

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE RESOURCES BOARD

5 September 2011

Present: Councillor Moore in the Chair

Councillors N Dirveiks, Ferro, Forwood, Johnston, Payne, Smith, Morson, M Stanley, Y Stanley, Watkins and Winter.

Apologies for absence were received from Councillors Fowler, Hayfield and Lea (Official Council Business).

Councillors Humphreys and Phillips were also in attendance.

26 **Declarations of Personal or Prejudicial Interests**

Any personal interests arising from the membership of various Parish Councils of Councillors Moore (Baddesley), Morson and Winter (Dordon) and M Stanley and Y Stanley (Polesworth) were deemed to be declared at the meeting.

27 **Presentation on the Work of the Finance and Human Resources Division**

The Assistant Director (Finance and Human Resources) gave a presentation on the work of her Division.

28 **Site Supervision – Artificial Grass Pitch at Queen Elizabeth School and Sports College**

The Assistant Director (Leisure and Community Development) proposed the engagement of a Site Supervisor to manage community use of the new Artificial Grass Pitch at Queen Elizabeth School and Sports College in Atherstone.

Resolved:

That the appointment of a Site Supervisor to oversee community use of the Artificial Grass Pitch at Queen Elizabeth School and Sports College in Atherstone be approved.

29 **A Review of the Effectiveness of Internal Audit 2010 - 11**

The Deputy Chief Executive informed members 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 2010 – 2011 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 2010 – 2011.**

30 **Council Office Accommodation**

The Management Team reminded Members of the serious Health and Safety issues arising from the poor state of the Council House's electrical installation, the ongoing issues with many other elements of the building's infrastructure and that there was urgent need to address all these. The background to the option appraisal and feasibility work carried out to date was also detailed.

Resolved:

- a **That the decision on the preferred option be deferred until later on in the meeting;**

Recommendation to the Executive Board:

- b **That the agreed preferred mechanism for progress on the project being reported back to Members be meetings of the Special Sub-Group; and**
- c **That the most appropriate methods of keeping both staff and the public up to date with progress on this project in the future should include North Talk, the staff Insider newsletter and the Council's web-site.**

31 **Payment Card Industry Requirements Review**

The Assistant Director (Corporate Services) advised Members of the requirements being placed on the Council to achieve compliance with the Payment Card Industry data security standard and its implications for how the Council manages payments made to it.

Resolved:

- a **That the report be noted; and**

b That a further report be brought to the Board when the outcome of the review is known and any financial implications identified.

32 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – June 2011

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 – June 2011.

Resolved:

That the report be noted.

33 Review of Attendance Management Policy and Procedure

The Assistant Director (Finance and Human Resources) presented reviews and updates to the Attendance Management Policy and Procedure.

Resolved:

That the revised Attendance Management Policy and Procedure be adopted.

34 Internal Audit – Performance for First Quarter 2011-12

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.

35 Exclusion of the Public and Press

Resolved:

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

36 **Police Accommodation – Old Bank House**

The Assistant Director (Streetscape) reported on progress to date on the previously agreed proposal that Warwickshire Police rent office accommodation within Old Bank House once the existing base within Atherstone Police Station closed in May 2011 and asked members to consider a further request from Warwickshire Police to rent four parking spaces within South Street Car Park on an annual basis to provide accommodation for essential but non-emergency vehicles. Members were also asked to agree to the principle that the Police be given the option to transfer their staff to the Council House once all agreed refurbishment work has been completed on the building.

Resolved:

- a That the proposal, in principle, to make four parking spaces within South Street Car Park available exclusively to Warwickshire Police for non-emergency vehicles be agreed and the Assistant Director (Streetscape), in consultation with the Chairman and the Vice-Chairman of the Board, be authorised to determine an appropriate rental charge; and**
- b That the proposal, in principle, that the Police will be given the option to transfer their staff to the Council House once all agreed refurbishment work has been completed be agreed.**

37 **Creation and Appointment of Financial Inclusion and Partnership Officer**

The Assistant Chief Executive (Community Services) updated Members on a decision taken in July 2011 under the Chief Executive's emergency powers, in consultation with the Leader and both the Chairman and Shadow Chairman of the Board, to grant permission for a 11 month temporary position of Financial Inclusion and Partnership Manager to be created and advertised without Board approval.

Resolved:

That the report be noted.

38 Council Office Accommodation

The Management Team reminded Members of the serious Health and Safety issues arising from the poor state of the Council House's electrical installation, and the ongoing issues with many other elements of the building's infrastructure. Members were asked to decide on their preferred option for the refurbishment of the Council Offices based on the work carried out to date on a number of alternatives. The background to the option appraisal and feasibility work carried out to date were also detailed.

Recommendation to the Executive Board

- a That the Council agrees to pursue Option 2 as set out in Section 6.2 of the report of Management Team, as its preferred option for the refurbishment of the Council House;**
- b That a specialist contractor to project manage the design, tendering and delivery of the preferred option is appointed as soon as possible;**
- c That a budget, as set out in the report of Management Team be established to fund the appointment and initial fees of that contractor;**
- d Once the refurbishments are completed, all staff currently located at Old Bank House be moved to the main Council House building to free up Old Bank House for disposal or rental to a third party;**
- e That the agreed preferred mechanism for progress on the project being reported back to Members on an ongoing basis be meetings of the Special Sub-Group; and**
- f That recommendations (a) to (e) above be made available to the public.**

38 Irrecoverable Local Taxation and Housing Debts

The Assistant Chief Executive (Community Services) detailed the amounts recommended for write-off, in accordance with the write-off policy agreed by the former Finance Sub-Committee in September 2000.

Resolved:

- a** That the write-off of 1 balance over £1,250 totalling £1,281.53 in respect of unpaid Council Tax be approved;
- b** That the write-off of 4 balances over £1,250 totalling £70,259.37 in respect of unpaid Non Domestic Rates be approved;
- c** That the write-off of 3 balances over £1,250 totalling £4,123.36 in respect of overpaid Housing Benefit be approved;
- d** That the write-off of 27 balances under £1,250 totalling £3,862.88 in respect of unpaid Council Tax be noted;
- e** That the write-off of 7 balances under £1,250 totalling £1,949.85 in respect of unpaid Non Domestic Rates be noted;
- f** That the write-off of 98 balances under £1,250 totalling £12,666.96 in respect of overpaid Housing Benefit be noted;
- g** That the write-back of 12 balances totalling £811.63 in respect of unpaid Council Tax be noted;
- h** That the write-back of 9 balances totalling £5,768.20 in respect of unpaid Non Domestic Rates be noted; and
- i** That the write-back of 1 balance totalling £89.17 in respect of overpaid Housing Benefit be noted.

J MOORE
CHAIRMAN