

## NORTH WARWICKSHIRE BOROUGH COUNCIL

### MINUTES OF THE RESOURCES BOARD

1 February 2011

Present: Councillor Smith in the Chair

Councillors Bowden, Butcher, N Dirveiks, Forwood, Fowler, Fox, Johnston, Moore, Payne, Smitten, Y Stanley and Winter.

An apology for absence was received from Councillor Lea.

#### 79 **Declarations of Personal or Prejudicial Interests**

Any personal interests arising from the membership of Warwickshire County Council of Councillors Fowler and Fox, and membership of various Parish Councils of Councillors Butcher, Smitten and Y Stanley (Polesworth), Fox (Shustoke) and Moore (Baddesley Ensor) were deemed to be declared at the meeting.

Councillor Fox declared a personal interest in Minute No 103 – Police Accommodation – Safer Neighbourhoods Office by reason of being Warwickshire County Council's representative on the Warwickshire Police Authority.

#### 80 **Corporate Plan 2011-12**

The Board's approval was sought for the Corporate Plan Targets for which the Board was responsible. Members were also asked to agree the 2011-12 Service Plans for the Finance and Human Resources, Revenues and Benefits, Corporate Services and Housing Divisions and the Internal Audit Service.

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

- a That those Corporate Plan Targets, as set out in Appendix A to the report of the Chief Executive, for which the Resources Board is responsible be agreed; and**

##### **Resolved:**

- b That the Service Plans as set out in Appendix B to the report of the Chief Executive be agreed.**

**81 Proposed 2011/12 Budget Savings**

Potential areas for budget savings were put forward by the Assistant Chief Executive (Community Services) for inclusion in the estimates for 2011/12.

**Recommendation to the Executive Board:**

- a That the proposed budget savings within the Revenues and Benefits Division be included in the 2011/12 estimates; and**
- b That the staff uniform allowance for One Stop Shop staff be removed with immediate effect.**

**82 Proposed 2011/12 Revenue Savings – Finance and Human Resources Division**

Potential areas for revenue budget savings were put forward by the Assistant Director (Finance and Human Resources) for inclusion in the 2011/12 revenue estimates.

**Recommendation to the Executive Board:**

- a That the proposed saving in the Staff Welfare budget of £2,000 be included in the 2011/12 revenue estimates; and**
- b That a decision to stop subscribing to the Coalfield Communities Campaign be deferred to allow additional information to be obtained.**

**83 General Fund Fees and Charges 2011/12**

The Assistant Chief Executive and Solicitor to the Council, Assistant Director (Streetscape), Assistant Director (Revenues and Benefits) and Assistant Director (Finance and Human Resources) reported on the fees and charges for 2010/11 and the proposed fees and charges for 2011/12.

**Resolved:**

**That the schedule of fees and charges for 2011/12, set out in the report of the Assistant Chief Executive and Solicitor to the Council, Assistant Director (Streetscape), Assistant Director (Revenues and Benefits) and Assistant Director (Finance and Human Resources) be agreed.**

**84 General Fund Revenue Estimates 2011/12 – Services Recharged Across All Boards**

The Deputy Chief Executive reported on the revised budget for 2010/11 and gave an estimate of expenditure for 2011/12, together with forward commitments for 2012/13, 2013/14 and 2014/15 for those services recharged across all Boards.

**Resolved:**

- a That the revised budget for 2010/11 be accepted; and**
- b That the Estimates of Expenditure for 2011/12, as submitted, be included in the budget to be brought before the meeting of the Executive Board on 7 February 2011.**

**85 General Fund Revenue Estimates 2011/12 – Services Remaining within the Board**

The Deputy Chief Executive reported on the revised budget for 2010/11 and gave an estimate of expenditure for 2011/12, together with forward commitments for 2012/13, 2013/14 and 2014/15 for those services remaining within the Board.

**Resolved:**

- a That the revised budget for 2010/11 be accepted; and**
- b That the Estimates of Expenditure for 2011/12, as submitted, be included in the budget to be brought before the meeting of the Executive Board on 7 February 2011.**

**86 General Fund Revenue Estimates 2011/12 - Summary**

The Deputy Chief Executive reported on the revised budget for 2010/11 and gave an estimate of expenditure for 2011/12, together with forward commitments for 2012/13, 2013/14 and 2014/15.

**Recommendation to the Executive Board:**

**That the following items be recommended to the Executive Board for consideration in setting the Council Tax of the Borough Council:**

- a The revised budget for 2010/11;**
- b The growth item for 2011/12 totalling £11,000; and**

- c The schedule of expenditure requirements totalling £9,359,260 for 2011/12.**

**87 Housing Revenue Account Estimates 2011/12 and Rent Review**

The Deputy Chief Executive reported on the revised budget for 2010/11 and gave an estimate of expenditure for 2011/12, together with forward commitments for 2012/13, 2013/14 and 2014/15.

**Resolved:**

- a That the revised estimates for 2010/11 be accepted;**
- b That rent increases, calculated on the basis that the Council will continue to move properties towards their individual target rents, be adopted;**
- c That the proposed fees and charges for 2011/12 as set out in Appendix D to the report of the Deputy Chief Executive, be approved;**
- d That the service charges for the cleaning of communal areas, as detailed in Appendix E to the report of the Deputy Chief Executive, be approved from April 2011;**
- e That the service charges for window cleaning, as detailed in Appendix F to the report of the Deputy Chief Executive, be approved from April 2011; and**
- f That the Estimates of Expenditure for 2011/12, as submitted, be approved.**

**88 Capital Programme 2011/12 to 2013/14**

The Assistant Director (Finance and Human Resources) identified proposals for schemes to be included within the Council's capital programme over the next three years.

**Resolved:**

- a That the schemes previously approved within the Council's three-year capital programme be supported;**
- b That the inclusion of the schemes reclassified as essential within the Council's provisional three year capital programme be supported; and**
- c That the schemes which will not be included within the capital programme be noted.**

**89 Housing Allocations Scheme**

The Assistant Director (Housing) sought approval for two proposed changes to the Council's Housing Allocations Scheme.

**Resolved:**

- a That the change of wording to the local connection criteria in the Council's Allocations Scheme be agreed; and**
- b That the change to the priority criteria reflecting under occupation of properties in the social housing sector in the Council's Allocations Scheme be agreed.**

**90 Local Investment Plan – to Deliver Affordable Housing**

The Board were asked to consider a Local Investment Plan to deliver affordable housing.

**Resolved:**

- a That the Local Investment Plan be approved; and**
- b That the Plan be submitted to the Executive Board for approval.**

**91 Member Induction**

The Board were invited to endorse an outline programme of induction for new members following the Borough Elections in May 2011.

**Resolved:**

**That the outline programme of induction as attached as an Appendix to the report of the Chief Executive be approved.**

**92 Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy for 2011/12**

The Deputy Chief Executive outlines the Treasury Management Strategy, Minimum Revenue Provision Policy Statement and Investment Strategy for 2011/12.

**Resolved:**

**That the proposed Strategies for 2011/12 be approved.**

93 **Dog Control Orders**

The Assistant Director (Housing) sought the Board's formal approval to put a revised Dog Control Order in place.

**Resolved:**

**That the draft Order attached as an Appendix to the report of the Assistant Director (Housing) be agreed, and the Order officially sealed, publicised in accordance with the statutory timetable and activated at the earliest opportunity.**

94 **Internal Audit – Performance for Third Quarter 2010-11**

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.**

95 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – December 2010**

The Chief Executive and 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 2010 to December 2010.

**Resolved:**

**That the report be noted.**

96 **Housing Act 2004 – Emergency Prohibition Order**

The Assistant Director (Housing) confirmed the revocation of an Emergency Prohibition Order on a residential property in the Borough.

**Resolved:**

**That the report be noted.**

97 **An Explanation of Welfare Benefit Changes to be introduced from April 2011 Onwards**

The Assistant Chief Executive (Community Services) reported on the changes proposed to a wide range of welfare benefits from April 2011 onwards, and their likely implications for the Council.

**Resolved:**

**That the report be noted.**

**98 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.**

**99 Housing Register Officer – Extension of Temporary Post**

The Assistant Director (Housing) sought approval to the extension of the post of the Housing Register Officer until a review of the work of the Housing Pre-Tenancy Team was undertaken.

**Resolved:**

**That the post of Housing Register Officer be extended for a further 3 months to the end of April 2011.**

**100 Request to Purchase Garden Land adjacent to 1 Rowland Court, Arley**

The Assistant Director (Housing) advised the Board of a request to purchase a piece of garden land adjacent to 1 Rowland Court, Arley.

**Recommended:**

**That the land highlighted at Appendix A to the report of the Assistant Director (Housing) be sold to the owner of 1 Rowland Court, Old Arley at the value and conditions set out by the Council's Valuer set out at section 4.5 of the report of the Assistant Director (Housing).**

**101 Tenants Insurance Scheme**

The Assistant Director (Housing) highlighted the benefits of promoting an Insurance Scheme with tenants.

**Resolved:**

**That the work undertaken to explore the benefits of promoting an insurance scheme with tenants be noted and that the choice of the insurance broker set out in section 5.3 of the report of the Assistant Director (Housing) be approved.**

## 102 Irrecoverable Housing and Local Taxation Debts

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

### **Resolved:**

- a That the write-off of 7 balances over £1,250 totalling £10,471.18 in respect of unpaid Council Tax be approved;**
- b That the write-off of 12 balances over £1,250 totalling £61,433.35 in respect of unpaid Non-Domestic Rates be approved;**
- c That the write-off of 1 balance over £1,250 totalling £1,515.50 in respect of overpaid Housing Benefit be approved;**
- d That the write-off of 65 balances under £1,250 totalling £12,932.19 in respect of unpaid Council Tax be noted;**
- e That the write-off of 12 balances under £1,250 totalling £4,827.97 in respect of unpaid Non-Domestic Rates be noted;**
- f That the write-off of 58 balances under £1,250 totalling £8,047.12 in respect of overpaid Housing Benefit be noted;**
- g That the write off of 22 balances under £1,250 totalling £1,336.02 in respect of unpaid former tenant rent arrears be noted;**
- h That the write back of 9 balances totalling £1,273.78 in respect of unpaid Council Tax be noted;**
- i That the write back of 3 balances totalling £5,245.77 in respect of unpaid Non Domestic Rates be noted; and**
- j That the write back of 86 balances totalling £1,519.45 in respect of unpaid former tenant rent arrears be noted.**

## 103 Police Accommodation – Safer Neighbourhoods Office

The Assistant Director (Streetscape) asked Members to consider a request from Warwickshire Police to rent office space within Old Bank House to provide accommodation for the local Safer Neighbourhoods Team once the existing base within Atherstone Police Station closes in May 2011.



**Resolved:**

**That the request from Warwickshire Police to rent office space within Old Bank House to provide accommodation for the local Safer Neighbourhoods Team once the existing base within Atherstone Police Station closes in May 2011 be approved.**

L Smith  
Chairman