

## NORTH WARWICKSHIRE BOROUGH COUNCIL

### MINUTES OF THE EXECUTIVE BOARD

11 February 2014

Present: Councillor M Stanley in the Chair

Councillors Hayfield, Humphreys, Moore, Morson, Smith, Sweet and Winter

Apologies for absence were received from Councillor Phillips (substitute Councillor Winter) and Simpson

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

None were declared at the meeting.

**67 Minutes of the meetings of the Board held on 25 November 2013**

The minutes of the meeting of the Board held on 25 November 2013, copies having been circulated, were approved as a correct record and signed by the Chairman.

**68 External Audit Plan 2013/14**

The Deputy Chief Executive reported on the External Auditors' plan for their work related to the 2013/14 financial year. Alison Breadon and Mark Jones from PricewaterhouseCoopers were in attendance.

**Recommended:**

- a That the contents of the External Auditors' report and the Certification report for grants for 2012/13 be noted; and**
- b That the de minimis reporting level threshold be raised to £15,000.**

**69 Corporate Plan 2014/15**

The Chief Executive presented the Corporate Plan for 2014/15. Members were also asked to agree the 2014/15 Forward Work Plan for the Assistant Chief Executive and Solicitor to the Council.

**Recommended:**

- a **That Corporate Priority 8 – Access to Services be amended to:-**

**“Providing easier access to Council and other public services, particularly through the internet and local community facilities”;**

- b **That, with the addition of the amendment referred from the Safer Communities Sub-Committee, the Corporate Plan, as set out in Appendix A to the report, be agreed, subject to any further amendments which may be needed as a result of the adoption of the 2014-15 budget;**
- c **That the Chief Executive be given delegated authority to finalise the format of the Plan; and**
- d **That the Service Plan for the Assistant Chief Executive & Solicitor to the Council, as set out in Appendix B to the report, be agreed.**

**70 The Capital Strategy**

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

**Recommended:**

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

**71 The Proposed 3 Year Capital Programme 2014/15 – 2016/17**

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

**Recommended:**

- a **That the Revised Capital Programme for 2013/14 as set out in Appendix A, be adopted;**
- b **That the 3 Year Capital Programme for the period 2014/15 to 2016/17 as set out in Appendix B, be adopted; and**

- c That the prudential indicators set out in the revised version of Appendix F, be approved.**

**72 General Fund Fees and Charges 2014 – 2015**

The Assistant Chief Executive and Solicitor to the Council reported on proposed fees and charges for 2014/15 and the Board was asked to agree a suggested course of action.

**Recommended**

**That the schedule of fees and charges for 2014/15, set out in the report of the Assistant Chief Executive and Solicitor to the Council, be accepted.**

**73 General Fund Revenue Estimates 2014 – 2015**

The Deputy Chief Executive reported on the revised budget for 2013/14 and an estimate of expenditure for 2014/15, together with forward commitments for 2015/16, 2016/17 and 2017/18.

**Recommended:**

- a That the revised budget for 2013/14 be accepted; and**
- b That the Estimates of Expenditure for 2014/15, as submitted, be included in the budget to be brought before the meeting for consideration under Minute No. 74.**

**74 General Fund Revenue Estimates 2014 – 2015 and Setting the Council Tax 2014 – 2015**

The Deputy Chief Executive set out the proposed General Fund Revenue Estimate for 2014/15, and the options available when setting the 2014/15 Council Tax for the Borough in the context of the Authority's Revenue Support Grant settlement, and the effect on General Fund balances.

**Recommended:**

- a That the savings of £633,650 shown in Appendix I of the report of the Deputy Chief Executive be approved;**
- b That the revised estimate for the year 2013/14 and the revenue estimates for 2014/15 be approved;**

- c That the Council Tax base for 2014/15, as set out in Appendix G be noted;
- d That the preferred Council Tax option for 2014/15 be 0%;
- e That the Deputy Chief Executive's comments on the minimum acceptable level of general reserves be noted;
- f That the manpower estimates for the year 2014/15 be approved; and
- g That a Council Tax resolution be prepared for consideration by the Council, using the recommendations agreed by this Board.

**75 Business Rates**

The Deputy Chief Executive sought delegated power to submit the NDR1 form on behalf of the Council. In addition the Board was asked to approve a Non-Domestic Discretionary Retail Rate Relief Policy which was circulated at the meeting.

**Recommended:**

- a That the Deputy Chief Executive be given delegated authority to approve the submission of the NDR1 return; and
- b That the Non-Domestic Discretionary Retail Rate Relief Scheme attached at Appendix A to the report be adopted.

**76 Review of Polling Districts, Polling Place and Polling Stations**

The Chief Executive reported on the process for the review of polling districts, polling places and polling stations in accordance with the Electoral Administration Act 2013 and the Board was asked to agree a suggested course of action.

**Recommended:**

**That the Chief Executive be authorised to carry out a review of polling districts, polling places and polling stations in consultation with relevant Ward Councillors and other stakeholders and a report be submitted to Full Council following completion of the review.**

**77 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April 2013 – December 2013.**

The Chief Executive and the Deputy Chief Executive informed Members of the actual performance and achievement against the Corporate Plan and Performance Indicator targets relevant to the Executive Board for April to December 2013.

**Resolved:**

**That the report be noted.**

**78 Minutes of the meetings of the Special Sub-Group held on 16 December 2013 and 20 January 2014**

The minutes of the meetings of the Special Sub-Group held on 16 December 2013 and 20 January 2014 were received and noted.

**79 Minutes of the meeting of the Safer Communities Sub-Committee held on 23 January 2014**

The minutes of the meeting of the Safer Communities Sub-Committee held on 23 January 2014 were received and noted.

M Stanley  
Chairman