

**To: Deputy Leader and Members of the Resources Board  
Councillors Moore, Butcher, Davis, N Dirveiks  
Forwood, Holland, Humphreys, Johnston and Winter)**

**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**

**17 November 2014**

The Resources Board will meet in the Committee Room at The Council House, South Street, Atherstone, Warwickshire on Monday, 17 November 2014 at 6.30pm.

### **AGENDA**

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

4 **Request for discussion and approval of remaining En Bloc items.**

5 **Public Participation**

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

6 **Minutes of the Resources Board held on 1 September 2014** – copy herewith, to be approved as a correct record and signed by the Chairman.

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

7 **Coleshill Leisure Centre – Site Disposal** – Report of the Assistant Director (Streetscape)

### **Summary**

This report updates Members on the options available for the disposal of the current leisure centre site at Coleshill and recommends a course of action over the coming months.

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

8 **Revisions to Parking Places Order** – Report of the Assistant Director (Streetscape)

### **Summary**

This report asks Members to approve a revised Parking Places Order and associated Schedule(s) covering all the Borough Council owned and operated off-street car parks.

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

9 **Land at Sycamore Crescent, New Arley** – Report of the Assistant Director (Leisure and Community Development)

### **Summary**

This report sets out a proposal for the registration of an area of informal open space at Sycamore Crescent in New Arley as a Village Green. The proposal has been considered by the Community and Environment Board, which has recommended that the matter be further considered by this Board.

The Contact Officer for this report is Alethea Wilson (719212).

- 10 **Treasury Management Update 2014/15** – Report of the Deputy Chief Executive

### **Summary**

This report shows the Treasury Management activity for the period up to the end of October 2014.

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

- 11 **Capital Programme 2014/15 Update and Bids for the 2015/16 Three Year Capital Programme** – Report of the Assistant Director (Finance and Human Resources)

### **Summary**

The report updates Members on the progress of the 2014/15 Capital Programme in terms of expenditure up to the end of October 2014, and puts forward two schemes to be considered for inclusion in the 2015/16 three year capital programme.

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

- 12 **General Fund Budgetary Control Report 2014/15 Period Ended 31 October 2014** – Report of the Assistant Director (Finance and Human Resources)

### **Summary**

The report covers revenue expenditure and income for the General Fund between 1 April 2014 to 31 October 2014. The 2014/15 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).

- 13 **Housing Revenue Account Budgetary Control Report 2014/15 Period Ended 31 October 2014** – 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 31 October 2014.

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

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

- 14 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April - September 2014** - Report of the Chief Executive and the Deputy Chief Executive

**Summary**

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

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

- 15 **Internal Audit – Performance for Second Quarter 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).

- 16 **CCTV in Atherstone – Annual Report** – Report of the Assistant Director (Housing)

**Summary**

This report outlines progress in respect of the Council's management and operation of the Atherstone Town Centre CCTV scheme and its impact over the last 12 months in relation to the corporate priority to tackle crime and the fear of crime.

The Contact Officer for this report is Gary Thomas-McGenity (719303).

- 17 **Minutes of the Housing Sub-Committee held on 6 October 2014** - copy herewith to be received and noted.

**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 Housing Maintenance Service – Review of Team Structure – Report of the Assistant Director (Housing)**

The Contact Officer for this report is Angela Coates (719369).

**20 Cover for 24/7 Community Support Service – Report of the Assistant Director (Housing)**

The Contact Officer for this report is Angela Coates (719369).

**21 Sale of Land – Report of the Assistant Director (Leisure and Community Development)**

The Contact Officer for this report is Alethea Wilson (719212).

**22 Irrecoverable Local Taxation Debts – Report of the Assistant Chief Executive (Community Services)**

The Contact Officer for this report is Mike Shaw (719338).

**23 Council New Build Schemes – Report of the Assistant Director (Housing)**

The Contact Officer for this report is Angela Coates (719369).

**24 Supporting People Programme – Report of the Assistant Director (Housing)**

The Contact Officer for this report is Angela Coates (719369).

**25 Sundry Debtor Irrecoverable Debts – Report of the Assistant Director (Finance and Human Resources)**

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

JERRY HUTCHINSON  
Chief Executive

## NORTH WARWICKSHIRE BOROUGH COUNCIL

### MINUTES OF THE RESOURCES BOARD

1 September 2014

Present: Councillor Moore in the Chair

Councillors Butcher, Davis N Dirveiks, Forwood, Humphreys, Johnston and Winter.

An apology for absence was received from Councillor Holland.

Councillor Smith was also in attendance.

#### 20 **Disclosable Pecuniary and Non-Pecuniary Interests**

Councillor Moore declared a non-pecuniary interest in Minute No 32, Land Purchase at Bakers Croft, Baddesley Ensor, by reason of being personal friends of the applicants. Councillor Moore vacated the chair for this item and took no part in the discussion or voting thereon.

#### 21 **Minutes of the Resources Board held on 2 June 2014**

The minutes of the meeting of the Board held on 2 June 2014, copies having previously been circulated, were approved as a correct record and signed by the Chairman.

#### 22 **Borough Care Alarm Equipment Replacement and Control Centre Equipment Modification Report**

The Assistant Director (Housing) informed Members of a funding shortfall to purchase replacement Borough Care alarm units and pendants that was likely to occur this year, and an increasingly significant issue affecting communication between certain Borough Care alarm users and the Borough Care control centre that might escalate over the coming years.

##### **Recommendation to the Executive Board:**

- a **That an increase in the 2014/15 capital alarm equipment replacement budget of £5k to £23k in order to ensure sufficient Borough Care alarms and pendants are available for current and new service users this year be approved;**
- b **That Members consider the same increase in the capital alarm equipment replacement budget in subsequent years, when considering the 2015/16 Three Year Capital programme;**

- c That an additional capital allocation of £5k to purchase additional alarm call handling equipment to resolve a technical issue affecting the communication between the control centre and some Borough Care service users, which is an unintended consequence of the modernisation of the national telephone network be approved; and
- d That a supplementary revenue estimate of £1k per annum to fund the ongoing costs of the additional alarm call handling equipment be approved.

**23 Treasury Management Update Quarter 1 2014/15**

The Assistant Director (Finance and Human Resources) reported on the Treasury Management activity during the first three months of 2014/15.

**Resolved:**

**That the Treasury Management Report for the first three months of 2014/15 be noted.**

**24 Capital Programme 2014/15 Period 4 Update**

The Assistant Director (Finance and Human Resources) updated Members on the progress of the 2014/15 Capital Programme in terms of expenditure up to the end of July 2013.

**Resolved:**

- a That progress made against the 2014/15 Capital Programme be noted; and
- b That virements between budget headers be approved, as set out in the report of the Assistant Director (Finance and Human Resources).

**25 General Fund Budgetary Control Report 2014/15 Period Ended 31 July 2014**

The Assistant Director (Finance and Human Resources) reported on revenue expenditure and income for the General Fund between 1 April 2014 and 31 July 2014. The 2014/15 budget and the actual position for the period, compared with the estimate at that date, were given, together with an estimate of the out-turn position.

**Resolved:**

**That the report be noted.**

**26 Housing Revenue Account Budgetary Control Report 2014/15 Period Ended 31 July 2014**

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 2014.

**Resolved:**

**That the report be noted.**

**27 A Review of the Effectiveness of Internal Audit 2013-14**

The Deputy Chief Executive sought Members' consideration of the annual review of the effectiveness of the system of Internal Audit.

**Resolved:**

**a That the findings of the annual review of the effectiveness of the system of internal audit for 2013-14 be noted; and**

**b That it be noted that the system of internal audit is operating effectively and can be relied upon as reflected in the Annual Governance Statement for 2013-14.**

**28 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April-March 2014**

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 2013 to June 2014.

**Resolved:**

**That the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Resources Board for April 2013 to June 2014 be noted.**

**29 Internal Audit – Performance for First Quarter 2014-15**

The Deputy Chief Executive reported on the progress of the Council's Internal Audit function against the agreed plan of work for the year.

**Resolved:**

**That the report be noted.**



**30 Minutes of the Housing Sub-Committee held on 1 September 2014**

The minutes of the Housing Sub-Committee held on 1 September 2014 were received and noted.

**31 Exclusion of the Public and Press**

**Resolved:**

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

**[Councillor N Dirveiks in the Chair]**

**32 Land Purchase Bakers Croft, Baddesley Ensor**

The Assistant Director (Housing) detailed a request that had been received to purchase a piece of land in the Council's ownership at Bakers Croft, Baddesley Ensor that had been subject to a lease since 2001.

**Recommended:**

- a That the land shown at Appendix A to the report of the Assistant Director (Housing) be declared surplus to requirements on the grounds that it is of no practical purpose; and**
- b That the land shown at Appendix A to the report of the Assistant Director (Housing) be sold at the value recommended by the Council's Valuer.**

J Moore  
Chairman

## Agenda Item No 7

### Resources Board

17 November 2014

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

#### Coleshill Leisure Centre – Site Disposal

## 1 Summary

- 1.1 This report updates Members on the options available for the disposal of the current leisure centre site at Coleshill and recommends a course of action over the coming months.

### Recommendation to the Council

- a That the Board declares the site of the existing leisure centre at Coleshill surplus to requirements from the date that the new facility at Coleshill school becomes operational; and
- b That the Board agrees to the proposals set out in the report at paragraph 3 for the future marketing and disposal of the current leisure centre site.

## 2 Background

- 2.1 Members will be aware that the replacement leisure centre at Coleshill School is nearing completion and is due to open to the public in mid-November this year. Once the new facility becomes fully operational, all activity will transfer to the new site and the leisure centre building on Park Road will close.
- 2.2 In anticipation of the closure of the existing leisure centre building, officers have been reviewing the available options for the disposal of the current site. Once the current building closes, there will be a three month grace period before the Council becomes liable for the void NDR payments on the property. It is therefore crucial that the site is disposed of as soon as practically possible after those payments become due from mid February 2015 onwards.
- 2.3 An independent valuation of the site has been commissioned and a number of options for the future potential use of the land have been considered. The potential for a wider development of the leisure centre site along with the neighbouring land owned by Warwickshire County Council and the Police Authority has been explored with those organisations and those discussions continue. The sale of the former police station site to a third party is understood to be well advanced and it is, therefore, unlikely that an agreement could be reached quickly if at all. However, officers from the three

organisations will continue to look at the available options for the time being while the possibility of a combined site disposal remains feasible.

- 2.4 The Assistant Director (Streetscape) has also held discussions with colleagues in Housing to assess whether the land would be suitable for acquisition and development as social housing. There has so far been a very positive response and potential sale and development options are currently being considered by the Housing division in more detail.

### **3 Next Steps**

3.1 It is proposed that:

- i. Discussions with WCC and WPA continue to see if greater value can be realistically realised from the sale of the site in combination with neighbouring parcels of land
- ii. If no realistic progress has been made on a joint sale by the end of December, 2014 then the site should be advertised on the open market in the New Year with the aim of achieving at least the current market valuation.
- iii. Should no external offer at or above the estimated market value for the site be forthcoming by the end of February 2015, the Housing division should then be given the opportunity to purchase the land at the market rate.

### **4 Report Implications**

#### **4.1 Finance and Value for Money Implications**

4.1.1 The sale of the current leisure centre site will bring in a significant capital receipt which will contribute to the cost of replacement provision. If the existing site remains unsold from three months after it becomes void, the Council will from then on be liable to pay NDR at a cost of around £2,200 per month until the building and land is sold or transferred.

#### **4.2 Safer Communities Implications**

4.2.1 A swift disposal of the site once vacant will also reduce the risk and associated costs of anti social behaviour including graffiti and criminal damage.

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

## **Agenda Item No 8**

### **Resources Board**

**17 November 2014**

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

#### **Revisions to Parking Places Order**

### **1 Summary**

- 1.1 This report asks Members to approve a revised Parking Places Order and associated Schedule(s) covering all the Borough Council owned and operated off-street car parks.

#### **Recommendation to the Board**

**That the Board approves the revised Parking Places Order and associated Schedule(s).**

### **2 Consultation**

- 2.1 All Borough Councillors have been sent a copy of the revised Car Park Schedule and invited to submit their comments on the proposed revisions. Any comments received will be relayed to the Board.

### **3 Background**

- 3.1 The Council's last published Parking Places Order (PPO) was considered by this Board in January 2013 and came into force later that same year. Since the publication of that order there have been a number of changes to parking provision within the Borough which need to be accommodated within a revised PPO and associated schedules.
- 3.2 The proposed changes to the schedule are designed to tackle a number of existing or potential issues and are summarised as follows:
- p.1. Council House Barrier Car Park – the proposed changes will enable the Council to enforce the permit only scheme being introduced
  - p.4. Derek Avenue – this is to cover the car park adjacent to the Long Street recreation ground
  - p.5. Bus Station, Atherstone – this would enable the Council to tackle some of the problems caused by vehicles parking on the pavements restricting pedestrian access (including wheelchairs, pushchairs etc.)

and would be a cheaper and more manageable alternative to physical barriers such as bollards.

p.6. Leisure Centres at Coleshill and Arley – this would enable the Council to tackle overnight parking or the use of the car parks by staff/commuters etc. keeping the spaces free for customers to use.

3.3 There are no other changes proposed to the existing PPO and the vast majority of the Borough Council's car parks will be unaffected. The revised PPO and schedule are attached as appendices to this report.

...

3.4 If Board approves the revised Parking Places Order and associated schedule, there will be a six month statutory consultation period before they come into force.

#### **4 Report Implications**

##### **4.1 Finance and Value for Money Implications**

4.1.1 There are no financial implications resulting from the revised Parking Places Order. Fixed Penalty Notice (FPN) income is not expected to change as a result of the relatively minor proposed revisions to the Car Parking Schedules.

##### **4.2 Legal and Risk Management Implications**

4.2.1 The proposed changes will tighten up some areas of enforcement and reflect present day and anticipated car park usage and management more accurately, thus reducing the risk of FPN appeals.

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

**THE BOROUGH OF NORTH WARWICKSHIRE**  
**(OFF STREET PARKING PLACES) ORDER, 2015**

THE BOROUGH OF NORTH WARWICKSHIRE  
(OFF STREET PARKING PLACES) ORDER 2015

The Council of the Borough of North Warwickshire (“the Council”) in exercise of their powers under Sections 32, 33, 35, 35A and 38 and Part IV of Schedule 9 to the Road Traffic Regulation Act, 1984, (“the Act”) and of all other enabling powers, with the consent of the Warwickshire County Council, in accordance with Section 39(3) of the Act and after consulting the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act, hereby make the following Order:-

PART I

GENERAL

Citation and Date of Operation

1. This Order, which revokes the Order mentioned in Article 30 below, shall come into operation on [5th January 2015](#) and may be cited as “The Borough of North Warwickshire (Off Street Parking Places) Order,2015.”

Definitions

2. In this Order, except where the context otherwise requires, the following expressions have the meanings hereby assigned to them:-

*“disabled person’s badge” has the same meaning as in the The Local Authorities’ Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000.*

“driver”, in relation to a vehicle waiting in a parking place, means the person driving the vehicle at the time it was left in the parking place;

“long stay car parks” means the parking places listed in column 1 of Schedule 1 to this Order;

*“motor car” and “trailer” have respectively the same meaning as in Sections 136 and 137 of the Act;*

“operative hours” mean the periods specified in column 4 and 5 of Schedule 1 and 2 to this Order;

*“owner” in relation to a vehicle which is required to be licensed under the provisions of the Vehicle Excise & Registration Act 1994, means the person in whose name the vehicle was registered under the said Act on the date on which the vehicle was left in the parking place in question;*

“parking attendant” means a person authorised by or on behalf of the Council to carry out any duties in relation to the parking places listed in Schedules 1 and 2 to this Order;

“parking place” means any area of land specified by name in column 1 of Schedule 1 or Schedule 2 to this Order provided by the Council under Section 32 of the Act for use as a parking place;

“parking space” means any area of a parking place which is provided for the leaving of a vehicle and indicated by markings on the surface of the parking place or by any such other suitable means as may be practicable;

“short stay car parks” mean the parking places listed in column 1 of Schedule 2 to this Order;

“Staff Permit Holders” means any vehicle displaying a permit issued by the Council for the purpose of allowing parking in a specified Parking Place and

*“vehicle” means any vehicle whether or not it is in a fit state for use on roads, and includes any caravan, and any chassis or body, with or without wheels, appearing to have formed part of such vehicle or any load carried by, and anything attached to, such vehicle;*

*The Interpretation Act 1978 shall apply for the interpretation of this Order as it applies for the interpretation of an Act of Parliament and as if for the purposes of Section 16 and 17 of that Act this Order were an Act of Parliament*

## PART II

### USE OF PARKING PLACE

#### Use of Land and Parking Place

3. (1) Subject to Articles 4 and 5 below, each area of land specified by name in column 1 of either of the Schedules to this Order may be used, subject to the following provisions of the order, as a parking place for such classes of vehicles, in such positions on such days, during such hours and at such charges as are specified in relation to that area in the said Schedules.
  - (2) Every vehicle parked in any of the said parking places shall, where parking spaces are defined, be parked only in such a space. For the avoidance of doubt where such spaces are delineated by surface markings, vehicles must be parked within the markings and tyres shall not touch or encroach beyond the said markings. Where parking spaces are surface marked or otherwise indicated as being reserved for a special class of vehicle no vehicle of any other class shall be parked in any such space.
  - (3) Where, within a parking place, there is a sign or surface marking which indicates that a parking space is available only for a disabled person’s vehicle, the driver of a vehicle shall not permit it to wait in that parking space for any period unless it is one of the types of vehicle described in Article 29 below or either the driver of the vehicle or a passenger in the vehicle at the time it is left in the parking place *has been issued with a valid disabled person’s badge and that it is clearly displayed on the dashboard so that it can be checked by a Parking Attendant.*
4. Nothing in Article 3 of this Order shall:
    - (a) restrict the power of the Council temporarily to close any or all of the parking spaces or places; or
    - (b) prevent any person from causing or permitting a vehicle to wait in a parking place for so long as may be necessary to enable:
      - (i) a person to board or alight from a vehicle;
      - (ii) goods to be loaded on to or unloaded from the vehicle.



5. *The Council may, by notice displayed at or near a parking place, immediately close such a parking place or part thereof for any period, and no driver of any vehicle shall use such a parking place or part thereof when it is so closed.*

Amount of Charges

6. (1) If a vehicle (not being a vehicle exempted from this provision by Article 29 or permission having been otherwise granted in writing by the Council) is parked outside of the parking bay markings, or exceeds the permitted weight limit of 1500kg, or is left in a parking place, or part thereof which is subject to a time limit on parking, such that it is observed therein during its operative hours at a particular time, (the time of first observation), and is subsequently observed therein during its operative hours at a time more than the maximum period for which a vehicle may wait as specified in column 5 of Schedule 1 or Schedule 2, after the time of first observation, (the time of final observation) then (1) the driver of the vehicle shall be guilty of an offence and (2) a charge of £50 (the charge) shall be paid by the Driver of the vehicle to the Council in accordance with the remaining provisions of this Article.
- (2) *In default of the payment of the charge by the driver of the vehicle in accordance with Articles 6(1) or 6(5) the owner of the vehicle shall be liable to pay the charge.*
- (3) *Both the driver of the vehicle and the owner of the vehicle shall be responsible persons within the meaning of Section 35A(3) of the Act of 1984, so however that the Council may prosecute either the driver of the vehicle or the owner of the vehicle, but not both for contravention of the provisions of this Order. Furthermore, the Council may recover any charge or sum due under this Order from either the driver or the owner of the vehicle but not both.*
- (4) In the case of a vehicle in respect of which a charge may have been incurred it shall be the duty of the Parking Attendant to attach to the vehicle, in a conspicuous position, a notice which shall include the following particulars:-
- (a) the registration mark on the vehicle or, where the vehicle is being used under a trade licence, the number of the trade plate carried by the vehicle;
- (b) the date and time of final observation in the cases of breach of Article 6(1);
- (c) a statement that the charge of £50 is required to be paid or alternatively if the sum of £25 ("the sum") is offered in payment within 7 days of the date of the notice, and is in fact paid within this seven day period, the Council shall accept it in lieu of £50;
- (d) the manner in which, the time within which, the charge should be paid;
- (e) a statement that it is an offence under Section 35A of the Act of 1984 for the driver of a vehicle who has left the vehicle in a parking place to fail to pay the charge, or in default of payment of the charge by the driver an offence for the owner of the vehicle to fail to pay the charge.
- (5) *Upon making payment the driver or owner shall supply the following information, namely: the date of the offence, the name of the appropriate parking place, the registration number of the vehicle, together with the*

*number of the charge notice issued in respect of the offence for which payment is offered. This requirement may be satisfied by production of the charge notice showing the required information.*

- (6) Where the owner of a vehicle is liable to pay the charge by reason of Article 6(2) and the Council seeks to recover the charge from the owner the Council shall inform the owner by notice in writing to such liability and shall require the charge to be paid before the date specified for payment in the notice such date being not less than 14 days from the date of the notice, and in default of payment in accordance with this the owner shall be guilty of an offence.
- (7) For the purpose of this Article notice is duly given if it is posted in a letter addressed to the last known address of the driver or owner of the vehicle as the case may be.
- (8) Without prejudice to its powers under this Order to recover any charge or payment due to the Council in proceedings before the Magistrates' Court, the Council shall have power to recover any such charge or payment in the County Court as if it was a civil debt.
- (9) In Schedules 1 and 2 the requirement that no period of parking on the parking place shall exceed the maximum period specified in column 5 of each Schedule shall be construed so that the maximum period means the period of at least that specified in column 5 between the time of the first observation and time of the final observation as defined in Article 6(1). For the avoidance of doubt therefore it is immaterial whether the vehicle has been removed between the time of the first observation and the time of the final observation as defined in Article 6(1). Similarly it is immaterial whether the vehicle has returned to the same or a different parking space within the same parking place.

#### Restriction on Removal Notices

7. When a notice has been attached to a vehicle in accordance with any of the foregoing provisions of this Order, no person other than a person authorised by the Council, or the driver or a person authorised by the driver shall remove the notice from the vehicle. And it shall be an offence under this Order for any person other than a person authorised as aforesaid to remove such a notice from a vehicle.

## Driving, Vehicle Excise and Insurance Requirements

8. A person shall not drive a vehicle in a parking place unless:
- (a) that person is the holder of a licence authorising him or her to drive a vehicle of its class or description on a road; or
  - (b) he or she is the holder of a provisional driving licence and is accompanied in the vehicle by a person holding a licence of the type mentioned in (a) above; and
  - (c) in either case, the vehicle is licensed in pursuance of the provisions of the Vehicle Excise and Registration Act 1994 and unless there is in relation to the use of the vehicle by the driver such a policy of insurance as complies with the requirements of Part VI of the Road Traffic Act, 1988.

## Speed Limit

9. A person shall not drive, in a parking place, a vehicle at a speed exceeding ten miles per hour.

## Use of Vehicle Engine

10. The driver of a vehicle using a parking place shall stop the engine as soon as the vehicle is in position in the parking space and shall not start the engine, except when about to change the position of the vehicle in or to depart from the parking place.

## Prohibition of Certain Sales and Activities

11. No person shall use a vehicle, while it is in a parking place, in connection with the sale of any article to persons in or near the parking place or in connection with the selling or offering for hire of his or her skill or services, nor in the parking place display or offer for sale any vehicle.
12. No person shall use any part of a parking place or any vehicle left in a parking place:
- (a) for sleeping, camping, caravanning, or cooking purposes;
  - (b) for the purposes of servicing, washing, maintaining or repairing any vehicle or part thereof other than is reasonably necessary to enable that vehicle to depart from the parking place; or.
  - (c) for the erection of any tent, booth, stand, building or other structure.
13. No person shall light or cause or permit to be lit any fire within any part of a parking place.

## Use of Horn

14. The driver of a vehicle using a parking place shall not sound any horn or similar instrument except in an emergency or when about to change the position of the vehicle in or to depart from the parking place.

### Incorrect Positioning and Removal of Vehicles

15. (1) If a vehicle is left in a parking place in a position other than in accordance with the provisions of Article 3 of this Order, an authorised Officer of the Council may alter or cause to be altered the position of the vehicle so that it is left in a position which meets the requirements of the said Article.
- (2) If a vehicle is left in a parking place in contravention of any of the foregoing provisions of this Order, an authorised Officer of the Council may remove the vehicle or arrange for it to be removed from the parking place.
- (3) For the purposes of meeting the requirements of an emergency, an authorised officer of the Council or a police constable in uniform may alter or cause to be altered the position of a vehicle in a parking place or remove or arrange for the removal of a vehicle from a parking place.
- (4) Any person altering, or causing the alteration of, the position of a vehicle by virtue of paragraph (1) of this Article, or removing, or causing the removal of, a vehicle by virtue of paragraphs (2) or (3) of this Article, may do so by towing or driving the vehicle or in such other manner as he or she may think reasonably necessary to enable the position of the vehicle to be altered or the vehicle to be removed.
- (5) Any person removing or arranging for the removal of a vehicle by virtue of paragraphs (2) or (3) of this Article shall make such arrangements as he or she considers to be reasonably necessary for the safety of the vehicle in the place to which it is removed.
- (6) *Any reasonable costs incurred by the Council in the exercise to the powers contained in paragraphs (1), (2), (3), (4) and (5) of this Article may be recovered from the owner or driver of the vehicle concerned and the Council may retain possession of the vehicle until such costs are paid.*
- (7) *Section 102 of the Act shall apply to this Order in respect of the recovery by the Council of the charges for the removing or removal of vehicles in accordance with this Article.*

### Use of Entrances and Exits

16. Where in a parking place signs are erected or surface markings are laid for the purpose of:
  - (a) indicating the entrance to or exit from the parking place; or
  - (b) indicating that a vehicle using the parking place shall proceed in a specified direction within the parking place,no persons shall drive or permit to be driven any vehicle (i) so that it enters the parking place otherwise than by an entrance, or leaves the parking place otherwise than by an exit, so indicated, or (ii) in a direction other than so specified.

### Restriction on Vehicle Movements

17. No persons shall, except with the permission of any person authorised by the Council, drive any vehicle in a parking place other than for the purpose of leaving that vehicle in the parking place in accordance with the provisions of this Order or for the purposes of departing from the parking place.

## Liability Disclaimer

18. Apart from their statutory liability, the Council are not and will not be under any liability whatsoever in respect of the loss of or any damage occasioned to:
- (a) any vehicle; and/or
  - (b) anything in on or about the vehicle howsoever such loss or damage may be caused.

whilst such vehicle is on any parking place or being removed from that parking place.

## General

19. *Contravention of or non-compliance with any the provisions of this Order shall be an offence in accordance with Section 35A of the Act.*
20. *No persons shall use a parking place for the storage of any vehicle or any other object/anything for any purpose.*
21. *No persons shall in a parking place wantonly shout or otherwise make any loud noise to the disturbance or annoyance of users of the parking place or residence of premises in the neighbourhood.*
22. *No persons shall in a parking place destroy, damage, interfere with or deface any property belonging to the Council, and in addition to liability for any penalty imposed for breach of this provision of this Order, any person doing so shall be liable for and shall pay the Council the full cost of repair of the damage.*
23. (1) *No persons shall in a parking place use any threatening, insulting or abusive language gesture or conduct with intent to put any person in fear or so as to occasion a breach of the peace or whereby a breach of the peace is likely to be occasioned.*
- (2) *A person who is not in a parking place for the purpose of parking or retrieval of a vehicle or a purpose connected therewith on being requested to leave the parking place by an Officer of the Council, parking attendant or any Police Constable shall do so forthwith.*
24. *No person shall use a parking place as a means of passage by a motor vehicle proceeding from one road to another road unless markings on the surface of the parking place or signs indicate that this is permissible.*
25. *The driver of a vehicle drawing a trailer shall not permit the vehicle or the trailer to wait in a parking place unless they have been disconnected, and for the purpose of this order the vehicle and the trailer shall be deemed to be separate vehicles and the said driver shall be deemed to be the driver of each of the said vehicles.*
26. *In accordance with sub-section 3(c) of Section 35A of the Act, sub-sections (4), (5) and (6) of Section 47 of the Act shall apply to the parking spaces surfaced marked or otherwise indicated as being reserved for a special class of vehicle, in accordance with Article 3(2), as though in the aforementioned sub-sections of Section 47 before the words "this section" was substituted the words "Section 35A of the Road Traffic Regulation Act 1984".*

27. *Double yellow lines installed in a parking place indicate that no parking is permitted adjacent thereto.*
28. *It shall be an offence to fail to comply forthwith with a request of a duly authorised Officer of the Council or parking attendant, which is made for the purpose of securing compliance with any of the provisions of this Order.*

PART III

EXEMPTIONS

29. The following vehicles left in a parking place shall be exempt from any limitation of time providing, in each case, either the driver of the vehicle or a passenger in the vehicle at the time it is left in the parking place is a disabled person:
- (i) any invalid carriage;
  - (ii) a vehicle issued to a Disabled Person by the relevant Government Department in lieu of an invalid carriage;
  - (iii) a vehicle left by the driver thereof who is a person who, on account of his or her severe physical disability, has been given a notice in writing by the Council that he or she is exempt from any limitation on time, if the notice is displayed in a conspicuous position on the vehicle and can be read from outside the vehicle; or
  - (iv) a Disabled Person's vehicle which displays a valid Disabled Person's Badge, provided that the badge is displayed in a conspicuous position on the vehicle and the wording on the badge can be read from outside the vehicle.

PART IV

REVOCATIONS

30. [The Borough of North Warwickshire \(Off Street Parking Places\) Order, 2013](#) is hereby revoked.

THE COMMON SEAL of the NORTH )  
 WARWICKSHIRE BOROUGH COUNCIL )  
 was hereunto affixed on the )  
 in the presence of: )

Designated Officer

SCHEDULE 1  
LONG STAY CAR PARKS

<u>Column 1</u> Parking Place	<u>Column 2</u> Position in which vehicles may wait	<u>Column 3</u> Class of Vehicle	<u>Column 4</u> Days & Hours of operation	<u>Column 5</u> Maximum Period for which a vehicle may wait	<u>Column 6</u> Scale of Charge
1. <u>Atherstone</u>					
(a) Council House Car Park, Woolpack Way <u>(Staff car park Mon – Fri)</u>	Within the spaces marked by white lines on the surface	Motor cars constructed solely for the carriage of passengers and their effects and adapted to carry not more than seven passengers exclusive of the driver, dual purpose vehicles of unladen weight not exceeding 2 tonnes, motor cycles and motor cycle combinations, other vehicles of an unladen weight not exceeding 1500kg	Monday – Friday at any hour Staff Permit Holders only  Saturday at any hour <u>(Public Use)</u>  Sunday at any hour <u>(Public Use)</u>	24 hours  14 hours  24 hours	No charge  No charge  No charge
(b) Council House Car Park, South Street <u>(Staff car park Mon – Fri)</u>	-ditto-	-ditto-	Monday – Friday at any hour Staff Permit Holders only  Saturday at any hour <u>(Public Use)</u>  Sunday at any hour <u>(Public Use)</u>	24 hours  14 hours  24 hours	No charge  No charge  No charge
(c) Former Cattle Market, Station Street	-ditto-	-ditto-	Monday to Saturday inclusive at any hour  Sunday at any hour	14 hours  24 hours	No charge  No charge
(d) Memorial Hall, Long Street	-ditto-	-ditto-	Monday to Saturday inclusive 9.00am – 5.00pm (No return in 2 hours)  Monday to Saturday inclusive 5.00pm – 9.00am	4 hours  16 hours	No charge  No charge

SCHEDULE 1  
LONG STAY CAR PARKS  
(Continued)

<u>Column 1</u> Parking Place	<u>Column 2</u> Position in which vehicles may wait	<u>Column 3</u> Class of Vehicle	<u>Column 4</u> Days & Hours of operation	<u>Column 5</u> Maximum Period for which a vehicle may wait	<u>Column 6</u> Scale of Charge
(e) Sheepy Road	Within the spaces marked by white lines on the surface	Motor cars constructed solely for the carriage of passengers and their effects and adapted to carry not more than seven passengers exclusive of the driver, dual purpose vehicles of unladen weight not exceeding 2 tonnes, motor cycles and motor cycle combinations, other vehicles of an unladen weight not exceeding 1500kg	Sunday at any hour	24 hours	No charge
			Monday to Saturday inclusive at any hour	14 hours	No charge
(f) Carlyon Road (Sandwich Factory)	-ditto-	-ditto-	Sunday at any hour	24 hours	No charge
			Monday to Saturday inclusive at any hour	14 hours	No charge
(g) Bus Station, Station Street	In front of the bus stands or elsewhere within the bus station, provided that no obstruction is caused to other public service vehicles	Public Service Vehicles	Sunday at any hour	24 hours	No charge
			All days at any hour	3 hours	No charge



SCHEDULE 1  
LONG STAY CAR PARKS  
(Continued)

<u>Column 1</u> Parking Place	<u>Column 2</u> Position in which vehicles may wait	<u>Column 3</u> Class of Vehicle	<u>Column 4</u> Days & Hours of operation	<u>Column 5</u> Maximum Period for which a vehicle may wait	<u>Column 6</u> Scale of Charge
2. Coleshill	-ditto-	-ditto-	Monday to Saturday inclusive 8.00am – 6.00pm	14 hours	No charge
(a) Church Hill			Monday to Saturday inclusive 6.00pm – 8.00am Sunday at any hour	14 hours 24 hours	No charge No charge
(b) Parkfield Road	-ditto-	-ditto-	Monday to Saturday inclusive 8.00am – 6.00pm	14 hours	No charge
			Monday to Saturday inclusive 6.00pm – 8.00am Sunday at any hour	14 hours 24 hours	No charge No charge

SCHEDULE 1  
LONG STAY CAR PARKS  
(Continued)

<u>Column 1</u> Parking Place	<u>Column 2</u> Position in which vehicles may wait	<u>Column 3</u> Class of Vehicle	<u>Column 4</u> Days & Hours of operation	<u>Column 5</u> Maximum Period for which a vehicle may wait	<u>Column 6</u> Scale of Charge
3. <u>Dordon</u>					
a). Long Street	Within the spaces marked by white lines on the surface	Motor cars constructed solely for the carriage of passengers and their effects and adapted to carry not more than seven passengers exclusive of the driver, dual purpose vehicles of unladen weight not exceeding 2 tonnes, motor cycles and motor cycle combinations, other vehicles of an unladen weight not exceeding 1500kg	Monday to Saturday inclusive at any hour	14 hours	No charge
			Sunday at any hour	24 hours	No charge
b). Derek Avenue	-ditto-	-ditto-	Monday to Sunday inclusive At all times	Unlimited	No Charge
4. <u>Kingsbury</u>					
Pear Tree Avenue	-ditto-	-ditto-	Monday to Saturday inclusive at any hour	14 hours	No charge
			Sunday at any hour	24 hours	No charge
5. <u>Water Orton</u>					
Birmingham Road	-ditto-	-ditto-	Monday to Saturday inclusive at any hour	14 hours	No charge
			Sunday at any hour	24 hours	No charge
6. <u>Polesworth</u>					
Grendon Road	-ditto-	-ditto-	Monday to Saturday inclusive at any hour (No return in 2 hours)	<u>3 hours</u>	No charge
			Sunday at any hour	24 hours	No charge

SCHEDULE 2  
SHORT STAY CAR PARKS

<u>Column 1</u> Parking Place	<u>Column 2</u> Position in which vehicles may wait	<u>Column 3</u> Class of Vehicle	<u>Column 4</u> Days & Hours of operation	<u>Column 5</u> Maximum Period for which a vehicle may wait	<u>Column 6</u> Scale of Charge
1. <u>Atherstone</u>					
(a) Station Street (Rear of bus station)	Within the spaces marked by white lines on the surface or by other suitable surface markings	Motor cars constructed solely for the carriage of passengers and their effects and adapted to carry not more than seven passengers exclusive of the driver, dual purpose vehicles of unladen weight not exceeding 2 tonnes, motor cycles and motor cycle combinations, other vehicles of an unladen weight not exceeding 1500kg	Monday to Saturday inclusive 9.00am to 5.00pm (No return in 2 hours)	1 hour	No charge
			Monday to Saturday inclusive 5.00pm – 9.00am	16 hours	No charge
			Sunday at any hour	24 hours	No charge
(b) Woolpack Way (Public use)	Within the spaces marked by white lines on the surface	-ditto-	Monday to Saturday inclusive 9.00am to 5.00pm (No return in 2 hours)	2 hours	No charge
			Monday to Saturday inclusive	16 hours	No charge
			5.00pm to 9.00am Sunday at any hour	24 hours	No charge
(c). Station Street – Rear of Bus Station (kerbed area adjacent to access road)	No vehicles permitted at any time unless access permission has been granted by North Warwickshire Borough Council.	-ditto-	Monday to Sunday inclusive At all times	0 hours	No Charge

SCHEDULE 2  
SHORT STAY CAR PARKS

<u>Column 1</u> Parking Place	<u>Column 2</u> Position in which vehicles may wait	<u>Column 3</u> Class of Vehicle	<u>Column 4</u> Days & Hours of operation	<u>Column 5</u> Maximum Period for which a vehicle may wait	<u>Column 6</u> Scale of Charge
<b>2. <u>Polesworth</u></b>					
Rickyard Close	Within the spaces marked by white lines on the surface	Motor cars constructed solely for the carriage of passengers and their effects and adapted to carry not more than seven passengers exclusive of the driver, dual purpose vehicles of unladen weight not exceeding 2 tonnes, motor cycles and motor cycle combinations, other vehicles of an unladen weight not exceeding 1500kg	Monday to Saturday inclusive 9.00am to 5.00pm (No return in 2 hours)	2 hours	No charge
			Monday to Saturday inclusive 5.00pm to 9.00am	16 hours	No charge
			Sunday at any hour	24 hours	No charge
<b>3. <u>Coleshill Leisure Centre</u> Packington Lane Coleshill B46 3JE</b>					
	-ditto-	-ditto-	Monday to Sunday inclusive at all times (No return in 2 hours)	3 hours	No Charge
<b>4. <u>Arley Sports Centre</u> Oak Avenue Arley</b>					
	-ditto-	-ditto-	Monday to Sunday inclusive at all times (No return in 2 hours)	3 hours	No Charge

## **Agenda Item No 9**

### **Resources Board**

**17 November 2014**

**Report of the  
Assistant Director  
(Leisure and Community Development)**

**Land at Sycamore Crescent, New  
Arley**

#### **1 Summary**

- 1.1 This report sets out a proposal for the registration of an area of informal open space at Sycamore Crescent in New Arley as a Village Green. The proposal has been considered by the Community and Environment Board, which has recommended that the matter be further considered by this Board.

#### **Recommendation to the Council**

**That the land comprising the informal open space at Sycamore Crescent in New Arley remain in Borough Council ownership and be registered as a Village Green.**

#### **2 Consultation**

- 2.1 The Chairman, Vice-Chairman and Opposition Spokesperson for the Resources and Community and Environment Boards, Members with responsibility for Health, Well-being and Leisure and appropriate Ward Members have all had the opportunity to comment on the proposal set out in this report. Any comments received will be reported verbally at the meeting.

#### **3 Report**

- 3.1 At its meeting held in November 2013, the Board approved a proposal for the sale of an area of informal open space at Sycamore Crescent in New Arley (shown in the plan attached at Appendix A) to Arley Parish Council. A copy of the associated Board report is attached at Appendix B for information. Members, however, remained concerned that the land could still be vulnerable for development in the future and that any sale should be conditional on safeguards being put in place.

- 3.2 Further to advice from the Legal Section it has become apparent that the only effective way to achieve this is by dedicating the area as a Village Green, which can be done as easily by this Authority as by the Parish Council. A proposal for such a course of action being undertaken by the Borough Council, in preference to selling the land, therefore, was tabled at the meeting of the Community and Environment Board in October 2014, within the context of the North Warwickshire Green Space Strategy Progress Report. The

Community and Environment Board referred the proposal to this Board for approval.

#### **4 Report Implications**

##### **4.1 Finance and Value for Money Implications**

4.1.1 If the Council retains the land, it will forgo the anticipated receipt of £1,000 from the Parish Council, and the minor saving on revenue costs in respect of grass cutting. However there is no fee for the voluntary registration of a Village Green.

##### **4.2 Safer Communities Implications**

4.2.1 None arising out of this report.

##### **4.3 Legal and Human Rights Implications**

4.3.1 Once a Green has been registered voluntarily it becomes subject to the same statutory protections as all other registered Greens and local people will have a guaranteed legal right to indulge in sports and pastimes over it on a permanent basis. Causing damage to a Village Green is a criminal offence under section 12 of the Inclosure Act 1857 and section 29 of the Commons Act 1876. Registration as a Town or Village Green is irrevocable and so the land must be kept free from development or other encroachments. Subject to certain statutory exceptions for compulsory purchase or exchange of land, once registered, land cannot be removed from the register.

##### **4.4 Environment and Sustainability Implications**

4.4.1 Under the proposal the land would continue to be managed as open space, thereby making a positive contribution to the local environment.

##### **4.5 Health, Well-being and Leisure Implications**

4.5.1 Under the proposal the land would continue to provide a space for informal recreation, thereby contributing to the health and well-being of the local community.

##### **4.6 Human Resources Implications**

4.6.1 None arising from this report.

#### 4.7 Risk Management Implications

4.7.1 If the land is sold, there would be a slight reduction in risk to this Authority as the liability to maintain it in a fit and proper condition would pass to the Parish Council. If the land is kept, the Council will retain its duty of care to maintain the land in a fit and proper condition.

#### 4.8 Equalities Implications

4.8.1 None arising from this report.

#### 4.9 Links to Council's Priorities

4.9.1 The proposal is in accordance with the corporate priorities in respect of:

- Environment
- Health and well-being

The Contact Officer for this report is Alethea Wilson (719212).

### Background Papers

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

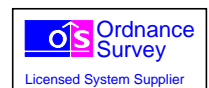
Background Paper No	Author	Nature of Background Paper	Date
1	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board (Proposed Sale of Informal Open Space at Sycamore Crescent, New Arley)	October 2013
2	Assistant Director (Leisure and Community Development)	Report to Resources Board (Land at Sycamore Crescent, New Arley)	November 2013
3	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board (North Warwickshire Green Space Progress Report)	October 2014

# Sycamore Crescent, New Arley



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**Agenda Item No 7**

**Resources Board**

**18 November 2013**

**Report of the  
Assistant Director  
(Leisure and Community Development)**

**Land at Sycamore Crescent, New  
Arley**

**1 Summary**

- 1.1 This report sets out a proposal for the sale to Arley Parish Council of an area of informal open space at Sycamore Crescent in New Arley. The proposal has been considered by the Community and Environment Board, which has recommended that the matter be further considered by this Board.

**Recommendation to the Council**

- a That the land comprising the informal open space at Sycamore Crescent in New Arley be declared surplus to requirements in that there is no need for it to be owned by the Borough Council;**
- b That the land be offered for sale to Arley Parish Council for use as public open space; and**
- c That the capital receipt arising from the proposed disposal of this land be directed towards enhancements of open space elsewhere in New Arley in line with the priorities of the Green Space Strategy.**

**2 Consultation**

- 2.1 The Chairman, Vice-Chairman and Opposition Spokesperson for the Resources and Community and Environment Boards, Members with responsibility for Health, Well-being and Leisure and appropriate Ward Members have all had the opportunity to comment on the proposal set out in this report. Any comments received will be reported verbally at the meeting.

### **3 Report**

3.1 At its meeting held in October 2013, the Community and Environment Board received a report that set out a proposal for the sale to Arley Parish Council of an area of informal open space at Sycamore Crescent in New Arley. The report, which includes background information relating to the proposal, is attached at Appendix A.

3.2 The Community and Environment Board approved the recommendations that the Resources Board be asked to consider the sale of the land to Arley Parish Council and that the Resources Board be invited to consider a proposal that the capital receipt arising from the proposed disposal of the land be directed towards enhancements of open space elsewhere in New Arley in line with the priorities of the Green Space Strategy.

3.3 For the avoidance of doubt it should be made clear that there is no suggestion that the land is surplus to the requirements of the area where there is a known undersupply of open space. However, under the Authority's Constitution it is necessary to declare that there is no particular need for the Borough Council to own this particular parcel of land if the Parish Council, in this instance, is happy to take it on and keep it as open space. If the Parish Council were not so minded then Officers would not be recommending the disposal of the land. The Board, therefore, is now asked to consider the proposal for the sale of the land on this basis and according to the terms set out in the report attached at Appendix A.

### **4 Report Implications**

#### **4.1 Finance and Value for Money Implications**

4.1.1 Should the proposed sale proceed there would be a capital receipt of £1,000, which it is proposed would be offered as match funding towards improvements to green space in New Arley.

4.1.2 Should the land be sold there would be a minor saving to the Authority on revenue costs in respect of grass cutting, which would be directed towards other works in the grounds maintenance schedule. Any future costs in respect of tree management on the land would be avoided.

#### **4.2 Legal and Human Rights Implications**

4.2.1 Ownership of the asset and liability for its maintenance would pass to the Parish Council if it is determined to advance the proposed sale.

#### **4.3 Environment and Sustainability Implications**

4.3.1 Under the proposal the land would continue to be managed as open space, thereby making a positive contribution to the local environment.

#### 4.4 Health, Well-being and Leisure Implications

4.4.1 Under the proposal the land would continue to provide a space for informal recreation, thereby contributing to the health and well-being of the local community.

#### 4.5 Risk Management Implications

4.5.1 There would be a slight reduction in risk to the Authority, in that it would no longer be liable in respect of its duty of care to maintain the land in a fit and proper condition. This liability would pass to the Parish Council.

#### 4.6 Links to Council's Priorities

4.6.1 The proposal is in accordance with the corporate priorities in respect of:

- Environment
- Health and well-being

The Contact Officer for this report is Alethea Wilson (719212).

### Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date
1	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board (Proposed Sale of Informal Open Space at Sycamore Crescent, New Arley)	October 2013

## **Agenda Item No 10**

### **Resources Board**

**17 November 2014**

**Report of the  
Deputy Chief Executive**

**Treasury Management Update  
2014/15**

## **1 Summary**

- 1.1 This report shows the Treasury Management activity for the period up to the end of October 2014.

### **Recommendation to the Board**

**That the Treasury Management Report for the period up to the end of October 2014 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 CIPFA issued a revised Code of Practice for Treasury Management in November 2011. The revised Code suggests that Members should be informed of Treasury Management activities at least twice a year, but preferably quarterly. This report therefore ensures that the Council is following Best Practice in accordance with the Code.

## **3 Economic Forecast**

- 3.1 Earlier optimism about the prospects of the Bank of England increasing interest rates have dissipated against a backdrop of weak pay and inflation, together with slower UK Growth and deteriorating prospects for the global economy.
- 3.2 UK inflation has fallen to a five year low of 1.2% in September and average earnings only rose by 0.7% in the period between May to July 2014, further indicating that the UK economy has still not fully recovered.
- 3.3 These domestic factors, alongside global issues such as the inability of the Eurozone to break free of stagnation and the risk of a sharp and sustained fall in China's growth rate led to Andrew Haldane, chief economist at the Bank of England, admitting that he was 'gloomier' over the prospects for the UK economy.
- 3.4 Despite the Monetary Policy Committee (MPC) continuing to have two hawkish members pushing for early interest rate rises, the likelihood of any increase before May 2015 seems scarce. Most commentators are suggesting that rates now won't rise before August 2015.
- 3.5 The Council's Treasury Advisor, Capita, has undertaken a review of its interest rate forecast and these are summarised below:

	<b>Bank Rate Forecast</b>	<b>10 Year PWLB</b>	<b>25 Year PWLB</b>	<b>50 Year PWLB</b>
Q4 Oct 14 to Dec 14	0.50%	3.20%	3.90%	3.90%
Q1 Jan 15 to Mar 15	0.50%	3.40%	4.00%	4.00%
Q2 Apr 15 to June 15	0.75%	3.50%	4.10%	4.10%
Q3 Jul 15 to Sept 15	0.75%	3.60%	4.30%	4.30%
Q4 Oct 15 to Dec 15	1.00%	3.70%	4.40%	4.40%
Q1 Jan 16 to Mar 16	1.00%	3.80%	4.50%	4.50%
Q2 Apr 16 to June 16	1.25%	3.90%	4.60%	4.60%
Q3 Jul 16 to Sept 16	1.25%	4.00%	4.70%	4.70%

## 4 Treasury Management Strategy Statement

### 4.1 Review of Annual Investment Strategy

4.1.1 The Treasury Management Strategy Statement (TMSS) for 2014/15 was approved by Resources Board on 27 January 2014. 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 also 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. However a different approach is appropriate with UK semi-nationalised institutions, such as Lloyds Banking Group, which is currently significantly UK government owned.

4.1.3 Investment rates in the market have cooled in recent weeks as economic uncertainty has pushed out expectations of when the first UK policy hike will materialise. Additionally, the ongoing stagnation of the wider Eurozone economies and the fear over the impact of the ongoing Ebola epidemic on the global economy has seen investment rates reduce in this period.

4.1.4 The average level of funds available for investment purposes during this period was £15.590 million. These funds were available on a temporary basis and the level of funds available for investment purposes was mainly dependent on the timing of precept payments, the receipt and payments of grants and the timing of both capital and revenue expenditure. Officers can confirm that the approved limits within the Annual Investment Strategy have not been breached.

4.1.5 Interest gained on investments up to the end of October totalled £58,868, slightly ahead of the profiled position of £58,333. The average interest rate on investments for this period was 0.78% compared to the benchmark of the 7 day LIBOR rate of 0.47%. (See Appendix A)

## 4.2 **Borrowing**

4.2.1 The Council's Capital Financing Requirement (CFR) for 2014/15 was estimated at £70 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.

	2014/15 Original Estimate £m	2014/15 Estimated Out-turn £m
External borrowing – Housing	56,195	56,195
Internal borrowing – General Fund	13,510	13,510
<b>CFR (year end position)</b>	<b>69,705</b>	<b>69,705</b>

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 2014/15 were set at £86.212 million and £69.705 million respectively. Activity has remained within these limits for the months from April to October.

### 5 Report Implications

#### 5.1 Finance and Value for Money Implications

5.1.1 Up to 31 October 2014, interest earned on investments was £58,868. 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



**INVESTMENT OUTSTANDING**

**CURRENT LOANS & INVESTMENTS**

**31-Oct-14**

**APPENDIX A**

<b>Name of Borrowing Authority Investment General Account</b>	<b>Investment or Loan No.</b>	<b>Amount</b>	<b>% Invested</b>	<b>Type of Investment</b>	<b>Current Interest Rate</b>	<b>Date of Investment</b>	<b>Maturity Date</b>
Lloyds TSB	5355	1,500,000.00	11.16%	Fixed	0.70	22-Jul-14	22-Jan-15
Lloyds TSB	5277	1,000,000.00	7.44%	Fixed	0.95	10-Sep-14	10-Sep-15
Lloyds TSB	9241844	1,000,000.00	7.44%	Fixed	0.70	30-Jul-14	30-Jan-15
Lloyds TSB	9458142000	1,000,000.00	7.44%	Fixed	1.00	13-Oct-14	13-Oct-15
Barclays	5338	1,500,000.00	11.16%	Fixed	0.62	17-Jun-14	17-Dec-14
Barclays (CD)		1,000,000.00	7.44%	Fixed	0.89	02-May-14	01-May-15
Standard Chartered (CD)		2,000,000.00	14.87%	Fixed	0.58	15-May-14	14-Nov-14
Federated Cash Plus		1,000,000.00	7.44%	eMMF	0.8500	31-Jan-14	
RLAM Cash Plus		1,000,000.00	7.44%	eMMF	1.0100	22-Jan-14	
Ignis MMF (Bank of New York Mellon) - class 2		2,446,000.00	18.19%	MMF	0.4865		
<b>TOTAL CURRENT GENERAL INVESTMENTS</b>		<b>13,446,000.00</b>			<b>0.78</b>		

## **Agenda Item No 11**

### **Resources Board**

**17 November 2014**

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

#### **Capital Programme - 2014/15 Update and Bids for the 2015/16 Three Year Capital Programme**

### **1 Summary**

- 1.1 The report updates Members on the progress of the 2014/15 Capital Programme in terms of expenditure up to the end of October 2014, and puts forward two schemes to be considered for inclusion in the 2015/16 three year capital programme.

#### **Recommendation to the Board**

- a That progress made against the 2014/15 Capital Programme is noted; and**

#### **Recommendation to the Executive Board**

- b That the capital scheme regarding ICT Backing Up in 2016/17 be included with the 2015/16 Three Year Capital Programme.**

### **2 Consultation**

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

### **3 Introduction**

- 3.1 The Executive Board approved the Council's Capital Programme of £9,868,220 for 2014/15 in February 2014.
- 3.2 At the Executive Board on 17 June, it was agreed to carry forward £3,976,820 of unspent 2013/14 budget. Additionally, agreement was granted at the Executive Board on 22 September to increase the Borough Care capital programme budget by £5,000 this year as a one-off contribution and by a further £5,000 as an ongoing amount. This gives a total approved capital programme for 2014/15 of £13,855,090 (Appendix A).
- ...

## **4 Budget Profiling**

- 4.1 To ensure that the Capital Programme projects are completed in a manageable time frame, 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.

## **5 Housing Schemes**

- 5.1 The original budget for 2014/15 is £4,068,750 and there is an agreed carry forward of £2,602,540 which provides a total Housing Capital budget of £6,671,290 (Appendix A).
- 5.2 There has been a total of £1,632,396 spent or committed on the housing capital programme so far in 2014/15; this is compared to a profiled budget of £2,265,629. This has resulted in an under spend to date of £633,233.
- 5.3 A large portion of this under spend relates to delays in letting contracts for the Roofing, Heating and Multi Trade Contract programmes of work, all of which should be agreed before year end but some of the expenditure may slip into the new financial year.

## **6 General Fund Schemes**

- 6.1 The original budget for 2014/15 was £5,799,470 and there is an agreed carry forward of £1,374,330. These, together with the supplementary estimate of £10,000 for Borough Care, provides a total General Fund Capital budget of £7,183,800 (Appendix A)
- 6.2 There has been a total of £2,823,758 spent and committed against the General Fund capital projects for 2014/15, against a profiled budget of £3,963,630.
- 6.3 The Council Office refurbishment is now complete and we are awaiting confirmation from the contractors of the final project cost. It is anticipated at this time that the project will come in under budget.
- 6.4 Work on the new Coleshill Leisure Centre is nearing completion and the majority of the project has now been paid for. This included the purchase of new gym equipment for the new Centre. Additionally, expenditure of £95,150 to fund replacement gym equipment at Atherstone Leisure Complex has been committed, which will be funded by use of Earmarked Reserves. This scheme was undertaken alongside the purchase of the gym equipment for the new Coleshill Leisure Centre, as purchasing the two sets of kit together enabled us to benefit from economies of scale.

- 6.5 Capital schemes for projects for Innage Park Cladding, The Bear & Ragged Staff and The Pavillions Roof will not be undertaken in this financial year. The timing of these schemes will be reconsidered in formulating the 2015/16 Three Year Capital Programme. Similarly, there has been little expenditure to date on the DDA budget and this budget will be reviewed when considering future capital programmes.
- 6.6 Additionally, the vehicle renewal programme budget is expected to be largely unspent in 2014/15 due to the lengthy lead-in period for the purchase of specialised vehicles. This will be addressed in the 2015/16 capital programme.

## **7 Bid for Inclusion in the 2015/16 Three Year Capital Programme**

- 7.1 The current Three Year Capital Programme includes approved schemes scheduled for 2015/16 and 2016/17. These have previously been approved and will be taken forward into the next 3 Year Capital Programme. In addition, Members will need to consider any additional schemes they wish to put forward for inclusion.
- 7.2 Information Services have put forward a capital scheme to the value of £15,000 in 2016/17, to fund a Backing Up scheme to ensure that the Council has reliable back ups in place to safeguard the continuity of service in the event of fire, theft or damage to IT systems. Failure to adequately back up systems may lead to potential loss of works and systems and may impact on service delivery. This scheme will become unavoidable as the Council must have a reliable, robust and secure backup solution.

## **8 Report Implications**

### **8.1 Finance and Value for Money Implications**

- 8.1.2 The schemes will contribute to various outcomes which will increase the services provided by the Council, from providing 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.

### **8.2 Safer Communities Implications**

- 8.2.1 There is provision in the capital programme for additional mobile cctv cameras for the 2014/15 year. The cameras are deployed at priority locations to help reduce or deter crime and disorder.

### **8.3 Environment and Sustainability Implications**

- 8.3.1 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.

#### 8.4 Risk Management Implications

8.4.1 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.

#### 8.5 Equality Implications

8.5.1 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.

8.5.2 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. There are specific allocations included within the programme for access improvements and for disabled facilities grants.

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	Author	Nature of Background Paper	Date

Capital Budgetary Control Summary 2014/15 - as at P7

APPENDIX A

Assistant Director	Cost Centre Code	Cost Centre Description	Original Budget 2014/15	Budget Slippage from 2013/14	Virements & Supplementary Budgets	(A)	(B)	(C)	(D)
						Total 2014/15 Approved Budget	Profiled Budget	Total Yr To Date	Total v Profiled Bud
<b>Capital Expenditure</b>									
Angela Coates	8400	Cap Hsg Unallocated	-	58,970	0	58,970	34,399	6,679	(27,720)
Angela Coates	8401	Cap Hsg Disabled Facility Adaptation CH	175,000	0	0	175,000	102,083	48,423	(53,660)
Angela Coates	8403	Cap Hsg Windows	-	5,430	(5,430)	0	0	0	0
Angela Coates	8404	Cap Hsg Kitchens	-	463,210	(463,210)	0	0	0	0
Angela Coates	8405	Cap Hsg Cavity Wall Insulation	626,470	723,160	162,150	1,511,780	0	0	0
Angela Coates	8406	Cap Hsg Roofing	382,070	158,020	463,210	1,003,300	154,403	39,242	(115,161)
Angela Coates	8408	Cap Hsg Garages	-	16,510	(16,510)	0	0	0	0
Angela Coates	8409	Cap Hsg Heating	1,000,000	28,460	0	1,028,460	329,560	149,048	(180,512)
Angela Coates	8410	Cap Hsg Electrics	4,680	0	(4,680)	0	0	0	0
Angela Coates	8412	Cap Hsg External Works	-	40,680	(40,680)	0	0	0	0
Angela Coates	8421	Cap Door Entry Scheme	-	0	0	0	0	180	180
Angela Coates	8429	Cap Structural Work	-	13,910	0	13,910	8,114	2,014	(6,100)
Angela Coates	8430	Cap Hsg Loft Insulation Work	-	162,150	(162,150)	0	0	0	0
Angela Coates	8432	Cap Hsg UPVC Entrance Screens	-	0	0	0	0	1,858	1,858
Angela Coates	8433	Cap-Unadopted Roads	22,820	41,840	0	64,660	37,718	0	(37,718)
Angela Coates	8477	Cap New Build Housing Project	1,081,350	798,540	0	1,879,890	1,096,604	1,165,834	69,230
Angela Coates	8478	Cap Chimney Stacks	-	26,140	(26,140)	0	0	0	0
Angela Coates	8481	Cap Fencing	-	65,520	(65,520)	0	0	0	0
Angela Coates	8483	Cap Multi Trade Contract	543,520	0	158,960	702,480	409,780	113,520	(296,261)
Angela Coates	8484	Cap Rep DLO Vehicles	45,000	0	0	45,000	0	0	0
Angela Coates	8485	Cap Rep Wardens Vehicles	28,470	0	0	28,470	0	0	0
Angela Coates	8486	IBS Software	-	0	0	0	0	12,632	12,632
Angela Coates	8453	Cap Hsg General Costs	159,370	0	0	159,370	92,966	92,966	(0)
<b>Total HRA</b>			<b>4,068,750</b>	<b>2,602,540</b>	<b>0</b>	<b>6,671,290</b>	<b>2,265,629</b>	<b>1,632,396</b>	<b>(633,233)</b>
Richard Dobbs	8002	Cap DDA	-	351,250	0	351,250	204,896	14,782	(190,114)
Richard Dobbs	8005	Cap Electrical Work to Council Premises	15,000	87,850	0	102,850	59,996	8,621	(51,375)
Simon Powell	8008	Cap Enhancement to Parks and Playing Fie	120,000	0	0	120,000	63,333	66,077	2,743
Simon Powell	8023	Cap General Leisure Equipment	20,000	0	0	20,000	11,667	10,427	(1,239)
Simon Powell	8025	Cap ALC Gym Equipment	-	0	0	0	0	95,148	95,148
Richard Dobbs	8041	Cap Ath Accommo Project	423,830	130,310	0	554,140	554,140	468,110	(86,030)
Angela Coates	8052	CAP Borough Care System Replace	-	2,500	0	2,500	1,458	4,030	2,572
Simon Powell	8056	CAP Coleshill Leisure Centre	3,111,280	191,540	0	3,302,820	1,833,730	1,833,727	(3)
Simon Powell	8057	Cap Piccadilly Sports Field	-	27,860	0	27,860	16,252	0	(16,252)
Simon Powell	8058	Cap Polesworth Abbey Green Park	-	11,430	0	11,430	6,668	4,583	(2,084)
Simon Powell	8059	Cap Dordon Long Street Recreation Ground	-	2,870	0	2,870	1,674	1,501	(174)
Simon Powell	8060	Cap Kitwood Avenue Rec Ground	-	32,410	0	32,410	18,906	0	(18,906)
Simon Powell	8061	Cap Baddesley Ensor Environment Improvem	-	26,170	0	26,170	26,170	70,660	44,490
Richard Dobbs	8063	Cap Bear & Ragged Staff	-	120,000	0	120,000	70,000	0	(70,000)
Simon Powell	8065	Cap Bretts Hall Recreation Ground	-	30,000	0	30,000	17,500	0	(17,500)
Richard Dobbs	8066	Cap Innage Park Cladding	200,000	0	0	200,000	116,667	2,450	(114,217)
Richard Dobbs	8067	Cap Pavillions Roof	175,000	0	0	175,000	102,083	0	(102,083)
Angela Coates	8068	Cap Warden Call Scheme	59,010	0	0	59,010	34,423	0	(34,423)
Linda Bird	8201	Cap Computer Software	30,000	12,620	0	42,620	24,862	16,410	(8,452)
Linda Bird	8205	Cap Infrastructure Improvements	20,000	0	0	20,000	11,667	5,555	(6,112)
Linda Bird	8224	Cap Warwickshire Direct Partnership	11,080	0	0	11,080	0	0	0
Linda Bird	8240	Op Systeem Upgrade	15,000	0	0	15,000	0	0	0
Linda Bird	8245	Cap IT Replace Leisure booking system	-	50,000	0	50,000	40,000	18,534	(21,466)
Angela Coates	8300	Cap Life Lines	18,000	0	10,000	28,000	13,000	14,749	1,749
Steve Maxey	8307	CAP Mobile CCTV	11,310	7,590	0	18,900	0	0	0
Richard Dobbs	8500	Cap Transport	1,193,170	7,510	0	1,200,680	350,000	78,442	(271,558)
Sue Garner	8605	Car Loan	-	0	0	0	0	(3,744)	(3,744)
Angela Coates	8703	Cap Disabled Facilities (expenditure)	300,000	178,320	0	478,320	279,020	87,195	(191,826)
Angela Coates	8704	Cap DHS Assistance	57,500	104,100	0	161,600	94,267	15,248	(79,018)
ALL	8303	Cap Capital Salaries	19,290	0	0	19,290	11,252	11,252	(0)
<b>Total General Fund</b>			<b>5,799,470</b>	<b>1,374,330</b>	<b>10,000</b>	<b>7,183,800</b>	<b>3,963,630</b>	<b>2,823,758</b>	<b>(1,139,872)</b>
<b>Total Expenditure</b>			<b>9,868,220</b>	<b>3,976,870</b>	<b>10,000</b>	<b>13,855,090</b>	<b>6,229,259</b>	<b>4,456,154</b>	<b>(1,773,105)</b>

## **Agenda Item No 12**

### **Resources Board**

**17 November 2014**

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

#### **General Fund Budgetary Control Report 2014/15 Period Ended 31 October 2014**

### **1 Summary**

- 1.1 The report covers revenue expenditure and income for the General Fund between 1 April 2014 and 31 October 2014. The 2014/15 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**

**That the report be noted.**

### **2 Consultation**

- 2.1 Councillors N Dirveiks, Moore and Humphreys 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 31 October.
- 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 31 October 2014.
- 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 31 October 2014, is £2,037,436, compared with a profiled budgetary position of £2,134,809; an under spend of £97,372 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 Business Rates**

4.3.1 There is currently an under spend against external legal and debt collection services together with additional legal fee income.

#### **4.4 Council Tax Collection**

4.4.1 There is an under spend on Council Tax Collection as a result of increased legal fee income relating to the collection of unpaid Council Tax.

#### **4.5 Compensation and Pension Increases**

4.5.1 The under spend relates to the change in employers budgeted superannuation rates in comparison with actual rates.

#### **4.6 Innage Park Industrial Estate**

4.6.1 There is a significant under spend on business rates as a number of vacant units have now been let, which has generated additional rental income above the profiled budget. In addition to this there is a significant reduction in buildings insurance at this site.

#### **4.7 Rent Allowances**

4.7.1 The over spend relates to a lower than expected recovery of Housing Benefit overpayments and an increase in benefit payments paid out (of which only 96.2% is recoverable through subsidy).

#### **4.8 Rent Rebates**

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

#### **4.9 Concessionary Fares**

4.9.1 There is an under spend on Taxi Vouchers issued to date against the budget.



## 4.10 Car Parks

4.10.1 There is an over spend on car park maintenance, due to alterations that have been made to Woolpack Way car park to provide the County Council parking spaces. In addition to this there is an increase in business rates payable at the Market Square car park and a reduction in penalty fines income.

## 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 31 October 2014, is (£97,925), compared with a profiled budgetary position of £31,285; an under spend of £129,210 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 2014/15 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	12,020
Current professional fees variance	820
Current salaries underspend	(116,560)
<b>TOTAL</b>	<b>(103,720)</b>

5.2.3 Other variances include under-spends relating to training, travel and utility bills. There is also additional income arising from the use of Council offices by the County Council and additional legal fee income. These have been partially offset by increased maintenance costs within transport.

## 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 31 October 2014 is £5,152,594 compared with a profiled budgetary position of £5,554,355, an under spend of £401,761. 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 £273,000 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 by an over spend to date on Refuse and Recycling due to the increased participation rates and volumes of recycling.
- 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 Council. 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 October totals £4,475,884, compared with a profiled position of £4,882,990. This increases the general under-spend for the period to £407,106.

## **8 Risks to the Budget**

- 8.1 In setting the budget in February 2014, a number of key risks to the overall budgetary position of the Council were highlighted and these are shown below:-
- Changes in the financial markets and the expected cash flow of the Authority, which affect the investment income the Council can obtain.
  - Further deterioration in the economic position, which could lead to additional demand for Council services in areas such as benefits and homelessness.
  - A large proportion of revenue costs relate to the Councils workforce. Pay awards are negotiated nationally, and any variance from the increase assumed would impact on the financial position. In addition, a vacancy factor for staff turnover is included within the overall estimates. Should vacancies be less than expected then additional costs will be borne by the Authority. The current level of vacancies is in excess of that budgeted.
  - Transport fuel and utilities prices have seen significant fluctuations over recent times, and this is still a possibility. However, the Authority has renegotiated many of the electricity and gas contracts and this has helped in eliminating some of the uncertainty. The increases built into budgets to cover expected rises in vehicle fuel are currently sufficient.
- 8.2 Some more specific risks to the budgetary position of the Council from services under the control of this Board were identified in setting the budget and these are set out below:

- Further changes to the employee taxation system (National Insurance)
- Additional increases in pension contribution rates above those already included
- Higher than anticipated rises in utility costs (electricity, gas and water)
- Changes in legislation that effect service delivery and/or software requirements
- Above inflation increases in vehicle fuel costs
- Increased insurance costs, especially those relating to vehicles
- Termination of employment costs
- Auto enrolment leading to increased membership of the pension scheme and higher employer pension contributions
- Increases in vacancies at industrial estates and shops that will impact on the level of rental income the Council receives and the amount of business rates that the Council is liable for;
- A higher level of maintenance on property assets and car parks, over and above that budgeted for;
- An increase in the level of Local Authority error made in processing benefit payments could lead to a loss of subsidy;
- A significant increase in workload due to an increase in benefit claimants and non payment of Council Tax and/or Business Rates;
- The effect of planned Government changes in how benefits services are delivered and the structure of benefit payments;
- A fall in the level of recovery of Housing Benefit overpayments (greater than that expected) would impact on the level of expenditure borne by the Council;
- Further reductions in benefit administration grant levels;
- Contracts based on RPI (which was running at 2.65% in November 2013).

## 9 **Estimated Out-turn for the General Fund**

- 9.1 Members have requested that Budgetary Control Reports provide details on the likely out-turn position. The anticipated out-turn for the General Fund is detailed in the table below: -

<b>Board</b>		<b>£</b>
	<b>Approved budget 2014/2015</b>	<b>8,977,060</b>
C & E	Additional costs of Refuse and Recycling based on additional participation rates and volumes of recycling partially offset by a change in funding for 3 recycling vehicles	200,000
C & E and Resources	Increases relating to Superannuation on overtime and more employees in scheme due to auto enrolment	15,000
Resources	loss of income within legal Shared Service, income for job shadowing at Atherstone Pool and additional costs for LGA Affiliation fee and revenue implications of some small IT capital projects	14,800
Resources	Increase in the interest payable to the HRA to reflect a change in earmarked reserves balances held	7,780
Planning	Additional Land Charge Income	(5,000)
Resources	Savings in electricity at Council Offices	(10,000)
Resources	Increased recovery of benefit overpayments	(15,000)
Resources	Additional rental income at Industrial Estates	(15,000)
Resources	Reduction in insurances	(15,000)
Resources	Increase in Council Tax legal fee income	(15,000)
C & E	Additional leisure income	(25,000)
Resources	Savings on business rates	(20,000)
Resources	Increase In the vacancy factor	(50,000)
Resources	Income from the County Council for office accommodation	(80,000)
Planning	Additional Planning Fee Income	(200,000)
	<b>Expected Out-turn 2014/2015</b>	<b>8,764,640</b>

## 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 2014/2015 financial year is £595,460. This is expected to decrease by £212,420, 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

**North Warwickshire Borough Council**  
**RESOURCES BOARD (REMAINING)**  
**Budgetary Control Report 2014/15 as at 31 October 2014**

<b>Description</b>	<b>Original Budget 2014/2015</b>	<b>Profiled Budget to October 2014</b>	<b>Actual to end October 2014</b>	<b>Variance to Date</b>	<b>Comments</b>
Cost of Democratic Process	648,300	383,528	368,479	(15,049)	See para 4.2
Election Expenses	29,540	14,315	14,158	(157)	
Registration of Electors	38,410	20,659	20,659	-	
Business Rates	54,160	95,849	90,736	(5,113)	See para 4.3
Council Tax Collection	171,260	108,081	92,610	(15,471)	See para 4.4
Miscellaneous Finance	600	350	(308)	(658)	
Compensation and Pension Increases	505,000	249,966	241,037	(8,929)	See para 4.5
Assisted Car Purchases	(340)	(198)	-	198	
Electricity at Work	22,290	20,319	22,013	1,694	
Finance Unused Land and Assets	2,820	1,645	1,645	-	
Corporate and Democratic Core	620,940	316,294	314,743	(1,551)	
Unallocated CSS	38,720	12,354	13,141	787	
Coleshill Shops and Flats	(63,210)	(31,342)	(30,930)	412	
The Arcade	-	-	(50)	(50)	
The Pavilions, Holly Lane	(75,070)	(47,312)	(47,180)	132	
Carlyon Road Industrial Estate	(110,570)	(73,824)	(70,694)	3,130	
Innage Park Industrial Estate	45,250	63,992	20,975	(43,017)	See para 4.6
Polesworth Workspace Units	(160)	368	(642)	(1,010)	
The Bear and Ragged Staff	(13,530)	(7,792)	(7,610)	183	
Homeless Persons	111,610	78,667	78,667	-	
Public Conveniences	118,900	83,509	83,709	199	
Customer Contact	88,650	43,821	40,163	(3,658)	
Rent Allowances	175,460	62,015	72,626	10,611	See para 4.7
Housing Rent Rebates	67,510	37,151	19,016	(18,135)	See para 4.8
Concessionary Fares	25,600	14,923	9,627	(5,295)	See para 4.9
Council Tax Support	223,120	114,536	114,958	422	
Car Parks	61,980	49,105	54,563	5,458	See para 4.10
Broadband Delivery UK	50,190	46,417	46,417	-	
Animal Control	77,030	47,283	43,736	(3,546)	
Abandoned Vehicles	10,060	5,868	5,752	(117)	
Private Sector Housing Assistance	191,950	42,521	42,387	(134)	
CCTV	113,170	62,508	62,365	(143)	
Borough Care	546,820	313,081	314,071	990	
North Warwickshire LEADER	1,710	6,154	6,154	-	
<b>TOTALS (before adjustment)</b>	<b>3,778,170</b>	<b>2,134,809</b>	<b>2,036,992</b>	<b>(97,816)</b>	
Budgeted pay award not yet determined	-	-	444	444	
<b>TOTALS (after adjustment)</b>	<b>3,778,170</b>	<b>2,134,809</b>	<b>2,037,436</b>	<b>(97,372)</b>	

**North Warwickshire Borough Council**  
**RESOURCES BOARD (RECHARGED)**  
**Budgetary Control Report 2014/15 as at 31 October 2014**

<b>Description</b>	<b>Original Budget 2014/2015</b>	<b>Profiled Budget to October 2014</b>	<b>Actual to end October 2014</b>	<b>Variance to Date</b>	<b>Comments</b>
Building Maintenance Fund	-	(0)	300	300	
Council Offices	(1,490)	39,313	(31,238)	(70,551)	
Central Telephones	-	(3,325)	(3,648)	(323)	
Recruitment	-	(0)	0	0	
Printing and Stationery	(770)	(136)	(1,064)	(928)	
Training	-	0	483	482	
Depot and Stores	(250)	6,770	6,734	(37)	
Postal Services	-	(0)	(312)	(312)	
Chief Executive Directorate	(6,340)	(3,275)	(6,152)	(2,877)	
Assistant Chief Executive	(39,970)	(12,451)	(65,212)	(52,761)	
Directorate of Community Services	(39,230)	(28,646)	(48,868)	(20,222)	
Deputy Chief Executive	(92,710)	(28,230)	(117,602)	(89,372)	
Corporate Services	(23,190)	96,413	84,513	(11,900)	
Transport	(2,160)	11,523	3,186	(8,337)	
<b>TOTALS</b>	<b>(206,110)</b>	<b>77,955</b>	<b>(178,882)</b>	<b>(256,837)</b>	
Central Vacancy Factor	(80,000)	(46,670)	-	46,670	
<b>TOTALS (before adjustment)</b>	<b>(286,110)</b>	<b>31,285</b>	<b>(178,882)</b>	<b>(210,167)</b>	
Budgeted pay award not yet determined	-	-	80,957	80,957	
<b>TOTALS (after adjustment)</b>	<b>(286,110)</b>	<b>31,285</b>	<b>(97,925)</b>	<b>(129,210)</b>	

## Key performance Indicators (KPIs) for budgets reporting to the Resources Board

	Budgeted performance	Profiled Budgeted performance	Actual performance to Date
<b>Registration of Electors</b>			
Cost per elector for the Electoral Register	£0.77	£0.41	£0.48
<b>Business Rates</b>			
% of NDR Collection Rate	99.30%	67.00%	67.14%
Cost per NDR Property	£24.51	£43.37	£40.26
<b>Council Tax Collection</b>			
% of Council Tax Collection Tax	98.00%	67.80%	67.62%
Cost per Household	£6.34	£4.00	£3.39
<b>Coleshill Shops and Flats</b>			
Occupancy Rate	100.00%	100.00%	100.00%
Annual Income per Shop	(£10,076)	(£5,121)	(£5,120)
<b>The Pavilions</b>			
Occupancy Rate	100.00%	100.00%	100.00%
Annual Income per Unit	(£10,609)	(£6,696)	(£6,696)
<b>Carlyon Road Industrial Estate</b>			
Occupancy Rate	87.50%	87.50%	82.81%
Annual Income per Unit	(£7,633)	(£5,069)	(£4,881)
<b>Innage Park Industrial Estate</b>			
Occupancy Rate	64.00%	64.00%	70.93%
Annual Income per Unit	(£4,047)	(£2,309)	(£2,715)
<b>Polesworth Workspaces</b>			
Occupancy Rate	75.00%	75.00%	75.00%
Annual Income per Unit	(£1,116)	(£651)	(£651)
<b>Rent Allowances</b>			
Rent Allowances per Claimant	£4,795	£2,726	£2,762
Cost of Administration per Claimant	£103.21	£49.51	£55.17
<b>Rent Rebates</b>			
Rent Rebates per Claimant	£3,739	£2,386	£2,501
Cost of Administration per Claimant	£40.30	£22.18	£12.04



**North Warwickshire Borough Council**  
**CONSOLIDATED BUDGETARY POSITION**  
**Budgetary Control Report 2014/15 as at 31 October 2014**

Board	2014/2015 Original Budget	Expected position at October 2014	Actual position at October 2014	Variance
Executive	624,010	403,843	389,554	(14,289)
Planning and Development	453,730	231,303	(34,429)	(265,732)
Licensing Committee	2,440	(17,101)	(12,637)	4,464
Community and Environment	4,989,610	2,770,216	2,870,594	100,378
Resources (including staff vacancies)	3,413,550	2,166,094	1,939,511	(226,583)
<b>Net Board Expenditure</b>	<b>9,483,340</b>	<b>5,554,355</b>	<b>5,152,594</b>	<b>(401,761)</b>
Payments to Parish Councils	98,210	98,210	98,210	-
Other Contingencies	119,320	-	-	-
<b>Net Board Expenditure</b>	<b>9,700,870</b>	<b>5,652,565</b>	<b>5,250,804</b>	<b>(401,761)</b>
Investment Income	(100,000)	(58,333)	(58,868)	(535)
RCCO	119,000	69,417	69,417	-
Use of Balances	(595,460)	(347,352)	(347,352)	-
Financing Adjustment	(742,810)	(433,306)	(438,116)	(4,810)
<b>Net Expenditure</b>	<b>8,381,600</b>	<b>4,882,990</b>	<b>4,475,884</b>	<b>(407,106)</b>

## Agenda Item No 13

### Resources Board

17 November 2014

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

**Housing Revenue Account  
Budgetary Control Report 2014/2015  
Period Ended 31 October 2014**

#### 1 Summary

- 1.1 The report covers total Housing Revenue Account revenue expenditure and income for the period from 1 April to 31 October 2014.

#### **Recommendation to the Board**

**That the report be noted.**

#### 2 Consultation

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

#### 3 Report

- 3.1 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 31 October 2014 is a surplus of £834,145, compared with a forecast surplus position for the period of £859,832. 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 £25,687 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, and an explanation of significant variations are given in more detail below.

...

- 4.2 The over spend on Supervision and Management General relates to a higher than expected level of Council Tax on void/empty properties partially offset by a reduction in the professional fees budget.
- 4.3 There is an under spend on Supervision and Management Special relating to utility costs and window cleaning at flats and communal centres. In addition there is an under spend on the Tenant Participation budget and an under spend on equipment repairs and replacement at the laundries.
- 4.4 There has been a lower level of dwellings rental income to date due to higher than expected sales of 12 dwellings to date against a budgeted position of 9 dwellings. In addition there has been a higher level of void properties.
- 4.5 There was a reduction in work undertaken on leaseholder properties therefore the recharge to leaseholders is lower than expected in the budget.

## 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 £71,619. The balance can be used to cover timing issues between years. In 2014/15 the contribution to the fund is £3,141,950. 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 October 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, 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 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 2014/15 include:
  - The impact of welfare reform on the ability to collect rents;

- Rising tenant expectations, following extensive improvement works may increase the demand for repairs, which will need to be continuously monitored;
- 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 Members have requested that Budgetary Control Reports provide details on the likely out-turn position for the Council. The anticipated out turn for the HRA for 2014/15 is detailed in the table below;

	£
<b>Approved budget (surplus) 2014-15</b>	<b>(386,480)</b>
Loss of rental income due to higher council house sales	15,000
Lower than expected leaseholder recharges	12,910
<b>Expected Outturn (surplus) 2014-15</b>	<b>(358,570)</b>

- 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.

## 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 2014/15 financial year of £386,480. This is expected to decrease by £27,910, 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.

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

	Original Budget 2014/2015	Expected Spend to October 2014/2015	Actual Spend to October 2014/2015	Variance	Comments
<b>EXPENDITURE</b>					
Repairs and Maintenance	3,141,950	1,693,847	1,693,847	-	
Supervision and Management - General	1,275,410	767,772	771,631	3,859	Comment 4.2
Supervision and Management - Special Services	488,840	288,029	268,491	(19,538)	Comment 4.3
Provision for Bad Debts	175,410	102,323	102,323	-	
Interest on Loans	1,633,270	952,741	952,741	-	
Revenue Set Aside (debt Repayment)	1,250,000	729,167	729,167	-	
PWLB Settlement Fee	-	-	-	-	
Contribution to Contingency Reserve	372,300	217,175	217,175	-	
Contribution to New Build Reserve Reserve	54,840	31,990	31,990	-	
Capital Expenditure - New Build	1,026,760	598,943	598,943	-	
Capital Expenditure	2,347,140	1,369,165	1,369,165	-	
<b>Total Expenditure</b>	11,765,920	6,751,151	6,735,472	(15,679)	
<b>INCOME</b>					
Gross Rent Income from Dwellings	(11,693,780)	(7,308,613)	(7,277,250)	31,363	Comment 4.4
Gross Rent Income from Non-Dwellings	(341,140)	(216,987)	(219,894)	(2,907)	
Charges for Services and Facilities	(77,590)	(62,114)	(49,204)	12,910	Comment 4.5
<b>Total Income</b>	(12,112,510)	(7,587,714)	(7,546,348)	41,366	
<b>NET COST OF SERVICES</b>	<b>(346,590)</b>	<b>(836,563)</b>	<b>(810,876)</b>	<b>25,687</b>	
Investment Income - Mortgages	(20)	(12)	(12)	-	
- Other	(39,870)	(23,258)	(23,258)	-	
<b>TOTAL (SURPLUS)/DEFICIT FOR THE YEAR</b>	<b>(386,480)</b>	<b>(859,832)</b>	<b>(834,145)</b>	<b>25,687</b>	

## Appendix B

### HOUSING REPAIRS FUND (to end of October 2014)

	£
<b>Balance available at 1 April 2014</b>	<b>71,619</b>
Contribution 2014/15 (to October 2014)	1,693,847
Expected Use of Fund (to October 2014)	(1,600,346)
<b>Surplus on the Fund at 31 October 2014</b>	<b>165,120</b>

**APPENDIX C**

**HOUSING REVENUE ACCOUNT**  
**HOUSING DIRECT WORKS**  
**Budgetary Control Report as at 31 October 2014**

	<b>Original Budget 2014/2015</b>	<b>Expected Spend 2014/2015</b>	<b>Actual Spend 2014/2015</b>	<b>Variance</b>
<b>EXPENDITURE</b>				
Employee Costs	872,110	507,370	477,253	(30,117)
Supplies and Services	740,400	431,795	346,905	(84,890)
Transport	95,410	57,788	68,719	10,931
<b>Gross controllable Expenditure</b>	<b>1,707,920</b>	<b>996,953</b>	<b>892,878</b>	<b>(104,075)</b>
Central Support	261,910	152,781	152,781	-
Capital Charges	41,320	24,103	24,103	-
<b>Housing Direct Works Expenditure</b>	<b>2,011,150</b>	<b>1,173,837</b>	<b>1,069,762</b>	<b>(104,075)</b>

## **Agenda Item No 14**

### **Resources Board**

**17 November 2014**

#### **Report of the Chief Executive and the Deputy Chief Executive**

#### **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April - September 2014**

### **1 Summary**

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

#### **Recommendation to the Board**

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

### **2 Consultation**

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

### **3 Background**

- 3.1 This report shows the second quarter position with the achievement of the Corporate Plan and Performance Indicator targets for 2014/15. This is the second report showing the progress achieved so far during 2014/15.

### **4 Progress achieved during 2014/15**

- 4.1 Attached at Appendices A and B are reports outlining the progress achieved for all the Corporate Plan targets and the performance with our local performance indicators during April to September 2014/15 for the Resources Board.

- 4.2 Members will recall the use of a traffic light indicator for the monitoring of the performance achieved.

Red – target not achieved (shown as a red triangle)

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

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



## 5 Performance Indicators

- 5.1 The current performance indicators have been reviewed by each division and Management Team for monitoring for the 2014/15 year.

## 6 Overall Performance

- 6.1 The Corporate Plan performance report shows that 100% of the Corporate Plan targets and 72% of the performance indicator targets are currently on schedule to be achieved. The report shows that individual targets that have been classified as red, amber or green. Individual comments from the relevant division have been included where appropriate. The table below shows the following status in terms of the traffic light indicator status:

### Corporate Plan

Status	Number	Percentage
Green	8	100%
Amber	0	0%
Red	0	0%
Total	8	100%

### Performance Indicators

Status	Number	Percentage
Green	13	72%
Amber	3	17%
Red	2	11%
Total	18	100%

## 7 Summary

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

## 8 Report Implications

### 8.1 Safer Communities Implications

- 8.1.1 There are community safety performance indicators which are reported to Executive Board.

### 8.2 Legal and Human Rights Implications

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

### 8.3 Environment and Sustainability Implications

8.3.1 Improvements in the performance and quality of services will contribute to improving the quality of life within the community. There are a number of actions and indicators which contribute towards the priorities of the sustainable community strategy including customer access strategy, outreach services, financial inclusion, health and well being services and decent and affordable housing.

### 8.4 Risk Management Implications

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

### 8.5 Equality Implications

8.5.1 There are a number of equality related actions and indicators highlighted in the report including improving broadband access, the borough care review and procurement strategy and practices.

### 8.6 Links to Council's Priorities

8.6.1 There are a number of targets and performance indicators contributing towards the priorities of access to services, tackling health inequalities, achieving a balanced budget and developing our workforce.

















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

## Background Papers

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















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

NWCP Resources 14/15

	Action	Priority	Reporting Officer	Update	Status	Direction
NWCP 039	To continue to contribute to the effectiveness and savings targets through delivery projects which help implement the Procurement and Commissioning Strategy	Public Services & Council Tax	Bird, Linda	Work on specific projects and to support the delivery of the Strategy is on target.	 Green	
NWCP 040	To update the Council's ICT Strategy by March 2015 and to continue to contribute to the effective provision of services through implementing the actions and projects which help deliver the ICT Strategy	Public Services & Council Tax	Bird, Linda	ICT Strategy research is ongoing and consultation with service is underway.	 Green	
NWCP 041	To monitor the operation of the Housing Revenue Account Business Plan and maintain a 30 year	Public Services & Council Tax	Garner, Sue	The Business Plan has been updated	 Green	
NWCP 043	To undertake work in line with the Human Resources Strategy, including a) Monitoring/managing sickness absence;b) Ensuring compliance with employment legislation and report by March 2015	Local Employment	Garner, Sue	Training on the management of sickness absence has been delivered. Absence is monitored throughout the year. The Retirement Policy and guidance on the Right to Request Flexible Working have been updated, and briefing sessions have been run.	 Green	
NWCP 050	To work through a programme of key Council buildings community buildings, shops and industrial units, including seeking ways to reduce, where possible, our carbon footprint	Public Services & Council Tax	Dobbs, Richard	Energy efficiency measures have been introduced as part of the works to the Council Offices including roof insulation, new windows, LED lighting, new efficient boilers and BMS. CLC will include renewables and meet current building standards for energy efficiency - highly inefficient buildings such as the Arcade and old Colehill leisure centre have been (or will be) disposed of.	 Green	
NWCP 082	To work to improve broadband access for the people and businesses of North Warwickshire through the work of the Council and specifically the Coventry, Solihull and Warwickshire BDUK Project	Access to Services	Bird, Linda	Recommendation on further match funding approved by Council. Further Report requested by Exec Board for November meeting to cover current improvements, future plans and impact of contributions.	 Green	
NWCP 084	To implement the work of the Task and Finish Group established to review the Borough Care Service and deliver any actions agreed by the Resources Board as part of the review	Housing	Coates, Angela	The Task Group has been meeting regularly to consider the service.	 Green	
NWCP 088	To update Standing Orders and procurement practices to comply with modernised EU Procurement Rules when they become effective (estimated to be during 2014)	Public Services and Council Tax	Bird, Linda	Changes to the EU Procurement Regulations were reported to June Resources Board. Changes to CSO's and processes will be made once UK law is enacted which is expected to be early 2015.	 Green	

NWPI Resources 14/15

Ref	Description	Section	Priority	Year End Target	Performance	Traffic Light	Direction of Travel	Comments
NWLPI 052	The % of invoices for commercial goods and services which were paid by the authority within 30 days of such invoiced being received by the Authority (former BV8)	Financial Accountancy	Public Services & Council Tax	98	95.35	 Amber		Delays in the procedure are being reviewed in a few areas.
NWLPI 054	The proportion of working days / shifts lost to sickness absence (former BV12)	Human Resources	Public Services & Council Tax	8.5	5.1	 Green		
NWLPI 055	Voluntary leavers as a % of staff in post (former BV13)	Human Resources	Public Services & Council Tax	10	8.34	 Green		
NWLPI 57	Percentage of calls answered through the Central Control system within 60 seconds. (TSA national standard 96.5%):	Community Support	Housing	99	99.4	 Green		
NWLPI 135	Percentage of response repairs completed right first time	Housing Maintenance	Housing	94.9	92.47	 Amber		We are working to improve materials supplies, to acheive more right first time
NWLPI 068	Gas certificates completed	Housing Maintenance	Housing	100	99.5	 Amber		Five were outstanding however one awaiting court and other completed
@NW:NI156	Number of households living in temporary accommodation (snapshot at end of each quarter)	Housing Management	Housing	3	1	 Green		
NWLPI 136	Number of tenants with more than 7 weeks rent arrears	Housing Management	Housing	2.75	4.4	 Red		Welfare reform general debt has had a impact on collection
NWLPI 070	Average time taken to re-let local authority housing (former BV212)	Housing Management	Housing	22	54.14	 Red		Improvement expected in next quarter
NWLPI 039	The percentage availability of corporate systems available to users Monday to Friday 8.00 am to 5.30 pm :	Computer Services	Public Services & Council Tax	99.7	99.92	 Green		
NWLPI 040	The percentage of initial response to helpdesk calls within four hours of a call being placed :	Computer Services	Public Services & Council Tax	95	98	 Green		

Ref	Description	Section	Priority	Year End Target	Performance	Traffic Light	Direction of Travel	Comments
NWLPI 041	Percentage of Service Desk Calls resolved in target (total of IS3 to IS6)	Computer Services	Public Services & Council Tax	95	97	 Green		
NWLPI 096	The Percentage of Calls answered in 20 seconds in the contact centre	Revenues & Benefits	Public Services & Council Tax	75	76	 Green		
NWLPI 100	Housing Benefit Security: : The number of prosecutions and sanctions, per 1,000 caseload (former BV76d)	Revenues & Benefits	Public Services & Council Tax	9.5	10	 Green		
@NW:NI181	The average time taken in calendar days to process all new claims and change events in Housing Benefit and Council Tax Benefit	Revenues & Benefits	Public Services & Council Tax	11	9.17	 Green		
NWLPI 106	The percentage of non-domestic rates due for the financial year which were received by the authority (former BV10)	Revenues & Benefits	Public Services & Council Tax	56.8	57.5	 Green		
NWLPI 107	Proportion of Council Tax collected (former BV9)	Revenues & Benefits	Public Services & Council Tax	58.2	58.15	 Green		
NWLPI 161	Percentage of abandoned calls in the Contact Centre	Contact Centre	Public Services & Council Tax	5	3	 Green		

## Agenda Item No 15

### Resources Board

17 November 2014

#### Report of the Deputy Chief Executive

#### Internal Audit – Performance for Second Quarter 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.

### 2 Recommendation to the Board

**That the report be noted.**

### 3 Introduction

- 3.1 The PSIAS -Public Sector Internal Auditing Standards on Internal Audit in Local Government defines standards of best practice for internal audit. The Standard 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 for July 2014 to September 2014.

### 4 Summary of Work Completed

- ... 4.1 Appendix A to the report summarises progress on the approved audit plan for the period, identifying audits completed and indicating the extent of progress on those audits still outstanding. The number of audits scheduled has reduced due to the complexity of the reviews currently being undertaken. This revised approach has been agreed with the Deputy Chief Executive as improving the efficiency and effectiveness of the internal audit function benefitting to the maximum, service provision. Appendix B provides definition for the levels of assurance applied which have been improved for 2014-15 and ensuing years.
- ... 4.2 The external auditors reviewed the work of Internal Audit in April 2014 and as in previous years were completely satisfied with the work that had been completed. The first ever annual audit survey was undertaken in house at the end of 2013 and this provided additional assurance that the team are working effectively and efficiently.

- 4.3 Internal Audit can place a substantial level of assurance on the following: Grounds Maintenance and Litter Collection, Performance Management. An adequate level of assurance can be placed on the review of Domestic Refuse.
- 4.4 The Internal Audit Section has undertaken an increased amount of work recorded under contingency audits. These are reviews carried out either resulting from departmental requests, external audit suggestions, counter fraud activity and monitoring of reporting information from the National Fraud Initiative.
- 4.5 The performance standards set by the Audit Commission require that Internal Audit complete 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.

## 5 Report Implications

### 5.1 Risk Management Implications

- 5.1.1 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.

### 5.2 Links to Council's Priorities

- 5.2.1 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 second quarter 2014-15**

<b>Audit</b>	<b>Quarter Due</b>	<b>Status</b>	<b>Assurance Level</b>	<b>Tot No. of Recs</b>	<b>Priority1</b>	<b>Priority2</b>	<b>Not Agreed</b>
Treasury Management 2013-14	1	Postponed	to quarter 3	at request	AD-Finance		
Corporate Health and Safety	2	Memo	To follow	up 2015-16			
Grounds Maintenance and Litter	2	Draft	Substantial	6	4	2	
Domestic Refuse	2	Draft	Adequate	16	8	8	
Performance Management	2	Draft	Substantial	2		2	

**Reasons for not providing a substantial assurance level on final reports**

The Domestic refuse service has a number of areas where change/improvement is necessary to tighten internal control and reduce risk. These have been agreed with management and will be reviewed within three to six months.

**Progress Against Audit Plan**

<b>Audit</b>	<b>Status</b>	<b>Due</b>	<b>Audit</b>	<b>Status</b>	<b>Due</b>
Ordering and Payment of Goods	Final		Corporate Health & Safety	Final	
Grounds Maintenance	Draft	Qtr 3	Domestic Refuse	Draft	Qtr 3
Performance management	Draft	Qtr 3	Leisure Flex	Postponed	Qtr 4
Recycling	Postponed	2015-16			



<b>Performance of Audit 2014-15 for Quarterly Indicators</b>			
<b>No.</b>	<b>Indicator</b>	<b>Suggested Frequency</b>	<b>Performance for 2014-15</b>
1	Performance reports to Resources Board	Quarterly	September & November 2014
3	Number of audits where time taken to complete the work is more than 10% longer than planned.	Quarterly	0
4	Number of audits completed by set deadline	Quarterly	4 completed and 1 prolonged due to service staff responses awaited
5	Final report issued within 4 weeks of completion of fieldwork	Quarterly	2 issued - 2 finalised early October and 1 pending discussion with AD Finance
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	1.7%- target exceeded



**Agenda Item No 16**

**Resources Board**

**17 November 2014**

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

**CCTV in Atherstone – Annual  
Report**

**1 Summary**

- 1.1 This report outlines progress in respect of the Council's management and operation of the Atherstone Town Centre CCTV scheme and its impact over the last 12 months in relation to the corporate priority to tackle crime and the fear of crime.

**Recommendation to the Board**

**That Members note the continued and positive impact of the Atherstone Town Centre CCTV scheme in tackling local crime.**

**2 Consultation**

- 2.1 An advanced copy of this report has been sent to the Chairman of the Housing Sub-Committee (Councillor Winter) and the Opposition Spokesperson (Councillor Johnston) for comment. Any comments received will be reported verbally at the meeting.

**3 Introduction**

- 3.1 Members will be aware that the Atherstone Town Centre CCTV scheme went "live" in September 2002 and that the management and operation of the system is currently carried out within the Housing Division.
- 3.2 A partnership between NWBC, Warwickshire Police and Atherstone Town Council meet quarterly to monitor the progress of the CCTV scheme and make recommendations to their respective Boards concerning the development of the scheme.
- 3.3 The scheme makes a positive contribution to the corporate priority to work with partners to tackle crime and the fear of crime. As previously reported to the Board, the initial impact of the scheme was to reduce incident levels by 32% and in subsequent years incident levels have remained around a third below pre-CCTV levels except for a brief while during 2007-8.

- 3.4 As well as being a very useful tool for deterring crime the scheme has played a significant role in providing robust evidence to the Police investigating incidents within the town centre and also it provides valuable intelligence to assist them with their enquiries. Although CCTV is recognised and greatly valued by the Police both within Warwickshire and nationally, unfortunately, no current official statistics measure its significance in the detection and prosecution of offenders to be able to accurately quantify its effectiveness. One of the reasons given for this is that it is extremely difficult to empirically assess its contribution. Its significance, however, cannot be underestimated and ACPO (the Association of Chief Police Officers) maintain that “Overall, the contribution of CCTV to the detection of crime is likely to equal that of DNA and fingerprints”.

#### 4 **Recent Impacts of the Scheme**

- 4.1 The latest statistical report on the impact of CCTV in Atherstone, which has been compiled by the County Council’s Research Unit using official data obtained from Warwickshire Police, compares incident levels during the 12 months prior to the Town Centre scheme going live with the figures subsequently recorded. A copy of the report is attached at Appendix A. The main conclusions to be drawn from the report are as follows:

- Further to a 32% reduction in incident levels during the first year of operation (compared with the previous 12 months), incident levels rose during the second year of operation. They remained 15% below the baseline figure, however, and subsequently have remained substantially lower than the original base line figure in each succeeding year with a 43% reduction during the 20013-14 Financial Year compared to pre-CCTV. However, due to changes over time in Police statistic reporting methodology this may not be a completely accurate analysis but a useful illustration of the trend can be drawn from the fact that incidents have reduced by 12% since last year.
- With regard to most incident type/categories, levels of inappropriate behaviour have remained steady or continued to fall during the last 12 months. However, anti-social behaviour has increased by 7% (from 158 to 170 incidents), criminal damage by 10% (51 to 56 incidents), and violence against the person incidents have risen by 25% (from 59 to 74), the latter continuing an upward trend since 2010/11. Non-domestic burglary, for which there was a 455% increase last year over the previous year, has fallen by 64% (41 to 9 incidents). Drugs incidents have increased by 25% but this is from a very low base of 8 incidents.
- Given the relatively small number of incidents recorded overall, the percentage variations can appear high when the actual number of incidents is numerically low. This can provide a false impression of the actual situation if headline figures are taken out of context. North Warwickshire remains the district in the county with the lowest crime rate.
- Overall, the report suggests a stable trend in a low number of recorded incidents, which remain significantly less than before CCTV was introduced.

- 4.2 Although the report highlights a stable low rate of recorded incidents, it would be inappropriate to claim that the reduction was solely consequent upon the introduction of CCTV. Other crime reduction initiatives, including, for example, the introduction of Police Community Support Officers, will undoubtedly have played an important role in reducing crime. The combined effect of the various initiatives, however, is a very positive influence on the priority to reduce crime and the fear of crime in Atherstone.

## **5 Recent Developments to the Scheme**

- 5.1 The TownWatch scheme, reintroduced last year, continues to play an important role in assisting communication between retailers, the Police and CCTV using the facility on a regular basis to report incidents and share intelligence when known prolific offenders visit the town centre. An important example of its value was recently vividly illustrated during an armed robbery in the town when the retailer was able to alert the Police and CCTV to enable them both to respond quickly whilst the incident was still in progress rather than after the incident when someone was able to dial 999.
- 5.2 After Atherstone Town Council ceased funding the Airwaves radio licence last year without prior notification to the CCTV Partners, to ensure this extremely important means of direct communication with the police was re-instated, NWBC paid the licence fee for the current year in order to allow discussions to take place between the CCTV Partners regarding future funding. These discussions are due to take place at the end of October.

## **6 Future Developments**

- 6.1 Atherstone Town Council are continuing to investigate the replacement of the analogue cameras they are responsible for due to their obsolescence and the increasing difficulty of obtaining spare parts.

## **7 Conclusion**

- 7.1 The Atherstone Town Centre CCTV scheme continues to have a very positive impact on the reduction of levels of crime and disorder in the town and the detection and prosecution of offenders. The Partners' Group will continue to monitor progress and investigate the means by which the scheme can be maintained in a sustainable manner, in order to advance the corporate priority of reducing the levels of crime and the fear of crime.

## **8 Report Implications**

### **8.1 Financial Implications**

- 8.1.1 Expenditure for the operation of the Atherstone CCTV scheme for 2013/14 financial year was £117,673 with Atherstone Town Council contributing £26,970 towards its operation and NWBC contributing £90,703.
- 8.1.2 There is no new financial implication arising directly from this report.

8.1.3 Monies have been set aside for the replacement of the control centre equipment in 2018/19 in order to maintain the effectiveness of the scheme. Atherstone Town Council will be responsible for funding the replacement and expansion of the external camera network.

## 8.2 Crime and Disorder Implications

8.2.1 The Atherstone Town Centre CCTV scheme is a significant initiative in helping to realise the Council's corporate priority to reduce levels of crime and anti-social behaviour and the community's fear of crime.

## 8.3 Legal and Human Rights Implications

8.3.1 The CCTV scheme has to comply with the Police and Criminal Evidence Act 1984, the Criminal Procedures and Investigations Act 1996, the Human Rights Act 1998, the Data Protection Act 1998, the Freedom of Information Act 2000, the Sexual Offences Act 2000, the Regulation of Investigatory Powers Act 2000 and the Private Security Industry Act (PSIA) 2001.

## 8.4 Sustainability Implications

8.4.1 Initiatives that are designed to reduce levels of crime and anti-social behaviour and the real fear of crime have a positive and lasting impact on the quality of life of individuals and the community in general.

The Contact Officer for this report is Gary Thomas-McGenity (719303).

### Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date
1	WCC	Impact of CCTV in Atherstone Report	May 2014

- Official -

## Review of CCTV in Atherstone

North Warwickshire  
Borough

A Review of Crime and  
Anti-Social Behaviour  
Statistics 2013/14

May 2014



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**Publication date:** May 2014  
**Contact:** Thomas Kane  
**Telephone:** 01926 412 469  
**Email:** thomaskane@warwickshire.gov.uk



## Introduction

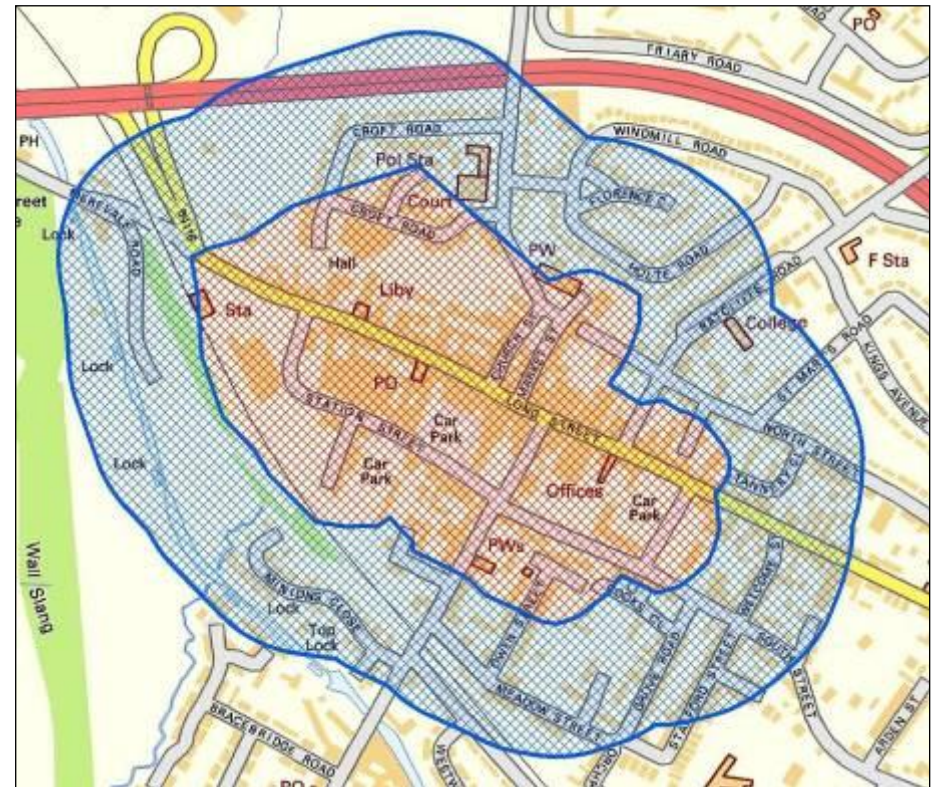
This report presents an overview of recorded crime and Anti-Social Behaviour (ASB)\* incidents across the Atherstone CCTV zone during the period 2013/14. The scheme was fully live in August 2002 and the report compares incident levels during the twelve months prior to this date with the period since then. The data used in this analysis has been provided by Warwickshire Police from the STORM Incident Reporting System and Crime Information System.

The report has been commissioned by Gary Thomas-McGenity, Community Support Manager, North Warwickshire Borough Council.

\*For the purposes of this report, Anti-Social Behaviour will be referred to in the text as “ASB”.

## CCTV Zone

The area covered by CCTV in Atherstone is illustrated in the map below. The report considers incident levels within this zone, but also incidents within 150 metres of the CCTV zone to see whether any displacement may have taken place. This 150 metre 'buffer' zone is also illustrated in the map below (in blue).



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## Findings

In the twelve months prior to the CCTV scheme (August 2001 to July 2002) there were 747 crime and ASB incidents recorded within the CCTV zone and buffer zone combined. During the following twelve months after the scheme went live there were 510 incidents recorded. This represented a reduction of 32%.

The most recent period of April 2013 to March 2014 saw 426 crime and ASB incidents recorded within the CCTV zone and buffer zone combined. It is difficult to directly compare the most recent figures to the figures shown pre-scheme as some incident codes have been re-categorised over the last ten years and the Police data systems have changed. There has been a reduction in the past twelve months when comparing the information in the last report. The levels have reduced from 485 incidents reported in 2012/13 to 426 in 2013/14.

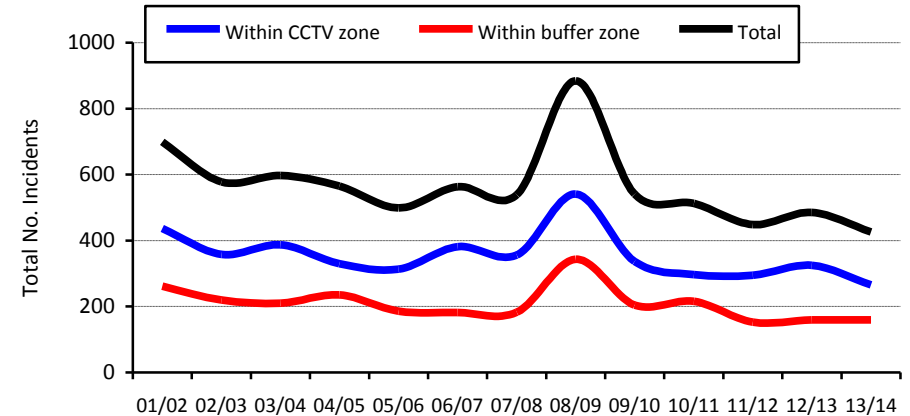
The table uses financial year periods as the basis for comparison and shows a comparison from the period 2001/2 to 2013/14. There has been a 12% reduction in the level of crime and ASB incidents reported when comparing April 2013 to March 2014 with the same period of 2012/13. This overall reduction has been caused by a significant drop in the number of crimes committed and ASB incidents within the CCTV zone (from 325 to 266) while the incidents in the buffer zone have remained the same (160) over the two year period.

**Crime and ASB incidents, within CCTV and buffer zones by Financial Years**

Area	01/02	...	09/10	10/11	11/12	12/13	13/14
Within CCTV Zone	437	...	337	297	295	325	266
Within Buffer Zone	262	...	204	216	153	160	160
<b>Total</b>	<b>699</b>	<b>...</b>	<b>541</b>	<b>513</b>	<b>448</b>	<b>485</b>	<b>426</b>

Source: Crime Information System and STORM Incident System, Warwickshire Police.

**Crime and ASB incidents before and after scheme, within CCTV and buffer zones by Financial Years**



Source: Crime Information System and STORM Incident System, Warwickshire Police.

## Incident Categories

Comparing the incidents reported in 2010/11 to the same period for 2011/12, 2012/13 and 2013/14 the split of incident types can be seen in the table to the right.

Anti-Social Behaviour incidents have increased from 158 incidents in 2012/13 to 170 in 2013/14 which equates to a 7% increase. Vehicle crime has reduced by over half from the previous year, within this category theft from vehicle accounts for 9 of the 12 incidents and three were theft of vehicle offences.

The non-domestic burglary crime category has been variable over the last four years ranging from 9 incidents in 2011/12 to 41 in 2012/13. This has meant that from 2012/13 to 2013/14 there has been a 63% reduction in incidents. It is worth noting that 2012/13 was a particularly prolific year for non-domestic burglary.

Within the violence against the person category there have been a total of 74 offences in 2013/14, this is an increase of 20% from the previous year.

### Crime and Disorder Incidents by Type

#### Within CCTV and Buffer Zone

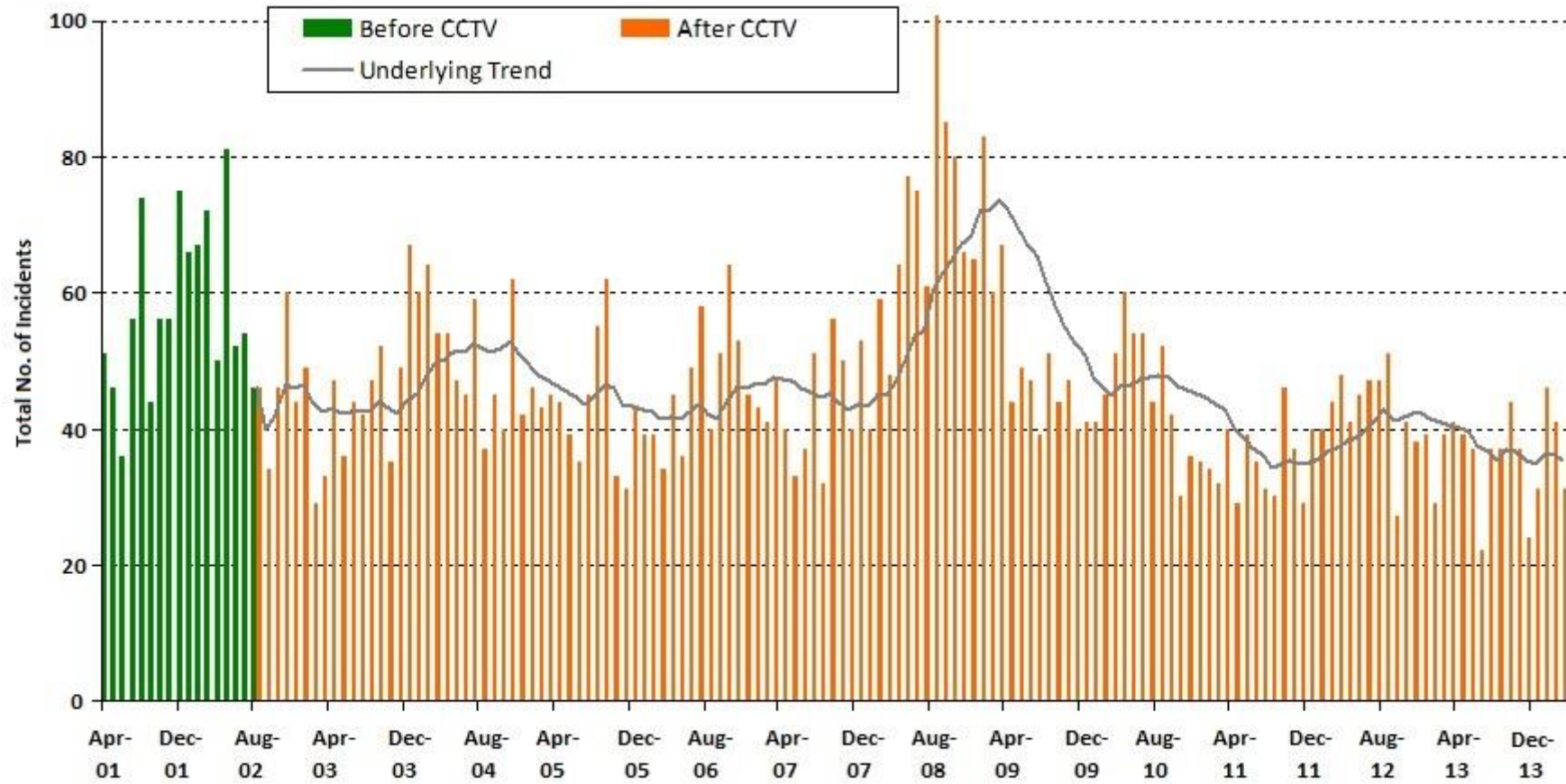
Incident Type	2010/11	2011/12	2012/13	2013/14
Anti-Social Behaviour	218	180	158	170
Theft - Other	71	95	111	77
Vehicle Crime	50	24	26	12
Criminal Damage	44	47	51	56
Violence Against the Person	55	52	59	74
Burglary – Non Domestic	23	9	41	15
Drugs	13	3	8	10
Crime - Other	11	7	9	5
Domestic Burglary	15	11	9	6
Fraud & Forgery	4	16	13	1
<b>TOTAL</b>	<b>513</b>	<b>448</b>	<b>485</b>	<b>426</b>

Source: Crime Information System and STORM Incident System, Warwickshire Police.

Note 1: Small numbers result in high percentage changes.

Note 2: Coding for Anti-Social Behaviour incidents changed in April 2011 therefore incidents pre-April are not directly comparable.

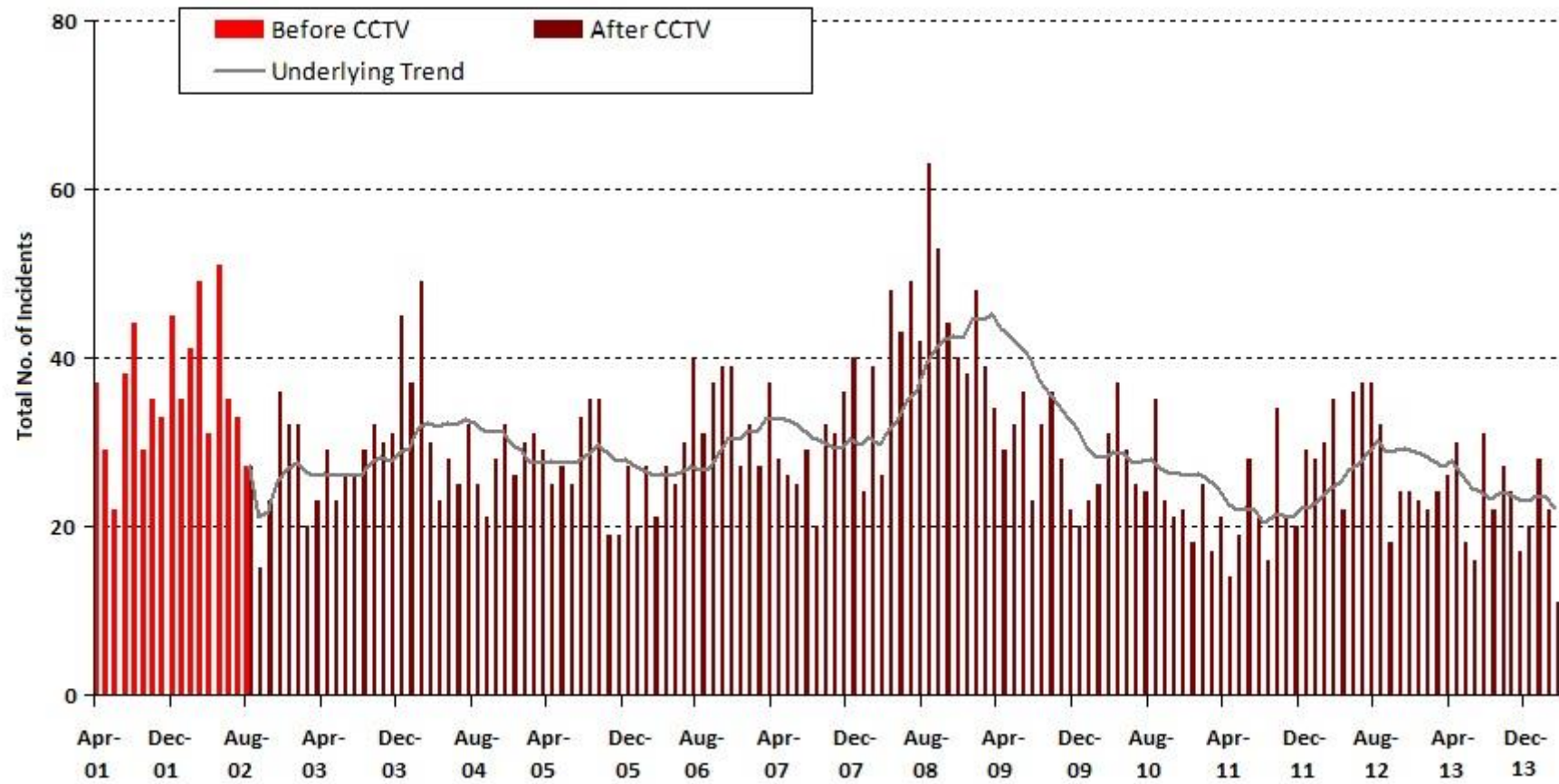
**Crime and ASB Incidents April 2001 – March 2014,  
within combined CCTV Zone and Buffer Zone**



Source: Warwickshire Police, STORM Incident System and Crime Information System.

**Crime and ASB Incidents April 2001 – March 2014,**

### CCTV Zone Only

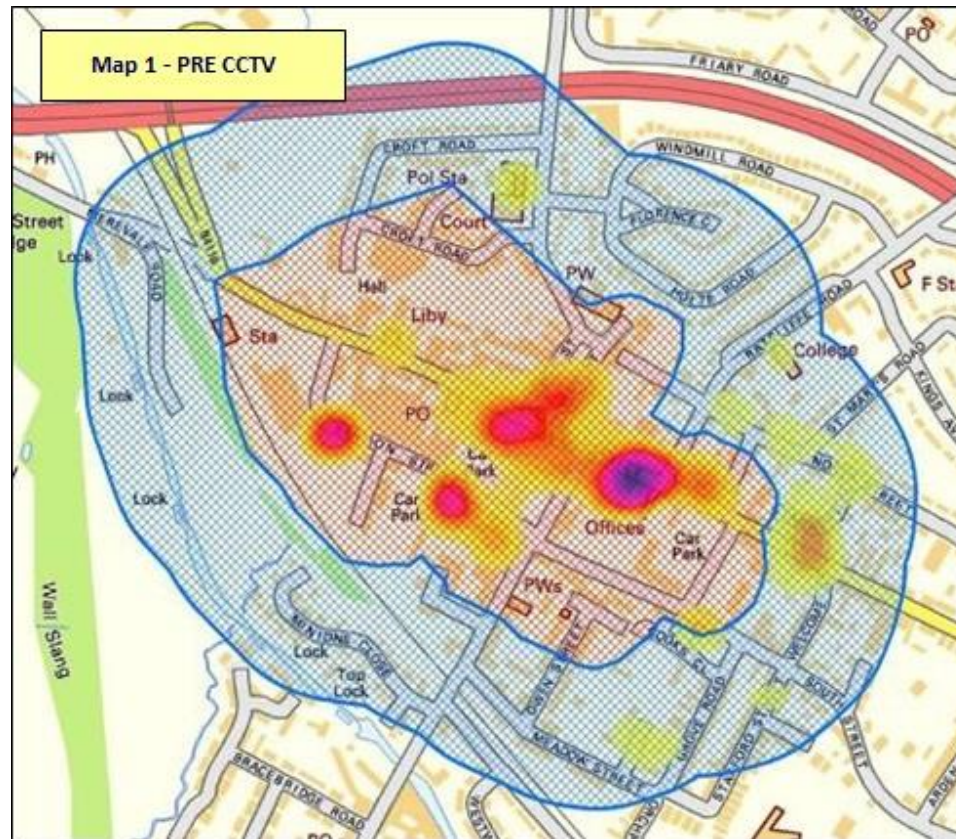


Source: Warwickshire Police, STORM Incident System and Crime Information System.

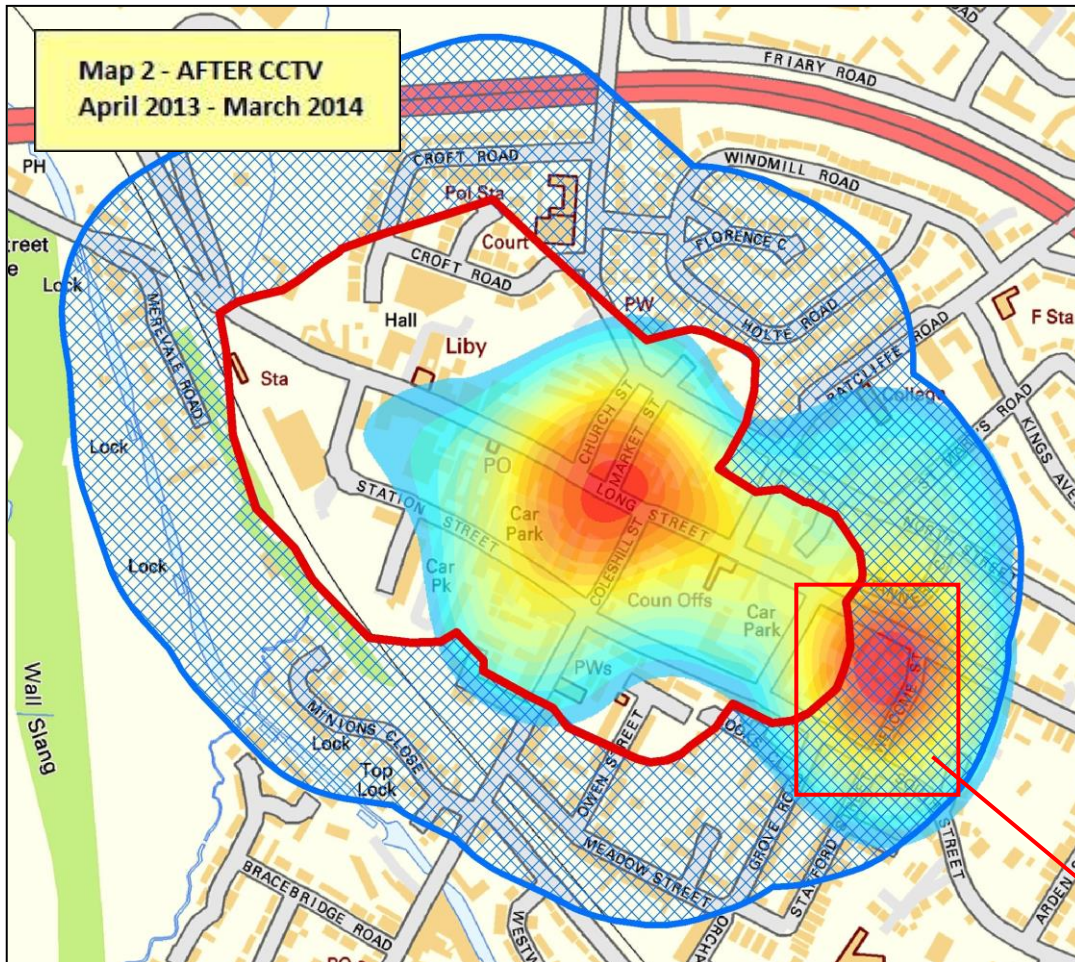


## Hotspot Analysis

The following two maps illustrate incident “hotspots” before and after the CCTV scheme was implemented. The “before” map illustrates the twelve month period prior to the scheme going live. The “after” map demonstrates the most recent twelve months (April 2013 to March 2014). The maps are directly comparable and illustrate the hotspots for crime and disorder incidents within both the CCTV zone and buffer zone.



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Map 2 - AFTER CCTV  
April 2013 - March 2014

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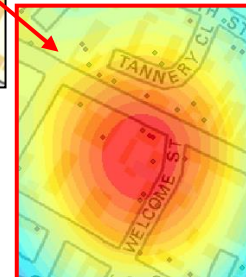
### Long Street Hotspot

The Long Street hotspot remains one of the areas of concern in the town. Within the Long Street hotspot there have been six criminal offences recorded (five on Long Street, one on Market Street). Included in this are two incidents of criminal damage, one burglary other and one actual bodily harm. In total there have been eight ASB incidents within this hotspot (six on Long Street, two on Market Street) of which, four were categorised as nuisance and four as personal.

### Welcome Street Hotspot

Looking at the Welcome Street hotspot there have been five criminal offences recorded (one on Welcome Street, four on Long Street) consisting of criminal damage (1), theft of vehicle (1), theft-other (1), burglary other (1) and actual bodily harm (1).

There have also been 20 ASB incidents within this hotspot (19 on Welcome Street, one on Long Street). Of these 20 incidents, 16 are attributed to two properties on Welcome Street. The main category of ASB within this hotspot is nuisance which accounts for 16 out of the 20 recorded incidents.



**NORTH WARWICKSHIRE BOROUGH COUNCIL**

**MINUTES OF THE  
HOUSING SUB-COMMITTEE**

**6 October 2014**

Present: Councillor Winter in the Chair

Councillors Davis, N Dirveiks, Fox, Humphreys, Lewis and Moore

An apology for absence was received from Councillor Johnston  
(Substitute Councillor Humphreys)

Councillor Smith was also in attendance

**7 Disclosable Pecuniary and Non-Pecuniary Interests**

None were declared at the meeting.

**8 Minutes of the Housing Sub-Committee held on 7 July 2014**

The minutes of the meeting of the Sub-Committee held on 7 July 2014, copies having previously been circulated, were approved as a correct record and signed by the Chairman.

**9 Progress Report on Achievement of Corporate Targets – April – June 2014**

The Chief Executive and the Deputy Chief Executive informed Members of the progress with the achievement of the Corporate Plan targets relevant to the Housing Sub-Committee for April to June 2014.

**Resolved:**

**That the report be noted.**

**10 Housing Revenue Account Budgetary Control Report 2014/15 Period Ended 31 August 2014**

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 August 2014.

**Resolved:**

**That the report be noted.**



**11 Revision of Local Delivery Plan**

The Assistant Director (Housing) presented a revised draft of the Local Delivery Plan for 2015-2018 and provided information about sites in the Council's ownership that could be considered for development as part of the plan.

**Resolved:**

**That the revised Local Delivery Plan be agreed.**

**12 Review of Lettings Scheme and Government Consultation on Right to Move**

The Assistant Director (Housing) provided a proposal of how the Council's Lettings Scheme will be reviewed and asked the Sub-Committee to comment on a recent Government Consultation paper which was concerned with a right to move for Council tenants.

**Resolved:**

**a That the intention to undertake a review of the Lettings Scheme be acknowledged and that the Sub-Committee give its own feedback as part of the process; and**

**b That, subject to the inclusion of the issues raised by Members, the Assistant Director (Housing), in consultation with the Chairman, responds to the Government's Right to Move Consultation paper, attached as Appendix A to the report.**

**13 Safeguarding Adults Board – District Council Sub Group**

The Assistant Director (Housing) provided the Sub-Committee with information about how the Borough Council supports the work of the Warwickshire Safeguarding Adults Board.

**Resolved:**

**That the Annual Report of the Safeguarding Adults Board be noted.**

**14 Introductory Tenancy Scheme**

The Assistant Director (Housing) provided an update following consultation with tenants and applicants on the Council's housing register about the Council's proposals to introduce Introductory Tenancies and sought approval for an Introductory Tenancy Scheme.

**Resolved:**

- a That the outcomes from the consultation exercise with tenants and applicants on the housing register be noted; and**
- b That, subject to the amendments detailed at the meeting, the Introductory Tenancy Scheme attached at Appendix A to the report of the Assistant Director (Housing) be approved for operation from 13 October 2014.**

**John Winter  
CHAIRMAN**

**Agenda Item No 18**

**Resources Board**

**17 November 2014**

**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**

**Housing Maintenance Service – Review of Team Structure** Report of the Assistant Director (Housing)

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

**Agenda Item No 20**

**Cover for 24/7 Community Support Service –** Report of the Assistant Director (Housing)

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

**Agenda Item No 21**

**Sale of Land –** Report of the Assistant Director (Leisure and Community Development)

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

**Agenda Item No 22**

**Irrecoverable Local Taxation Debts –** Report of the Assistant Chief Executive (Community Services)

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

**Agenda Item No 23**

**Council New Build Schemes** - Report of the Assistant Director (Housing)

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

**Agenda Item No 24**

**Supporting People Programme** – Report of the Assistant Director (Housing)

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

**Agenda Item No 25**

**Sundry Debtor Irrecoverable Debts** – Report of the Assistant Director (Finance and Human Resources)

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

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