority	Reporting Officer	Update	Status	Direction
NWCP 038 11/12	To implement identified improvement works to the Council's main offices to ensure the ongoing provision of services to the local community while safeguarding the safety and security of all residents, staff and visitors who use The Council House building and seeking to make the buildings more environmentally friendly. The details of the project will be subject of ongoing reports	Public Services and Council Tax	Dobbs, Richard	Coventry City Council are project managing this work on behalf of NWBC. Cost consultants, full design team and main contractor have now all been appointed. Initial meetings have been held with EMT and on specific IT issues and initial plans are now being drawn up. Work is expected to start June 2013 and last 6 to 9 months	 Green	
NWCP 042 11/12	To continue to look for ways of narrowing the Council's capital funding gap and report annually in February	Public Services and Council Tax	Garner, Sue	Work is ongoing.	 Green	
NWCP 043 11/12	To undertake work in line with the Human Resources Strategy, including a) Monitoring/managing sickness absence; b) Ensuring compliance with employment legislation	Local Employment	Garner, Sue	A progress report will be considered by Special Sub Group on 16 July.	 Green	
NWCP 045 11/12	Carry out the review of the Council's constitutional structure, including the Members' Allowance Scheme.	Public Services and Council Tax	Garner, Sue	A revised Members Allowance Scheme was approved by Council on 4 July.	 Green	
NWCP 046 11/12	Carry out review of Staff Travel	Public Services and Council Tax	Brewer, Chris	Review of staff lease car scheme completed, currently assessing tenders for an employee salary sacrifice car scheme, once this has been completed will start the review of essential user allowances.	 Green	
NWCP 047 11/12	Carry out review of Members' Travel	Public Services and Council Tax	Garner, Sue	Amendments to Members travel arrangements were approved at Council on 4 July.	 Green	
NWCP 048 11/12	To carry out a review of Area Funding, jointly with Warwickshire County Council	Public Services and Council Tax	Powell, Simon	A review of area funding will be undertaken in due course, although capacity constraints mean that early progress in respect of this action is not envisaged. In any event, engagement with WCC would most appropriately be undertaken after the forthcoming County Council elections.	 Amber	





NWCP Executive Board 12/13						
	Action	Priority	Reporting Officer	Update	Status	Direction
NWCP 049 11/12	Any review of Car Parks will take place in tandem with the County Council's Strategy on decriminalisation of on-street car parking which is not scheduled for 2012/13	Public Services and Council Tax	Dobbs, Richard	No timescale yet for CPE implementation, but the Council's Parking Places Order is in the process of being revised and will go to Board for approval in January 2013	 Amber	
NWCP 056 11/12	To review the means of funding and frequency of North Talk by March 2013	Consultation and Communication	Maxey, Steve	North Talk now carries a limited amount of advertising and sponsorship. A review of this will take place after one year.	 Green	
NWCP 061	Carry out review of Mayor's Allowance	Public Services and Council Tax	Garner, Sue	Work on this will be carried out later in the year.	 Green	
NWCP 071	Carry out review of Staff Establishment	Public Services and Council Tax	Garner, Sue	The staff establishment is monitored on an ongoing basis.	 Green	
NWCP 072	To maintain the existing level of core funding for arts and welfare organisations	Public Services and Council Tax	Powell, Simon	<p>Live and Local continues to be funded to provide practical support and advice to volunteers to help them choose shows, co-ordinate bookings, subsidise performances and help them to attract an audience, thus enabling the delivery of good quality professional theatre / music in local venues.</p> <p>£500 of each Area Forum Fund has been ring-fenced for arts related projects. Area Forum East and North have both awarded more than the £500 at the June round of Forum meetings.</p>	 Green	

NWPI Executive Board 12/13

Ref	Description	Section	Priority	Year End Target	Performance	Traffic Light	Direction of Travel	Comments
NWLPI 153	Number of domestic burglaries detected in the Local Authority area	Policy Support	Crime and Disorder	144	107	 Green		107 domestic burglaries during the first two quarters which is a 32% reduction compared to same period 2011/12. Domestic burglaries increased during 2011/12. Coleshill and Water Orton are current hot spot locations. Management of identified offenders is in place and crime prevention information is being targeted at the higher risk locations. Plans are being prepared for involving local neighbourhood watch members and other community contacts to be street champions to assist with circulating crime prevention packs in specific areas.
NWLPI 154	Number of violent crimes in the local authority area	Policy Support	Crime and Disorder	292	265	 Green		265 violent crimes reported in the first two quarters which is an 17% decrease compared to the same period 2011/12. 63 incidents 24% are related to domestic violence. Any licensed premises which are identified as a concern are subject to visits by the Police. Analysis of violent crime considered by the partnership special interest group. Current analysis shows Atherstone Central, Dordon and Arley wards as key locations. A significant number of these are assaults less serious injury or are domestic related.

Ref	Description	Section	Priority	Year End Target	Performance	Traffic Light	Direction of Travel	Comments
NWLPI 155	The number of vehicle crimes in the local authority area	Policy Support	Crime and Disorder	308	291	 Green		291 vehicle crimes during the first two quarters. The current hot spot locations include Curdworth and Water Orton. All hot spot locations are visited to ensure there is adequate crime prevention signage and other measures in place. The current levels are still within the expected target range. Plans are being prepared for involving local neighbourhood watch members and other community contacts to be street champions to assist with circulating crime prevention packs in specific areas.
NWLPI 156	The number of hate crimes recorded in the local authority area	Policy Support	Crime and Disorder	10	7	 Green		Hate Crime report prepared for the North Warwickshire Community Safety Partnership shows 12 hate crimes recorded between April - August 2012. These incidents included 8 violence against the person and 4 criminal damage. One repeat incident is subject to ongoing investigations by the Police. Two of the incidents within this period have also been reported to the Council. Replies have been sent by email to the reporter of the incidents.

Ref	Description	Section	Priority	Year End Target	Performance	Traffic Light	Direction of Travel	Comments
NWLPI 130	The percentage of hate crimes that resulted in further action	Policy Support	Crime and Disorder	100	100	 Green		<p>Hate Crime report prepared for the North Warwickshire Community Safety Partnership shows 12 hate crimes recorded between April - August 2012. These incidents included 8 violence against the person and 4 criminal damage.</p> <p>One repeat incident is subject to ongoing investigations by the Police. Two of the incidents within this period have also been reported to the Council. Replies have been sent by email to the reporter of the incidents.</p>
@NW:NI032	Percentage reduction in repeat victimisation for those domestic violence cases being managed by a MARAC	Policy Support	Crime and Disorder	8	23.3	 Red		<p>The data for this indicator is currently based upon combined figures for North Warwickshire and Nuneaton and Bedworth. A query has been raised with Warwickshire County Council to confirm if district specific data will be available from Stonham the new domestic abuse support service provider. No district specific information is currently available.</p> <p>During quarters 1&2 there were 63 domestic violence incidents (24%) out of 265 violent crime offences in North Warwickshire.</p> <p>TRIM reference 2012/PS/000549 Community Safety Performance Monitoring Report September 2012</p>

Ref	Description	Section	Priority	Year End Target	Performance	Traffic Light	Direction of Travel	Comments
@NW: NI047	Number of people killed or seriously injured during the calendar year compared to the previous year. Figures are based on a 3 year rolling average, up to the current year.	Policy Support	Crime and Disorder	32	20	 Green		<p>20 KSI's recorded during April to July. Baseline figures from 2011/12 are still to be confirmed. Target levels included at equivalent rate for 2011/12 pending confirmation for 2012/13. 65 KSI's recorded for 2011/12 therefore assumed target level is 64.</p> <p>TRIM reference 2012/PS/000549 Community Safety Performance Monitoring Report September 2012</p>
NWLPI 132	Percentage of services that report equality profile of their service outcomes as part of their service delivery plans	Policy Support	Public Services and Council Tax	100	95	 Amber		<p>A spreadsheet has been set up to record the Equality Implications and Impact Assessments carried out. A provisional estimate of the indicator is to be confirmed for the quarter 2 period. Monitoring of board reports for the equality implications identified and the impact assessments carried out is undertaken using TRIM.</p>

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE SPECIAL SUB-GROUP

9 October 2012

Present: Councillor M Stanley in the Chair

Councillors Ferro, Hayfield, Smith and Sweet

Councillors Humphreys, Lea, Lewis, Moore and Phillips were also in attendance.

1 Disclosable Pecuniary and Non-Pecuniary Interest

None were declared at the meeting.

2 Coleshill Leisure Centre

The Sub-Group was invited to discuss the use of the East Midlands Property Alliance (EMPA) Framework for the Coleshill Leisure Centre project. Martin Vickery (Coventry City Council) and Peter Bignell (Scape) were in attendance at the meeting and responded to a number of issues raised by Members.

Resolved:

That the Council's decision to appoint a suitable contractor from the EMPA Intermediate Projects Framework be endorsed.

M Stanley
Chairman

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE SPECIAL SUB-GROUP

12 November 2012

Present: Councillor M Stanley in the Chair

Councillors Humphreys, Phillips and Smith

Councillor Moore was also in attendance.

1 Disclosable Pecuniary and Non-Pecuniary Interest

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 Proposed Structure Change in the Finance and Human Resources Division

The Assistant Director (Finance and Human Resources) reported on proposed revisions to the staffing structure in her Division and the Sub-Group was asked to agree a suggested course of action.

Resolved:

- a That an Accountancy Assistant post be made redundant and deleted from the staffing establishment;**
- b That every effort be made to redeploy staff facing the possibility of redundancy; and**
- c That the revised structure for Financial Services, as set out in Appendix B to the report of the Assistant Director (Finance and Human Resources), be approved.**

M Stanley
Chairman

MINUTES OF THE SAFER COMMUNITIES SUB-COMMITTEE

11 September 2012

Present: Councillor Morson in the Chair

Councillors Fowler, Moore and Sweet

An apology for absence was received from Councillor Smith (substitute Councillor Fowler).

Councillors Humphreys and M Stanley and Sgt Roger Fildes were also in attendance.

1 Disclosable Pecuniary and Non-Pecuniary Interest

None were declared at the meeting.

2 Minutes of the Meeting of the Sub-Committee held on 3 April 2012

The minutes of the meeting of the Sub-Committee held on 3 April 2012, copies having been previously circulated, were approved as a correct record and signed by the Chairman.

3 Police and Crime Commissioner – North Warwickshire Overview

The Chief Executive reported on a draft North Warwickshire overview prepared for the Warwickshire Police and Crime Commissioner candidates. The overview was intended to inform the candidates of the crime and disorder issues relating to North Warwickshire and the potential support required to address those needs.

Resolved:

That the North Warwickshire overview prepared by the North Warwickshire Community Safety Partnership be endorsed in principle and officers be authorised to finalise the format in consultation with the Chairman.

4 Anti-Social Behaviour Co-ordinator

The Chief Executive reported further on the role of the Anti-Social Behaviour Co-ordinator. The Sub-Committee was asked to consider a proposal to continue the financial contribution towards the funding of the post for the 2013/14 financial year.

Resolved:

- a That the progress of the role as set out in the report of the Chief Executive be noted; and
- b That the proposed contribution of £7,200 for the 2013/14 year be agreed.

5 Proposals for Enhancing the Provision of Mobile CCTV Cameras

The Chief Executive reported on the proposals for enhancing the existing provision of mobile CCTV cameras across North Warwickshire.

Resolved:

- a That the proposed purchase plan for enhancing the provision of mobile CCTV cameras as set out in the report of the Chief Executive be agreed;
- b That progress reports on the use of the mobile CCTV cameras and the options for the associated ongoing maintenance and deployment costs, post 2015 be noted; and
- c That the proposal to upgrade the existing three Nomad cameras to 3g capability be agreed.

6 Designated Public Places Orders – update on a potential pilot within North Warwickshire

The Chief Executive reported on the potential pilot use of Designated Public Places Orders within North Warwickshire.

Resolved:

- a That the proposed pilot for a Designated Public Places Order within Coleshill be agreed; and
- b That Officers be authorised to undertake the necessary consultation and report back to a future meeting of the Sub-Committee.

7 Update on Safer Communities Funding 2012/13 – 2014/15

The Chief Executive reported on funding proposals to sustain community safety initiatives and interventions for the medium term from 2012/13 to 2014/15. The Sub-Committee was informed of recent expenditure and proposed allocations for future years up to 2014/15.

Resolved:

- a** That the Borough Council expenditure for 2012/13 totalling £51,100 identified within the report of the Chief Executive be noted and the allocations for future years be approved in principle; and
- b** That a further report on future years proposals for sustaining community safety initiatives beyond 2012/13 be prepared for a future meeting of the Sub-Committee following the implementation of the Police and Crime Commissioner role.

8 Progress Report on Achievement of Corporate Targets - April - June 2012

This report informs Members of the progress with the achievement of the Corporate Plan targets relevant to the Safer Communities Sub-Committee for April to June 2012.

Resolved:

That the report be noted.

Peter Morson

Chairman

NORTH WARWICKSHIRE BOROUGH COUNCIL

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

23 October 2012

Present: Councillor Sweet in the Chair

Councillors Humphreys, Phillips, Smith and Winter

3 Disclosable Pecuniary and Non-Pecuniary Interests

None were declared at the meeting.

4 Site Allocations Plan – Way Forward

Members were asked to consider the way forward in bringing a Site Allocations Plan forward for consultation.

Resolved:

That with the addition of a series of initial workshops, Option 2 set out in paragraph 5.2 of the report of the Assistant Chief Executive and Solicitor to the Council be agreed as the way forward in bringing a Site Allocations Plan forward for consultation.

5 Development Management DPD Issues and Options Consultation

The Head of Development Control reported that the consultation period had expired and presented the responses received together with a recommended response on the way forward for the particular Plan.

Resolved:

That the responses be noted and that strategic objectives 1 and 2 be amended as set out in the report of the Head of Development Control, and that the approach towards the preparation of this Plan is to use the draft Core Strategy as the starting point supplemented by the NPPF and the existing Local Plan policies where still appropriate.

6 Infrastructure Delivery Plan November 2012

The Sub-Committee was invited to consider the final version of the Infrastructure Delivery Plan.

Resolved:

- a That changes made to the Infrastructure Delivery Plan following consultation be approved; and**
- b That the Infrastructure Delivery Plan be brought back to Members at least every two years.**

R Sweet
Chairman

Notes of the Democratic Arrangements Task and Finish Group held on Tuesday 23 October 2012.

Present: Councillors Fox, Moore, M Stanley, Sweet and Smith.

Councillors Humphreys, Lewis, Phillips and Pickard were also in attendance.

Officers in attendance: Jerry Hutchinson, Steve Maxey, David Harris.

1 Notes of the Democratic Arrangements Task and Finish Groups held on Wednesday 11 July 2012

The notes of the Democratic Arrangements Task and Finish Groups held on Wednesday 11 July 2012 were agreed and adopted.

2 Review of Democratic Arrangements

In response to the issues raised at the last meeting, the Assistant Chief Executive and Solicitor to the Council circulated a report and the Group was asked to consider a number of matters. These included Increased Delegated Powers to the Executive Board; Focus of Each Board; Standing Task and Finish Groups; Public Speaking; Scrutiny; Substitutes and Portfolio Holders

Following detailed discussion it was agreed

That, subject to the Corporate Plan remaining within the responsibility of Full Council and not delegated to the Executive Board, the changes detailed in the report of the Assistant Chief Executive and Solicitor to the Council be recommended to the Executive Board for approval.

3 Area Forum Review

The Assistant Chief Executive and Solicitor to the Council circulated a report suggesting some issues for the Group to consider regarding a review of Area Forums.

Following a lengthy discussion, a number of areas were agreed for further discussion

- Area Forum Funding
- Agenda Management
- Presentations/Raising Awareness
- Chairmanship
- Promotion of what, where, when
- Relationship with County Council, Town/Parish Councils and the Police

It was agreed

- a** That officers be asked to have initial discussions with officers from the County Council and the Police in respect of the issues raised above;
- b** That an item be placed on the agenda for the annual meeting with Town and Parish Councils on Tuesday 15 January 2013 to explore their expectations in respect of Area Forums;
- c** That the next meeting of the Task and Finish Group be set aside to consider the review of area forums.

**M Stanley
Chairman**

Agenda Item No 27

Executive Board

26 November 2012

**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 28

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

Paragraph 1 – By reason of information relating to an individual.

Agenda Item No 29

Future of West Midlands Council – Report of the Chief Executive

Paragraph 3 – By reason of the financial affairs of another organisation.

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

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