

**To: Deputy Leader and Members of the Resources Board
Councillors D Wright, Davey, Davis, N Dirveiks,
Henney, Simpson, Smitten, E Stanley and Waters)**

For the information of other Members of the Council

For general enquiries please contact Emma Humphreys/Amanda Tonks on 01827 719221 or via email – emmahumphreys@northwarks.gov.uk or amandatonks@northwarks.gov.uk.

For enquiries about specific reports please contact the Officer named in the reports.

This document can be made available in large print and electronic accessible formats if requested.

RESOURCES BOARD AGENDA

16 NOVEMBER 2015

The Resources Board will meet in the Committee Room at The Council House, South Street, Atherstone, Warwickshire on Monday, 16 November 2015 at 6.30pm.

AGENDA

- 1 Evacuation Procedure.**
- 2 Apologies for Absence / Members away on official Council business.**
- 3 Disclosable Pecuniary and Non-Pecuniary Interests.**

5 **Minutes of the Resources Board held on 11 August and 8 September 2015** – copy herewith, to be approved as a correct record and signed by the Chairman.

6 **Public Participation**

Up to twenty minutes will be set aside for members of the public to ask questions or to put their views to elected Members. Participants are restricted to five minutes each. If you wish to speak at the meeting please contact Amanda Tonks/Emma Humphreys on 01827 719221 or email democraticservices@northwarks.gov.uk.

7 **Presentation from Bob Trahern, Assistant Chief Executive (Community Services) on the work of his Division.**

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

8 **Treasury Management Update 2015/16** – Report of the Deputy Chief Executive

Summary

This report shows the Treasury Management activity for the period up to the end of September 2015.

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

9 **Capital Programme 2015/16 Period 6 Update** – Report of the Assistant Director (Finance and Human Resources)

Summary

The report updates Members on the progress of the 2015/16 Capital Programme in terms of expenditure up to the end of September 2015.

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

- 10 **General Fund Budgetary Control Report 2015/16 Period Ended 30 September 2015** – Report of the Assistant Director (Finance and Human Resources)

Summary

The report covers revenue expenditure and income for the General Fund between 1 April to 30 September 2015. The 2015/16 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.

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

- 11 **Housing Revenue Account Budgetary Control Report 2015/16 Period Ended 30 September 2015** – Report of the Assistant Director (Finance and Human Resources)

Summary

The report covers total Housing Revenue Account revenue expenditure and income for the period from 1 April to 30 September 2015.

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

- 12 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April - September 2014** - Report of the Chief Executive and the Deputy Chief Executive – REPORT TO FOLLOW

Summary

This report informs Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Resources Board for April to September 2014.

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

- 13 **Internal Audit – Performance for 2014-15** – Report of the Deputy Chief Executive

Summary

The report allows the Board to monitor the progress of the Council's Internal Audit function against the agreed plan of work for the year.

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

- 14 **Housing Revenue Account Business Plan** – Report of the Deputy Chief Executive

Summary

This report provides an update on recent legislation which will impact on the Housing Revenue Account Business Plan.

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

- 15 **The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 and the Deregulation Act 2015 relating to the Private Rented Housing Sector** – Report of the Assistant Director (Housing)

Summary

The Smoke and Carbon Monoxide Alarm (England) Regulations to ensure the safety of tenants in private rented housing came into force on 1 October 2015. They require landlords to provide smoke detectors in all private rented homes and carbon monoxide detectors in homes with solid fuel appliances. Failure to comply may result in a Penalty Charge Notice. In addition the Deregulation Act 2015 introduces further changes for private landlords. This report provides Members with information about the new arrangements and proposes an approach for the Council to take in order to meet them.

The Contact Officer for this report is Wendy Smith (719305)

- 16 **Recovery of Council Tax and Non-Domestic Rates Court Authorisation** – Report of the Assistant Chief Executive (Community Services)

Summary

This report requests that authorisation be granted to John Payne to prosecute or defend on the Council's behalf or appear in proceedings before a Magistrate Court in relation to the recovery of Council Tax, and Non-Domestic Rates in accordance with Section 223 of the Local Government Act 1972.

The Contact Officer for this report is Bob Trahern (719338)

- 17 **Proposed Discontinuance of Discretionary Taxi Voucher Scheme**

Summary

The purpose of this report is to provide Members with information to support the proposed removal of the discretionary taxi voucher scheme operated by the Council since 2008. If approved this change will take effect from April 2016.

The Contact Officer for this report is Bob Trahern (719338).

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

18 Exclusion of the Public and Press

Recommendation:

That under Section 110A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business, on the grounds that they involve the likely disclosure of exempt information as defined by Schedule 12A to the Act.

19 Land Purchase Request, Old Arley – Report of the Assistant Director (Housing)

The Contact Officer for this report is Paul Roberts (719459)

20 Request for licence for access over land at Kingsbury – Report of the Assistant Director (Housing)

The Contact Officer for this report is Paul Roberts (719459)

21 Land Purchase Request, Kingsbury – Report of the Assistant Director (Housing)

The Contact Officer for this report is Paul Roberts (719459)

22 Abbey Green Park Sheltered Scheme Communal Room and Sports Pavilion – Report of the Assistant Director (Streetscape), Assistant Director (Housing) and Assistant Director Leisure and Community Development)

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

23 Land at Sheepy Road, Atherstone– Report of the Assistant Director (Streetscape)

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

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

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

JERRY HUTCHINSON
Chief Executive

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE RESOURCES BOARD

11 August 2015

Present: Councillor D Wright in the Chair

Councillors Davey, Davis, N Dirveiks, Henney, Simpson, Smitten, E Stanley and Waters.

Councillors Humphreys, Jones and Smith were also in attendance.

15 **Disclosable Pecuniary and Non-Pecuniary Interests**

None were declared at the meeting.

16 **Minutes of the Resources Board held on 1 June 2015**

The minutes of the meeting of the Board held on 1 June 2015, copies having previously been circulated, were approved as a correct record and signed by the Chairman.

17 **Exclusion of the Public and Press**

Resolved:

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

18 **Disposal of Coleshill Leisure Centre**

The Assistant Director (Streetscape) updated Members on the bids received to date and recommended that one of the bids be accepted.

Resolved:

- a That the highest unconditional bid for the former Coleshill Leisure Centre site be accepted;**
- b That, in consultation with the Chairman and Vice-Chairman of the Resources Board, the Assistant Director (Streetscape) be authorised to agree the terms and conditions of sale with the preferred bidder; and**

- c That should the highest bidder withdraw from the sale for any reason, in consultation with the Chairman and Vice-Chairman of the Resources Board, the Assistant Director (Streetscape) be authorised to agree terms and conditions of sale with the second preferred bidder.**

19 Irrecoverable Local Taxation Debts

The Assistant Chief Executive (Community Services) detailed the amounts recommended for write off in accordance with the write off policy agreed by the Resources Board on 25 March 2013.

Resolved:

- a That the write off of balances over £5,000 totalling £51,415.56 in respect of unpaid Non Domestic Rates be authorised; and**
- b That the write off of balances under £5,000 totalling £24,177.75 in respect of unpaid Non Domestic Rates be noted.**

D Wright
CHAIRMAN

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE RESOURCES BOARD

8 September 2015

Present: Councillor D Wright in the Chair

Councillors Davey, Davis, N Dirveiks, Henney, Simpson, Smitten, E Stanley and Waters

Councillors Humphreys, Lewis, Payne, Phillips, M Stanley and Sweet were also in attendance.

15 **Disclosable Pecuniary and Non-Pecuniary Interests**

None were declared at the meeting.

16 **Treasury Management Update 2015/16**

The Deputy Chief Executive reported on the Treasury Management activity for the period up to the end of July 2015.

Resolved:

That the Treasury Management report for the period up to the end of July 2015 be noted.

17 **Capital Programme 2015/16 Period 4 Update**

The Assistant Director (Finance and Human Resources) updated Members on the progress of the 2015/16 Capital Programme in terms of expenditure up to the end of July 2015.

Resolved:

a That the progress made against the 2015/16 Capital Programme be noted; and

b That the change in policy which will see the Housing Division charge a 10% fee to deliver disability adaptations be approved.

18 **General Fund Budgetary Control Report 2015/16 Period Ended 31 July 2015**

The Assistant Director (Finance and Human Resources) reported on the revenue expenditure and income for the General Fund between 1 April 2015 and 31 July 2015.

Resolved:

That the report be noted.

19 Housing Revenue Account Budgetary Control Report 2015/2016 Period Ended 31 July 2015

The Assistant Director (Finance and Human Resources) reported on the total Housing Revenue Account revenue expenditure and income for the period from 1 April to 31 July 2015.

Resolved:

That the report be noted.

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

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

Resolved:

That the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Resources Board for April to June 2015 be noted.

21 Membership of the Borough Care Task and Finish Group

The Chief Executive asked the Board to consider membership of the Borough Care Task and Finish Group for the ensuing year.

Resolved:

That the membership of the Borough Care Task and Finish Group for 2015/16 consists of Councillors Bell, Davey, Smith and D Wright. Two further Members to be advised from the Labour Group.

22 Residential Caravan Sites Policy and Procedure

The Assistant Director (Housing) presented to the Board a proposed Residential Caravan Sites Fee Policy and Procedure.

Resolved:

a That the report be noted and the Fees Policy be approved;

- b That the revisions to Standard Conditions for Caravan Sites be approved; and**

Recommendation to Planning and Development Board

- c That the Mobile Homes Act 2013 becomes a material planning consideration in the determination of any relevant planning application.**

23 Information and Communications Technology Strategy 2015-2019

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

Resolved:

- a That the draft Information and Communications Technology Strategy attached as Appendix A to the report of the Assistant Director (Corporate Services) be agreed; and**

Recommendation to the Executive Board:

- b That the draft Information and Communications Technology Strategy be referred to the Executive Board for approval.**

24 Contract Standing Orders

The Assistant Director (Corporate Services) sought approval for the revised Contract Standing Orders.

Resolved:

That the draft Contract Standing Orders attached as Appendix 1 to the report of the Assistant Director (Corporate Services) be approved.

25 Exclusion of the Public and Press

Resolved:

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

26 **Public Conveniences**

The Assistant Director (Streetscape) updated Members on the cost and usage levels of the Council's three automatic public toilets and set out the one-off costs and annual revenue savings for early termination.

Resolved:

- a **That early termination of the contract to provide the Borough's three automatic public toilets with notice to be given to the provider at the earliest possible opportunity be approved; and**
- b **That the Assistant Director (Streetscape) be authorised to investigate the alternative provision of a community toilet scheme and a further report be submitted to the Community and Environment Board.**

27 **Land at Sheepy Road, Atherstone**

The Assistant Director (Streetscape) notified Members of concerns at property owned, but not managed and operated, by the Borough Council in Sheepy Road, Atherstone, and the action taken by officers to date to try to address those concerns.

Resolved:

- a **That the contents of the report and letter circulated at the meeting be noted;**
- b **That the Assistant Director (Streetscape) be authorised to contact the tenants to request all of the information highlighted in the correspondence of 22 July 2015 and 25 August 2015 with a deadline of 16 October 2015; and**
- c **That a further report be brought back to the Board updating Members on progress and any action taken.**

28 **Irrecoverable Local Taxation Debts**

The Assistant Chief Executive (Community Services) detailed the amounts recommended for write off in accordance with the write off policy agreed by the Resources Board on 25 March 2013.

Resolved:

- a **That the write off of balances over £5,000 totalling £59,106.79 in respect of unpaid Non Domestic Rates be noted;**

- b That the Assistant Chief Executive (Community Services) write off of a balance over £5,000 totalling £24,459.34 in respect of a Housing Benefit Overpayment be authorised; and**
- c That the summary of the total amount of write offs in the year to date, including those written off by the Assistant Chief Executive (Community Services) under delegated powers as detailed in Appendix B to the report of the Assistant Chief Executive (Community Services) be noted.**

29 Sundry Debtor Irrecoverable Debts

The Assistant Director (Finance and Human Resources) advised Members of debts considered to be irrecoverable.

Resolved:

That the debts totalling £9,551.66, detailed in paragraph 4.6 of the report of the Assistant Director (Finance and Human Resources) be written off.

30 Complaint – Request to Join the Council’s Housing Register

The Assistant Director (Housing) outlined a complaint made by a housing applicant which had been considered at Stages 1 and 2 of the Council’s complaints procedure and sought a response from the Board.

Resolved:

- a That having considered the complaint, the actions of the Housing Division be supported; and**
- b That the Assistant Director (Housing) be authorised to respond to the complainant.**

31 Land Purchase Request from Fillongley Road, Maxstoke

The Assistant Director (Housing) reported on a request received from an owner of a property in Fillongley Road, Maxstoke to purchase some of the grassed area outside of his property.

Recommended:

- a That the land in Fillongley Road, Maxstoke as shown at Appendix A to the report of the Assistant Director (Housing) be declared surplus to requirements; and**

- a **That the request to purchase the land set out at Appendix A to the report of the Assistant Director (Housing) be approved.**

32 Land Purchase Request at Glenville Avenue, Wood End

The Assistant Director (Housing) reported on a request received from a resident at Birchfield Close to purchase part of the land that forms the garage site at Glenville Avenue, Wood End.

Resolved:

That the request to purchase land set out at Appendix A to the report of the Assistant Director (Housing) be refused.

33 Request for Licence at Forge Road, Shustoke

The Assistant Director (Housing) reported on a request received from a resident in Forge Road, Shustoke, for a licence to be able to cross a piece of land in the Council's ownership to enable him to have a dropped kerb and park in the curtilage of the property.

Resolved:

That the request to grant a licence to cross the Council's land set out at Appendix A to the report of the Assistant Director (Housing) be refused.

34 Tender for Roof Works at Arden Forest Estate

The Assistant Director (Housing) outlined the process undertaken to tender works to provide a new roof and water tanks for the Council's flats at Arden Forest Estate, Ridge Lane.

Resolved:

That the action taken, in consultation with the Chairman of the Board, by the Chief Executive under his urgent business powers be noted.

35 Disposal of Coleshill Leisure Centre

The Assistant Director (Streetscape) updated Members on developments following the last Resources Board meeting and provided details of improved offers.

Resolved:

- a That the latest and highest unconditional bid, as circulated at the meeting, for the former Coleshill Leisure Centre site be accepted;**
- b That, in consultation with the Chairman and Vice-Chairman of the Resources Board, the Assistant Director (Streetscape) be authorised to agree the terms and conditions of sale with the preferred bidder; and**
- c That, in consultation with the Chairman and Vice-Chairman of the Resources Board, the Assistant Director (Streetscape) be authorised to agree terms and conditions of sale with the second preferred bidder should the highest bidder withdraw from the sale for any reason.**

D Wright
CHAIRMAN

Agenda Item No 8

Resources Board

16 November 2015

**Report of the
Deputy Chief Executive**

**Treasury Management Update
2015/16**

1 Summary

- 1.1 This report shows the Treasury Management activity for the period up to the end of September 2015.

Recommendation to the Board

That the Treasury Management Report for the period up to the end of September 2015 be noted.

2 Introduction

- 2.1 The Council operates a balanced budget, which broadly means cash raised during the year will meet its cash expenditure. Part of the treasury management operations ensure this cash flow is adequately planned, with surplus monies being invested in low risk counterparties, providing adequate liquidity initially before maximising investment return.
- 2.2 The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer term cash flow planning to ensure the Council can meet its capital spending operations. This management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses, and on occasion any debt previously drawn may be restructured to meet Council risk or cost objectives.
- 2.3 The Council uses the Code of Practice for Treasury Management issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) to ensure best practice is followed. The Code suggests that Members should be informed of Treasury Management activities at least twice a year, but preferably quarterly. This report follows the guidance of the Code.

3 Economic Forecast

- 3.1 UK GDP growth rates in 2013 of 2.2% and 2.9% in 2014 were the strongest growth rates of any G7 country; the 2014 growth rate was also the strongest UK rate since 2006 and the 2015 growth rate is likely to be a leading rate in the G7 again, possibly being equal to that of the US. However, quarter 1 of 2015 was weak at +0.4% (+2.9% y/y) though there was a rebound in quarter 2 to +0.7% (+2.4% y/y). Growth weakened to +0.5% in quarter 3 as the economy faced headwinds for exporters from the appreciation of Sterling against the Euro and weak growth in the EU, China and emerging markets, plus the dampening effect of the Government's continuing austerity programme, although the pace of reductions was eased in the May Budget.
- 3.2 Despite these headwinds, the Bank of England August Inflation Report had included a forecast for growth to remain around 2.4 – 2.8% over the next three years, driven mainly by strong consumer demand as the squeeze on the disposable incomes of consumers has been reversed by a recovery in wage inflation at the same time that CPI inflation has fallen to, or near to, zero over the last quarter. Investment expenditure is also expected to support growth. However, since the report was issued, the Purchasing Manager's Index, (PMI), for services on 5 October would indicate a further decline in the growth rate to only +0.3% in Q4, which would be the lowest rate since the end of 2012. In addition, worldwide economic statistics and UK consumer and business confidence have distinctly weakened so it would therefore not be a surprise if the next Inflation Report in November were to cut those forecasts in August.
- 3.3 The August Bank of England Inflation Report forecast was notably subdued in respect of inflation which was forecast to barely get back up to the 2% target within the 2-3 year time horizon. However, with the price of oil taking a fresh downward direction and Iran expected to soon re-join the world oil market after the impending lifting of sanctions, there could be several more months of low inflation still to come, especially as world commodity prices have generally been depressed by the Chinese economic downturn.
- 3.4 There are therefore considerable risks around whether inflation will rise in the near future as strongly as had previously been expected; this will make it more difficult for the central banks of both the US and the UK to raise rates as soon as was being forecast until recently, especially given the recent major concerns around the slowdown in Chinese growth, the knock on impact on the earnings of emerging countries from falling oil and commodity prices, and the volatility we have seen in equity and bond markets in 2015 so far, which could potentially spill over to impact the real economies rather than just financial markets.
- 3.5 The Council's Treasury Advisor, Capita, has undertaken a review of its interest rate forecast and these are summarised below:

	Dec-15	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18
Bank rate	0.50%	0.50%	0.75%	0.75%	1.00%	1.00%	1.25%	1.50%	1.50%	1.75%	1.75%
5yr PVLB rate	2.40%	2.50%	2.60%	2.80%	2.90%	3.00%	3.10%	3.20%	3.30%	3.40%	3.50%
10yr PVLB rate	3.00%	3.20%	3.30%	3.40%	3.50%	3.70%	3.80%	3.90%	4.00%	4.10%	4.20%
25yr PVLB rate	3.60%	3.80%	3.90%	4.00%	4.10%	4.20%	4.30%	4.40%	4.50%	4.60%	4.60%
50yr PVLB rate	3.60%	3.80%	3.90%	4.00%	4.10%	4.20%	4.30%	4.40%	4.50%	4.60%	4.60%

4 Treasury Management Strategy Statement

4.1 Review of Annual Investment Strategy

4.1.1 The Treasury Management Strategy Statement (TMSS) for 2015/16 was approved by Resources Board on 26 January 2015. The Council's Annual Investment Strategy, which is incorporated in the TMSS, outlines the Council's investment priorities as follows:

- Security of Capital
- Liquidity
- Yield

4.1.2 The Council will aim to achieve the optimum return on investments commensurate with the proper levels of security and liquidity. In the current economic climate it is considered appropriate generally to keep investments short term, and only invest with highly rated financial institutions, including sovereign credit rating and Credit Default Swap (CDS) overlay information provided by Capita.

4.1.3 As set out in Section 3, it is a very difficult investment market in terms of earning the level of interest rates commonly seen in previous decades as rates are very low and in line with the 0.5% Bank Rate. The continuing potential for a re-emergence of a Eurozone sovereign debt crisis, and its impact on banks, prompts a low risk and short term strategy. Given this risk environment, investment returns are likely to remain low.

4.1.4 The Council held £25.410m of investments as at 30 September 2015 (£12.354m at 31 March 2015) and the investment portfolio yield for the first six months of the year is 0.77% against a benchmark 7 day LIBOR rate of 0.49%. A full list of investments held as at 30 September 2015 is in Appendix A.

4.2 Borrowing

4.2.1 The Council's Capital Financing Requirement (CFR) for 2015/16 was estimated at £71 million. The CFR denotes the Council's underlying need to borrow for capital purposes. If the CFR is positive the Council may borrow from the PWLB or the market (external borrowing) or from internal balances on a temporary basis (internal borrowing). The balance of external and internal borrowing is generally driven by market conditions.

4.2.2 The table below shows the Council's external borrowings and the utilisation of cash flow funds in lieu of borrowing. This is a prudent and cost effective approach in the current economic climate.

	2015/16 Original Estimate £m	2015/16 Estimated Out-turn £m
External borrowing – Housing	54,673	55,015
Internal borrowing – General Fund	16,509	16,276
CFR (year end position)	71,182	71,292

4.2.3 The Council has not needed to borrow any funds on a short term basis during the year to date.

4.3 Prudential Indicators

4.3.1 It is a statutory duty for the Council to determine and keep under review its "Affordable Borrowing Limits". The Council's authorised Borrowing Limit and Operational Boundary Limits for 2015/16 were set at £87.991 million and £71.182 million respectively. Activity has remained within these limits for the months from April to September.

5 Report Implications

5.1 Finance and Value for Money Implications

5.1.1 Up to 31 September 2015, interest earned on investments was £68,781. The Council has not needed to borrow during the first seven months of the year, to fund any temporary shortfalls in the day to day cash flow.

5.1.2 Temporary internal borrowing has been possible due to the revenue and capital reserves currently being held. Once these are used, the Council will need to replace internal borrowing with external borrowing. The use of temporary internal borrowing for capital expenditure has reduced the cost of capital in the General Fund in the short term.

5.2 Environment and Sustainability Implications

5.2.1 By having effective and prudent treasury management, this contributes towards sustainability and providing services that improve the quality of life for the communities of North Warwickshire.

5.3 Risk Management Implications

5.3.1 Credit ratings are used in assessing the institutions on the authorised lending list and the maximum investment level permitted.

5.3.2 Specialist advice was taken from our Treasury Management consultants to ensure that our debt profile for HRA self financing has an appropriate balance between long and short term borrowing.

5.3.3 Continuous monitoring of the Council's treasury position will allow external borrowing to be taken out to cover the loss of internal borrowing, at the appropriate time.

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

Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date

CURRENT LOANS & INVESTMENTS

01-Oct-15

Name of Borrowing Authority Investment General Account	Investment or Loan No.	Amount	% Invested	Type of Investment	Current Interest Rate	Date of Investment	Maturity Date
Lloyds	9788524	500,000.00	1.97%	Fixed	1.00	22-Jan-15	22-Jan-16
Lloyds	10253014LS	1,500,000.00	5.90%	Fixed	1.00	10-Sep-15	09-Sep-16
Lloyds	9822139	1,000,000.00	3.94%	Fixed	1.00	30-Jan-15	29-Jan-16
Lloyds	9458142	1,000,000.00	3.94%	Fixed	1.00	13-Oct-14	13-Oct-15
Lloyds	10715720	1,000,000.00	3.94%	Fixed	0.57	15-Sep-15	15-Dec-15
Lloyds	10721985	500,000.00	1.97%	Fixed	0.57	16-Sep-15	16-Dec-15
Barclays	26522886	1,000,000.00	3.94%	Fixed	0.70	22-Jul-15	22-Jan-16
Royal Bank of Scotland	Cert of Deposit	1,000,000.00	3.94%	Fixed	0.86	14-Nov-14	13-Nov-15
Lloyds	9560396	1,000,000.00	3.94%	Fixed	1.00	14-Nov-14	16-Nov-15
Credit Suisse	Cert of Deposit	1,000,000.00	3.94%	Fixed	0.70	31-Jul-15	29-Jan-16
Santander		1,000,000.00	3.94%	Fixed	0.75	15-May-15	15-Nov-15
Standard Chartered	Cert of Deposit	1,500,000.00	5.90%	Fixed	0.78	18-Jun-15	18-Mar-16
Standard Chartered	Cert of Deposit	1,000,000.00	3.94%	Fixed	0.70	01-Sep-15	01-Mar-16
Federated Cash Plus	0000228	1,000,000.00	3.94%	eMMF	0.5900	31-Jan-14	
RLAM Cash Plus	0000057323	2,000,000.00	7.87%	eMMF	0.8400	22-Jan-14	
Federated MMF	0000228	4,410,300.00	17.36%	MMF	0.4706		
Ignis MMF (Bank of New York Mellon) - class 2	0000554-001	5,000,000.00	19.68%	MMF	0.4886		
TOTAL CURRENT GENERAL INVESTMENTS		25,410,300.00			0.77		

Agenda Item No 9

Resources Board

16 November 2015

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

**Capital Programme 2015/16
Period 6 Update**

1 Summary

- 1.1 The report updates Members on the progress of the 2015/16 Capital Programme in terms of expenditure up to the end of September 2015.

Recommendation to the Board

That progress made against the 2015/16 Capital Programme is noted.

2 Introduction

- 2.1 The Executive Board approved the Council's Capital Programme of £8,674,300 for 2015/16 in February 2015.
- 2.2 At the Executive Board on 16 June, it was agreed to carry forward £4,965,219 of unspent 2014/15 budget. Additionally, supplementary estimates of £465,885 for the programme of works at Hurley Kings Football Club and £244,437 for additional Transport vehicles were approved at the same meeting. This gives a total approved capital programme for 2015/16 of £14,349,841 (Appendix A).
- ...

3 Budget Profiling

- 3.1 A schedule of works is arranged by each budget holder and each of the schemes are timetabled for completion throughout the year. This schedule is monitored on a monthly basis and discussed with Budget Holders.

4 Housing Schemes

- 4.1 The original budget for 2015/16 is £6,486,110 and there is an agreed carry forward of £3,815,728 which provides a total Housing Capital budget of £10,301,838 (Appendix A).
- ...
- 4.2 There has been a total of £910,472 spent or committed on the housing capital programme during the first half of 2015/16; this is compared to a profiled budget of £1,652,926.

- 4.3 The first tranche of invoices relating to the New Build programme, supported by Waterloo Housing Association, have been received and paid. This programme will deliver new properties at Princess Road and Lister Road.
- 4.4 Contracts for all the major HRA schemes have now been awarded and work is progressing. The schemes to cover External Wall Insulation and Heating are ongoing and initial invoices for work relating to the Roofing and Multi Trade contracts are anticipated.

5 General Fund Schemes

- 5.1 The original budget for 2015/16 was £2,188,190 and there is an agreed carry forward of £1,149,491, alongside the aforementioned supplementary estimates totalling £710,322, provide a total General Fund Capital budget of £4,048,003 (Appendix A).
- 5.2 There has been a total of £2,885,331 spent and committed against the general fund capital projects for 2015/16, compared to a profiled budget of £3,298,756. This includes orders totalling approximately £1,900,000 which have been placed as part of the comprehensive Fleet Management process.
- 5.3 An order for the full works at Daw Mill Recreation Ground, in partnership with Hurley Kings Football Club, has been placed and work is approaching completion.
- 5.4 Some additional expenditure on work at Kitwood Avenue Recreation Ground will be funded through the use of earmarked reserves. Additional costs on the Atherstone Accommodation project will be funded from the contributions received from partners.
- 5.4 The overspend on the Warwickshire Direct Partnership scheme relates to the purchase of a new website, a venture which has been undertaken in conjunction with Nuneaton & Bedworth Borough Council. There are additional overspends on IT Schemes relating to Infrastructure Improvements and the Operating System Upgrade – additional spend on these schemes will be offset by an in year, one-off, underspend on the Academy Server Replacement scheme, the funding for which will be directed towards the aforementioned schemes.
- 5.5 Funding from Warwickshire County Council has been received to fund the slight overspend on the Atherstone Accommodation Project scheme.

6 Report Implications

6.1 Finance and Value for Money Implications

- 6.1.1 Capital schemes will contribute to services provided by the Council, from maintaining decent Council homes, assisting in carrying out adaptations to resident's houses to helping to fund efficient heating systems to promote carbon reduction and encouraging fitness and wellbeing.

6.2 Environment and Sustainability Implications

6.2.1 Expenditure incurred as part of the Council's Capital Programme enables the Council to continue to improve and deliver a range of services to the people of North Warwickshire. The implementation of the capital programme will lead to improvements in the quality of life for the communities of North Warwickshire.

6.3 Risk Management Implications

6.3.1 Failure to make reasonable adjustments to ensure our buildings and facilities are accessible could expose the Council to potential litigation and risks damage to its reputation.

6.4 Equality Implications

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

6.4.2 Failure to make reasonable adjustments could result in limiting access to services provided from our buildings and facilities by disabled people and the potential for legal challenges being taken against the Council.

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

Capital Budgetary Control Summary 2015/16 - as at P6

APPENDIX A

				(A)	(B)	(C)	(D)
Cost Centre Description	Original Budget 2015/16	Budget Slippage from 2014/15	Virements & Supplementary Budgets	Total 2015/16 Approved Budget	Profiled Budget	Total Yr To Date	Total v Profiled Bud
Hsg Disabled Facility Adaptation CH	175,000	-	-	175,000	87,500	48,145	(39,355)
Hsg Insulation	500,000	1,507,784	-	2,007,784	501,946	213,993	(287,953)
Hsg Roofing	600,000	960,871	-	1,560,871	-	-	0
Hsg Heating	1,025,000	645,579	-	1,670,579	556,860	374,543	(182,316)
Unadopted Roads	-	64,660	-	64,660	32,330	-	(32,330)
New Build Housing Project	3,200,000	-	-	3,200,000	185,000	184,425	(575)
Multi Trade Contract	500,000	544,364	-	1,044,364	-	14,996	14,996
Replace HDW Vehicles	287,380	64,000	-	351,380	175,690	-	(175,690)
Replace Wardens Vehicles	36,500	28,470	-	64,970	32,485	-	(32,485)
Replace Hsg Vehicles	11,000	-	-	11,000	5,500	-	(5,500)
Hsg Capital Salaries	151,230	-	-	151,230	75,615	74,370	(1,245)
Total HRA	6,486,110	3,815,728	-	10,301,838	1,652,926	910,472	(742,453)
DDA	-	329,465	-	329,465	164,733	-	(164,733)
Electrical Work to Council Premises	15,000	102,850	-	117,850	58,925	2,972	(55,953)
Enhancement to Parks and Playing Fields	30,000	29,674	-	59,674	29,837	30,000	163
General Leisure Equipment	20,000	-	-	20,000	10,000	16,457	6,457
Atherstone Accommodation Project	21,000	-	-	21,000	21,000	35,503	14,503
Piccadilly Sports Field	-	11,500	-	11,500	5,750	-	(5,750)
Polesworth Abbey Green Park	-	8,150	-	8,150	4,075	3,988	(87)
Dordon Long Street Recreation Ground	-	7,290	-	7,290	3,645	1,501	(2,144)
Kitwood Avenue Rec Ground	-	35,450	-	35,450	35,450	48,116	12,666
Bretts Hall Recreation Ground	30,000	-	-	30,000	-	-	0
Innage Park Cladding	-	5,000	-	5,000	2,500	-	(2,500)
Warden Call Scheme	63,000	59,010	-	122,010	61,005	-	(61,005)
Hurley Kings FC - Daw Mill Recreation Ground	-	-	465,885	465,885	465,885	460,503	(5,382)
Computer Software	30,000	25,292	-	55,292	55,292	52,622	(2,670)
Infrastructure Improvements	20,000	16,245	-	36,245	36,245	39,070	2,825
Warwickshire Direct Partnership	11,470	11,080	-	22,550	22,550	25,895	3,345
Operating System Upgrade	15,000	15,000	-	30,000	30,000	42,313	12,313
Academy Server Replacement	30,000	-	-	30,000	30,000	-	(30,000)
IT Replace Leisure booking system	-	18,697	-	18,697	18,697	16,801	(1,896)
Easyline Replacement	10,000	-	-	10,000	5,000	-	(5,000)
Life Lines	23,000	-	-	23,000	11,500	13,235	1,735
Mobile CCTV	-	4,947	-	4,947	2,474	-	(2,474)
Transport	1,493,350	126,603	244,437	1,864,390	1,864,390	1,974,826	110,436
Disabled Facilities (expenditure)	300,000	220,386	-	520,386	260,193	104,503	(155,690)
Decent Homes Standard Assistance	57,500	122,852	-	180,352	90,176	7,891	(82,285)
Capital Salaries	18,870	-	-	18,870	9,435	9,135	(300)
Total General Fund	2,188,190	1,149,491	710,322	4,048,003	3,298,756	2,885,331	(413,425)
Total Expenditure	8,674,300	4,965,219	710,322	14,349,841	4,951,682	3,795,803	(1,155,878)

Agenda Item No 10

Resources Board

16 November 2015

Report of the Assistant Director (Finance and Human Resources)

General Fund Budgetary Control Report 2015/16 Period Ended 30 September 2015

1 Summary

- 1.1 The report covers revenue expenditure and income for the General Fund between 1 April 2015 and 30 September 2015. The 2015/16 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.

Recommendation to the Board

To consider if any further information is required.

2 Consultation

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

3 Introduction

- 3.1 Resources Board is responsible for monitoring the Council's overall financial position on the General Fund, and this report gives details of the position at 30 September.
- 3.2 The Board is also directly responsible for a number of internal and front line services. Accounting rules require front line services to show the total cost of providing the service, which includes support costs such as finance and IT services, as well as costs and income directly incurred.
- 3.3 Internal service costs are therefore recharged to all the services they support, both those that remain within Resources Board and those which are the responsibility of other Boards. This report provides some detail on both the front line services relating to this Board and the internal service costs that are recharged, at 30 September 2015.
- 3.4 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.

4 **Services Remaining Within Resources Board**

4.1 The total expenditure for those services that remain within Resources as at 30 September 2015, is £1,684,354, compared with a profiled budgetary position of £1,822,224; an under spend of £137,870 for 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 **Democratic Process**

4.2.1 There has been a reduction in one of the corporate subscriptions paid and an under spend to date on members training, allowances and travel.

4.3 **Council Tax Collection**

4.3.1 There is currently an over spend on Council Tax Collection as a result of legal fee income being under the profiled level. This is a combination of a lower level of court summonses for non-payment of Council Tax and slower payment of court fees that are due from court action.

4.4 **Finance Unused Land and Assets**

4.4.1 The over spend relates to the Business Rates payable on the old Coleshill Leisure Centre. In addition there are standing charges for utility services.

4.5 **Carlyon Road Industrial Estate and Innage Park Industrial Estate**

4.5.1 The current overspend is due to business rates payable for two vacant units at Carlyon Road. This has been partially offset by rental income from budgeted vacant units at Innage Park.

4.6 **Rent Allowances**

4.6.1 The current under spend relates to benefit payments being lower than expected and higher than expected recovery of Housing Benefit overpayments.

4.7 **Rent Rebates**

4.7.1 There is an under spend on Rent Rebates as the recovery of Housing Rent Rebates overpayments is above the profiled level.

5 **Services Recharged to Other Directorates and Services**

5.1 Net expenditure for those services that are recharged to other Directorates and Services, as at 30 September 2015, is (£46,895), compared with a profiled budgetary position of £153,879; an under spend of £200,774 for the period. Appendix B to the report gives the profiled and actual positions for the period for each service, together with the variance.

5.2 Directorate Budgets

5.2.1 The Council's budget requirement for 2015/16 assumed that there would be a salary vacancy saving in the year of £80,000 and this was included as a central amount. The central vacancy factor has been added into the budget columns shown in Appendix B, to enable easier comparison with the actual position. Current vacancy levels within the Directorates mean that we have exceeded this target, taking into account the use of temporary and agency staff to cover key duties and any recruitment costs resulting from these vacancies, and excluding vacancies that relate to the Housing Revenue Account.

5.2.2 The areas with vacancies are Heritage and Conservation, Landscape Management, Partnership and Development and Financial Services. Most of these remain unfilled. The table below relates to the General Fund only.

	£
Current agency staff variance	49,840
Current professional fees variance	15,280
Current salaries underspend	(220,810)
TOTAL	(155,690)

6 Performance Indicators

6.1 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 C.

7 Overall General Fund Position

7.1 Appendix D provides an analysis of Board expenditure and the overall position for the General Fund for this report.

7.2 The actual level of Board expenditure for the period to 30 September 2015 is £4,549,449 compared with a profiled budgetary position of £4,898,490, an under spend of £349,041. The variations on Resources Board account for much of this underspend, and are detailed in sections 4 and 5. In addition income on Planning Control is ahead of target by £57,551 as a result of an increase in the number of planning applications being submitted and the receipt of several larger applications. The overall underspend has been reduced due to increased costs on Refuse and Recycling on employees, recycling haulage and repair and maintenance of refuse freighters.

7.3 As well as expenditure directly attributable to services, and included in the Board totals, there are a number of other amounts that need to be taken into account that provide the total net expenditure for the General Fund. This includes investment income, external interest payments and adjustments to reverse capital charges included within Board expenditure, from out of Council expenditure.

7.4 Taking these amounts into account, net expenditure for the Council to the end of September totals £3,918,855, compared with a profiled position of

£4,290,562. This increases the general under-spend for the period to £371,707.

8 Risks to the Budget

8.1 In setting the budget in February 2015, a number of key risks to the overall budgetary position of the Council were highlighted. Some of these risks have the potential to affect costs in the year and these are shown below:-

- Changes in the economic situation could impact on the industrial rent income that the Council can obtain and the amount of business rates that the Council is liable for
- The economic situation could also impact on other Council services such as Homelessness, with increased demand leading to additional expenditure.
- The Council is promoting recycling activities across the Borough. Reductions in income for recycling materials could add to the existing costs of the service.

9 Estimated Out-turn for the General Fund

9.1 The anticipated out-turn for the General Fund is detailed in the table below: -

Board		£
	Approved budget 2015/2016	8,251,290
C & E	Additional recycling costs / loss of paper and card income	73,350
C & E	Additional transport maintenance / hire costs on refuse and recycling	45,000
C & E	Additional maintenance costs of the Precinct Sweeper	15,000
C & E	Lower than expected income from sale of bins to developers	15,000
Resources	Increase in the vacancy factor	(170,000)
Resources	Increase in Business Rates payable on the Old Coleshill Leisure Centre	19,040
Resources	Business Rates payable on Carlyon Road Industrial Estate vacant units	9,150
Resources	Additional rental income from letting vacant units at Innage Park	(10,000)
Resources	Housing and Rent Rebates	(80,000)
Resources	Provision for the pay award not fully needed	(62,000)
Planning	Additional Planning Fee Income	(70,000)
	Lower borrowing costs - timing of vehicle replacement changed	(97,000)
	Additional Investment Income	(40,000)
	Expected Out-turn 2015/2016	7,898,830

10 Report Implications

10.1 Finance and Value for Money Implications

10.1.1 The Council's budgeted contribution from General Fund balances for the 2015/2016 financial year is £594,090. This is expected to decrease by £352,460, as shown above in section 9. Income and Expenditure will continue to be closely managed and any issues that arise will be reported to this Board at future meetings.

10.2 Environment and Sustainability Implications

10.2.1 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

SERVICE REMAINING WITHIN RESOURCES BOARD
Budgetary Control Report 2015/16 as at 30 September 2015

Description	Original Budget 2015/2016	Profiled Budget to September 2015	Actual to end September 2015	Variance to Date	Comments
Cost of Democratic Process	577,210	295,066	280,878	(14,188)	See para 4.2
Election Expenses	76,490	13,355	14,856	1,501	
Registration of Electors	34,950	20,085	16,223	(3,862)	
Business Rates	49,250	83,900	85,742	1,842	
Council Tax Collection	174,070	109,822	125,497	15,675	See para 4.3
Miscellaneous Finance	370	185	185	-	
Compensation and Pension Increases	419,780	197,581	198,824	1,243	
Assisted Car Purchases	(610)	(305)	5	310	
Electricity at Work	22,710	13,235	9,361	(3,874)	
Finance Unused Land and Assets	2,800	1,400	18,140	16,740	See para 4.4
Corporate and Democratic Core	538,280	269,140	273,209	4,069	
Unallocated Central Support Services	52,250	16,799	13,440	(3,359)	
Coleshill Shops and Flats	(65,300)	(27,515)	(27,900)	(385)	
The Arcade	-	-	(27)	(27)	
The Pavilions, Holly Lane	(77,930)	(43,310)	(43,080)	230	
Carlyon Road Industrial Estate	(106,230)	(52,390)	(42,962)	9,427	See para 4.5
Innage Park Industrial Estate	23,000	50,893	44,083	(6,810)	See para 4.5
Polesworth Workspace Units	(1,700)	(64)	(1,356)	(1,292)	
Maya Bar and Restaurant	(7,460)	(3,510)	(3,697)	(187)	
Homeless Persons	105,010	53,380	55,261	1,881	
Public Conveniences	118,590	81,013	80,196	(817)	
Customer Contact	85,130	33,880	30,752	(3,128)	
Rent Allowances	151,170	61,573	(22,000)	(83,573)	See para 4.6
Housing Rent Rebates	15,900	5,074	(61,763)	(66,837)	See para 4.7
Concessionary Fares	23,860	12,910	12,898	(12)	
Council Tax Support	269,730	127,830	124,433	(3,396)	
Car Parks	64,340	39,417	39,458	42	
Broadband Delivery UK	100,170	22,571	22,571	-	
Animal Control	71,670	38,390	41,189	2,799	
Abandoned Vehicles	8,900	5,275	5,176	(99)	
Private Sector Housing Assistance	206,350	43,425	43,144	(281)	
CCTV	112,280	58,880	59,825	944	
Borough Care	566,950	284,490	282,044	(2,446)	
North Warwickshire LEADER	19,070	9,750	9,750	-	
TOTALS	3,631,050	1,822,224	1,684,354	(137,870)	

RECHARGED SERVICES
Budgetary Control Report 2015/16 as at 30 September 2015

Description	Original Budget 2015/2016	Profiled Budget to September 2015	Actual to end September 2015	Variance to Date	Comments
Building Maintenance Fund	6,500	3,250	3,250	-	
Council Offices	80	36,449	31,372	(5,078)	
Central Telephones	-	(1,238)	362	1,600	
Recruitment	-	-	-	-	
Printing and Stationery	20	2,540	(1,901)	(4,441)	
Training	-	770	2,156	1,386	
Depot and Stores	-	9,184	4,901	(4,283)	
Postal Services	-	(2,279)	(822)	1,457	
Chief Executive Directorate	1,280	1,120	1,383	264	
Assistant Chief Executive	6,910	9,710	(16,055)	(25,765)	
Directorate of Community Services	9,160	22,792	(41,348)	(64,140)	
Deputy Chief Executive	34,860	48,445	(95,069)	(143,514)	
Corporate Services	7,030	63,047	64,786	1,739	
Transport	180	90	90	-	
TOTALS	66,020	193,879	(46,895)	(240,774)	
Central Vacancy Factor	(80,000)	(40,000)	-	40,000	
TOTALS	(13,980)	153,879	(46,895)	(200,774)	

Performance Indicators (PIs) for budgets reporting to the Resources Board

	Budgeted performance	Profiled Budgeted performance	Actual performance to Date
Registration of Electors			
Cost per elector for the Electoral Register	£0.70	£0.30	-£0.05
Business Rates			
% of NDR Collection Rate	99.30%	49.65%	58.70%
Cost per NDR Property	£22.29	£37.96	£38.09
Council Tax Collection			
% of Council Tax Collection Tax	98.00%	58.80%	58.67%
Cost per Household	£6.45	£4.07	£4.58
Coleshill Shops and Flats			
Occupancy Rate	100.00%	100.00%	100.00%
Annual Income per Shop	(£10,159)	(£4,402)	(£4,389)
The Pavilions			
Occupancy Rate	100.00%	100.00%	100.00%
Annual Income per Unit	(£10,626)	(£5,946)	(£5,946)
Carlyon Road Industrial Estate			
Occupancy Rate	75.00%	75.00%	75.00%
Annual Income per Unit	(£7,071)	(£3,535)	(£3,535)
Innage Park Industrial Estate			
Occupancy Rate	64.00%	64.00%	79.50%
Annual Income per Unit	(£4,250)	(£2,269)	(£2,256)
Polesworth Workspaces			
Occupancy Rate	75.00%	75.00%	75.00%
Annual Income per Unit	(£1,116)	(£558)	(£558)
Rent Allowances			
Rent Allowances per Claimant	£4,850	£2,345	£2,154
Cost of Administration per Claimant	£86.58	£35.27	-£12.61
Rent Rebates			
Rent Rebates per Claimant	£4,127	£2,261	£2,149
Cost of Administration per Claimant	£10.00	£3.24	-£38.97

CONSOLIDATED GENERAL FUND POSITION
Budgetary Control Report 2015/16 as at 30 September 2015

Board	Original Budget 2015/2016	Expected position at September 2015	Actual position at September 2015	Variance
Executive	584,670	297,401	282,872	(14,529)
Planning and Development	311,880	134,345	72,862	(61,483)
Licensing Committee	(1,750)	(12,382)	(11,202)	1,180
Community and Environment	5,041,760	2,503,023	2,567,458	64,435
Resources (including staff vacancies)	3,638,550	1,976,103	1,637,458	(338,645)
Net Board Expenditure	9,575,110	4,898,490	4,549,449	(349,041)
Payments to Parish Councils	83,480	83,480	83,480	-
Other Contingencies	58,990	-	-	-
Net Board Expenditure	9,717,580	4,981,970	4,632,929	(349,041)
Investment Income	(100,000)	(50,000)	(68,782)	(18,782)
Revenue Contribution to Capital Spending	119,000	59,500	59,500	-
Use of Balances	(594,090)	(297,045)	(297,045)	-
Financing Adjustment	(807,720)	(403,862)	(407,746)	(3,884)
Net Expenditure	8,334,770	4,290,562	3,918,855	(371,707)

Agenda Item No 11

Resources Board

16 November 2015

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

**Housing Revenue Account
Budgetary Control Report 2015/2016
Period Ended 30 September 2015**

1 Summary

- 1.1 The report covers total Housing Revenue Account revenue expenditure and income for the period from 1 April to 30 September 2015.

Recommendation to the Board

To consider if any further information is required.

2 Consultation

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

3 Introduction

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

4 Overall Position

- 4.1 The Housing Revenue Account (HRA) includes all costs and income relating to the letting and management of the Council's housing stock, and this has to be kept separate from General Fund expenditure. The actual position for the HRA for the period ended 30 September 2015 is a surplus of £541,497, compared with a forecast surplus position for the period of £571,858. Where possible, the forecast position has been profiled to reflect seasonal variations in expenditure and income, in order to give a better comparison with actual figures. The actual position is an unfavourable variance of £30,361 against the forecast position. Appendix A to this report provides details of the profiled and actual position for expenditure and income incurred by the HRA.

...

- 4.2 The contribution to the Repairs Fund is transferred from the Revenue Account on a monthly basis as profiled. The actual spend on repairs is shown within the Repairs Fund. Similarly budget provision within the Revenue

Account for capital expenditure is transferred to capital reserves, which are then utilised to fund HRA capital expenditure included in the capital programme.

- 4.3 Supervision and Management Special Services – There has been a general underspend on utility costs on flats and community centres to date and an under spend on the tenant participation budget. In addition there is a reduction in income from the use of community centres.
- 4.4 There has been a lower level of dwelling rental income due to higher than expected sales of 15 dwellings to date, against a budgeted position of 8 dwellings. In addition there is a higher level of voids which require major works and therefore are empty for a longer time.
- 4.5 Some service charge income for window cleaning at Owen Street flats has been refunded, relating to previous years charges made in error. There is also a higher level of voids requiring major works in the flats, which reduces the service charge income in the current year.

5 **Housing Repairs Fund**

- 5.1 The Housing Repairs Fund covers expenditure on all repairs and maintenance, both day to day and programmed whether carried out by Housing Direct Works or external contractors. This includes any surplus or deficit on the operation of Housing Direct Works.
- 5.2 The balance on the Fund at the start of the year amounted to £336,860. The balance can be used to cover timing issues between years. In 2015/16 the contribution to the fund is £3,111,570. Any over-spend in the repairs fund would impact on the use of Housing Revenue Account balances if it exceeded the balance on the fund and the contribution in the year.

... 5.3 The position on the fund at the end of September is shown in Appendix B.

6 **Housing Direct Works**

- 6.1 There is an under spend on employee costs reflecting the current level of vacancies and sickness, which have been partially covered by the use of temporary agency staffing on day to day repairs and voids. There is a decrease to date in supplies and services due to lower usage and cost of materials, Sub contracted electrical works, scaffolding and skip hire. This has been partially offset by additional hired transport costs due to delays in new vehicle replacements and vehicle maintenance costs. Appendix C to this report provides the profiled and actual expenditure of Housing Direct Works in more detail.

7 **Risks to the Budget**

- 7.1 The key risks to the budgetary position of the Housing Revenue Account in 2015/16 include:

- The impact of welfare reform on the ability to collect rents;
- Rising tenant expectations and an ageing stock are likely to continue to increase the demand for repairs, which will need to be continuously monitored;
- Asbestos removal is an ongoing cost pressure over the next few years until the full picture of the level of asbestos contained in council houses and the cost of removal is assessed.
- Any reduction in the performance of Housing Direct Works will put pressure on the Council to use external contractors and therefore will impact on the level of expenditure.

8 Estimated Out-turn

8.1 The anticipated out turn for the HRA for 2015/16 is detailed in the table below;

	£
Approved budget (surplus) 2015-16	(40,420)
Loss of Rental Income due to higher sales and voids levels	55,000
Refund of previous years cleaning service charges and increase in void levels	8,000
Expected Out-turn Deficit 2015-16	22,580

8.2 The estimated out-turn for the Repairs Fund remains the same as that included in the original budget. There is uncertainty that the current underspend will continue through the remainder of the year due to timing of work issues. However if it does continue, it will more than offset the deficit shown above.

9 Report Implications

9.1 Finance and Value for Money Implications

9.1.1 The Council is currently forecasting a contribution to the Housing Revenue Fund balance for the 2015/16 financial year of £40,420. This is expected to decrease by £63,000, as shown above in section 8. Income and expenditure will continue to be closely managed and any issues that arise will be reported to this committee 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.

HOUSING REVENUE ACCOUNT

	Original Budget 2015/2016	Expected Spend to September 2015/2016	Actual Spend to September 2015/2016	Variance	Comments
EXPENDITURE					
Repairs and Maintenance	3,111,570	1,555,785	1,555,785	-	Comment 4.2
Supervision and Management - General	1,379,490	722,697	721,790	(907)	
Supervision and Management - Special Services	514,430	262,812	247,574	(15,238)	Comment 4.3
Provision for Bad Debts	178,380	-	-	-	
Interest on Loans	1,623,860	811,930	811,930	-	
Revenue Set Aside (debt Repayment)	1,300,000	650,000	650,000	-	
Capital Expenditure - New Build	1,114,460	557,230	557,230	-	Comment 4.2
Capital Expenditure	3,102,410	1,551,205	1,551,205	-	Comment 4.2
Total Expenditure	12,324,600	6,111,659	6,095,514	(16,145)	
INCOME					
Gross Rent Income from Dwellings	(11,891,730)	(6,441,354)	(6,403,553)	37,801	Comment 4.4
Gross Rent Income from Non-Dwellings	(337,230)	(183,717)	(181,827)	1,890	
Charges for Services and Facilities	(93,170)	(36,866)	(30,051)	6,815	Comment 4.5
Total Income	(12,322,130)	(6,661,937)	(6,615,431)	46,506	
NET COST OF SERVICES	2,470	(550,278)	(519,917)	30,361	
Investment Income- Other	(43,160)	(21,580)	(21,580)	-	
TOTAL (SURPLUS)/DEFICIT FOR THE YEAR	(40,690)	(571,858)	(541,497)	30,361	

Appendix B

HOUSING REPAIRS FUND (to end of September 2015)

	£
Balance available at 1 April 2015	336,860
Contribution 2015/16 (to September 2015)	1,555,785
Expected Use of Fund (to September 2015)	(1,415,353)
Surplus on the Fund at 31 September 2015	477,292

APPENDIX C

HOUSING DIRECT WORKS

Budgetary Control Report as at 31 September 2015

	Original Budget 2015/2016	Expected Spend 2015/2016	Actual Spend 2015/2016	Variance
EXPENDITURE				
Employee Costs	928,720	468,210	409,728	(58,482)
Supplies and Services	782,450	388,670	229,018	(159,652)
Transport	101,590	51,185	67,820	16,635
Gross controllable Expenditure	1,812,760	908,065	706,566	(201,499)
Central Support	239,450	119,725	119,725	-
Housing Direct Works Expenditure	2,052,210	1,027,790	826,291	(201,499)

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

Agenda Item No 13

Resources Board

16 November 2015

Report of the Deputy Chief Executive

Internal Audit – Performance for 2014-15

1 Summary

- 1.1 The report allows the Board to monitor the progress of the Council's Internal Audit function against the agreed plan of work for the year.

Recommendation to the Board

That the report be noted.

2 Introduction

- 2.1 The document Public Sector Internal Audit Standards defines standards of best practice for internal audit. The Code requires that Members both approve the Internal Audit Section's strategic work plan and receive periodic reports on performance against plan. This report summarises performance with reference to the Annual Plan for April 2014 to March 2015.

3 Summary of Work Completed

- ... 3.1 Appendix A summarises progress on the s151 audit plan for the period, identifying audits completed and indicating the extent of progress on those audits still outstanding, whilst Appendix B provides definition of the level of assurance given. The appendix shows that the 90% performance target of audits completed was achieved.
- ... 3.2 The Head of Audit can express a satisfactory opinion on the overall adequacy and effectiveness of the Council's control environment based on the work undertaken by the audit team during the year and from the acceptance of assurance from the Council's external auditors.
- 3.3 All of the required financial audits for review by the external auditors were completed by the 31 March deadline. The external auditors have confirmed that they have been able to place full reliance on the work they reviewed carried out by the internal team.
- 3.4 Audit reports submitted to Board for the first, second and third quarters of the year detail individual audits completed to that time. This report text refers only to those completed during the final quarter.

Internal Audit can place a substantial level of assurance on the following final reviews:

Main Accounting – No recommendations
Payroll – No recommendations
Benefits – No recommendations
Capital Expenditure – No recommendations
Council Tax – 1 recommendation
NDR – 2 recommendations
Cash and Banking – No recommendations
Creditors – No recommendations
Debtors – No recommendations

An adequate level of assurance was given on the following reviews:

Housing Rents – 7 recommendations
Officers Travel – 12 recommendations
Procurement & Contracts – 7 recommendations

Only material recommendations are included in reports, lower risk matters that may have been identified during audits are recorded and communicated through departmental memorandum, with identified actions and implementation dates monitored through the existing follow up of recommendations proven audit process.

- 3.5 The Internal Audit Section has undertaken a range of work recorded under contingency audits. These are reviews carried out either resulting from departmental requests, external audit suggestions or where Internal Audit have responsibility for service activity- this relates to counter fraud activity and monitoring of reporting information from the National Fraud Initiative. There has also been substantial involvement in investigative work surrounding internal protocol and procedures.
- 3.6 The performance standards set by the Audit Commission require that Internal Audit completes at least 90% of planned work in the year unless there are good reasons otherwise. In calculating that statistic, planned work deferred at client request is ignored if such deferrals have appropriate justification. All client requests for deferrals have been based on sound, service based justifications.
- 3.7 IT Audit work has been incorporated into the major service reviews that are now undertaken by the in house team. There is an opportunity to use the county wide negotiated IT audit contract should it be decided that a detailed piece of work be undertaken.
- 3.8 The Council continues it's arrangement for the provision of support in Counter Fraud through the engagement of TIAA, a professional organisation experienced in this field. Each year the level of support required is reviewed and amended accordingly. Currently the support is for 20 days and has proved invaluable during the year both in proactive and reactive measures.

4 **Report Implications**

4.1 Risk Management Implications

4.1.1 Failure to provide an effective Internal Audit Service may adversely affect the level of internal control operating within the Council and will attract criticism from external assessors, such as the Audit Commission and the External Auditor.

4.2 Links to Council's Priorities

4.2.1 The audit programme agreed and delivered is aligned to both the priorities of the Council and the requirements of external assessors.

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

Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date

Audits Completed last quarter 2014-15

Audit	Quarter Due	Status	Assurance Level *	Tot No. of Recs	Level 1	Level 2	Recs not agreed
Main Accounting	4	Final	Substantial	0			
Creditors	4	Final	Substantial	0			
Housing Rents	4	Final	Adequate	7	1	6	
Payroll	4	Final	Substantial	0			
Housing Benefits	4	Final	Substantial	0			
Capital	4	Final	Substantial	0			
Council Tax	4	Final	Substantial	1	0	1	
Cash & banking	4	Final	Substantial	0			
NDR	4	Final	Substantial	2	1	1	
Sundry Debtors	4	Final	Substantial	0			
Officers Travel	4	Final	Adequate	12	6	6	
Procurement & Contracts	4	Final	Adequate	7	4	3	

Reasons for not providing a substantial assurance level on final reports

Housing Rents: The review of the recovery process and resilience issues resulted in several recommendations for improvement.

Once in place the assurance level at the next audit should be enhanced.

Officers Travel: Some evidence of non compliance with Council policy. Consideration should be given to strengthening some methods of calculating allowances granted. Agreement has been reached and improvement should be evident at the follow up audit.

Procurement & Contracts: Evidence existed to show some failure to adhere strictly to Contract Standing Orders for lower procurement values. There was an absence of some data from the contracts register. Changes have been agreed.

Progress Against Audit Plan

Audit	Status	Audit	Status	Audit	Status	Audit	Status
Ordering and payment of goods	Final	Domestic Refuse	Final	Leisure flex Grounds	Postponed	Flexible working	c/f
Corporate health & Safety	Memo c/f	Treasury Management	Final	Maintenance	Final	Hsng Maint&rep	c/f
Performance Management	Final	Recycling	Postponed	Lettings fol/up	Due 15/16		

Performance of Audit 2014-15			
No.	Indicator	Suggested Frequency	Performance for 2014-15
1	Performance reports to Resources Board	Quarterly	September, November 2014 & January, November 2015 (late due to absence of Head of Audit)
2	90% of Audit Plan delivered	Annual	>90% of revised plan completed. 5 audits moved to 15/16 at request of services.
3	Number of audits where time taken to complete the work is more than 10% longer than planned.	Quarterly	4 All due to additional work being undertaken.
4	Number of audits completed by set deadline	Quarterly	18
5	Final report issued within 4 weeks of completion of fieldwork	Quarterly	17- 1 prolonged due to service staff response time
6	90% of recommendations accepted by management	Annual	100% accepted
7	Number of recommendations implemented by the target date	Annual	All that were due within the period.
8	Details from CIPFA benchmarking exercise	Annual	Not undertaken this year- once every 3-5 years considered appropriate due to cost.
9	Questionnaire:Feedback obtained from report recipients is good (average 4 out of 5)	Quarterly	Good in those returned.
10	% of sickness levels within Audit is below 5%	Quarterly	1.6% well below council average
11	Training for unqualified staff represents at least 5% of their available time.	Annual	Actual figure of 3.3% achieved. Mainly due to lack of external appropriate courses at acceptable cost. Training on in house systems is considered part of the system work and not recorded separately.
12	Reliance on Internal Audit work by external agencies	Annual	External auditor complimentary and reliance has been placed on completed internal audit work for 2014-15
13	Compliance with PSIAS-Public Sector Internal Audit Standards	Annual	Self assesment confirmed compliance in most areas. External assessment is required every 5 years.

Appendix B

Internal Audit Levels of Assurance in Audit Reports.

Opinion	Level of Assurance
----------------	---------------------------

Substantial Assurance	Overall, an effective control environment appears to be in operation from the review carried out. There may be a few weaknesses identified and there is scope for further improvement.
Adequate Assurance	Overall, satisfactory controls appear to be operating from the review carried out but there are a number of weaknesses identified and a number of improvements to be made.
Unsatisfactory Assurance	Overall, there appears to be a fundamental failure in control from the review carried out and a number of key areas require substantial improvement to protect the system from error and abuse.

Audit Recommendations Categories

Priority 1	Significant risk – action required within 3 months
Priority 2	Moderate risk – action required within 6 months

Agenda Item No 14

Resources Board

16 November 2015

Report of the Deputy Chief Executive

Housing Revenue Account Business Plan

1 Summary

- 1.1 This report provides an update on recent legislation which will impact on the Housing Revenue Account Business Plan.

Recommendation

That the issues contained within this report are considered again in January, with the estimates for the HRA Business Plan.

2 Introduction

- 2.1 The Government have brought out regulations which require local authorities to reduce their social housing rents by 1% per annum for four years, commencing in 2016/17. This will impact on the Housing Revenue Account (HRA) Business Plan, as the income available to support the management and maintenance of the housing stock will reduce.
- 2.2 Rent increases in the Business Plan are generally based on expected CPI increases. A reduction in rental income of £9 million from that included in the January 2015 Business Plan was expected due to lower CPI rates. The reduction in rents required by the Regulations will increase this significantly.
- 2.3 The Regulations stipulate that rental values being charged on 8 July 2015 should be reduced by 1% in 2016/17, with further reductions of 1% in each of the following three years. This will have the impact of reducing rental income by £4 million over the four year period. However as the reduced rent will be used as a basis for rent increases in years five to thirty, there will be a further loss of income of £58 million. In total over the life of the thirty year business plan, income will reduce by £62 million as a result of the Regulations.
- 2.4 Amendments to the Business Plan will be needed to ensure that it remains viable going forward and there are a number of options to be considered in any revision. As no one option on its own is likely to be enough, it is expected that a combination of options will be required.

3 Options Available

- 3.1 The maintenance of the existing stock is a significant cost within the Business Plan, and is an option for reduction. The Housing Division are currently undertaking a new stock conditions survey, which will allow us to compare the budget provision included within the Business Plan, with the updated needs assessment of the stock. This will enable us to take a view on whether any reductions in this area would be possible; given the risk that deterioration of the stock will put pressure on the maintenance of existing income levels, which in turn would reduce the viability of the Business Plan.
- 3.2 Provision has been made within the current Business Plan for new build schemes, which would give in the region of 300-350 new homes over the thirty year plan. Only the schemes at Lister Road and Church Walk are underway, so any future schemes could be reduced or removed.
- 3.3 The Council is currently able to retain a higher level of receipts, from sales of council properties above the number projected in the Self Financing Settlement. However the Council is required to use these additional receipts for new build schemes, within a specified time limit and with a minimum spend funded by the Council. The expected additional receipts have been included in the funding projection of 300-350 homes.
- 3.4 In considering this option, the Board needs to bear in mind that stopping new build completely will require the Council to forego all of the additional receipts that could otherwise be kept. As the opportunities to increase funding are limited, it would be disappointing to lose this source of income.
- 3.5 Only some of the projected new build is being funded in part by additional receipts. An alternative would be to reduce new build to the level that would allow the Council to retain the additional Right to Buy receipts generated from the sale of additional properties. Whilst the Council would need to add some of its own resources, this would maximise the funding coming into the Business Plan, and there would still be a reduction in the cost of new build overall which would contribute towards the rent loss.
- 3.6 Other considerations with this option relate to the viability of the Business Plan and the ability to meet housing need in the Borough. Stopping new build would increase the impact of Right to Buy sales, which will continue to reduce the existing stock level and rental income. In addition, homelessness within the Borough is increasing, so any reduction in our own stock will increase the challenges in meeting housing needs.
- 3.7 The Council currently has the ability to start any new tenants at the target rent for the property they take. Although this has not been utilised to date, it would give additional rental income, as the majority of our properties are below target rent. However before a decision is taken on this option, further work needs to be undertaken to see if the date specified in the Regulations precludes this as an option going forward.
- 3.8 External borrowing of £60 million was taken out as part of the Self Financing Settlement. The Business Plan currently allows for the repayment of a

substantial part of this borrowing over the first nineteen years of the plan, as this was achievable without reducing other areas of spending. Given the reduction in income, one option would be to re-profile the repayment of borrowing more evenly over the thirty year plan, to reduce any reductions in expenditure needed in the earlier years.

- 3.9 As well as the options given above, it will be appropriate to look again at the costs of service provision, and whether there are any opportunities to streamline services and reduce costs.

4 Future Considerations

- 4.1 The Government has recently published the Housing and Planning bill 2015. This sets out proposed legislation relating to the sale of vacant high value void properties and mandatory rent levels for high income social tenants.

- 4.2 The Bill proposes that an annual estimate will be made by the Secretary of State with regard to the market value of the authority's interest in any high value housing that is likely to become vacant during the year and based on the determination, a sum will be taken from the Local Authority Housing Revenue Account. The funds collected in this manner will be used to pay for the discounts in the Government's Right to Buy Scheme for Housing Associations. It should be noted that whilst it is proposed that there will be a duty on Local Authorities to consider selling its vacant high value housing it is not a duty to sell. It is for each local authority to manage its assets in a way to be able to fund its services and pay the expected levy to Government.

- 4.3 The so called 'pay to stay' scheme will not be in place before April 2017. Government policy on this scheme is still to be established. The scheme will include all households in Council properties who earn over £30,000. These households will be expected to pay a market rent for their home. The Council currently has no information about the income of its tenants unless they are in arrears or receipt of Housing Benefit. The Bill proposes two methods to address this. The first is to give Local Authorities the power to require a tenant to give them information about their household income and if they don't, to be able to charge the market rent in default. The second is to enable the HMRC to disclose information about the incomes of Social Housing Tenants. The additional rent collected by charging a market rent over the current rent levels for certain households will be paid to the Treasury and not to the Housing Revenue Account to benefit our tenants. The Bill states that the regulations may provide for assumptions to be made about the additional rent which could be collected. In short, a levy may be applied based on estimates, as in the proposals for high value housing.

4.4 In addition to the new policies expected in the Housing and Planning Bill, there is the ongoing impact of welfare reform. The roll out of Universal Credit and the £20,000 benefit cap will have implications for tenants, which are likely to impact on income collection within the Housing Revenue Account.

4.5 The proposals in the Bill summarised at 4.2 and 4.3 will require payments to the Treasury which will impact on the Council's Business Plan. A further report will be brought to Board when the detail is known and the impact can be assessed.

5 Report Implications

5.1 Finance and Value for Money Implications

5.1.1 Any action taken in the future will need to consider the balance between the solvency of the HRA and the standard of the service provided, to ensure that reductions in service do not lead to further financial detriment.

5.1.2 The Housing Revenue Account is a major service of the Council and makes a significant contribution to the Council's central costs and overheads. If we were unable to maintain the HRA over the longer term, the residual costs which would fall to the General Fund would be in the region of £700,000 - £800,000. Whilst it would be possible to reduce this figure over time through restructuring, it is likely that around £500,000 additional cost would remain in the General Fund.

5.2 Risk Management Implications

5.2.1 Maintaining the viability of the Housing Revenue Account is an important contribution in ensuring the financial health of the Council.

5.3 Links to Council's Priorities

5.3.1 Any reduction in planned new build schemes may impact on the Council's ability to meet the objectives of the Local Housing Investment Plan.

5.3.2 Welfare reform pressures may impact on the ability to collect rental income from tenants.

The Contact Officers for this report are Sue Garner (719374) and Angela Coates (719369).

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 15

Resources Board

16 November 2015

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

**The Smoke and Carbon Monoxide
Alarm (England) Regulations 2015
and the Deregulation Act 2015
relating to the Private Rented
Housing Sector**

1 Summary

- 1.1 The Smoke and Carbon Monoxide Alarm (England) Regulations to ensure the safety of tenants in private rented housing came into force on 1 October 2015. They require landlords to provide smoke detectors in all private rented homes and carbon monoxide detectors in homes with solid fuel appliances. Failure to comply may result in a Penalty Charge Notice. In addition the Deregulation Act 2015 introduces further changes for private landlords. This report provides Members with information about the new arrangements and proposes an approach for the Council to take in order to meet them.

Recommendation to the Resources Board

- a That the changes in respect of private rented tenancies set out in the Deregulation Act 2015 are noted**
- b That with regard to the Smoke and Carbon Dioxide Alarms (England) Regulations 2015**
 - 1. That the Memorandum of Understanding is approved;**
 - 2. That the Fixed fine and variable fee for Penalty Charge Notices is agreed;**
 - 3. That the Warwickshire Fire and Rescue Service be appointed as the authorised person to carry out works in default on failure of landlords to comply; and**

Recommendation to Council

- c That delegated authority is given for Environmental Health Officers to carry out enforcement of the new provisions.**

2 Consultation

- 2.1 An advanced copy of this report has been sent to the Chairman of the Resources Board (Councillor D Wright) and the Shadow Chair (Councillor Henny).

3 Implications of Deregulation Act and Smoke and Carbon Dioxide Alarms (England) Regulations 2015

- 3.1 The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 require the installation of smoke detectors on each floor of each privately rented home, and that a carbon monoxide detector is fitted into each room in such homes where there is a solid fuel heating appliance. The purpose of the legislation is to reduce the number of fire related domestic deaths and injuries, plus associated property damage costs, and to reduce the harm caused by carbon monoxide poisoning which is potentially fatal.
- 3.2 To support and enable landlords to comply, nearly 500,000 smoke and 52,000 carbon monoxide detectors have been distributed to local Fire and Rescue services for onwards provision to landlords, either directly or via Councils. In Warwickshire, Warwickshire Fire and Rescue Services are distributing alarms via website or telephone requests. Landlords can claim for up to 5 properties, and detectors will be issued on a priority group and first come basis.
- 3.3 The new legislation is effective from 1 October 2015. Almost all private tenancies are covered, but there are some exceptions such as Houses in Multiple Occupation, Care Homes and Hostels, hospitals, hospices, student halls of residence, lodgers etc. which are already protected by separate legislation. Registered Social Landlord properties including Council housing is exempt.
- 3.4 Councils are responsible for enforcement and have the power to serve remedial notices to require works. Failure to comply may then lead to the Council issuing the landlord with a Civil Penalty Charge of up to £5,000 and the Council may carry out the works in default. The landlord has the right to challenge on appeal.
- 3.5 Each Council can determine its own level of Civil Penalty Charge but it must be justified by a published statement of reasons. A memorandum of understanding between Warwickshire Authorities has been produced (see Appendix A) which will provide this justification and encourage compliance, using graduated and escalating enforcement powers proportionately. It is proposed that North Warwickshire Borough Council adopt the jointly developed Memorandum. Consistency around the County should reduce the likelihood of a successful landlords challenge and reduces inequality.
- 3.6 There are no new powers of entry or other authority granted within the legislation but the legislation allows for the council to carry out works and

issue fines. Council's must have arrangements in place to direct 'authorised persons' to carry out works in default of the landlord. The memorandum of understanding identifies Warwickshire Fire and Rescue Services as the authorised person for such works.

- 3.7 The Deregulation Act 2015 (the Act) seeks to rationalise existing legislation and provides additional protection to private sector tenants who have Assured Shorthold tenancies.
- 3.8 Rules relating to Tenancy Deposit schemes; Energy Performance certificates and Gas safety certificates have been in place for some time but not all landlords or agents have complied. The Act requires Landlords to provide certain information at the start of a tenancy and if they don't, any Order for possession of the property requested by a Notice served under section 21 of the Housing Act 1988 cannot be granted by a Court. These requirements are:
- an Energy Performance Certificate,
 - a copy of a licence if the property is a house in multiple occupation,
 - a rent deposit certificate,
 - a gas safety certificate and
 - a 'How to rent booklet'.
- 3.9 Additionally, where a landlord serves a Section 21 Notice of Quit on a tenant as a result of a complaint regarding disrepair or hazards under the Housing Health & Safety Rating System (HHSRS) to the Council, a Court will refuse to grant the Order for eviction if the Council have served a statutory notice requiring the works. Tenants are required to report any repairs to a landlord first and to give the landlord 14 days to respond and/or arrange for works to be completed before complaining to the council.
- 3.10 Finally, where a 6 month assured shorthold tenancy is granted and the landlord then requires possession of the property a Notice to Quit (Section 21 Notice) cannot be served until the 5th month after the tenancy has started.

4 Report Implications

4.1 Finance and Value for Money Implications

- 4.1.1 The Smoke and Carbon Monoxide Alarms (England) Regulations 2015 poses an increased financial implication to landlords should they fail to comply with a remedial notice served by the Council. The average cost for a landlord of installing 2 smoke alarms and a carbon monoxide alarm to comply with the new legislation is £78.48. Enforcement action will result in a cost to the landlord of £2,699.24 for a first offence and £5,000.00 for a second offence.
- 4.1.2 The Penalty charge notice cost is a combined penalty or fine as a deterrent plus the cost of administration and carrying out works in default. The penalty/fine for a first is proposed at £2,500.00.

4.1.3 The maximum Penalty charge allowable in the Regulations is £5,000.00 inclusive of costs. Subsequent Penalty charges for a second offence will therefore be £5,000.00 inclusive of costs.

4.1.4 Fees have been calculated to comply with the Provision of Services Regulations 2009 and the EU Services Directive and are contained within the Statement of Principles at Appendix B.

4.1.5 There are no additional financial implications in respect of the Deregulation Act 2015.

4.2 Legal Implications

4.2.1 Environmental Health Officers and Private Sector Housing Technical Officers are the most appropriate to carry out enforcement of the Smoke and Carbon Monoxide Alarms (England) Regulations 2015 and will require that the council's constitution is amended accordingly.

4.2.2 Housing Options and Private Sector Housing Officers are the most appropriate Officers for ensuring compliance with the Deregulation Act 2015. No additional changes are required to the constitution in this respect.

4.3 Human Resources Implications

4.3.1 The impacts of this report can be contained within existing resources.

4.4 Risk Management Implications

4.4.1 To do nothing presents a risk to tenants in private rented properties.

4.4.2 The Deregulation Act 2015 provides additional assistance for people to be able to remain in their home and thus the impact from homelessness as a result of actions by landlords is likely to be reduced.

4.5 Safer Communities Implications

4.5.1 The enforcement of the regulations and the memorandum of understanding highlighted in the report will contribute towards safer communities and reduce the risk of harm to tenants if landlords do not comply.

4.6 Links to Council's Priorities

4.6.1 The provisions within the Smoke and Carbon Monoxide Alarm (England) Regulations 2015 and the Deregulation Act 2015 afford protection to tenants in private rented properties and meet the following corporate priorities;

- (1) Enhancing community involvement and access to services
- (2) Protection and improving our environment
- (3) Tackling health inequalities
- (4) Improving housing in the borough

The Contact Officer for this report is Wendy Smith (719305).

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
Smoke and Carbon Monoxide Alarm (England) Regulations 2015	Government Office	Legislation	2015

Appendix A

MEMORANDUM OF UNDERSTANDING

Between

WFRS; Warwickshire Fire and Rescue Service (the Fire Authority)

NWBC; North Warwickshire Borough Council*

NBBC; Nuneaton and Bedworth Borough Council*

RBC; Rugby Borough Council*

WDC; Warwick District Council*

SoADC; Stratford on Avon District Council*

*individually 'Housing Authority' (HA or HA's), collectively 'the <Warwickshire> Housing Authorities' (WHAs)

Definitions and abbreviations:

The Regulations – The Smoke and Carbon Monoxide Alarm (England) Regulations 2015, Statutory Instrument SI number 2015:1693 (made under the Energy Act 2013)

RN (Remedial Notice) – as per Regulation 5 of the above 2015 Regulations

PCN (Penalty Charge Notice) – as per Part 4 (Regulations 8-13) of the 2015 Regulations

AP (authorised person)

Dated this day of 20.....

1. This memorandum describes the relationships between the above organisations as regards the promotion, delivery and enforcement of the obligations on residential landlords in regard to the fitting and testing of smoke and carbon monoxide alarms in certain rented dwellings.
2. The Regulations, made on 17th September 2015, came into force on 1st October 2015. They require 'relevant landlords' in respect of 'specified tenancies' to ensure that;
 - (a) *during any period beginning on or after 1st October 2015 when the premises are occupied under the tenancy—*
 - i. *a smoke alarm is equipped on each storey of the premises on which there is a room used wholly or partly as living accommodation;*
 - ii. *a carbon monoxide alarm is equipped in any room of the premises which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance; and*
 - (b) *checks are made by or on behalf of the landlord to ensure that each prescribed alarm is in proper working order on the day the tenancy begins if it is a new tenancy.*
3. All relevant definitions (e.g. relevant landlord and specified tenancy) are as per the 2015 Regulations. Regulation 13 of the regulations requires Councils to prepare and publish a statement of principles which it proposes to follow in determining the amount of a penalty charge. Councils may revise their statement of principles and, where they do so, must publish the revised statement (See Appendix F).
4. The principal aim of the signatory organisations is to achieve the legal obligation for and through landlords or their agents and for the protection of tenants by means of education and promotion or other awareness raising, them through the options of direct provision with enforcement as the final sanction.
5. WFRS has received a limited supply of carbon monoxide and smoke alarms for community distribution free of charge.
6. Where an HA has reasonable grounds to believe that a landlord has not met their statutory duties in full (this may be suspicion or an allegation via contact from a tenant, or third party referral, or as a result of enquiries or intelligence or resulting from a visit or inspection) they are obliged within 21 days to issue the landlord with a Remedial Notice (RN), for compliance within 28 days (see Appendix A). The RN will contain contact details for the WFRS by website/telephone to request FREE delivery and installation of the required detectors whilst stocks last. During this 28 day compliance period, the landlord (or their tenant) may request installation of required alarms from WFRS via their contact details as provided by the HA on

the Remedial Notice. Whilst stock last, these alarms will be supplied, offered and fitted free of charge unless undertaken as remedial works in default (see below).

7. The RN will specify what needs to be done, by when, penalties for non compliance, and providing the opportunity to request a review (appeal) against the requirements of the RN. If the RN is neither complied with nor appealed within the permitted 28 days, the landlord may be in breach of their statutory duty. If an appeal is made, that will be determined and the outcome notified in accordance with the Regulations and the respective HA's own protocol.
8. If no appeal is made and no contact received by the 28th day following issue of the RN, the HA will seek to contact the tenant and/or landlord to verify compliance. Each HA may determine compliance by visit / inspection.
9. If compliance is not satisfied, the HA are obliged within a further 28 days to arrange for an authorised person (AP) to take the necessary remedial action. Whilst the Regulations require the AP to give the occupier a minimum of 48 hours notice of entry for the remedial works, in practice this notice will be given by the HA alongside provision of the tenants address and contact details (if known) to the AP, to facilitate an agreed appointment (see Appendix B).
10. Note: The landlord is only obliged to try and meet their obligations by taking all reasonable steps other than legal proceedings. Landlords must be able to demonstrate and evidence the steps they claim to have taken, such as copies of any letters issued to the tenant, exchanges of emails etc. If landlords are excluded access by the tenant, the landlord should still offer the tenant the required alarms at the doorstep for self-install (and test), and the tenant should be requested to confirm in writing (signed and dated or as an email) that they have received the alarms and are taking responsibility for their fitting and testing, OR that they do not require or want the alarms, and why.
11. If the landlord fails to undertake the measures in the RN, the HA is obliged to arrange to undertake the required remedial works 'in default', i.e. in lieu of the landlord. The HA's signatory to this memorandum hereby appoint WFRS as their 'authorised person' (agent) to deliver the remedial work in default.
12. The HA notice of intended entry and remedial works will identify WFRS as the 'appointed person' via its staff who will have identity cards and will be in their official WFRS uniform. WFRS will arrange to visit and fulfil the required remedial works within 28 days following HA notification and as soon as possible, subject to the minimum 48 hours occupiers notice. WFRS and HA's will agree an appropriate contact mechanism or email address to capture the

exchange of this information. WFRS will then notify the sender HA by return email as soon as reasonably practicable of the outcome of their visit, identifying the number and type of alarms fitted or tested by them on that premises, and any variation to the agreed schedule of rates for installation. Notification will be no more than 5 working days from visit. Again, if entry is refused or the tenant fails to engage then the HA and its agent will have fulfilled their obligation but should be able to demonstrate their attempts, as is required of the landlord. Again, alarms can be offered at the doorstep for self-install and self test.

13. Alarms and detectors fitted by the WFRS as the appointed person for the WHAs will be free of charge whilst free supplies allow, except that WFRS fitting costs at agreed rates (see Appendix E) will be recharged to HA's for onward recharge to the landlord as part of the Penalty Charge Notice (PCN – see Appendix C). A schedule of PCN charge rates is also appended (D), contained within the **Statement of Principles for Determining Financial Penalties**. Once free alarm supplies are exhausted, the cost of similar alarm units procured by WFRS will be added to their recharge in accordance with the agreed supply rate, for HA recovery from the landlord.
14. HA's are responsible for paying WFRS for 'appointed person' remedial works and for the recovery of PCN sums from landlords. Unrecovered landlord sums are the responsibility of the HA. Landlords are entitled to request a review of the PCN and may ultimately appeal to the First-Tier Tribunal as per Regulations 10 and 11. WFRS will invoice each HA on a frequency of no more than one month for the fitting / checking (and supply where appropriate) costs for remedial works, identifying the visited properties for which sums are claimed.
15. HA's are obliged to serve a PCN on the landlord within six weeks of a breach of duty. In accordance with the **Statement of Principles for Determining Financial Penalties**, (Appendix B) the PCN will include the cost of remedial works. In the absence of information from WFRS regarding unusual/exceptional costs, the standard schedule of rates will be recharged to landlords on receipt of confirmation of the WFRS visit and works.
16. Each authority is responsible for its own Public Liability Insurance and for any legal costs arising with any claim. Each authority is responsible for its own publicity but may act collectively with other authorities by agreement. Each authority is responsible for its own audit, quality control and training functions and associated service administration and the reporting of performance and responses to Freedom of Information enquiries.
17. This memorandum remains in force until any signatory withdraws, and may be amended by agreement at any time.

Signed

WFRS; Warwickshire Fire and Rescue Service (the Fire Authority)

(Name)..... (Print).....

(Authority)..... (Date).....

NWBC; North Warwickshire Borough Council

(Name)..... (Print).....

(Authority)..... (Date).....

NBBC; Nuneaton and Bedworth Borough Council

(Name)..... (Print).....

(Authority)..... (Date).....

RBC; Rugby Borough Council

(Name)..... (Print).....

(Authority)..... (Date).....

WDC; Warwick District Council

(Name)..... (Print).....

(Authority)..... (Date).....

SoADC; Stratford on Avon District Council

(Name)..... (Print).....

(Authority)..... (Date).....

Appendix B

The Smoke and Carbon Monoxide Alarm (England) Regulations 2015

**Statement of Principles for
Determining Financial Penalties**

September 2015

DRAFT

1 Introduction

The purpose of this statement of principles for determining financial penalties

- 1.1 This statement sets out the principles that the Warwickshire Housing Authorities (the Council) will apply in exercising its powers to require a relevant landlord (landlord) to pay a financial penalty.

The legal framework

- 1.3 Regulation 8 of The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 (the regulations) provides that the Council may require the landlord to pay a penalty charge if the Council is satisfied on the balance of probabilities that the landlord on whom it has served a remedial notice (the notice) under regulation 5 has failed to take the remedial action specified in the notice within the period specified.

The scope of this document

- 1.4 Regulation 13 of the regulations requires the Council to prepare and publish statement of principles which it proposes to follow in determining the amount of a penalty charge.

The Council may revise its statement of principles and, where it does so, it must publish the revised statement.

Where a penalty charge is made, the Council must have regard to the statement of principles published and in place at the time when the breach in question occurred, when determining the amount of the penalty charge.

In particular the Council will have regard to:

- Satisfying the balance of probabilities that the landlord has failed to take the remedial action required in the notice.

- 1.5 This document sets out the principles which the Council will apply and will have regard to when exercising its powers under regulation 8 of the regulations.

2 Applicable principles

The purpose of imposing a financial penalty

- 2.1 The primary purpose of the Council's exercise of its regulatory powers is to protect the interests of the public, although they may have a punitive effect.

The primary aims of financial penalties will be to:

- change the behaviour of the landlord.
- eliminate any financial gain or benefit from non-compliance with the regulations.
- be proportionate to the nature of the breach of the regulations and the potential harm outcomes.
- aim to deter future non-compliance.
- reimburse the costs incurred by the Council in undertaking work in default

Criteria for the imposition of a financial penalty

- 2.2 By virtue of regulation 8, a failure to comply with the requirements of a remedial notice allows the authority to require payment of a penalty charge. In considering the imposition of a penalty the authority has regard to:

- the evidence of a breach of the requirement of the notice.

- 2.3 In deciding whether it would be appropriate to impose a penalty, the authority will take full account of the particular facts and circumstances of the breach under consideration. Factors which the authority will take into consideration are:

- the Council is satisfied on the balance of probabilities that the landlord on whom it has served a remedial notice (the notice) under regulation 5 has failed to take the remedial action specified in the notice within the period specified.

- 2.4 A financial penalty allows the council, amongst other things, to eliminate financial gain or benefit from non-compliance. A financial penalty charge will be considered appropriate in the following circumstances:

The landlord has failed to comply with the requirements of a remedial notice.

Criteria for determining the quantum of a financial penalty

- 2.5 Regulation 8(2) states the amount of the penalty charge must not exceed £5,000. The penalty charge comprises two parts, a punitive element for failure to comply with the absolute requirement to comply with a remedial notice (subject to any representation made by a landlord to the council) and a cost element relating to the works carried out by the Council.

The period within which the penalty charge is payable is 28 days beginning with the day on which the penalty charge notice is served.

The Council has discretion to specify that if a landlord pays the penalty charge within a specified earlier period a reduction in the penalty charge may be applied.

The Council may also exercise a similar discretion where the landlord gives written notice to the Council that the landlord wishes the authority to review the penalty charge notice.

Of these two discretions, the Council will, as a matter of course, exercise the discretion to reduce the penalty charge in relation to payment within a specified "early payment" period.

The specified period for early payment is within 14 days beginning with the day on which the penalty charge notice was served.

The punitive element of the penalty charge on early payment will attract a 50% reduction.

The cost element relating to the works carried out by the Council will be the costs charged by the authorised person (contractor) and the costs of administering remedial action by the Council net of vat.

The punitive element of the penalty charge will be graduated:

A first offence will attract a punitive penalty of £2500 and the actual cost element (net of vat).

Early payment in the event of a first offence will reduce the punitive element to £1250 (50%). The actual cost element will remain at 100% .

Subsequent offences will attract a penalty of up to £5000 to deter non compliance.

Early payment in the event of a subsequent offence will reduce the punitive element to up to £2500 (50%). The actual cost element will remain at 100% .

Procedural matters

2.6 The regulations impose a number of procedural steps which must be taken before the council can impose a financial penalty. Before imposing a requirement on a landlord to pay a penalty charge the council must, within a period of six weeks from the point at which it is satisfied that the landlord has failed to comply with the requirements of the Remedial Notice, serve a penalty charge notice setting-out:

- the reasons for imposing the penalty charge;
- the premises to which the penalty charge relates;
- the number and type of prescribed alarms (if any) installed at the premises;
- the amount of the penalty charge;
- the obligation to pay that penalty charge or to give written notice of a request to review the penalty charge;
- how payment of the charge must be made; and
- the name and address of the person to whom a notice requesting a review may be sent.

2.7 Where the Council is satisfied on the balance of probabilities that the landlord on whom it has served a remedial notice (the notice) under regulation 5 has failed to take the remedial action specified in the notice within the period specified the council will, on written notice from the landlord served with a penalty charge notice, review the penalty charge imposed. In conducting the review, the council will consider any representations made by the landlord, and serve notice of its decision whether to confirm, vary or withdraw the penalty charge to the landlord.

2.8A landlord who, having requested a review of a penalty charge notice, is served with a notice confirming or varying the penalty charge may appeal to the First-tier Tribunal against the Council's decision.

DRAFT

Agenda Item No 16

Resources Board

16 November 2015

Report of the Assistant Chief Executive (Community Services)

Recovery of Council Tax and Non-Domestic Rates – Court Authorisation

1 Summary

- 1.1 This report requests that authorisation be granted to John Payne to prosecute or defend on the Council's behalf or appear in proceedings before a Magistrate Court in relation to the recovery of Council Tax, and Non-Domestic Rates in accordance with Section 223 of the Local Government Act 1972.

2 Recommendation to the Board

Recommendation to the Board

That John Payne be authorised to appear on the Council's behalf in relation to the recovery of Council Tax and Non Domestic Rates.

3 Background

- 3.1 This report is necessary to allow John Payne who is currently covering the vacant Senior Revenues Officer post to represent the Council in requesting Liability Orders and taking Committal proceedings in the Magistrates' Court. It is a requirement in law that in order to carry out this duty, authority by Council Members must be granted.

5 Report Implications

5.1 Financial Implications

- 5.1.1 None

5.2 Legal and Human Rights Implications

- 5.2.1 Only authorised officers can represent the Authority before a Magistrates Court.

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

Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date

Agenda Item No 17

Resources Board

16 November 2015

Report of the Assistant Chief Executive (Community Services)

Proposed Discontinuation of Discretionary Taxi Voucher Scheme

1 Summary

- 1.1 The purpose of this report is to provide Members with information to support the proposed removal of the discretionary taxi voucher scheme operated by the Council since 2008. If approved this change will take effect from April 2016.

Recommendation to the Resources Board

That the discretionary taxi voucher scheme is discontinued from March 2016.

2 Background

- 2.1 With the introduction in April 2008 of free off peak countrywide bus travel for residents over 60 or with eligible disabilities, the previous discretionary travel token scheme operated by the Council of which nearly 9000 people used to receive £25 worth of taxi tokens was discontinued. To reduce the impact of this change, it was decided at the time to offer a discretionary taxi voucher scheme as an alternative option to the bus pass which was created to focus on those residents that were unable to access transport, either through disability or inaccessibility of a bus service particularly in relation to rural areas.
- 2.2 It is estimated that around 11,000 people are entitled to apply for a free bus pass which is now administered for the Government by the County Council following its transfer in 2010. It is not known how many are currently issued with a bus pass but it is believed the take up is very high as it provides significant financial benefits in a financial year.

3 Current Scheme Arrangements

- 3.1 The current alternative taxi voucher scheme allows for persons over the age of 60, and specifically defined disabled persons to claim vouchers worth £60 for an individual (£90 for couples) to redeem against journeys made with taxi firms located in the Borough if the claimants satisfy the following conditions:

- they need to make essential journeys AND
- do not have access to a car AND
- cannot use a bus either because of mobility problems or there isn't one available

3.2 The amount of vouchers is reduced proportionately on a monthly basis to new joiners to the scheme within the financial year.

3.3 In 2008, there were 360 households that self-assessed themselves as entitled to qualify for taxi vouchers. Of these, 45 were couples paid at the joint rate when the scheme allowed £40 for a single person (£60 for a couple). The numbers on the scheme remained fairly constant throughout the first year of the operation of the scheme but has dropped year on year since that time.

3.4 In 2015, the number of households receiving taxi vouchers is now 216 (193 being individual applicants although it should be noted that 28 recipients come from one retirement home based in Atherstone and 23 couples). See Appendix A for a full breakdown of the location of current recipients

...

3.5 The reason for the reduction in numbers can be attributed to two main reasons:

- The value of having a free bus pass is far greater if a regular traveller; and
- The scheme is not widely promoted by the Council

3.6 As a consequence, in view of

- the relatively low take up of the voucher scheme,
- the ongoing financial pressures on the Council to find savings;
- the cost of administering the scheme which are detailed below and
- the fact that the current scheme does not appear to be addressing the concerns of rural isolation

It is proposed that this discretionary scheme is ended in March 2016

4 Report Implications

4.1 Finance and Value for Money Implications

4.1.1 The initial cost of the scheme was in the region of £20,000 but this spend has reduced over recent years despite the increase in voucher value which means that in this current financial year we have issued vouchers to the value of £13,650 against an approved budget of £14,280.

4.1.2 The cost of producing the vouchers has consistently been around £1900. This is disproportionately high as they have needed to be designed and produced to prevent ease of forgery due to their reimbursement value.

4.1.3 The spend for the last 2 full financial years on the Taxi Voucher Scheme is as follows:

	2013/14 Actuals	2014/15 Actuals
Travel Tokens & Taxi Vouchers	13,277.00	8,455.00
Stationery	1,922.72	1,883.28
Total	15,199.72	10,338.28

4.1.4 The spend in 2015/16 is currently predicted to be approximately £14,000 based on reimbursement levels as at 30/9/15. However, it is almost impossible to predict at this stage what this will be by the end of March and it is likely to be less for the reasons stated in 4.1.5 below.

4.1.5 The difficulty in estimating annual expenditure is because the Council only reimburse taxi companies once vouchers are redeemed following their use. It is evident from the data above that a number of the vouchers issued are never used and the vouchers expire at the end of each financial year. It is also likely that those who do use their vouchers will have used them already in the first six months of the financial year resulting in a lower reimbursement level in the second half of the year.

4.2 Safer Communities Implications

4.2.1 None.

4.3 Environment and Sustainability Implications

4.3.1 The use of free public transport should be encouraged wherever possible to reduce carbon emissions.

4.4 Human Resources Implications

4.4.1 There will be a reduction in staff time in administering the scheme. However, this will be relatively minor due to the low numbers of current recipients who receive vouchers and very few new applications are received during the financial year.

4.4.2 It will be necessary to write to those people affected during January 2016 to advise them that the travel voucher scheme will be discontinued and inviting them to apply for a statutory free bus pass which are issued by the County Council.

4.5 Risk Management Implications

4.5.1 Removal of the taxi voucher scheme reduces the current low risk of fraud associated with the scheme.

4.6 Links to Council's Priorities

4.6.1 The taxi voucher scheme offers an alternative to the statutory bus pass. Whilst its removal will have a small impact on the 216 applicants who currently benefit from the scheme, community transport schemes (e.g.) beeline and Government mobility schemes do exist to support vulnerable people in the borough who need assistance where using public transport is difficult.

4.6.2 In addition, it should be noted that whilst the introduction of the scheme was initially expected to be targeted at those residents who may become rurally isolated because of lack of public transport provision nearly 55% of applicants are resident in the Atherstone and Mancetter wards who are relatively well served by public transport. The creation of the community hub infrastructure also means the impact in terms of concerns over difficulty in accessing services is much low than it was in 2009.

4.7 Equalities Implications

4.7.1 An equality impact assessment has been done on the scheme and whilst it is assumed the taxi voucher scheme has a positive impact on the lives of those residents that qualify, the low take up numbers and low value of vouchers provided in a twelve month period would indicate that it is a scheme that could be discontinued with minimal impact for the reasons stated above.

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

Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date

Appendix A

Travel Voucher Breakdown by Area

WARD	Individuals - £60 eac	Couples - £90 each	Total
Atherstone	86	11	97
Mancetter	21		21
Polesworth	11	1	12
Coleshill	10	1	11
Grendon	7	2	9
Dordon	7	1	8
Hartshill	7	1	8
Arley	5	1	6
Fillongley	5		5
Ansley	3	1	4
Baxterley	4		4
Ridge Lane	2	2	4
Curdworth	3		3
Water Orton	3		3
Baddesley	3		3
Shustoke	1	2	3
Lea Marston	3		3
Kingsbury	3		3
Hurley	2		2
Bretts Hall	1		1
Birchmoor	1		1
Wood End	1		1
Bentley	1		1
Nether Whitacre	1		1
Warton	1		1
Middleton	1		1
TOTAL	193	23	216

Agenda Item No 18

Resources Board

16 November 2015

**Report of the
Chief Executive**

Exclusion of the Public and Press

Recommendation to the Board

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

Agenda Item No 19

Land Purchase Request, Old Arley - Report of the Assistant Director (Housing)

Paragraph 1 – by reason of the report containing information relating to an individual.

Agenda Item No 20

Request for licence for access over land at Kingsbury – Report of the Assistant Director (Housing)

Paragraph 1 – by reason of the report containing information relating to an individual.

Agenda Item No 21

Land Purchase Request, Kingsbury – Report of the Assistant Director (Housing)

Paragraph 1 – by reason of the report containing information relating to an individual.

Agenda Item No 22

Abbey Green Community Centre and Sports Pavilion – Report of the Assistant Director (Streetscape), Assistant Director (Housing) and Assistant Director (Leisure and Community Development)

Paragraph 3 - by reason of the report containing financial information

Agenda Item No 23

Land at Sheepy Road, Atherstone – Report of the Assistant Director (Streetscape)

Paragraph 2 - by reason of the report containing information relating to an individual.

Agenda Item No 24

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

Paragraph 3 – by reason of the report containing financial information.

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