

To: Deputy Leader and Members of the Resources Board
(Councillors L Smith, Johnston, Bowden, Butcher,
N Dirveiks, Forwood, Fowler, Jenkins, Lea, Moore, Payne,
Smitten, Y Stanley and Winter)

For the information of other Members of the Council

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

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RESOURCES BOARD AGENDA

7 SEPTEMBER 2009

The Resources Board will meet in the Chamber at The Council House,
South Street, Atherstone, Warwickshire on Monday,
7 September 2009, at 6.30 pm.

AGENDA

- 1 **Evacuation Procedure.**
- 2 **Apologies for Absence / Members away on official Council business.**
- 3 **Declarations of Personal or Prejudicial Interests.** (Any personal interests arising from the membership of Warwickshire County Council of Councillors Fowler, and Lea, and membership of various Parish Councils of Councillors Butcher, Smitten and Y Stanley (Polesworth) and Moore (Baddesley Ensor), are deemed to be declared at this meeting).

- 4 **Minutes of the Resources Board held on 1 June and 6 July 2009** (copies herewith) to be approved as correct and signed by the Chairman.
- 5 **Request for discussion of En Bloc items.**

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

- 6 **Corporate Counter Fraud Update** – Report of the Director of Resources

Summary

The report provides the Board with an update on progress of the Council's Corporate Counter Fraud activity against that outlined in the current Council Policy and Strategy.

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

- 7 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April 2009 – June 2009** - Report of the Chief Executive and the Director of Resources

Summary

This report informs Members of the actual performance and achievement against the Corporate Plan and Performance Indicator targets relevant to the Resources Board for the first quarter April 2009 to June 2009

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

- 8 **Local Government Pension Scheme** – Report of the Director of Resources

Summary

This report outlines details of a consultation paper issued by the Department of Communities and Local Government (DCLG) relating to the Local Government Pension Scheme (LGPS). Responses to the consultation are required by 30 September 2009.

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

- 9 **Consultation on Reforming Council Housing Finance** – Report of the Director of Resources

Summary

The Government has produced a consultation paper on reforming Council Housing finance. The document can be viewed at:

www.communities.gov.uk/publications/housing/councilhousingconsultation.

Replies to the consultation are due by 27 October 2009. This report summarises the consultation for Members' information. A list of questions relating to this consultation is attached at Appendix A. A response will be brought to the Board on 26 October 2009 for approval.

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

- 10 **Diversion of Footpaths Application Charge** – Report of the Head of Development Control

Summary

The report sets out the introduction for a fee to be submitted with applications made to the Council under Planning legislation for the diversion of public footpaths.

The Contact Officer for this report is Jeff Brown (719310).

- 11 **Building Council Properties** – Report of the Assistant Director (Housing) – Report to Follow

Following the Resources Board's decision at its meeting on 6 July 2009 to bid for Social Housing Grant to build Council properties this report updates Members on progress against the actions described in the report to bring forward potential sites for development.

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

- 12 **Employing Apprentices in the Housing Division** – Report of the Assistant Director (Housing) – Report to Follow

This report outlines an opportunity to employ two apprentices in the Housing Division and asks the Board to agree to the apprenticeship scheme.

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

- 13 **Treasury Policy Statement and Out-turn for Quarter 1 2009/10** – Report of the Director of Resources

Summary

This report sets out the performance of the treasury management function for the first quarter of 2009/10.

In addition, revisions to the Strategy and Treasury Management Practices (TMPs) have been made, highlighting changes in working practices relating to credit ratings, counterparties and diversification.

The Contact Officer for this report is Jackie Marshall (719379).

- 14 **Member Surgeries** – Report of the Assistant Director (Finance and Human Resources)

This report discusses alternative options for advertising Members surgeries.

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

- 15 **Provision of Public Toilets in Polesworth** – Report of the Assistant Director (Streetscape)

Summary

The background of the closure of the existing public conveniences on Tamworth Road, Polesworth is revisited in this report. The various alternative types and locations of alternative public toilet provision that have been considered are detailed. Specifically the initiative to incorporate a toilet for public use in Polesworth Memorial Hall has proved unsuccessful and the way forward is considered.

The Contact Officer for this report is Chris Jones (719265).

- 16 **Members' Allowances – Report of the Independent Remuneration Panel** – Report of the Assistant Director (Finance and Human Resources)

Summary

Following the revision of the Scrutiny Boards from two to one Board, the responsibility of the Chairman of the Board has been reassessed by the Independent Remuneration Panel.

The Contact Officer for this report is Jackie Marshall (719379).

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

- 17 **Capital Programme 2009/10 – Period Ending July 2009** - Report of the Assistant Director (Finance and Human Resources)

Summary

The report updates Members on the progress of the 2009/10 capital programme in terms of both expenditure and outcomes.

The Contact Officer for this report is Sara Haslam (719489).

- 18 **Internal Audit – Performance for First Quarter 2009-2010** – Report of the Director of Resources

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).

- 19 **Housing Revenue Account Budgetary Control Report 2009/2010 - Period Ended 31 July 2009**

Summary

The report covers total Housing Revenue Fund revenue expenditure and income for the period from 1 April to 31 July 2009.

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

- 20 **Consolidated Budgetary Control Report 2009/2010 - Period Ended 31 July 2009**

Summary

The report covers total Council General Fund revenue expenditure and income for the period from 1 April 2009 to 31 July 2009.

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

- 21 **Budgetary Control Report 2009/2010 - Period Ended 31 July 2009**

Summary

The report covers revenue expenditure and income for the period from 1 April 2009 to 31 July 2009. The 2009/2010 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 for services reporting to this Board.

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

PART C EXEMPT INFORMATION (GOLD PAPERS)

22 Exclusion of the Public and Press

Recommended:

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.

23 Staffing Implications from Previous Restructures / Reviews – Report of the Assistant Director (Information and Procurement Services)

The Contact Officer for this report is Linda Bird (719237).

24 Review of Administrative Services – Report of the Assistant Director (Information and Procurement Services) and Project Officer

The Contact Officers for this report are Linda Bird (719237) and John Bird (719211).

25 Procurement Process Improvements and Staffing – Report of the Assistant Director (Information and Procurement Services)

The Contact Officer for this report is Linda Bird (719237).

26 Voice Telecommunications Contract Extension – Report of the Assistant Director (Information and Procurement Services)

The Contact Officer for this report is Linda Bird (719237).

27 The Arcade – Report of the Assistant Director (Streetscape)

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

28 Irrecoverable Housing and Local Taxation Debts – Report of the Assistant Director (Revenues and Benefits)

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

JERRY HUTCHINSON
Chief Executive

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE RESOURCES BOARD

1 June 2009

Present: Councillor Smith in the Chair

Councillors Johnston, Butcher, N Dirveiks, Forwood, Jenkins, Moore, Smitten and Winter.

Apologies for absence were received from Councillors Fowler, Payne and Y Stanley.

Councillor Phillips was also in attendance.

1 **Declarations of Personal or Prejudicial Interests**

Any personal interests arising from the membership of Warwickshire County Council of Councillor Forwood and membership of various Parish Councils of Councillors Butcher and Smitten (Polesworth) and Moore (Baddesley Ensor).

2 **Minutes**

The minutes of the meetings of the Board held on 9 March and 27 April 2009, copies having previously been circulated, were approved as a correct record and signed by the Chairman.

3 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April 2008 – March 2009**

The Chief Executive and Director of Resources informed Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Resources Board for April 2008 to March 2009.

Resolved:

That the progress made with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Resources Board for April 2008 to March 2009 be noted.

4 **Members' Allowances Out-turn for 2008/09**

The Assistant Director (Finance and Human Resources) advised Members of the allowances paid for 2008/09.

Resolved:

That the report be noted.

5 Collection Progress for Sundry Debts 2008/09 and Prompt Payment of Creditor Invoices, LPI 8

The Assistant Director (Finance and Human Resources) advised members of the collection progress for Sundry Debts in 2008/09 and highlighted the performance of LPI 8, Prompt Payment of Creditor Invoices.

Resolved:

That the performance set out in the report of the Assistant Director (Finance and Human Resources) be noted.

6 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.

7 Review of Planning and Development Division Stage 3

The Director of Community and Environment and Head of Planning Development Control reported on the staffing review of the Planning and Development Division.

Resolved:

That the changes listed below are implemented to achieve savings whilst sustaining delivery of statutory responsibilities and corporate priorities:

- a That the following posts that are already vacant are frozen:**
 - Assistant Planning Tech Support (part-time)
 - Principal Planning Control Officer (job share);
- b That the vacant post of Site Investigation Officer (full-time) be advertised internally with any consequential vacancy being frozen and that, if the post is not filled in that manner, a report be submitted to the Board on the implications;**
- c That the job description for the post of Principle Planning Control Officer (PPCO) is reviewed and re-evaluated to reflect responsibilities in the new structure to support and deputise for the Head of Service;**
- d That in order to sustain the service a Senior Planning Officer (SPO) is seconded for 17 hours per week to undertake the responsibilities of the PPCO job share and is paid at the scale for that post for those hours but that the 17 hours lost in the SPO post is not back-filled and that this arrangement is reviewed 6 monthly;**

- e That in order to retain professional expertise and enable delivery of statutory responsibilities and corporate priorities, the unfilled post of Senior Planning Policy Officer in the Forward Planning Team that has not been filled continues to be frozen and that work to support delivery of the LDF is commissioned from Planning Development Control officers through agreement of a shared work programme and that this arrangement is reviewed 6 monthly;
 - f That in order to sustain a land charges function and increase resilience in Technical Support, the post of Local Land Charges Officer is reviewed to reflect reduced demand, to 17 hours per week on Land Charges and the balancing 20 hours are used to provide support to the Planning Technical Support Officer in validating and registering applications and other technical support duties;
 - g That whilst maintaining the role of technical planning support, in order to be able to meet changes that may arise through the development of new planning systems and processes and in order to increase resilience should further vacancies arise in technical support, the Planning Technical Support Team report directly to the Systems Support Manager and a service level agreement is drawn up to specify the work that will be supplied to the DC team.
 - h That quarterly reports be submitted to the Board on the workload and performance of the Development Control Section.
- Recommendation to the Executive Board:
- i That Members be asked to review the current arrangement of planning policy coming under the remit of the Executive Board.

L Smith
Chairman

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE RESOURCES BOARD

6 July 2009

Present: Councillor Smith in the Chair

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

An apology for absence was received from Councillor Jenkins.

Councillor Phillips and M Stanley were also in attendance.

8 **Declarations of Personal or Prejudicial Interests**

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

9 **Disabled Facilities Grants (Private Sector) – Funding and Waiting Times**

The Director of Community and Environment informed Members of a challenging financial situation and provided options to maintain a Corporate Plan target and Members' expectations on service delivery standards.

Resolved:

That the unallocated capital of £48,000 be vired to the private sector DFG budget for 2009/10 as set out in the report of the Director of Community and Environment.

10 **Funding for Rural Housing Enabler**

The Assistant Director (Housing) reported that the report had been withdrawn with a view to looking at different options.

11 **Treasury Policy Statement**

The Director of Resources invited Members to consider a revised Treasury Policy Statement.

Resolved:

- a That the Revised Policy Statement be accepted; and**
- b That further work be undertaken on credit ratings to enable a revised Strategy to be brought to Board.**

12 Council House Building

The Assistant Director (Housing) provided Members with the background to the Government's new drive to encourage Councils to build properties to add to their current stock and asked the Resources Board to consider whether the Council should bid for funds to build its own properties.

Resolved:

- a** That the Housing Division undertake the necessary work to enable the Council to prepare a bid for Social Housing Grant to develop its own properties on its land with a financial model to be considered by the Board at its meeting in September 2009;
- b** That the Housing Division employ an architect to give advice and provide outline plans, where appropriate, for the pieces of land to be put forward as development sites for the bidding process;
- c** That the areas of land outlined in the report be considered by the Housing Division, the architect employed and local Ward Councillors in order to identify which would provide the best development opportunities;
- d** That, based on the information from (c) above, the Assistant Director (Housing) be given delegated power, in consultation with the Chairman of the Resources Board, to agree which areas of land be submitted for planning permission in time for the Homes and Communities bidding round;
- e** That planning permission be sought on the land selected;
- f** That the Council apply to be a preferred partner of the Homes and Communities Agency; and
- g** That a bid be prepared to submit to the Homes and Communities Agency for 30 October 2009 in order to access Social Housing Grant to build Council properties in the areas agreed in the report.

13 Pedestrian Access – Car Park Adjacent to Croft Mead, Ansley Village

The Assistant Director (Housing) provided the Board with information relating to a request for a pedestrian access over a car park off Croft Mead, Ansley Village and recommended support of the request.

Resolved:

- a** That a licence for a pedestrian access over the Council's car park at Croft Mead, Ansley Common, be granted when planning approval is in place for a change in use of the industrial units;

- b That the licence be granted for an initial term of five years, at an annual charge of £100, with the premium paid in advance; and**
- c That the owner of the Croft Mead Business Centre be granted his request to enhance the visual appearance of the area set out in the report of the Assistant Director (Housing), which includes undertaking regular weeding, re-staining the existing timber fence and installing one CCTV camera overlooking the Council car park.**

14 Concessionary Travel Consultation

The Director of Resources advised the Board of a consultation paper issued by the Department of Transport on possible changes to the administration of Concessionary Fares. The paper looked at options for moving the administration of concessionary travel to a different tier of Government.

Resolved:

That the Director of Resources, in consultation with the Chairman of the Board, be authorised to respond to the consultation taking into account the comments set out in his report.

15 Proposal for Funding Green Space Strategy Biodiversity Projects

The Assistant Director (Leisure and Community Development) reported on proposals for the allocation of revenue funding to projects that both enhance biodiversity and helped to deliver key priorities of the North Warwickshire Green Space Strategy.

Resolved:

That the proposals for the allocation of funding to projects that both enhance biodiversity and help to deliver key priorities of the North Warwickshire Green Space Strategy as set out in the report of the Assistant Director (Leisure and Community Development) be approved.

16 Capital Programme 2009/10 – Period Ending May 2009

The Assistant Director (Finance and Human Resources) updated Members on the progress of the 2009/10 capital programme in terms of both expenditure and outcomes.

Resolved:

That the progress made against the capital budget be noted.

17 **Annual Treasury Report for 2008/09**

The Director of Resources reported the out-turn for 2008/09 and highlighted areas of significance.

Resolved:

a That the Annual Treasury Report for 2008/09 be noted; and

b That the Prudential Indicators set out in Appendix A of the report of the Director of Resources be noted.

18 **Internal Audit – Performance for 2008/09**

The Director of Resources 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.

19 **Risk Management Annual Report 2008/09**

The Assistant Director (Finance and Human Resources) informed Members of the progress made on Risk Management during 2008/09.

Resolved:

That the report be noted.

20 **Budgetary Control Report 2009/2010 Period Ended 31 May 2009**

The Assistant Director (Finance and Human Resources) reported on the revenue expenditure and income for the period from 1 April 2009 to 31 May 2009. The 2009/2010 budget and the actual position for the period, compared with the estimate at that date were detailed, together with an estimate of the out-turn position for services reporting to the Board.

Resolved:

That the report be noted.

21 **Consolidated Budgetary Control Report 2009/2010 – Period Ended 31 May 2009**

The Assistant Director (Finance and Human Resources) updated the Board on the total Council General Fund revenue expenditure and income for the period from 1 April 2009 to 31 May 2009.

Resolved:

That the report be noted.

22 **Housing Revenue Account Budgetary Control Report 2008/2009 Period Ended 31 May 2008**

The Assistant Director (Finance and Human Resources) and the Director of Resources reported on the total Housing Revenue Fund revenue expenditure and income for the period from 1 April 2009 to 31 May 2009.

Resolved:

That the report be noted.

23 **Progress Report on Human Resources Issues**

The Assistant Director (Finance and Human Resources) reported on progress against the Human Resources Strategy Plan, work undertaken by the Human Resources team, sickness levels for the period of April 2008 to March 2009 and further information on action taken in managing absence.

Resolved:

That the report be noted.

24 **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.

25 **Sale of Land at Warton**

The Assistant Director (Housing) reported on a proposal to use a piece of Council owned land in Warton for a small housing development of affordable homes and sought approval for the disposal.

Resolved:

That consideration of this item be deferred to allow consultation to take place with the Parish Council and a further report be brought back to a future meeting of the Board.

26 **Redevelopment of Flats, Shops and Land at Lister Road, Atherstone**

The Assistant Director (Housing) reported on the possibility of redeveloping an area of land and properties in Lister Road, Atherstone and sought approval in principle to explore development options further.

Resolved:

- a **That the Housing Division carry out further work with Warwickshire County Council and Waterloo Housing Association to explore the feasibility of developing the area of land shown as Appendix A to the report of the Assistant Director (Housing) in the short term for Extra Care Housing; and**
- b **That a further report be submitted to the Board at its September 2009 meeting in order to consider a comprehensive feasibility report on the potential to develop the site.**

L Smith
Chairman

Agenda Item No 6

Resources Board

7 September 2009

Report of the Director of Resources

Corporate Counter Fraud Update

1 Summary

- 1.1 The report provides the Board with an update on progress of the Council's Corporate Counter Fraud activity against that outlined in the current Council Policy and Strategy.

2 Recommendation to the Board

That the report be noted and the Board be asked for suggestions on the best approach for raising awareness among Members.

3 Introduction

- 3.1 Revised documents relating to Corporate Counter Fraud, including a policy and strategy, together with a report of the Director of Resources submitted to Executive Board on 16 February 2009, referred to a "comprehensive work plan that will ensure that annual measurable tasks are set based upon the strategy."
- 3.2 The work plan is designed to develop and build on the corporate counter fraud work previously undertaken in the Council and which has sought to promote an anti-fraud culture and related proactive counter fraud activity.

4 Summary of Work Completed

- 4.1 Engagement with staff at every opportunity has been continued, raising awareness and promoting the ethic of corporate fraud being unacceptable.
- 4.2 Counter fraud posters and leaflets have been developed, targeting both staff and public, with visits to each site not only to distribute these and ensure display in prominent positions, but also to talk to staff whilst on site.
- 4.3 Corporate staff induction has re-commenced and Counter Fraud information is included on the induction checklist that must be signed off by the manager. In addition there will be a fifteen minute presentation to the induction group, introducing them to the Strategy and Response plan.
- 4.4 In line with the Counter Fraud Communications Strategy, one article has been included in North Talk to reach the public as well as staff. A Fraud Focus article containing case studies within the Local Government arena has been published in the Insider staff newsletter and also posted on the Counter Fraud page on the intranet.

- 4.5 The updated Counter Fraud Strategy, Policy, Response Plan and Communications Strategy, approved by Executive Board in February 2009, have been made available to all staff via the Intranet.
- 4.6 A Money Laundering Policy has been approved by Board, and key staff attended a training session in May providing an overview of the Money Laundering Regulations and Proceeds of Crime Act. It also explained how the Council could unwittingly become a tool in the money laundering process. Staff were made aware of the process should they have concerns and subsequent to this documentation was effected to record any cash payments over £1,000 paid to officers. This is then forwarded to Internal Audit for consideration and any follow up action is agreed with the Director of Resources.
- 4.7 The three-year work plan is progressing well in its first year. The first area of review for this year, Housing – Major Works, Housing Direct Works, Decoration Allowances, Waiting Lists and Rent Account refunds/transfers, is now almost complete, with a report expected by the end of August 2009. There are two remaining pieces of work connected with Register of Interests, Declarations and Hospitality, and Planning and Development are scheduled for September and December 2009, dovetailing into the Internal Audit existing programme.
- 4.8 There are regular reviews of progress by the Head of Audit and the Director of Resources.
- 4.9 Included in the Council Strategy is specific reference to Member awareness, training and involvement in the Counter Fraud regime. Suggestions are sought from this Board on how best to approach that.

5 Report Implications

5.1 Risk Management Implications

- 5.1.1 A failure to develop and implement appropriate documentation, guidance and protocol may leave the Council open to the possibility of loss, due to deliberate or accidental fraud.

5.2 Links to Council's Priorities

- 5.2.1 One of the seven Council priorities involves the tackling of crime under which fraud and corruption must be seriously considered.

The Contact Officer for this report is Barbara Haswell (01827 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 |
|---------------------|--------|----------------------------|------|
| | | | |

Agenda Item No 7

Resources Board

7 September 2009

Report of the Chief Executive and the Director of Resources

Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April 2009 – June 2009

1 Summary

- 1.1 This report informs Members of the actual performance and achievement against the Corporate Plan and Performance Indicator targets relevant to the Resources Board for the first quarter April 2009 to June 2009.

Recommendation to the Board

That Members consider the achievements and highlight any areas for further investigation.

2 Consultation

2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

- 2.1.1 The Portfolio Holder and Shadow Portfolio Holder for Resources, Councillors Bowden and Butcher have been sent a copy of this report and any comments received will be reported to the Board.

3 Introduction

- 3.1 This report is the first report for the 2009/10 year and reflects the Corporate Plan, which has been agreed for 2009/10. A key change to last years reports were the introduction of new national indicators and the removal of some of the best value performance indicators. The new national indicators include some of the existing best value performance indicators. Management Team have agreed which existing performance indicators are to be monitored during this year and the proposed reporting frequency. The indicators relevant to this board are shown in Appendices A and B and members will see the reporting frequency for each indicator identified on the spreadsheet e.g. monthly, quarterly and annually.

- 3.2 Management Team receive monthly reports from each division and are monitoring performance on an exception basis i.e. they are reviewing all the red and amber responses. This report informs Members of the progress achieved during the first quarter from April to June 2009 on all of the Corporate Plan and Performance Indicators relevant to this Board. The following definition has been applied using the traffic light warning indicator of red, amber and green.

Red – target not achieved

Amber – target currently behind schedule and requires remedial action.

Green – target currently on schedule to be achieved.

4 **Progress April 2009 to June 2009**

- ... 4.1 Attached at Appendices A and B are reports showing all the Performance Indicators and Corporate Plan targets relevant to this Board. The report is split into divisions as appropriate. The report includes individual comments where appropriate against each of the targets and indicators prepared by the relevant division. The report shows the following status in terms of the traffic light indicator status:

Corporate Plan

| Status | Quarter 1 Number | Quarter 1 Percentage |
|--------|------------------|----------------------|
| Red | 0 | 0% |
| Amber | 2 | 9% |
| Green | 21 | 91% |
| Total | 23 | 100% |

Performance Indicators

| Status | Quarter 1 Number | Quarter 1 Percentage |
|--------|------------------|----------------------|
| Red | 1 | 2% |
| Amber | 8 | 20% |
| Green | 31 | 78% |
| Total | 40 | 100% |

5 **Conclusion**

- 5.1 The progress report shows that 91% of the Corporate Plan targets and 78% of the performance indicator targets are currently on schedule to be achieved. Members are asked to consider the achievement overall and to identify any areas of concern which require further investigation.

6 **Report Implications**

6.1 **Safer Communities Implications**

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

6.2 **Legal and Human Rights Implications**

- 6.2.1 The new national indicators have been specified by the Secretary of State for Communities and Local Government as part of a new performance framework for local government as set out in the local Government White Paper Strong and Prosperous Communities.

6.3 **Environment and Sustainability Implications**

- 6.3.1 Improvements in the performance and quality of services will contribute to improving the quality of life within the community.

6.4 **Risk Management Implications**

6.4.1 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.

6.5 Equalities

6.5.1 There are a number of equality related actions and indicators highlighted in the report including developing outreach services, affordable housing, disabled facilities grants, the employment of staff declaring they have a disability and the employment of black and minority ethnic people.

6.6 Links to Council's Priorities

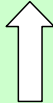
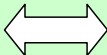

6.6.1 There are a number of targets and performance indicators contributing towards the priorities of access to services, improving housing in the borough, tackling health inequalities, achieving a balanced budget and developing our workforce.

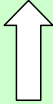
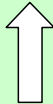



The Contact Officer for this report is Robert Beggs (719238).

Background Papers

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

| Background Paper No | Author | Nature of Background Paper | Date |
|--|---|----------------------------|---------------|
| National Indicators for Local Authorities and Local Authority Partnerships | Department for Communities and Local Government | Statutory Guidance | February 2008 |

| Ref | Start Date | Action | Board | Lead Officer | Reporting Officer | Theme | Sub-Theme | Update | Traffic Light | Direction |
|-----|------------|---|-----------------|--------------|---------------------------------------|----------------|-----------|--|---------------|---|
| 1 | Apr-09 | Delivering Phase 3 of the Customer Access Strategy Action Plan, including developing out-reach services to complement those delivered from the One Stop Shop in Atherstone where they are supported by a business case. | Resources Board | AD (R&B) | Assitant Director Revenues & Benefits | Community Life | | Outreach services have been implemented as part of the successful DCSF bid that has seen the B.O.B (Branching Out Bus) go live in June 2009 and the GovMetric sustomer satisfaction and Experian Customer Insight projects are being embedded having gone live at the same time. Other opportunities for outreach opportunities are being delayed until approval of the LEADER funding which is now not expected to be agreed until the autumn. This will enable other outreach projects to be developed with community partners over the next 3 years if funding is approved. | Green |  |
| 2 | Apr-09 | A Review of the implementation of contact centre will be undertaken with other Warwickshire Direct Partner Councils to identify whether further services can be incorporated, integration achieved or any changes to existing arrangements made | Resources Board | AD (R&B) | Assitant Director Revenues & Benefits | Community Life | | A review is currently being undertaken as part of a countywide shared service feasibility report. This is expected to be ready by November 2009. On a local level, out of Hours calls between 5.15pm to 8pm, Monday to Friday and on a Saturday from 9am to 4pm have been taken on behalf of the Council by WCC from its contact centre based in Bedworth since April 2009. This is a service we are seeking to build upon. | Green |  |
| 8 | Apr-09 | Continue to promote the Credit Union and CAB activity by providing an outlet facility and signposting customers via the One Stop Shop and contact Centre. This is reliant on funding requests being approved to continue this action | Resources Board | AD (R&B) | Assitant Director Revenues & Benefits | Community Life | | This activity has not only continued to be funded in 2009/10 but increased monies of £15k were provided to the CAB to address the current issues arising out of the economic downturn. In addition, the B.O.B initiative funded using a grant from the DCSF went live on 19 June 2009 and this is funding a full time CAB and Credit Union worker to be employed on the outreach vehicle purchased to take services into the community. | Green |  |

| Ref | Start Date | Action | Board | Lead Officer | Reporting Officer | Theme | Sub-Theme | Update | Traffic Light | Direction |
|-----|------------|---|-----------------|--------------|---------------------------------------|----------------|-----------|---|---------------|---|
| 9 | Apr-09 | Continue to work with other Warwickshire Councils and welfare agencies to continue to promote take up of Council Tax, Housing and other welfare benefits work in a collaborative way | Resources Board | AD (R&B) | Assitant Director Revenues & Benefits | Community Life | | The Council has been successful in coordinating a bid on behalf of all Warwickshire Councils of £37k that will see benefit take up activity continue in the borough until March 2010. This will also see a major promotion happening in September 2009 regarding changes in the treatment of Child Benefit that will see more families entitled to claim Housing and Council Tax Benefit from October 2009. | Green |  |
| 10 | Apr-09 | Implement Government Connect (In and Out of Work) as the first site in the Midlands with Job Centre Plus | Resources Board | AD (R&B) | Assitant Director Revenues & Benefits | Community Life | | Implemented. We are one of the first Councils nationwide to go live with Gov Connect and the "In and Out of Work" initiative. Its impact is seeing information taken via the Jobcentre being passed more quickly to us. | Green |  |
| 11 | Apr-09 | Test and develop new processes and methods of working to support the Tell Us Once Project. This is an National Roll Out of a National priority sponsored by the DWP | Resources Board | AD (R&B) | Assitant Director Revenues & Benefits | Community Life | | The Council has been a key contributor to the business case that is being developed nationally to determine how Local Government can assist in making life event change information be more easily shared between Local and Central Government partners. This is due to be considered in November 2009 by the Government which could see the Council become an early adopter of any scheme agreed. | Green |  |
| 12 | Apr-09 | Work to continue to bring Council properties up to decent homes standard with extensive kitchen and bathroom programme and work at Piccadilly to be completed by March 2010. The Council is working in partnership with Waterloo Housing Association to regenerate its estate at Hill Top Arley. The properties will be refurbished and transferred to Waterloo Housing Association by December 2010. | Resources Board | DR/AD (H) | Assistant Director Housing | Housing | | Work is progressing well with high levels of customer satisfaction. | Green |  |
| 13 | Apr-09 | Carrying out further research on existing schemes and report to the Housing Portfolio Holder Group and Resources Board on options in May 2009 | Resources Board | DR/AD (H) | Assistant Director Housing | Housing | | The current economic climate and experience of Councils who have such schemes with low take up means that further consideration has been deferred for 6 months | Green |  |

| Ref | Start Date | Action | Board | Lead Officer | Reporting Officer | Theme | Sub-Theme | Update | Traffic Light | Direction |
|-----|------------|---|---------------------------------|---------------|--|-----------------------|-----------|---|---------------|-----------|
| 14 | Apr-09 | Taking any actions agreed as the result of reports to Members during the year | Resources Board/Executive Board | DR/AD (H) | Assistant Director Housing | Housing | | This is concerned with Extra Care provision. We are working towards a new build scheme and still exploring the possibility of a virtual extra care scheme | Green | ↔ |
| 15 | Apr-09 | Progressing schemes at Dordon and Ansley Common | Resources Board | DR/AD (H)/DCE | Assistant Director Housing | Housing | | Both schemes are progressing well | Green | ↑ |
| 16 | Apr-09 | Reporting on sites within Council ownership which could be considered for affordable housing development | Resources Board | DR/AD (H)/DCE | Assistant Director Housing | Housing | | Resources Board has considered sites and those agreed in principle are progressing | Green | ↑ |
| 17 | Apr-09 | Considering the viability of the Council building properties to supplement its own stock of affordable homes | Resources Board | DR/AD (H)/DCE | Assistant Director Housing | Housing | | This work is underway and progressing towards bidding for Social Housing Grant | Green | ↑ |
| 18 | Apr-09 | Working with partner authorities to have a productive relationship with the new Homes and Communities Agency | Resources Board | DR/AD (H)/DCE | Assistant Director Housing | Housing | | Postive working relationships are developing at Chief Executive and head of housing level as well as sub regionally | Green | ↑ |
| 20 | Apr-09 | To build on the improvements both in capacity and service delivery already made and to work closely with Tenants and Members to address the standards set by the new Tenant Services Authority | Resources Board | DR | Assistant Director Housing | Housing | | Work has been undertaken with the Portfolio Holder Group, Borough Wide Tenants Forum and Tenants generally to egnage with the TSA. | Green | ↑ |
| 21 | Apr-09 | Developing further initiatives to deliver decent private sector homes and affordable warmth, and addressing long term vacant dwellings in a strategic way | Resources Board | DCE | Environmental Health Manager (Housing & Domestic) | Housing | | Work continues but threatened by frozen staff post , budget issues and potential staff loss. | Amber | ↔ |
| 22 | Apr-09 | Undertake a review of the services provided by Borough Care to ensure the service is resilient and value for money is achieved. Report to Members for full consideration and appropriate action | Resources Board | AD (H) | Assistant Director Housing | Health and Well Being | | Not due to start until September 2009 | Green | ↔ |

| Ref | Start Date | Action | Board | Lead Officer | Reporting Officer | Theme | Sub-Theme | Update | Traffic Light | Direction |
|-----|------------|--|--|---------------|---|---------------------|-----------|--|---------------|-----------|
| 65 | Apr-09 | In addition, implementing improvements in service delivery in conjunction with the County wide programme, specifically improving the speed and quality of service delivery and value for money by procurement and recycling of e.g. stairlifts, adapted housing registers, cross-agency staff training and an electronic service pathway | Resources Board | DCE | Environmental Health Manager (Housing & Domestic) | Housing | | The issues detailed are all identified work packages in the Countywide project group/strategy to which NWBC officers are participating. Improvements in stairlift procurement have happened and further are planned, we have recovered our first stairlift for recycling, 'housing registers' relates to public sector (first) and is being led by another Council, cross-agency staff training has taken place, and the electronic service pathway is under development. In addition, implementing improvements in service delivery in conjunction with the County wide programme, specifically improving the speed and quality of service delivery and value for money by procurement and recycling of e.g. stairlifts, adapted housing registers, cross-agency staff training and an electronic service pathway | Green | ↑ |
| 66 | Apr-09 | Undertake a fundamental service review of Environmental Health, including external peer challenge | Community & Environment Board/Resources Board/ | ACE | Assistant Chief Executive & Solicitor to the Council | Housing/Environment | | The consultant has completed his review and presented his report to Management Team on 28th July. A preferred option will be chosen on 11th August and then will be consulted on with staff before being reported to Members. | Green | ↑ |
| 75 | Apr-09 | Reviewing and taking timetabled actions from the Human Resources Strategy, including continuing to extend opportunities for home/flexible working and for shared offices where the business case is made; and carrying out a review of office space requirements | Resources Board | MT/AD (F&HR) | Assistant Director Finance and Human Resources | Resources | | Progress against the HR Strategy was reported to the July meeting of the Resources Board | Green | ↔ |
| 76 | Apr-09 | Reviewing policies and providing briefing sessions for managers and unions | Resources Board | MT/AD (F&HR) | Assistant Director Finance and Human Resources | Resources | | The Flexible Working Policy has been drafted, and is consultation is taking place. | Green | ↑ |
| 78 | Apr-09 | Continuing to contribute to the efficiencies and savings targets through the delivery of the Procurement Strategy Action Plan | Resources Board | AD (I&PS) | Assistant Director Information and Procurement Services | Resources | | Procurement Working Group reviewed the Strategy Action Plan at its meeting in May. | Green | ↑ |
| 80 | Apr-09 | Continuing to ensure the Council makes good use of its resources, through the implementation of an action plan to improve governance arrangements, data quality and other areas | Resources Board | DR | Director of Resources | Resources | | Review of governance arrangements carried out. Action plan approved by Executive board and being delivered | Green | ↑ |
| 81 | Apr-09 | Producing a new Corporate Property Strategy by September 2009 | Resources Board | DCE/DR/AD (S) | Assistant Director Streetscape | Resources | | The components of the new Corporate Property Strategy are almost entirely dependent on the outcome of the Accomodation Project. Work on the Council's Asset Management Plan is underway and both should be completed by December 2009 | Amber | ↔ |

| PI Ref | Description | Division | Section | Year End Target | 2008/9 Year End | National Best Quartile | SPARSE Best Quartile | Performance | Traffic Light Red/Amber/ Green | Direction | Comments | Suggested reporting interval | Board |
|-------------|---|-----------------------------|------------------------|-----------------------|---------------------------|------------------------|----------------------|-------------|--------------------------------|-----------|---|------------------------------|-----------------|
| INFS-LPI 1 | The percentage availability of corporate systems available to users Monday to Friday 8.00 am to 5.30 pm : | Info & Procurement Services | Computer Services | 99.60% | 99.96% year avg | | | 99.98% Avg | Green | ↑ | | Q | Resources Board |
| INFS-LPI 3 | The percentage of initial response to helpdesk calls within four hours of a call being placed : | Info & Procurement Services | Computer Services | 95% | 99% year avg | | | 99% Avg | Green | ↔ | | Q | Resources Board |
| INFS-LPI 7 | Percentage of Service Desk Calls resolved in target (total of IS3 to IS6) | Info & Procurement Services | Computer Services | 95% | | | | 96% Avg | Green | ↑ | | Q | Resources Board |
| INFS-LPI 8 | Analyse and report of e-service take up for the previous 12 months | Info & Procurement Services | Computer Services | Increase | - | | | | | | This will be reported annually not Quarterly | A | Resources Board |
| INFS-LPI 9 | % of invoiced expenditure against a contract or a valid exception (NPO & Task PO) | Info & Procurement Services | Procurement | 85% | - | | | | | | This will be reported annually not Quarterly | A | Resources Board |
| INFS-LPI 10 | % of invoiced expenditure against a collaborative procurement | Info & Procurement Services | Procurement | 20% | - | | | | | | This will be reported annually not Quarterly | A | Resources Board |
| INFS-LPI 11 | % of invoices raised against Task Orders | Info & Procurement Services | Procurement | 60% | - | | | | | | This will be reported annually not Quarterly | A | Resources Board |
| INFS-LPI 12 | % of Non Task Purchase Order invoiced expenditure which does not comply with an Exception (FR Sec 17) e.g. utility, contract, rent. | Info & Procurement Services | Procurement | 10% | - | | | | | | This will be reported annually not Quarterly | A | Resources Board |
| INFS-LPI 13 | Satisfaction with quality of service | Info & Procurement Services | Procurement | 90% | - | | | | | | This will be reported annually not Quarterly | A | Resources Board |
| INFS-LPI 14 | Number of invoices received and avg value | Info & Procurement Services | Procurement | 3% reduction in No's | - | | | | | | This will be reported annually not Quarterly | A | Resources Board |
| INFS-LPI 15 | Number of invoices below £100 (reduce) | Info & Procurement Services | Procurement | 16% | - | | | | | | This will be reported annually not Quarterly | A | Resources Board |
| INFS-LPI 16 | Number of Suppliers whose avg Invoice Value is below £100 (reduce). | Info & Procurement Services | Procurement | 16% | - | | | | | | This will be reported annually not Quarterly | A | Resources Board |
| INFS-LPI 17 | Commodity goods price collection and trends | Info & Procurement Services | Procurement | Positive benchmarking | - | | | | | | This will be reported annually not Quarterly | A | Resources Board |
| NI 179a | VFM – total net value of ongoing cash-releasing value for money gains that have impacted since the start of the 2008/09 financial year (October estimate) | Finance & HR | Management Accountancy | £934,000 | £429,000 est for year end | | | 1,176,000 | Green | ↑ | figure shown is the expected year end return. | Q | Resources Board |
| NI 179b | VFM – total net value of ongoing cash-releasing value for money gains that have impacted since the start of the 2008/09 financial year (July actual) | Finance & HR | Management Accountancy | | | | | | | | Year end formal return | A | Resources Board |
| BVPI 12 | The proportion of working days / shifts lost to sickness absence | Finance & HR | Human Resources | 10 days | 10.64 days | | | 2.64 days | Green | ↔ | level expected to be within target at this stage. | Q | Resources Board |
| BVPI 13 | Voluntary leavers as a % of staff in post | Finance & HR | Human Resources | 10% | 7.28% | | | 2.22% | Green | ↔ | | Q | Resources Board |

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|------------|--|--------------|-----------------------|-----------------|-----------------|------------------------|----------------------|-------------|--------------------------------|---------------|--|------------------------------|-----------------|
| F&HR LPI 3 | 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 | Finance & HR | Financial Accountancy | 96% | 94.39% | | | 97.68% | Green | ↑ | | Q | Resources Board |
| BEN-LPI 4 | The percentage of all new claims processed within 14 days of receiving all relevant information : | Revs & Bens | Revs & Bens | 96% | 96.61% | | | 97.03 | Green | ↑ | | Q | Resources Board |
| LPI | Housing Benefit Security: : The number of prosecutions and sanctions, per 1,000 caseload.. | Revs & Bens | Revs & Bens | 6 | 5.59 | | | 0.39 | Amber | ↔ | Sanction performance is difficult to predict based on the nature of the work. A number of cases are awaiting prosecution so it is likely performance will return to previous year levels | Q | Resources Board |
| LPI | Speed of processing : Average time for processing new claims | Revs & Bens | Revs & Bens | 22 | 19.60 | 24 | | 18.5 | Green | ↔ | | Q | Resources Board |
| LPI | Speed of processing : Average time for processing notifications of changes of circumstance. | Revs & Bens | Revs & Bens | 7.75 | 5.50 | 7.1 | | 7.6 | Green | ↔ | | Q | Resources Board |
| NI181 | Overall Average Time for Processing Changes and New Claims | Revs & Bens | Revs & Bens | 9 | Not available | New Indicator | | 10.1 | Amber | New Indicator | The average time taken to process new claims and changes has increased on 08/09 based on increased workloads caused by the economic downturn. Resources have also been less due to recruitment delays and summer holidays which should be addressed in the coming months meaning performance should return to target levels. This is still good performance in National terms. | Q | Resources Board |
| N180 | Number of Positive and Negative Changes in Circumstances per 1000 caseload | Revs & Bens | Revs & Bens | 580 | Not available | New Indicator | | 547.79 | Green | New Indicator | | Q | Resources Board |

| PI Ref | Description | Division | Section | Year End Target | 2008/9 Year End | National Best Quartile | SPARSE Best Quartile | Performance | Traffic Light Red/Amber/ Green | Direction | Comments | Suggested reporting interval | Board |
|------------|---|-------------|----------------|---|-----------------|------------------------|----------------------|-------------------|--------------------------------|---------------|--|------------------------------|-----------------|
| LPI | The amount of Housing Benefit overpayments (HB) recovered during the period being reported on as a percentage of HB deemed recoverable overpayments during that period. : | Revs & Bens | Revs & Bens | 77% | 89.75% | 82% | | 63.60% | Amber | ↔ | Recovery of overpayment performance has been affected by some larger than average overpayments identified that impacts on the overall performance indicator. This is still very good performance in National terms | Q | Resources Board |
| LPI | HB overpayments recovered during the period as a percentage of the total amount of HB overpayment debt outstanding at the start of the period plus amount of HB overpayments identified during the period. : | Revs & Bens | Revs & Bens | 39% | 44.36% | 39% | | 13.85% | Green | ↔ | As above | Q | Resources Board |
| LPI | Housing Benefit (HB) overpayments written off during the period as a percentage of the total amount of HB overpayment debt outstanding at the start of the period, plus amount of HB overpayments identified during the period. : | Revs & Bens | Revs & Bens | 6% | 5.71% | | | 0% | Green | ↑ | | Q | Resources Board |
| LPI | Percentage of Discretionary Housing Payment budget committed | Revs & Bens | Revs & Bens | 100% | - | | | 49.94% | Green | New Indicator | | Q | Resources Board |
| NI014 | Avoidable Contact: The average number of customer contacts per resolved request | Revs & Bens | Contact Centre | TBC | 37% | | | Not yet available | | | | Q | Resources Board |
| LPI | The percentage of non-domestic rates due for the financial year which were received by the authority. : | Revs & Bens | Revs & Bens | 98.90% | 99.45% | 98.60% | | 31.59% | Green | ↑ | Pro rata. Collection performance remains strong despite the challenge of the economic downturn | Q | Resources Board |
| LPI | Proportion of Council Tax collected. : | Revs & Bens | Revs & Bens | 98.30% | 98.54% | 98.50% | | 30.36% | Green | ↔ | Pro rata. Collection performance remains strong despite the challenge of the economic downturn | Q | Resources Board |
| CTAX-LPI 1 | Proportion of Direct Debit take up for Council Tax collection. : | Revs & Bens | Revs & Bens | 76% (or !% more than baseline figure as at 31 March 2009) | 74.86% | | | 76.65% | Green | ↑ | | Q | Resources Board |

| PI Ref | Description | Division | Section | Year End Target | 2008/9 Year End | National Best Quartile | SPARSE Best Quartile | Performance | Traffic Light Red/Amber/ Green | Direction | Comments | Suggested reporting interval | Board |
|------------|--|-------------|---------------------|---|-------------------|------------------------|----------------------|-------------|---|---------------|--|------------------------------|-----------------|
| CTAX-LPI 2 | Proportion of Direct Debit take up for NDR collection : | Revs & Bens | Revs & Bens | 65% (or !% more than baseline figure as at 31 March 2009) | 63.38% | | | 68.38% | Green | ↑ | | Q | Resources Board |
| CC-LPI 1 | The Percentage of Calls answered in 20 seconds in the contact centre | Revs & Bens | Contact Centre | 80% | 79.50% | | | 73% | Amber | ↔ | Capacity issues caused by sickness. Performance is still good based on benchmarking undertaken | Q | Resources Board |
| CC-LPI 2 | The Percentage of Calls answered at the first point of contact in the contact centre | Revs & Bens | Contact Centre | 80% | - | New Indicator | | 76% | Amber | New Indicator | Capacity issues caused by sickness. Performance is still good based on benchmarking undertaken | Q | Resources Board |
| NI 158 | Non decent homes: : The proportion of LA homes which were non-decent at 1 April 2010 | Housing | Housing Maintenance | 20.77% | 17.26% | | | Annual | - | - | | A | Resources Board |
| HSG-LPI 1 | The percentage of urgent repairs completed within Government time limits. : | Housing | Housing Maintenance | 99% | 97.14% | | | 98.46% | Amber | ↔ | | Q | Resources Board |
| HSG-LPI 2 | % of routine repairs carried out within 28 days | Housing | Housing Maintenance | 96% | 97.29% | | | 98.40% | Green | ↑ | Achieving above target | Q | Resources Board |
| HSG-LPI 3 | Average waiting time to complete an adaptation from request and completion of work | Housing | Housing Maintenance | <i>Awaiting information from County</i> | Not yet available | | | 135 | Green | ↔ | | Q | Resources Board |
| HSG-LPI 4 | The average waiting time for adaptations to local authority housing for people with disabilities: a, time taken between initial request and referral | Housing | Housing Maintenance | <i>Awaiting information from County</i> | 68 days | | | 118 | <i>Awaiting information from County</i> | ↓ | | Q | Resources Board |
| HSG-LPI 5a | The average waiting time for adaptations to local authority housing for people with disabilities(exluding major work): between, time taken between referral and completion of work | Housing | Housing Maintenance | 46 days | ? | | | 17.5 days | Green | ↑ | Achieving above target | Q | Resources Board |
| HSG-LPI 5b | The average waiting time for adaptations to local authority housing for people with disabilities where an extension is required: between, time taken between referral and completion of work | Housing | Housing Maintenance | 5 months | ? | | | ANNUAL | N/A | - | | A | Resources Board |
| HSG-LPI 6 | Gas certificates outstanding | Housing | Housing Maintenance | 0.10% | 99.26% | | | 0.23% | Red | ↓ | 7 CP12s outstanding | Q | Resources Board |
| NI 156 | Number of households living in temporary accommodation. (Snapshot at end of each quarter) | Housing | Housing Management | 2 households | 1 | | | 0 | Green | ↑ | Achieving above target | Q | Resources Board |

| PI Ref | Description | Division | Section | Year End Target | 2008/9 Year End | National Best Quartile | SPARSE Best Quartile | Performance | Traffic Light Red/Amber/ Green | Direction | Comments | Suggested reporting interval | Board |
|------------|---|-----------------|----------------------|-----------------|-----------------|------------------------|----------------------|-------------|--------------------------------|-----------|---|------------------------------|-----------------|
| NI 160 | The percentage of all council tenants, or a representative sample of council tenants, stating that they are satisfied with the overall service provided by their landlord when surveyed. | Housing | Housing Management | 86% | 85% | | | Annual | - | - | | A | Resources Board |
| HSG-LPI 7 | Local authority rent collection and arrears: : Rent collected by the local authority as a proportion of rents owed on Housing Revenue Account (HRA) dwellings. | Housing | Housing Management | 98.84% | 98.38% | | | 97.07% | Amber | ↔ | The main direct debit payments not included | Q | Resources Board |
| HSG-LPI 8 | Average time taken to re-let local authority housing. | Housing | Housing Management | 21 days | 21 | | | 18 days | Green | ↑ | Achieving above target | Q | Resources Board |
| HSG-LPI 9 | Percentage of calls answered through the Central Control system within 30 seconds. (TSA national standard 80%) : | Housing | Community Support | 96% | 97% | | | 97.13% | Green | ↑ | Achieving above target | Q | Resources Board |
| HSG-LPI 10 | Percentage of calls answered through the Central Control system within 60 seconds. (TSA national standard 96.5%): | Housing | Community Support | 99% | 99.10% | | | 99.36% | Green | ↑ | Achieving above target | Q | Resources Board |
| HSG-LPI 11 | The percentage of new Lifeline phone and pendant connections installed within seven working days of receipt of the application, in the cases where there is an existing telephone jackpoint and nearby electric socket. : | Housing | Community Support | 99% | 100% | | | 100% | Green | ↑ | Achieving target | Q | Resources Board |
| HSG-LPI 12 | The percentage of client's details inputted and amended in the Central Control System within 12 hours of receipt. : | Housing | Community Support | 100% | 100% | | | 100% | Green | ↑ | Achieving target | Q | Resources Board |
| HSG-LPI 13 | To carry out a follow up check within 10 working days of lifeline installation, to check that the client is happy & familiar with the operation of the system : | Housing | Community Support | 100% | 100% | | | 100% | Green | ↑ | Achieving target | Q | Resources Board |
| HSG-LPI 14 | The percentage of a representative sample of customers stating that they are satisfied with the overall service provided by Community Support when surveyed. | Housing | Community Support | 95% | - | | | No info | No info | - | | Q | Resources Board |
| EH-LPI 6 | monthly review of budgets and case by case review of all waiting lists. Examination of each case for approval and payment as presented. Customer satisfaction letters as CSL indicator with Home Improvement Agency / WCC | Chief Executive | Env Health (H,D &PC) | 100.00% | - | | | 100% | Green | ↔ | | Q | Resources Board |

| PI Ref | Description | Division | Section | Year End Target | 2008/9 Year End | National Best Quartile | SPARSE Best Quartile | Performance | Traffic Light Red/Amber/ Green | Direction | Comments | Suggested reporting interval | Board |
|----------|---|-----------------|----------------------|--|-----------------|------------------------|----------------------|---|--------------------------------|-----------|---|------------------------------|--|
| EH-LPI 8 | DFG waiting list and activity review | Chief Executive | Env Health (H,D &PC) | 6 month max. wait, quality indicators (feedback) and development initiatives as per policy | - | | | under 6 month limit, but will exceed in October | Amber | ↓ | | Q | Resources Board |
| EH-LPI 9 | Decent Homes assistance waiting list and activity review | Chief Executive | Env Health (H,D &PC) | swift good value service in accordance with policy | - | | | Yes | Green | ↔ | | Q | Resources Board |
| NI187 | Tackling fuel poverty – % of people receiving income based benefits living in homes with a SAP energy efficiency rating of below 35 and over 65 | Chief Executive | Env Health (H,D &PC) | baseline year | 12.61% | | | annual | - | - | | A | Community & Environment and Resources Boards |
| NI 188 | Adapting to climate change | Chief Executive | Policy Support | 1 | 0 base level | | | 0 | Green | ↑ | ACE & STTC has re-established a working group to take forward a climate change action plan. | Q | |

Agenda Item No 8

Resources Board

7 September 2009

Report of the Director of Resources

Local Government Pension Scheme

1 Summary

- 1.1 This report outlines details of a consultation paper issued by the Department of Communities and Local Government (DCLG) relating to the Local Government Pension Scheme (LGPS). Responses to the consultation are required by 30 September 2009.

Recommendation to the Board

That the Board endorses or amends the proposed response.

2 Consultation

2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

- 2.1.1 Councillors Bowden and Moore have been consulted.

3 Introduction

- 3.1 The next valuation of the LGPS takes place at 31 March 2010. This valuation will determine new rates of employer contributions from 1 April 2011 to 31 March 2014. The consultation sets out suggested responses to the current stock market impact on the LGPS liabilities likely to be identified in this valuation exercise. In addition, the paper considers a re-alignment of the employee member pension contribution tariff and the proportion of pensionable pay being contributed by higher paid staff towards their pension benefits.

- 3.2 The Government's commitment to the provision of public sector pensions is restated, acknowledging also that the provision of good quality pension provision is a key part of the total remuneration package of public servants. The Government also states its intention to continue to maintain a viable and affordable LGPS that caters for its current and future workforce's needs and which remains fair to both providers and beneficiaries, as well as taxpayers, who ultimately guarantee the overall scheme.

4 LGPS Valuation

- 4.1 There is concern that unless some adjustments are made to mitigate any short term adverse impacts of the current economic recession on the scheme, the increased costs could be significant, which would impact on Council Tax bills from 1 April 2011.
- 4.2 Whenever a shortfall is identified by fund valuations, employer contribution rates are set to ensure the fund will be able to meet 100% funding of its liabilities in the long

term. This can impose significant short term cost pressures on employers during times of economic downturn and falling investment returns.

- 4.3 The consultation considers the distinction between liquidity (ability to pay pensions as they become due) and solvency (the capacity and status of scheme employers to meet the long term pension liability). Currently this gives rise to a 100% funding target but, given the liquidity of the scheme, the permanence of Local Government and a strong employer covenant, the paper questions the need to set contribution rates at a level to achieve a long term funding target which imposes a burdensome short/medium cost on scheme employers and, thus, Council Tax payers.
- 4.4 As an alternative, the paper suggests that a more flexible model might be appropriate, which better reflects the individual circumstances of each LGPS administering authority, taking full account of permanence, the employer covenant and the statutory nature of the scheme.

The paper therefore considers two possible options:

5 **Financing Plans**

- 5.1 Instead of Authorities coming forward with 100% funding recovery plans to make good all past service deficits, the administering authority could prepare and maintain a financing plan to demonstrate how over the short, medium and long term they will fund pension liabilities, taking into account local budgetary constraints.
- 5.2 Such a plan would detail the future income streams and how it is proposed to manage the funding of long-term liabilities.
- 5.3 The risk with this proposed approach of basing contribution rates on projected cash-flows in the short, medium and long term, is that there will be a temptation to take the positive cash-flow today and shift funding problems until far into the future.

6 **Local Funding Targets**

- 6.1 This retains the existing scheme funding regime, but would allow an Authority to adopt a long-term funding target below 100%. This could ensure that any long-term funding shortfall could be recovered within a prudentially set timescale.
- 6.2 The risks with local funding targets is there would be a temptation to go too low during difficult financial times and not redress the balance when times improve. A better approach may be to retain the 100% funding target but review the methodology for calculating it. Peaks and troughs in financial markets can significantly impact on the value of a fund. However, this may only be a short-term situation. Nevertheless it will impact on the level of contribution to be made to the fund. The introduction of a market smoothing factor, which takes out peaks and troughs when valuing a fund, may be a better approach, linked to having a longer term view on recovering any deficit.

7 **Revised Employee Contribution Tariff**

- 7.1 There is also a proposal to amend the level of employee contributions. The possible new contribution tariff is attached at Appendix A and would come into effect from 1 April 2010. Attached at Appendix B is a possible response to the consultation paper for the Board's consideration.

...
...

8 Report Implications

8.1 Finance and Value for Money Implications

8.1.1 The introduction of either a financing plan or local funding target should enable any shortfall in pension funding to be recouped over a longer time frame than is currently possible and thus reduce the impact of the next valuation on the Council's budget. However, the proposals could create problems for future Council Tax payers.

8.2 Human Resources Implications

8.2.1 50% of employees will be unaffected by these proposals; 23% would have a decrease in contributions and 27% an increase. Market forces operate in the recruitment of senior staff. Increasing contributions could feed through into higher salaries and a resultant increase in costs.

8.2.2 A copy of this report has been made available to the Unions.

8.3 Environment and Sustainability Implications

8.3.1 The proposed changes to the Local Government Pension Scheme outline some options to sustain the long term provision of the scheme. The various options including the introduction of a financing plan or a local funding target have sustainability implications which need to be taken into account in determining any national or local decisions.

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

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 | T J B Crossley, Deputy Director, Workforce, Pay and Pensions | Letter from Communities and Local Government | 25.06.09 |

POSSIBLE NEW CONTRIBUTION TARIFF

| Band | Pay Range (pay per year) | New Contribution Rate | Difference from Current LGPS Rate | No. of Staff in Band |
|------|-----------------------------|-----------------------------|---|-----------------------------|
| 1 | £0 - £15,000 | 5.5% | No change for members earning up to £12,000 per year -0.3% for members earning from £12,001 to £14,000 | 75 total, of which 11 |
| 2a | £15,001 to £18,000 | 6.0% | + 0.1% | 73 |
| 2b | £18,001 to £22,000 | 6.0% | - 0.5% | 82 |
| 3 | £22,001 to £30,000 | 6.5% | No change | 155 |
| 4 | £30,001 to £40,000 | 7.0% | + 0.2% | 34 |
| 5 | £40,001 to £75,000 | 7.5% | + 0.3% | 10 |
| 6 | £75,001 to £100,000 | 8.5% | + 1.0% | 3 |
| 7 | £110,000 + | 10.0% | + 2.5% | 0 |

North Warwickshire Borough Council

Directorate of Resources

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Date : August 2009

Mr R McDonagh
Communities and Local Government
Local Government Finance Directorate
Zone 5/F6
Eland House
Bressenden Place
LONDON SW1E 5DU

Dear Mr McDonagh

Local Government Pension Scheme

I write on behalf of North Warwickshire Borough Council. Whilst District Councils are not LGPS administering authorities, we have a real interest, both in terms of cost to the taxpayer, and also as a responsible employer. It is important that the Government provides the right balance in its review.

The Council has reservations about both proposals. Our concern with financing plans is that the proposed approach of basing contribution rates on projected cashflows in the short, medium and long term is that there would be the potential to take the positive cashflows of today and shift funding problems until far in the future, at the expense of the next generation of Council Tax payers.

Our concern with local funding targets is that there would be the potential during difficult economic times to set the level too low and not redress the balance when times improve, again shifting the burden to future Council Tax payers.

The Council would prefer to retain the 100% funding target but review the actuarial methodology. Peaks and troughs in financial markets can significantly impact on the value of a fund if they occur at the time of a valuation. However, they will only be a short-term position in the context of the pension fund cycle. The introduction of a market smoothing factor which takes out these peaks and troughs when valuing a fund may be a better approach, linked to a longer term view on recovering deficits.

The Council notes that the previous major scheme review saw increased employee contributions for senior staff. Market forces operate in the recruitment of senior staff. Such upward adjustments in employee contribution rates will result in the market dictating higher salaries for this group, with a resultant additional cost to the local taxpayer. The Council does not see any rationale for a further increase in contribution rates for these staff.

Yours sincerely

Chris Brewer
Director of Resources

Agenda Item No 9

Resources Board

7 September 2009

Report of the Director of Resources

Consultation on Reforming Council Housing Finance

1 Summary

- 1.1 The Government has produced a consultation paper on reforming Council Housing finance. The document can be viewed at:
www.communities.gov.uk/publications/housing/councilhousingconsultation

Replies to the consultation are due by 27 October 2009. This report summarises the consultation for Members' information. A list of questions relating to this consultation is attached at Appendix A. A response will be brought to the Board on 26 October 2009 for approval.

Recommendation to the Board

The Board notes the proposals for reforming Council Housing Finance and indicates any issues it would like to be included in the response.

2 Consultation

2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

- 2.1.1 Councillors Johnston and Winter have been consulted.

3 The Current Housing Revenue Account (HRA)

- 3.1 The HRA is a ring-fenced account and income and expenditure to the account is covered by statute and Government guidance. The purpose of the ring-fence is to ensure there is no cross subsidy between the HRA and the General Fund. However, the system was established 20 years ago, when many services and facilities on estates were then provided solely for Council tenants, but are now available to mixed tenure households living on these estates.

4 HRA Subsidy System

- 4.1 The Government makes notional calculations of how much income and expenditure each Authority should have. If assumed spending is greater than assumed income, then the Government pays the Authority subsidy. Where it is less, the Authority pays the surplus to the Government. In North Warwickshire's case this amounts to £3,312,020 in 2009/10.
- 4.2 The subsidy position is not influenced by the relative efficiency of different landlords, nor does it give an incentive for local choice on rent levels. It is assumed that all Councils will set rent levels in line with Government policy.
- 4.3 The consultation paper summarises the problem with the current system as follows:-

- the fairness of the system depends on the accuracy of the assumptions it makes about spending needs in over 200 Councils. It is difficult to manage this information nationally
- over time, the balance of deficit and surplus authorities has changed. The system is now roughly in balance nationally but three quarters of Councils pay notional surpluses into the system, with only a quarter receiving subsidy
- the requirement for many Authorities to contribute from their rent income back to Central Government for redistribution to other areas is particularly unpopular – especially now it is projected that the national system as a whole will begin to move back into surplus
- the annual nature of the process, and the volatility this brings, militates against longer term planning by Councils. Currently there are annual changes in allowances, rents and borrowing allocations at short notice
- pursuit of fairness within the system has led to increasing complexity and less transparency, with lots of subtle adjustments to reflect local circumstances. This has made the system hard to understand and its outcomes sometimes unpredictable. The assumptions it makes about rent levels are also highly complex
- local responsibility and accountability is weak and the system adds a great deal of operational detail into what should be a strategic relationship between Council landlords and Central Government

5 Costs and Standards of Council Housing in Future

5.1 The Government has commissioned research into a number of areas of the current system.

5.2 Management and Maintenance

5.2.1 Each Authority is given a Management and Maintenance Allowance for its stock. Research on the level of allowances drew the following conclusions:

- the need to spend on management and maintenance at a national level is about 5% higher than current allowances. However, further work is needed to understand how this is distributed at a Local Authority level
- around 40% of management costs are spent on what were traditionally “non-core” services, eg initiatives to tackle anti-social behaviour or services to help tenants into work
- there is a lack of transparency in the treatment of the administration of the maintenance function within the allowance methodology. Even allowing for differential treatment between authorities, it is estimated that expenditure on management exceeds allowances by about 8% and on maintenance by about 3%
- The Government has concluded that provision nationally for management and maintenance needs to increase by 5% above current levels and that this level of

need should be assumed in the financial provision for whichever model is taken forward. However, further work is needed to understand how this is distributed at the local level

These conclusions are significant in that, unless rents are to be increased, they would require an increase in Government funding for Council housing.

5.3 Major Repairs Allowance (MRA)

5.3.1 This allowance was introduced in 2001-02 as a new allowance paid through HRA subsidy to help Authorities maintain the value of their stock. It is based on the average cost over a 30 year period of replacing individual building components, as they reach the end of their useful lives.

5.3.2 A review of the MRA by Building Research Establishment concluded that the MRA needed to be increased by 24%. This increased level of funding would allow for ongoing maintenance and replacement of all elements that comprise the Decent Home Standard. However, the consultation paper also recognises that after 2010 there will be a backlog that requires capital grant separate from the MRA. This backlog relates to elements that are time-expired but still in good order and amounts to £6 billion.

5.4 Core and Non-Core Services

5.4.1 The consultation paper finds that Local Authority landlords have been extending their activities beyond traditional core landlord functions into non-core services, eg tackling anti-social behaviour, debt and employment advice. Only a proportion of these non-core costs are paid from service charges or the general fund so a significant part is being met by rents.

5.4.2 For this reason the Government would prefer to establish a series of principles to enable Local Authorities to decide whether the service should be paid for through the HRA or the General Fund.

5.4.3 The principles they propose are that:

- there should be a separate Local Authority landlord account that records all landlord income and expenditure (both capital and revenue) and the transfer of resources between the HRA and the General Fund
- housing services that a landlord is required to provide should be paid through the HRA
- some defined services should be paid for from the General Fund, eg housing advisory services, administration of a common housing register and other strategic housing functions
- any requirements placed on landlords should either arise as statutory obligations or through standards set by the TSA as a cross-domain regulator of social housing or be directly funded. When TSA sets standards (whether or not it is the subject of a direction by the Secretary of State), it will need to take into account the consequences for tenants, for new supply and for public expenditure
- standards should build in tenant choice and influence

- the costs of meeting TSA standards should fall on the HRA

Beyond these standards, if there is ambiguity as to whether a particular cost should fall on the HRA, the test should be “who benefits?” If services are provided for everyone or as part of a general obligation, the costs should fall to the General Fund. If the cost of a service can be seen to be of wider benefit than solely to tenants or leaseholders of properties within the HRA, that cost should be divided between the HRA and the General Fund according to a local agreement.

5.4.4 These proposals would strengthen the HRA ring-fence but may move costs from the HRA to the General Fund.

5.4.5 The consultation asks whether we agree with the principles for the operation of the ring-fence and whether there are any concerns about the consequences.

5.5 **Standards**

5.5.1 The consultation paper confirms the Government’s commitment to the Decent Homes Standard and proposes additional funding for lifts and common areas. Backlogs will be dealt with by capital grant. Again this is a commitment to increased expenditure. The paper also suggests that Councils could fund improvements in energy performance through private capital grant, energy savings or contributions from tenants arising from lower energy bills.

5.5.2 The paper asks whether there are any issues about committing additional funding for lifts and common parts and, in particular, around funding any backlog through capital grant and ongoing maintenance through the HRA.

5.6 **Leaseholder Service Charges**

5.6.1 The paper proposes to allow Local Authorities to set up sinking funds for works to leaseholders’ stock.

5.6.2 The above section on Costs and Standards proposes a significant increase in spending on Council housing, which is at odds with the need to reduce future public sector spending. However, securing Government recognition of the inadequacy of current HRA budgets and capital programmes represents a significant achievement.

6 **Options for Fundamental Reform of the System**

6.1 Two options are proposed:-

- Improvements to the current system
- Self-financing option

6.2 In both options the Government indicates it is unwilling to write off the existing housing debt of £18 billion.

7 Improvements to the Current System

- 7.1 The volatility of annual subsidy determinations makes it difficult to plan long term. This could be addressed by moving to three or five year periods. However, there would be a risk of increased volatility at the end of each three to five year period. To reduce the need for redistribution between Authorities, the Government proposes it could either allocate existing housing debt across Authorities in proportion to the value of their stock or, alternatively debt could be taken over by Government and cost recharged to each Council in proportion to stock values.

8 Self-Financing

- 8.1 Under this option, each Authority would keep the money raised locally from rents and use it to run their stock. A one-off reallocation of debt would take place to put all Councils in a position where they could support their stock from their rental income in future, based on the tenanted market value of the stock. Each Council would produce a 30 year business plan, the value of the stock would be calculated from the present value of the cash flows in the business plan and debt would be adjusted to reflect the value of its stock. This would involve a capital payment either to or from Government.
- 8.2 The paper recognises that moving to self-financing could result in a significant increase in prudential borrowing by using surpluses to fund it. This would be a concern to Government if not controlled. The paper raises the question of whether there would need to be restrictions on any new borrowing financed from these surpluses.
- 8.3 The government clearly does not want the freedoms and flexibilities offered by self-financing to extend to Authorities using efficiency gains to fund additional prudential borrowing.

9 Capital Receipts

- 9.1 The consultation paper proposes that Councils would be able to retain all their capital receipts. However, Councils would be required to invest a proportion of their receipts in new housing supply or regeneration, amounting to 75% of Right to Buy receipts.

10 Implementing Reform

- 10.1 Depending on the outcome of consultation, the Government would wish to move quickly to have a self-financing option up and running. The Government hopes to set out terms for the self-financing option by Spring 2010. However, they do not think it practical to conduct negotiations on terms with individual Local Authorities, so the proposal could only work if all stock-owning authorities accepted the terms. If this did not happen, then legislation would be required to achieve a national settlement which would be implemented by 2012/13

11 Conclusions

- 11.1 This consultation paper is potentially good news for Local Authority Housing Services and their tenants. Not only does it propose the introduction of self-financing but it proposes doing this on the basis of increased funding for housing revenue accounts. This increased funding will be aimed at management costs, maintenance costs, major repairs and achieving and exceeding the Decent Homes Standard.

- 11.2 The proposed mechanism is a one-off redistribution of housing revenue account debt. This would be done by assessing each Authority's capacity to raise income and its need to spend and therefore its capacity to fund debt. On the whole, negative subsidy authorities with low (or no) debt would find their debt increased. there is also a proposal to introduce capital grants to fund investment.
- 11.3 There are a large number of complex technical matters to address, not least of which is how the increased levels of expenditure are to be calculated at an individual authority level. This could have a significant effect on the geographical distribution of debt and resources following self-financing. The Government's proposals for controlling Local Authority borrowing after self-financing will also require close examination, as this implies a departure from the principles of "prudential borrowing."
- 11.4 The consultation paper does not address the question of social rent policy but this is clearly an important part of the picture for Local Authorities and their tenants. With self-financing any increases in rents would be retained locally so policy on social rents becomes even more important to Local Authorities.
- 11.5 The implementation of self-financing will also take place in the context of the Comprehensive Spending Review of 2010. It is generally accepted that this could result in reductions in expenditure. Therefore proposals to increase allowances and the introduction of capital grants for backlog expenditure seem at odds with this.

12 Report Implications

12.1 Finance and Value for Money Implications

- 12.1.1 It is too early at this stage to say what the financial implications for this Authority are. This will only become clearer when more detailed proposals are produced. However, as a negative subsidy authority, the Council will end up taking over a proportion of debt.
- 12.1.2 Proposals to review the HRA ring fence could have implications for the General Fund if costs currently charged to the HRA have to fall on the General Fund.
- 12.1.3 The Council would be able to keep all RTB receipts. However, 75% of these would have to be spent on new housing supply or regeneration.

12.2 Safer Communities Implications

- 12.2.1 The report highlights the contribution Housing Management departments make to help reduce crime and disorder with initiatives to tackle anti social behaviour. This is a positive thing and is part of a wider estates management role that contributes towards making local communities safer.

12.3 Environment and Sustainability Implications

- 12.3.1 The financial implications arising from any proposed changes to the Council Housing finance will have sustainability implications. These will have to be considered when the firm proposals are finalised. The taking over a proportion of debt will have to be planned and budgeted for accordingly.

12.4 Equalities Implications

- 12.4.1 The financial implications arising from any proposed changes to the Council Housing finance may have equality implications. These will have to be considered when the firm proposals are finalised. Any changes which potentially increase council house rents disproportionately may have adverse impact on some vulnerable communities.

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

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 |
|---------------------|--------|----------------------------|------|
| | | | |

LIST OF CONSULTATION QUESTIONS

Core and Non-Core Services

- 1 We propose that the HRA ring fence should continue and, if anything, be strengthened. Do you agree with the principles for the operation of the ring fence set out in paragraph 3.28?
- 2 Are there any particular ambiguities or detailed concerns about the consequences?

Standards and Funding

- 3 We propose funding the ongoing maintenance of lifts and common parts in addition to the Decent Homes Standard. Are there any particular issues about committing this additional funding for lifts and common parts, in particular around funding any backlog through capital grant and the ongoing maintenance through the HRA system (as reformed)?
- 4 Is this the right direction of travel on standards and do you think the funding mechanisms will work or can you recommend other mechanisms that would be neutral to Government expenditure?

Leaseholders

- 5 We propose allowing local authorities to set up sinking funds for works to leaseholders' stock and amending HRA rules to permit this. Will there be any barriers to local authorities taking this up voluntarily, or would we need to place an obligation on local authority landlords?

Debt

- 6 We propose calculating opening debt in accordance with the principles set out in paragraphs 4.22-4.25. What circumstances could lead to this level of debt not being supportable from the landlord business at the national level?
7. Are there particular circumstances that could affect this conclusion about the broad level of debt at the district level?
- 8 We identified premia for repayment and market debt as issues that would need to be potentially adjusted for in opening debt. How would these technical issues need to be reflected in the opening debt? Are there any others? Are there other ways that these issues could be addressed?
- 9 We propose that a mechanism similar to the Item 8 determination that allows interest for service borrowing to be paid from the HRA to the general fund should continue to be the mechanism for supporting interest payments. Are there any technical issues with this?
- 10 Do you agree the principles over debt levels associated with implementing the original business plan and their link to borrowing?

- 11 In addition to the spending associated with the original business plan, what uncommitted income might be generated and how might Councils want to use this?

Capital Receipts

- 12 We have set out our general approach to capital receipts. The intention is to enable asset management and replacement of stock lost through Right to Buy. Are there any risks in leaving this resource with landlords (rather than pooling some of it as at present)?
- 13 Should there be any particular policy about the balance of investment brought about by capital receipts between new supply and existing stock?
- 14 Are there concerns about Central Government giving up receipts which it currently pools to allow their allocation to the areas of greatest need?

Equality Impact Assessment

- 15 Would any of our proposed changes have a disproportionate effect on particular groups of people in terms of their gender or gender identity, race, disability, age, sexual orientation, religion or (non-political) belief and human rights?
- 16 What would be the direction (positive or negative) and scale of these effects and what evidence is there to support this assessment?
- 17 What would be necessary to assemble the evidence required?

Agenda Item No 10

Resources Board

7 September 2009

Report of the Head of Development Control

Diversion of Footpaths Application Charge

1 Summary

- 1.1 The report sets out the introduction for a fee to be submitted with applications made to the Council under Planning legislation for the diversion of public footpaths.

Recommendation to the Board

That the fee set out in this report in connection with applications for public footpath diversions or extinguishment of such paths, be agreed.

2 Report

2.1 Background

2.1.1 An application to divert a public footpath is usually made to the Highway Authority, but there are occasions when it can be submitted to the Local Planning Authority. This is when the diversion is consequential to the grant of a planning permission. It has happened very rarely in North Warwickshire. Such applications can in fact attract a fee, and the purpose of this report is to recommend the introduction of such a charge.

2.1.2 The Planning and Development Board considered this matter at its August meeting, and recommends that this Board introduce a scale of charges for these applications. The Planning Board explored the various components in the work associated with such an application, as well as researching the charges made by other similar Authorities. It thus recommends a maximum charge of £2500. This would be made up of £1000 for administrative work, and up to £1500 for advertisement costs. If an application involves the diversion of more than one path, then if it can be included in the same Order, a fee of £200 is recommended for each additional path diversion.

... 2.1.3 The report considered by the Planning Board is attached at Appendix A.

3 Report Implications

3.1 Finance and Value for Money Implications

3.1.1 It is not anticipated that many applications would be received based on past experience – probably only one every five years. The fees set out are comparable with other Authorities and would cover the Council's costs.

4.2 Equalities Implications

- 4.2.1 The proposed charge relates to legislative requirements to make a charge, and is not related to the applicant in any way.

The Contact Officer for this report is Jeff Brown (719310).

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 |
|---------------------|--------|----------------------------|------|
| None | | | |

Agenda Item No 9

Planning and Development Board

17 August 2009

**Report of the
Head of Development Control**

**Diversion of Footpath
Applications**

1 Summary

- 1.1 This report sets out the amount of costs that shall be reclaimed when processing public path orders to divert, extinguish and stop up footpaths and bridleways to allow development to proceed under Section 257 of the Town and Country Planning Act 1990 or to divert a footpath under Section 119 of the Highways Act 1980.

Recommendation to the Board

That charges as set out in the report be referred to Resources Board with a view to adding it to the Councils scale of charges for the recovery of costs when making a public path diversion or extinguishment order.

2. Background

- 2.1 The Council has the power to make and confirm (where unopposed) Orders to divert or stop up Footpaths and Bridleways under the Town and Country Planning Act and under the Highway Act 1980.
- 2.2 An application may be made to a local authority requesting that it exercises its powers to make a Public Path Order to divert or extinguish a right of way in the interests of a landowner, lessee or occupier. When making an application the applicant agrees to pay the Council's costs in the making of the Order.
- 2.3 Should the authority decide to proceed with the application, then the Local Authorities (Recovery of Costs for Public Path Orders) Regulations 1993 (S.I. 1993/407), amended by regulation 3 of the Local Authorities (Charges for Overseas Assistance and Public Path Orders) Regulations 1996 (S.I. 1996/1978), permit authorities to charge applicants the costs of making orders under: sections 26, 118, 118A, 119 and 119A of the 1980 Act.
- 2.4 The DEFRA Rights of Way Circular 01/09 confirms that Authorities should publish their scales of charges and should inform applicants in advance of the maximum charge for their application and that Authorities must not charge more than the costs they have incurred.
- 2.5 There are many stages involved in the making of a public footpath order and the process is likely to take 6 months to 1 year for a straightforward diversion whilst a contentious diversion can take several years.
- 2.6 Typical administration costs which may be incurred when making an order are set out in paragraph 5.6 of DEFRA Circular 01/09 and include:
- Notifications to landowners, statutory undertakers, prescribed organisations, other local authorities and other persons;

- Posting notices on site and elsewhere;
- An advertisement in one local newspaper for each of the stages of the order; namely making the order, confirming the order and coming in to force of the order (where the final stage is separately required). The newspaper must circulate widely and reliably in the area covering the order and under the requirement to obtain best value, less conventional publications such as free sheets may satisfy the requirement;
- Site inspections;
- Research into the status and previous history of the way;
- Negotiations with applicants and other interested parties before making the order;
- Preparing reports for Committee; and
- Preparing orders and notices.

2.7 Authorities can recover from applicants the costs of informal consultations (such as negotiations between authorities, applicants, landowners, user groups and any other interested parties) where they lead to orders being made. It is for the authorities themselves to decide what services are necessary to the making of a particular order and applicants should be made aware that these may vary according to the circumstances of the particular case.

2.8 A benchmarking survey has been carried with other authorities, specifically looking at their charging structure that is available on their web sites. Some authorities have a fixed charge with additional advertising costs whilst others included the cost of advertising in its administration charge.

Those authorities whose information was sourced are listed below.

| | Initial fee £ | Advertising £ | Administration £ | Maximum £ |
|--------------------------------------|--------------------------|---|--------------------------------|----------------------|
| Bath and North East Somerset Council | | The actual costs of two or three public notices in a local newspaper | £1,200 | |
| Basingstoke & Dean Borough Council | | Costs in the region of £400 per notice, for a total of approximately £1,200 | £1,500 | |
| Cheshire East Council | | The actual advertising costs | £1,304.88 (£1,134.68 plus VAT) | |
| East Lindsey District Council | | £180 | £1,600 | £1,780 |
| South Kesteven District | | | | £895 |

| | | | | |
|-----------------------------|---|-------------------------------------|-------------------------------|---|
| Council | | | | |
| Charnwood Borough Council | £1,000 The fee for each additional path £200 | | | Final payment of £2,000 paid before the order is confirmed and certified that the order is in place |
| Nottingham City | £150 | | £1,850 to include advertising | £2,000 |
| Harborough District Council | | Variable (At cost to the applicant) | £1,000 | £1,000 +advertising |
| North West Leicester | | Variable (At cost to the applicant) | £894 | £894 +advertising |

2.9 Adverts in the Atherstone/Tamworth/Coleshill Herald Group of newspapers will vary between approximately £300 and £500 although this will depend on the complexity of the route. An Order is normally required to be advertised 3 times (making, confirmation and coming into effect of the order)

2.10 Authorities may not seek payment in advance of the incurring of costs. Payment should therefore be sought after the advertisement of the making of the order has been placed with the local newspaper. Payment for subsequent advertisements in relation to the confirmation of the order should similarly only be sought after these have been placed with the newspaper, however, Authorities may defer confirmation or, in the case of opposed orders, referral to the Secretary of State, until payment has been made.

2.11 Given this background it is proposed to charge £1,000 for administrative work and up to £1,500 for advertising, making a maximum charge of £2,500.

The scale of charges for an application would also involve:

- Reimbursement of advertisement costs when occurred;
- Final payment of £1,000 paid before the order is confirmed; and
- If an application involves the diversion of more than one path, where it can be included in the same order, the fee for each additional path should be £200 payable.

It should be noted that if an order is opposed, then the costs of any resulting public inquiry cannot be recharged, ie if a Public Inquiry is called and Counsel is retained these costs fall on the public purse.

2.12 Applicants are not entitled to a refund other than under the following conditions:

- Where the authority fails to confirm an unopposed order;

- In the case of unopposed orders the authority fails to submit the order for confirmation to the Secretary of State without the agreement of the person who requested the order;
- Where proceedings preliminary to the confirmation of a public path creation order are not taken concurrently with proceedings for a public path extinguishment order; and
- Where the order cannot be confirmed because it has been invalidly made.

3 Report Implications

3.1 Finance and Value for Money Implications

- 3.1.1 It is not anticipated that many applications would be received each year – probably just the one. The fees set out here are comparable with other Authorities and would cover anticipated costs.

3.2 Equalities Implications

- 3.2.1 The proposed charge relates to the legislative requirement to make a charge for the application, and is not related to the applicant in any way.

The Contact Officer for this report is Erica Levy (719294).

Background Papers

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

| Background Paper No | Author | Nature of Background Paper | Date |
|---------------------|--------|----------------------------|------|
| | | | |

Agenda Item No 13

Resources Board

7 September 2009

Report of the Director of Resources

Treasury Policy Statement and Out-turn for Quarter 1 2009/10

1 Summary

- 1.1 This report sets out the performance of the treasury management function for the first quarter of 2009/10.
- 1.2 In addition, revisions to the Strategy and Treasury Management Practices (TMPs) have been made, highlighting changes in working practices relating to credit ratings, counterparties and diversification.

Recommendations to the Board

- a That the performance for quarter 1 be noted;
- b That the benchmarking of current practices be agreed;
- c That the changes in working practices and Strategy be agreed;
- d That the changes to the Council's authorised lending list be agreed; and
- e That Members advise on the level of training which they require.

2 Introduction

- 2.1 The revised Treasury Management Policy agreed by Members at Resources Board in July, stated that updated reports would be brought to each meeting. In addition, Resources Board accepted a revised Treasury Policy Statement as an interim statement, pending further guidance from CIPFA, the Department of Communities and Local Government and the Audit Commission. Although no definitive guidance has been issued yet, this report benchmarks the position of this Council against the recommendations made by each of those bodies. It also highlights revisions to the Strategy and TMPs regarding investments, which should be regarded as an interim measure until such time as further statutory guidance is issued.

3 Performance April to June 2009

- 3.1 During the first quarter of the year, the Council earned investment income of £68,178 at an average interest rate of 2.53%. This compares very favourably with the 7 day LIBID rate, which is used as a benchmark, of 0.49%. The higher interest rate was earned by placing investments for a longer period when rates were favourable.
- 3.2 During this time, the Council also borrowed on 4 occasions to fund shortfalls in its cash flow and paid interest of £291.
- 3.3 At the end of June, funds invested amounted to £9,147,000. Further details relating to these investments are shown in Appendix A.

4 **Benchmarking Current Practices**

4.1 In the last few months there has been a lot of uncertainty regarding investments and criticisms of some local authorities about the way in which they manage their investments. This Council has always followed the CIPFA Code on Treasury Management and paid regard to the Prudential Code, setting indicators for the next three years to ensure that the Council's capital investment plans are affordable, prudent and sustainable. In addition, the management of risk is important in all its activities, but none more so than in Treasury management.

4.2 As reported previously. The DCLG, the Audit Commission and CIPFA have all carried out various investigations following the Icelandic crisis. Although CIPFA has yet to issue definitive guidance and a revised Code on Treasury Management, each of these bodies have issued reports and recommendations (in some instances interim recommendations) regarding treasury operations. Appendix B compares our performance and practices with those recommendations.

...

5 **Treasury Management Practices (TMP) and Strategy for 2009/10**

5.1 Although the Annual Investment Strategy is still relevant, it would be beneficial to state the Council's position on various aspects of it and to further clarify the criterion which is used in making investments.

5.2 The Council has used credit ratings for a number of years to assess which financial institutions should be listed on its authorised list. However, credit ratings alone provide guidance rather than reliance. There are two credit rating agencies to which the Council has access - Fitch and Moody's. It is now recommended that for any investments up to 364 days, if there is a difference in rating, then the lower rating must be used. When assessing counterparty risk, besides using credit ratings, the level of support is also shown. The definitions of credit and support ratings are shown in Appendix C. The support offers a judgement of potential support, either from a sovereign state or an institutional owner. The ratings do have a direct link to long term ratings, but they do not assess the credit quality of a bank. Rather they communicate a judgement on whether the bank would receive support, should this become necessary. In addition, credit default swap percentages are also used in making an investment decision. Definitions of these are shown in Appendix C. Officers also take account of current information in the financial press and this also helps to inform any investment decision.

...

6 **Authorised Counterparties**

6.1 Although in the past, the Council has always named specific institutions in which it may invest funds, due to the constantly changing credit and support ratings, mergers and takeovers; it is becoming increasingly difficult to place funds within a very limited authorised list. It is, therefore, proposed to have an open list but to apply the strict criteria listed below for any investment. Members are asked to support this proposal.

6.2 It is necessary to restrict the level of investments which may be made with any individual institution and also within any group to which they belong. Details are shown below:

| | |
|---------------------|---|
| Group Limit | Up to 30% of total investments held |
| Other Limits | Up to 50% of total investments may be invested for a period > 1 year Up to 100% of total investments made be made in UK institutions. Up to 50% of total investments may be made in non UK institutions, Up to 100% of total investments may be invested for a period up to 1 year |

| Individual Limits Period | Amount or % of total investments held | Rating |
|--------------------------|---------------------------------------|--|
| > 1 year | £ 2 million | Supranational Banks AAA AAA Money Market Funds |
| > 1 year | £2 million | AA F1+ |
| > 1 year | £1 million | AA- F1+ |
| < 1 year | £2 million | AAA F1+ |
| < 1 year | £2 million | AA+ F1 |
| < 1 year | £2 million | AA F1+ |
| < 1 year | £2 million | AA- F1+ |
| < 6 months | £1 million | A+ F1+ |
| < 3 months | £750,000 | A F1 |

7 Risk Appetite

- 7.1 It is important that our investment framework should seek to safeguard the Council's funds rather than to maximise returns. Due consideration will therefore be given to:

Security: the creditworthiness of the counterparty

Liquidity: how readily available the cash is i.e. the term of the investment

Yield, or the rate of return on the investment.

- 7.2 Security and liquidity will take priority over yield, but the highest yield possible may be sought once security and liquidity have been assured. However, a small level of risk is acceptable. For example, the Government has set up a Debt Management Fund (DMF) for local authority investments, which pay a very low rate of interest. Providing that the credit criteria and support for a financial institution is adequate and within our accepted guidelines, then an investment would be made with that institution rather than with the DMF.
- 7.3 Support and CDS ratings will be used to inform a decision on whether an investment may be made, but will not restrict it. The reason for over-riding this rating will be recorded for audit purposes.

8 External Advisors

- 8.1 The Council has used external advisors to support the Treasury Management function. This has proved very successful. However, the current advisors have been used for a number of years and it is therefore proposed to retender the service.

9 Training

- 9.1 Staff undertake regular training from Sector to keep them advised on Treasury Management issues. CIPFA, however, have also recommended that all board members tasked with treasury responsibilities, including those responsible for scrutiny, have access to training relevant to their needs and those responsibilities. Members' views on this matter are sought.

10 Performance Management

- 10.1 The benchmark which the Council uses for investments is performance against the 7 day LIBID rate. In addition, the performance as reported in Appendix A will be reported to Board quarterly.

11 Report Implications

11.1 Finance and Value for Money Implications

11.1.1 There are no financial implications arising directly from this report. An Annual Report on Treasury Management, including investment activity, is presented to Resources Board by 30 September each year. In addition, an update report is presented at each cycle of meetings.

11.2 Safer Communities Implications

11.2.1 Having effective Treasury management policies and practices will assist in ensuring that the Council is able to continue to provide sustainable services to help improve the quality of life for the communities of North Warwickshire.

11.3 Risk Management Implications

11.3.1 Establishing the credit quality of counterparties and spreading the investments reduces the risk to the Council. In making any investment decision, whether it is an overnight investment or for a period of longer than one year, the risk attached is always taken into account.

The Contact Officer for this report is Jackie Marshall (719379).

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 |
|---------------------|--------|----------------------------|------|
| | | | |
| | | | |

April to June 2009 Investments

| Maturity Profile | | |
|--|--------------|------------|
| Period | £000 | % |
| > 1 year | 1,000 | 10.93 |
| 6 months <1 year | 4,000 | 43.73 |
| 3-6 months | 1,000 | 10.93 |
| 1-3 months | 1,000 | 10.93 |
| <1 month | 2,147 | 23.48 |
| Total | 9,147 | 100 |
| Spread of investments across credit ratings | | |
| Ratings | £000 | % |
| AAA | 1,000 | 10.93 |
| AA | 8,147 | 89.07 |
| A | 0 | 0 |
| Less than A | 0 | 0 |
| Total | 9,147 | 100 |
| Spread of Investments across institutions | | |
| Institution | £000 | % |
| Banks | 6,147 | 67.20 |
| Building Societies | 2,000 | 21.87 |
| Money Market Funds | 1,000 | 10.93 |
| Local Authorities | 0 | 0 |
| Debt Management Office | 0 | 0 |
| Total | 9,147 | 100 |
| Spread of Investments across Countries | | |
| Country | £000 | % |
| UK | 9,147 | 100 |
| Portugal | 0 | 0 |
| Ireland | 0 | 0 |
| Germany | 0 | 0 |
| Spain | 0 | 0 |
| Total | 9,147 | 100 |

APPENDIX B

| CIPFA consultation | North Warwickshire Borough Council |
|--|--|
| <p>Scrutiny The organisation will be expected to name the individual/ group of individuals or committee to be responsible for ensuring effective scrutiny of the Treasury Management Strategy and policies.</p> | <p>The committee responsible for ensuring effective scrutiny is Resources Board</p> |
| <p>Approval Process The annual strategy can be approved by a named relevant committee and does not have to be approved by full board/council. Where approval of the annual strategy is taken by a body other than full board/ council, the annual strategy should be reported top full board/ council.</p> | <p>The annual strategy is taken to Resources Board. It is then reported to full Council for ratification.</p> |
| <p>Training of Board/ Council members The responsible officer should ensure that all board/ council members tasked with treasury management responsibilities, including those responsible for scrutiny, have access to training relevant to their needs and those responsibilities.</p> | <p>Some financial training has taken place. Additional training relevant specifically to Treasury Management will be arranged if required. Members' views are sought on this.</p> |
| <p>Reporting In addition to the Annual Strategy and year end operation report. A mid year report will be required. This should be presented to full board/ council or relevant committee.</p> | <p>Resources Board and full Council receive reports on treasury management policies. Practices and activities including an annual strategy and plan in advance of the year, an annual report after its close, and an update report at other intervals, so that Members are informed of activities at each Board cycle (i.e. 4 per annum)</p> |
| <p>Department of Communities and Local Government</p> | |
| <p>Local authorities' financial teams We recommend that the Government, CIPFA and the LGA study ways in which local authorities, particularly smaller ones, could join together to share expertise and pool treasury management resources. The sharing of information and expertise, such as identifying banks that are in the same financial group, might have lessened the failures that occurred during the Icelandic crisis</p> | <p>Staff dealing with Treasury management regularly receive update training and are informed of changes required through meetings with the Director of Resources, the financial press and regular updates from the Council's Treasury management consultants, Sector.</p> |

| | |
|---|---|
| <p>Credit Rating Agencies</p> <p>We recommend that the Government revises the informal commentary on its statutory guidance, to include information about the appropriate use of credit ratings. We also recommend that the CIPFA Codes include guidance to local authorities on the nature of credit ratings, highlighting the risks of over-reliance on them. Credit ratings should not be used in isolation as a justification for the soundness of an investment and local authorities should be made aware of the fact that credit ratings should be viewed within the context of wider financial and economic information and advice</p> | <p>Credit ratings have never been used in isolation as a justification for the soundness of an investment. Other information available has also been used. However, it is appropriate to review our working practices and amend our TMPs accordingly, in order to make the processes even more robust. See Appendix C</p> |
| <p>Treasury Management Advisors</p> <p>We recommend that the Audit Commission carries out a value for money study of the services that local authorities have received from treasury management advisors, with a view to advising local government on the value that they offer in the differing circumstances applying to individual authorities.</p> | <p>Once further guidance is received from the Audit Commission and/ or CIPFA, we propose to review the contract with Sector to ensure that the correct service is being provided and that the Council receives value for money. This service will also be tendered.</p> |
| <p>The Audit Commission “Risk and Return”</p> <p>Local Authorities should:</p> <ul style="list-style-type: none"> • Set the treasury management framework so that the organisation is explicit about the level of risk it accepts and the balance between security and liquidity and the yield to be achieved. At the highest level, the organisation should decide whether it has: <p style="margin-left: 20px;">Appetite and capability to be able to manage risk by placing funds with financial institutions; or</p> <p style="margin-left: 20px;">No appetite and/or insufficient capability to manage the risk of placing funds in the market, and should place funds instead with the UK Government’s Debt Management Office</p> • Ensure that treasury management policies: <ul style="list-style-type: none"> ○ Follow the revised CIPFA code of practice; ○ Are scrutinised in detail by a specialist committee, usually the audit committee, before being accepted by the authority; and ○ Are monitored regularly; ○ Ensure elected members receive regular updates on the full range of risks being run; | <p>Interim changes were made 6 July 2009. This work has now been expanded in this report.</p> <p>Risk appetite has been defined</p> <p>The current Code of practice is followed and further best practice is now incorporated into our procedures. Resources Board</p> <p>Quarterly Quarterly</p> |

| | |
|---|--|
| <ul style="list-style-type: none"> ○ Ensure that the treasury management function is appropriately resourced, commensurate with the risks involved. Staff should have the right skills and have access to information and external advice; ○ Train those elected members of authorities who have accountability for the stewardship of public money so that they are able to scrutinise effectively and be accountable for the treasury management function; ○ Ensure that the full range of options for managing funds is considered, and note that early repayment of loans, or not borrowing money ahead of need, may reduce risks; ○ Use the fullest range of information before deciding where to deposit funds; ○ Be clear about the role of information before deciding where to deposit funds; ○ Be clear about the role of external advisors and recognise that local authorities remain accountable for decisions made. | <p>Update training is carried out. External advice available from Sector</p> <p>To be arranged</p> <p>All decisions on investments are documented and risks identified. Other decisions are also risk assessed. Early repayment of investments has been undertaken</p> <p>Lending list updated weekly or daily as credit alerts are received</p> <p>Credit ratings, level of support and suitable period of investment are identified before deciding where to deposit funds</p> <p>Record any advice received against a decision whilst recognising that the decision is ours</p> |
|---|--|

Appendix C

Definitions of Credit Ratings, Support Levels and Credit Default Swaps- information used to assist in making Investment decisions

| Fitch | | Moody's | | Definition |
|------------------|-----------------------|-------------------|--------------------------|--|
| Long Term | Short Term | Long Term | Short Term | |
| AAA | F1+ | Aaa | P-1 | <p>Long term- denotes the lowest expectation of credit risk. They are assigned only in case of exceptionally strong capacity for payment of financial commitments. This capacity is highly unlikely to be adversely affected by foreseeable events</p> <p>Short term- Highest credit quality. Indicates the strongest capacity for timely payment of financial commitments, may have an added + to denote any exceptionally strong credit feature.</p> |
| AA+ AA AA- | F1+ F1+ F1+ | Aa1 Aa2 Aa3 | P-1 | <p>Long term- denotes lowest expectations of very low credit risk. They indicate very strong capacity for payment of financial commitments. This capacity is not vulnerable to foreseeable events.</p> <p>Short term- Highest credit quality. Indicates the strongest capacity for timely payment of financial commitments, may have an added + to denote any exceptionally strong credit feature.</p> |
| A+ A A- | F1+ F1 F1 F1 | A1 A2 A3 | P-1 P 2 P-1 P-2 | <p>Long term- High Credit quality. Denotes expectations of low credit risk. The capacity for payment of financial commitments is strong. This capacity, however, may nevertheless, be more vulnerable to changes in circumstances or in economic conditions than is the case for higher ratings.</p> <p>Short term- Good credit quality. A satisfactory capacity for timely payment of financial commitments. But the margin of safety is not as great as in the case of the higher ratings.</p> |

Support Ratings

There are four broad categories of criteria: guarantees and commitments; percentage control: nature of the owner; and the importance of the bank to the state.

| | |
|----------|---|
| 1 | A bank for which there is an extremely high probability of external support. The potential provider of support is very highly rated in its own right and has a very high propensity to support the bank in question. Indicates a minimum Long term rating of A-1 |
| 2 | A bank for which there is a high probability of external support. The potential provider of support is highly rated in its own right and has a high propensity to provide support to the bank in question. This probability indicates a minimum credit of BBB- |
| 3 | A bank for which there is a moderate probability of support because of uncertainties about the ability or propensity of the potential supporter to do so. This indicates a minimum long term rating of BB- |
| 4 | A bank for which there is a limited probability of support because of significant uncertainties about support. This indicates a minimum long term rating of B |
| 5 | A bank for which external support, although possible, cannot be relied upon. This may be due to a lack of propensity to provide support or to a very weak financial ability to do so. This indicates a long term maximum rating of B- and in many cases no rating at all. |

Credit Default Swap

A Credit default swap (CDS) is a financial instrument which is used for swapping the risk of debt default. It is a premium which a financial institution pays for insuring against a debt default and it will receive a lump sum if the debt is defaulted. The higher the perceived risk of the default, then the higher the interest rate will be. Whilst the CDS percentage will help to inform on any investment decision the Council may wish to make, this percentage does produce some known anomalies and its use will therefore not be restrictive

Agenda Item No 14

Resources Board

7 September 2009

Report of the Assistant Director (Finance and Human Resources)

Members' Surgeries

1 Summary

1.1 This report discusses alternative options for advertising Members' surgeries.

Recommendation to the Board

- a To stop advertising Members' surgeries in the local press;
- b To continue to advertise the surgeries on the website; and
- c To send out information in an edition of North Talk.

2 Consultation

2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

2.1.1 None.

3 Introduction

3.1 As part of the Financial Strategy approved last February, a number of areas were identified for review, with a view to looking for budgetary savings. One of the areas identified was the advertising of Members' surgeries.

4 Current Position

4.1 Members' surgeries are currently advertised on the Council's website, and through a number of local newspapers. The newspaper adverts are reminders that the surgeries are at standard times, for example, the 1st Saturday or 3rd Friday in the month, and are the same each month. Expenditure on newspaper advertising can be broken down as follows:

| Publication | Coverage | Frequency | 2008/09 £ |
|------------------------|---|-----------|---------------|
| Heartland Evening News | Nuneaton, Hartshill, Atherstone, Kingsbury | Monthly | 5,650 |
| Tamworth Herald | Atherstone, Baddesley Ensor, Grendon, Dordon, Kingsbury, Piccadilly, Hurley, Wood End | Monthly | 4,080 |
| Coleshill (West Point) | Coleshill, Water Orton | Monthly | 720 |
| Total | | | 10,450 |

4.2 The use of local newspapers is an expensive way of publicising the surgeries, and individual adverts tend to repeat the same information. It is necessary to use more

than one paper, as different papers cover different areas. The information will not be available to some residents, as advertising in this way is also reliant on residents buying the appropriate local paper.

5 Other Options

- 5.1 There are a number of alternative options, which could be used, either singly or in combination.
- 5.2 The information could be summarised in a leaflet, which is delivered to all households in the Borough. Although residents may choose not to retain the information, all would have had access. The costs associated would depend on the method of delivery used. If delivered as a separate item, costs would be around £3,500 - £4,000, largely due to delivery costs. If it could be included with other information, such as the Council Tax information, costs would fall to around £300.
- 5.3 The Council has its own publication, North Talk, which is issued twice a year and goes to all households in the Borough. The option could be taken to put an insert into one of the current editions. There would be only marginal costs attached to this option, and there would be the added benefit that information would go to all households in the Borough.
- 5.4 It may be possible to use local facilities to publicise the surgeries. Post offices / local shops could be approached to see if they would be willing to advertise the surgeries, although there may be costs involved with this. Local libraries could also be asked to include the information on notice boards. Residents are likely to have increased access to the information, if local facilities are used.

6 Conclusion

- 6.1 Cheaper methods of advertising Members' surgeries are available, and should be considered. Some of these would provide information to all residents, improving on current arrangements.

7 Report Implications

7.1 Finance and Value for Money Implications

- 7.1.1 The budget for 2009/10 amounts to £10,680. Providing the information directly through a separate leaflet, or the inclusion in North Talk, would produce a saving on the current budget. The saving would range from £6,500 - £10,000 depending on whether an additional delivery needed to be funded.
- 7.1.2 The use of local shops and post offices would need to be assessed in detail, but is likely to lead to a saving.

7.2 Links to Council's Priorities

- 7.2.1 The alternative methods of advertising being considered will increase access to information, and should improve residents ability to contact elected representatives.

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

Background Papers

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

| Background Paper No | Author | Nature of Background Paper | Date |
|---------------------|--------|----------------------------|------|
| | | | |

Agenda Item No 15

Resources Board

7 September 2009

Report of the Assistant Director (Streetscape)

Provision of Public Toilets in Polesworth

1 Summary

- 1.1 The background of the closure of the existing public conveniences on Tamworth Road, Polesworth is revisited in this report. The various alternative types and locations of alternative public toilet provision that have been considered are detailed. Specifically the initiative to incorporate a toilet for public use in Polesworth Memorial Hall has proved unsuccessful and the way forward is considered.

Recommendation to the Board

- a That Members note the actions and initiatives that have been pursued since the closure of the existing public conveniences;**
- b That Members note the initiative to incorporate to provide a toilet for public use in Polesworth Memorial Hall has proved unsuccessful; and**
- c That Members agree a preferred course of action in respect of the provision of Public Toilets in Polesworth.**

3 Background

- 3.1 Members will recall the previous report submitted to Board on 9 February 2009 which detailed the rationale behind the closure of the public conveniences on Tamworth Road.
- 3.2 In summary the toilets in Water Orton and Coleshill were replaced on their same sites with automatic toilets leased from JC Decaux. It was proposed that an automatic toilet would be provided in Polesworth but not on the existing site as the location was not central enough.
- 3.3 The preferred site identified was on the car park on Bridge Street in the heart of the village. This car park is owned by Polesworth Parish Council and unfortunately they felt unable to agree to the proposal because it would incur a reduction in car parking provision.
- 3.4 Alternative methods of providing publicly accessible toilet facilities within Polesworth have been investigated and these are set out in more detail later in the report.

...

4 **Alternative Sites for an Automatic Toilet** (Appendix A, plan showing locations)

4.1 **1 - Existing Location:** Installing an automatic toilet on the existing site was discounted, because although close to the canal and gets some usage from related recreation users, its location is generally viewed as poor.

4.2 **2A & 2B, Grendon Road:** A location was identified on the Grendon Road, close to the crossroads with Bridge Street, Tamworth Road and Market Street. This site was viewed as unsuitable as on occasions it is subject to flooding and not in this Council's ownership. It was also felt that it may create a danger from people wishing to use the facilities parking their cars close to the busy crossroads.

4.3 **3 - Grendon Road Car Park:** A further location on Grendon Road was suggested on the Council's Car Park adjacent Abbey Green Park. This site is too remote from the village centre and the benefit to the community of siting a facility there would be very limited.

4.4 **4 - Abbey Green Sports Ground:** This location was discounted for the same reasons as above. The area is also subject to high levels of anti social behaviour which has recently resulted in the temporary closure of the sports pavilion portion of the Abbey Green Facility.

4.5 **5 - Rickyard Close Car Park:** Whilst this small car park is fairly centrally located just off Bridge Street, it is adjacent a private residential development. Inevitably, this type of facility attracts anti-social behaviour and vandalism, locating an automatic toilet on this car park would be very unpopular with the owners neighbouring dwellings. The loss of 2/3 car parking bays out of 10 makes this site unviable.

4.6 **6 - Fire Station Car Park:** The car park on Tamworth Road is close to the existing conveniences but closer to crossroads with Bridge Street, Grendon Road and Market Street. After consideration, the fire and rescue service determined that the site would be inappropriate.

4.7 **7 - Bridge Street, Car Park:** The car park owned by the Parish Council, was the preferred location, but the proposal meant losing 2/3 car parking bays which the Parish Council felt they could not forfeit.

5 **Closure of the Existing Public Conveniences**

5.1 Despite being unable to identify a suitable site for an automatic toilet, the decision was taken to close the existing public conveniences on 1 April 2008, although it was agreed that officers should continue exploring ways of providing toilet provision within the village.

5.2 It should be noted that this council has only received three formal complaints from the public in respect of the withdrawal of the facilities.

6 **Consideration of Alternative Public Toilet Provision.**

6.1 Approaches was made to a number of organisations including the Parish Council (the Tythe Barn) The Memorial Hall, Library, Polesworth Abbey etc, to ascertain if they would consider allowing the public access to their toilet facilities. Regrettably, no positive responses were received.

6.2 The Community Toilet Scheme has been taken up by a number of other local authorities who have closed their toilets. It involves paying a nominal fee to local

establishments such as offices, pubs, etc in return for letting members of the public use their facilities. The fee would be dependent on the type of facility able to be provided and the opening hours to be offered. Whilst this has worked successfully in busy urban locations or areas that have high levels of tourism, the number of premises able to offer suitable facilities in the centre of Polesworth would be fairly limited.

- 6.3 In July 2008, the Polesworth Society hosted an open evening at which members of the public were encouraged to express their views. The majority of those who attended were in favour of having toilet provision for public use, but there was no agreement on the type of facility or a preferred location. Everyone acknowledged though that a publicly accessible facility of this type will always attract high levels of vandalism and misuse.
- 6.4 Following the meeting an approach was received from Polesworth Community Association suggesting that a further request to them provide a dual use facility in the Memorial Hall may now be favourably received.
- 6.5 Officers met with the Association members and inspected their facilities and it was determined that a single sex, DDA compliant toilet could be formed within the existing gents toilet. Sketch proposals were developed and the cost of the building works was estimated to be in the region of £18,000.
- 6.6 At its meeting on the 9 February 2009, Resources Board approved a recommendation for officers to formally approach the Polesworth Community Association with view to providing a single sex, DDA compliant toilet within Polesworth Memorial Hall. The offer was on the basis that the toilet would be accessible to the public within predetermined times and could also be used by users of the Memorial Hall. The cost of the building works would be funded from the provision in the capital programme for DDA compliance works. The on-going running costs would be the responsibility of the Association. During subsequent discussions it was recorded that the council may consider a further modest annual contribution towards the running costs.
- 6.7 The completed project would be mutually beneficial to the Memorial Hall and the wider community of Polesworth as both would have access to fully DDA compliant facility. Unfortunately, after long and careful deliberation, the Community Association advised they did not wish to proceed further with the proposal. Whilst obviously disappointing, the Community Associations reluctance to enter into a partnership agreement of this nature is perhaps understandable. The potential uncertainty over running costs was the association's main concern, particularly if the facility was subject to sustained vandalism and misuse.

7 Current Position

- 7.1 Efforts to procure alternative toilet provision within Polesworth continue. WCC's department for Adult Health and Community Services are currently developing a centre for people with learning difficulties in the former Doctors Surgery close to the Memorial Hall. An officers approach has been made, but WCC have advised that having regard to the limited available space within the building and to its proposed use, it would be inappropriate for members of the public to have access.

7.2 A further line of enquiry has been pursued with the adjacent Library. WCC are keen to improve and enhance facilities at their Libraries throughout the County. Despite the space limitations at Polesworth Library the initial approach to WCC was fairly positive. A site meeting between officers of WCC/Library and the Council has been held which unfortunately concluded that it would not be possible to locate a toilet within the footprint of the Library. WCC, however, remain supportive of trying to assist in providing toilet facilities in Polesworth, but options are very limited.

8 Way Forward

8.1 It may be appropriate to remind Members that the annual lease cost an automatic toilet unit leased from JC Decaux is approx £23,000. A further 'one off' cost of between £10,000-£20,000 is incurred for providing a base, connecting utilities etc. This cost is dependent though on the site.

8.2 Despite some vandalism and misuse the units at Water Orton and Coleshill have been fully operational since they were installed. JC Decaux is able to monitor the number of people using each unit and in the first quarter of 2009 the usage was as follows:

| 1st QTR 2009 | | |
|--------------|-----|------|
| Total Usage | | |
| UNIT | KEY | COIN |
| Water Orton | 128 | 330 |
| Coleshill | 57 | 669 |

8.3 There seems little chance of identifying a suitable site for installing a JC Decaux unit in Polesworth and, given the expense of operating such a unit and the budgetary constraints which exist, this no longer appears to be a viable option. Alternatively, Members may wish to further consider the merits of the Community Toilet Scheme, and ascertain if there are any businesses close to Polesworth centre that may wish to permit the public to use their toilet facilities in return for payment by the council. Details of the scheme's use in other areas can be found in a report on "Improving access to Better Quality Public Toilets" which can be found on the DCLG website at www.communities.gov.uk/documents/localgovernment/pdf/713772.pdf. Officers are currently investigating what suitable outlets exist within Polesworth and whether there is any appetite within the local business community for such a scheme.

8.4 Officers will continue trying to source other potential partners but Members are now requested to agree a clear course of action. The following may assist.

- Agree to dispose of the site of the existing conveniences.
- Continue trying to find a potential partner to providing a toilet for public use in their premises.
- Commit to the Community Toilet Scheme
- Determine not to provide toilet provision in Polesworth

9 Report Implications

9.1 Environment and Sustainability Implications

9.1.1 The lack of a provision of public toilets would prevent local residents and visitors accessing a valuable service. The report identifies a number of sustainability issues about the provision of the facilities which need to be considered in making a decision about any future provision.

9.2 Safer Communities Implications

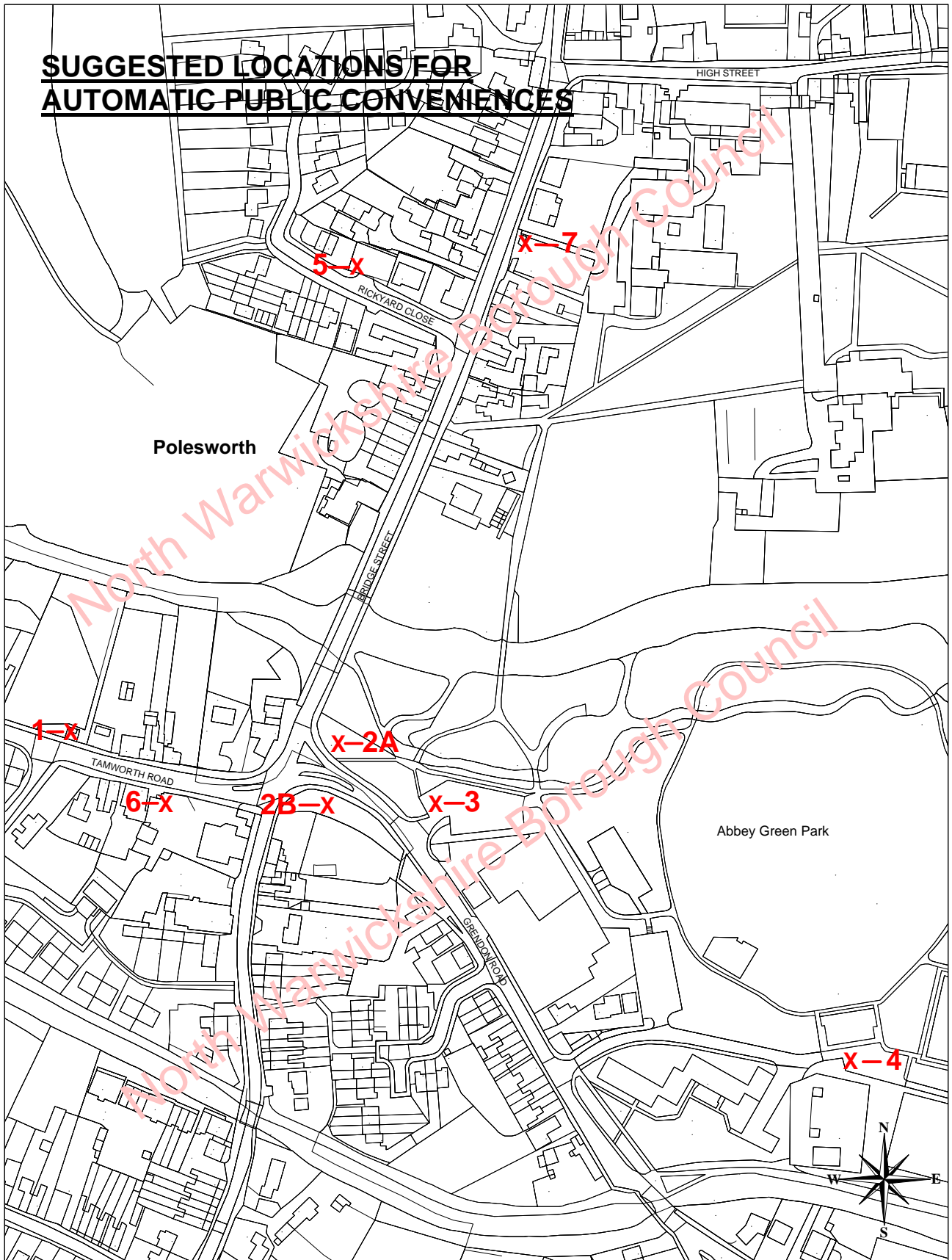
9.2.1 The incidents of anti social behaviour referred to in the report can vary in their nature from relatively minor low level graffiti to more serious acts of vandalism. For example the vandalism experienced at the pavilion in Abbey Green Park has resulted in extensive damage and costly repairs. The levels of incidents do fluctuate and during the first quarter of 2009/10 the levels of anti social behaviour reported to the Police for the Wards of Polesworth East and West are 59 incidents in total. This is not considered to be a significant problem currently and is quite lower in comparison to the Wards of Coleshill as an example which had a total of 113 incidents. Incidents associated with the existing toilet provision across the borough are relatively infrequent and should be considered realistically in context that North Warwickshire is a safe place and does not suffer generally from high levels of anti social behaviour.

9.3 Equality Implications

9.3.1 Any future toilet provision needs to take into account the needs of children, older people, people with disabilities and people who may suffer with certain health conditions who therefore need to visit the toilet on a more frequent basis.

The Contact Officer for this report is Chris Jones (719265).

SUGGESTED LOCATIONS FOR AUTOMATIC PUBLIC CONVENIENCES



North Warwickshire
Borough Council



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Agenda Item No 16

Resources Board

7 September 2009

Report of the Assistant Director (Finance and Human Resources)

Members' Allowances- Report of the Independent Remuneration Panel

1 Summary

- 1.1 Following the revision of the Scrutiny Boards from two to one Board, the responsibility of the Chairman of the Board has been reassessed by the Independent Remuneration Panel.

Recommendation to the Board

- a That the Sixth Report of the Independent Remuneration Panel is noted;**
- b That the Chairman of the Scrutiny Board be paid a Special Responsibility Allowance of £4,934 per annum; and**
- c That the Allowance is backdated to the start of the municipal year.**

2 Consultation

2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

- 2.1.1 A submission was made to the Panel by the Leader of the Council.

3 Background

- 3.1 Following the reorganisation of the Overview and Scrutiny Boards from two to one Board, the Independent Remuneration Panel was reconvened under The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI 1021) to advise the Council on its Members' Allowance Scheme. These regulations require all Local Authorities to set up and maintain a Panel and to seek its advice before making any changes or amendments to their scheme. They must also 'pay regard' to the Panel's recommendations before setting a new or amended Members' Allowance Scheme.

- 3.2 Submissions were made to the Panel from the Leader of the Council and from officers outlining the factors which should be considered. It was felt that the revised Board Structure and detailed scrutiny projects would involve an enhanced role and responsibility for the Chairman of the Board and, as such, should be given the same recognition for that responsibility as the other Chairs receive.

4 Review by the Panel

4.1 As part of the review, the Panel also benchmarked the Special Responsibility Allowances (SRA) paid in terms of levels, scope and range to the Chairmen in other comparable Councils. The recommendation that the Chairman receives an SRA of £4,934 is within the range of the comparator authorities. It was also evident that the role could be assessed as on a par with the Chairs of Resources, Regulatory and Community and Environment Boards. The Panel has also recommended that the Chairman's allowance should be backdated to the start of the municipal year.

... 4.2 The Panel's report is shown at Appendix A, with a revised Members' Allowance Scheme at Appendix B.

5 Report Implications

5.1 Finance and Value for Money Implications

Under the previous structure, an SRA of £3,952 was paid to the Chairman of both Scrutiny Boards. By reducing to one Scrutiny Board, a saving of £2,970 per annum has been made.

The Contact Officer for this report is Jackie Marshall (719379).

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 |
|---------------------|--------|----------------------------|------|
| | | | |

**A Review
Of
Members' Allowances
For
North Warwickshire Borough Council**

**The Sixth Report by the
Independent Remuneration Panel**

**Paul Foley
Dr Declan Hall
Marion Plant**

July 2009

Foreword

This is the sixth report produced by the Independent Remuneration Panel (IRP) for North Warwickshire Borough Council. The original Panel was established in November 2001 to make recommendations to the Council on the range and levels of remuneration for the Authority's Members as part of the wider modernisation agenda that has now been undertaken throughout the country. The second report was produced in February 2003 and made recommendations in light of experience of the new political structures and roles, which the Council accepted. This review set the current framework for Members' Allowances that is still largely in place.

The third review, in October 2003, was conducted under the *Local Authorities' (Members' Allowance) (England) Regulations 2003*¹ and subsequent amendments. These regulations required the Panel to reconvene and make recommendations in relation to pensions, travel and subsistence allowances, co-optees' allowances, and on certain associated allowances before 31 December 2003. The fourth review was undertaken in January 2005 and was driven by the transfer of liquor licensing responsibilities from local magistrates to Councils. This new regime required the Council to make arrangements for instituting a new Licensing Committee, which had an impact on the workload of the Licensing Committee members during the transitory period. The resulting report made recommendations on how the new responsibilities should be remunerated and for how long.

The fifth review, in July 2008, partly followed on from the fourth review in that the licensing regime transition ended and had to be reviewed. The prime driver for the fifth independent, review arose out of the statutory requirement for the Council to seek fresh approval from its independent remuneration Panel on the applicability of an index and, if so, which index should be applicable to the various allowances paid to Members and Co-optees. The Council also asked the Panel to look at all the allowances, as they had not been systematically reviewed in 5 years, with a view to consider whether the current scheme was still fit for purpose. The conclusion of the Panel was that the scheme had stood the test of time and was not in need of substantial restructuring and only in need of amendment.

This review is only minor in scope, arising out of changes in the Overview and Scrutiny structures and the requirement to institute Community Call for Action and the Duty to Involve. In effect the recommendations contained in this report, if accepted, will lead to a minor reduction in the total sums payable.

Dr Declan Hall
Chair of the Independent Remuneration Panel
July 2009

¹ See Statutory Instruments 2003 Nos. 1021, 1022 and 1692 for further details.
July 2009

Independent Remuneration Panel:

The Sixth Independent Review

Of

Members' Allowances

For

North Warwickshire Borough Council

The Regulatory Context and Terms of Reference

- 1 This report is a synopsis of the proceedings and recommendations made by the Independent Remuneration Panel (IRP) reconvened by North Warwickshire Borough Council to advise the Council on its current Members' Allowances Scheme.
- 2 The Panel was convened under *The Local Authorities' (Members' Allowances) (England) Regulations 2003 (SI 1021)*. These regulations, which arise out of the relevant provisions in the *Local Government Act 2000*, require all Local Authorities to set up and maintain an advisory Independent Members' Remuneration Panel to review and provide advice on Members' allowances. All Councils are required to convene their Remuneration Panel and seek its advice before they make any changes or amendments to their allowances scheme and they must 'pay regard' to the Panel's recommendations before setting a new or amended Members' Allowances Scheme.

Terms of Reference

- 3 The Panel was tasked on this occasion to make recommendations to the Council on the applicability of:
 - A Special Responsibility Allowance (SRA) for the Chairman of the new Overview and Scrutiny Board (renamed the Scrutiny Board), and if so at what level
- 4 The Panel was also asked to undertake the review within the following context:
 - i To benchmark against other local authorities of a similar size and function, to help establish if any recommended SRAs are equitable.
 - ii To take account of the financial position of the Council and the legal framework in which it operates.

The Panel

- 5 North Warwickshire Borough Council reconvened its Independent Remuneration Panel and the following Panel Members carried out its independent review; namely:
- Paul Foley, Managing Director, Aldi UK.
 - Dr. Declan Hall, Chair of the Panel, Institute of Local Government, The University of Birmingham, an academic specialising in the field of Members' allowances.
 - Marian Plant, Principal (OBE), North Warwickshire and Hinckley College.
- 6 The Panel had the support of Jackie Marshall, Financial Accountant, who acted as the 'Panellist's Friend', and whose role was to take the organisational lead in facilitating the work of the Panel. In particular she provided the Panel with relevant information.

Process and Methodology

- 7 The Panel met as a 'virtual' Panel as permitted under the 2003 Regulations and in accordance with advice from Department of Communities and Local Government. It considered the written evidence and made recommendations accordingly as a 'virtual' Panel because the terms of reference are only minor in nature and the total sums payable in allowances contained in the Panel's recommendations are materially unaltered. As such the review has only amended the current scheme in a minor fashion rather than change it.
- 8 The relevant Chairmen were given the opportunity to submit written views to the Panel or make their views known directly to the Chairman of the Panel. The Panel Chairman also had telephone discussions with the lead Officer for the review to clarify the structural changes, vis-à-vis the Overview and Scrutiny function.
- 9 As a virtual Panel, the Chairman took the lead in drafting the report – see below – and the other Panel members commented on the draft report, which was amended accordingly.
- 10 All information considered by the Council is contained in the Appendix.

The Evidence Reviewed and Recommendations

The Changed Overview and Scrutiny Structures

- 11 The Council has reorganised its Overview and Scrutiny structures. In particular, it has moved from two Overview and Scrutiny Boards to one Scrutiny Board, with three Scrutiny Sub Panels. The Board (and Chairman) will have overall responsibility for the whole Overview and Scrutiny function, whereas the Sub Panels will look in detail at issues of concern.
- 12 Members have made it clear that they would like more detailed scrutiny of a small number of key objectives. This would involve fewer meetings but a deeper consideration of these objectives. In addition, concern was raised that in a fourth option Council, where all Members are involved in the decision making process, there was less need for numerous scrutiny committees than in Councils with Executive arrangements.
- 13 The new Councillor Call for Action (CCfA) and Duty to Involve will ensure this role has more importance. The CCfA is a mechanism where members of the public, via their Councillor, can request the Council to scrutinise an issue of interest to them. The decision whether to do this, and then the report on that item, will be considered by this new Board.
- 14 The Council will for the first time have 3 Scrutiny Panels - sub-committees of the Board - who will look in detail at 3 key corporate objectives or issues facing the Borough to establish what measurable outcomes have been achieved. This will involve major consultation events, sitting as a Panel to hear live evidence from officers, members of the public, officers of other authorities etc. The Chairman of the new Board will have overall responsibility for this process and for the subsequent recommendation his Board makes to the Council. This is an important part of the Council's delivery and performance management mechanisms and will demonstrate how effectively the Council's Corporate Plan has been delivered and show any areas for improvement. Chairman of the Scrutiny Board will also chair the Scrutiny Sub Panels.
- 15 The new Board will therefore be on an equal status to the existing Boards - Executive, Resources, Community and Environment and Planning - and as such the Chairman should have an equal status as the other Deputy Leaders (or Chairmen of other Boards).
- 16 It is proposed that the new Board meets every cycle after each Executive Board so that all the business in that cycle could be considered. The meetings therefore will consider the business in that cycle, Performance Indicators and Corporate Plan updates, Audit reports, any items referred under the Councillor Call for Action and any "situational" reports requested by Members. Arrangements would have to be made for Members not to be involved in the scrutiny of items considered by other Boards they sit on.
- ... 17 In addition, the Council is now required to have a Crime and Disorder Committee to review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions. It is proposed that the new Scrutiny Board fulfils this requirement and therefore at least once every year that Board will review the actions taken by the Council, and its partners, on reducing crime and disorder

in the Borough. The new legislation allows the co-opting of Members of other partner organisations for such a review and proposals to this effect will be made to the Scrutiny Board.

Benchmarking the Overview and Scrutiny SRAs

- 18 The Panel benchmarked (see Table one below) the SRAs paid in terms of levels, scope and range to the Chairmen and where relevant Vice Chairman of the Overview and Scrutiny bodies in other comparable Councils; namely the neighbour Councils to North Warwickshire Borough Council, which is the comparator group that the Panel has consistently utilised in its reviews of North Warwickshire Borough Council allowances. It also shows the totals paid for the Overview and Scrutiny when all the paid posts are taken into account.

| Table One: Allowances paid for O&S Function: In 'Near Neighbour' Councils + LGA Members Allowances Survey 2008 (English District Councils - Mean) | | | | | | | |
|--|-----------|--|-----------------------|--------------------------------|---------------------------------------|------------------------------|--|
| Council | BA | Number of Main O&S Committees | Chairs SRA | Vice Chairs SRA | No. Sub Panels etc | Sub Panel SRA | Total paid for O&S function |
| Amber Valley | £3,685 | 1 | £2,211 | £774 | | | £2,985 |
| Hinckley & Bosworth | £3,275 | 1 | £2,455 | | 2 | £1,645 | £5,745 |
| NW Leicestershire | £3,626 | 1 | £5,434 | £1,813 | | | £7,247 |
| Nuneaton & Bedworth | £4,620 | 3 | £3,819 | | | | £11,457 |
| Rugby | £6,000 | 4 | £3,000 | | | | £12,000 |
| Stratford | £4,500 | 2 | £3,375 | | | | £6,750 |
| Tamworth | £5,054 | 3 | £5,557 | £1,150 | | | £20,121 |
| Warwick | £4,631 | 2 | £2,511 | | | | £5,022 |
| North Warwickshire BC | £4,893 | 2 | £3,952 | | | | £7,904 |
| | | | | | | | |
| Lowest | £3,275 | 1 | £2,211 | £774 | | £1,645 | £2,985 |
| Highest | £6,000 | 4 | £5,557 | £1,813 | | £1,645 | £20,121 |
| Mean | £4,476 | 2 | £3,590 | £1,246 | | £1,645 | £8,803 |
| Median | £4,620 | 2 | £3,375 | £1,150 | | £1,645 | £7,247 |
| 2008 LGA Allowances Survey - English Shire Districts mean | £4,194 | | £3,946 | | | | |

Note: The figures relate to the most up to date available, normally 2008/09

- 19 What Table one does show is that the current total amount (2008/09) paid for the Overview and Scrutiny function in North Warwickshire Borough Council is approximately mid-way between the medium and mean total sums paid based on the *current number of overview and scrutiny committees in place*.

- 20 If the current SRA payable (£3,952) remained unaltered and paid to the Chairman of the one new Overview and Scrutiny Board in North Warwickshire Borough Council, it would leave the Overview and Scrutiny function as the most inexpensive in the comparator group, bar Amber Valley.
- 21 However, while it is difficult to gauge the size of a post before actual experience of how it will pan out, it is clear that the Chairman will be undertaking more work and responsibility than any of the previous two Chairmen, although not necessarily the sum of the previous two parts. As such, it can readily be assessed as on a par with the other main Chairmen (Resources, Regulatory, and Community and Environment Boards), who are currently paid a SRA of £4,934.
- 22 **Therefore, it is recommended that the new Chairman of the Overview and Scrutiny Board is paid a SRA of £4,934.**
- 23 This recommendation results in a decrease in the total paid out in SRAs by Warwickshire Borough Council and is still the second lowest total sum paid out for the Overview and Scrutiny function amongst the comparator group of authorities.

Implementation of Recommendations

- 24 As permitted by the 2003 Members' Allowances Regulations (paragraph 10. (6)) **the Panel recommends that the amended scheme of allowances as approved by Council arising from this review should be implemented from the start of the municipal year 2009/10.**

Appendix One

Information Reviewed for North Warwickshire Borough Council – Member Allowances Review 2009

- 1 Terms of Reference
- 2 New Council Constitutions : Guidance on Regulation for Local Authority Allowances
- 3 2008/09 NWBC Members Allowances Scheme
- 4 IRP Reports
 - Report of the Independent Remuneration Panel July 2008
 - Report of the Independent Remuneration Panel January 2005
 - Report of the Independent Remuneration Panel October 2003
 - Report of the Independent Remuneration Panel February 2003
 - Report of the Independent Remuneration Panel December 2001
- 5 Allowances paid in comparator authorities
- 6 LGA Summary of Members Allowances Survey 2008
- 7 Written submission from Leader of the Council, 7 July 2009
- 8 Report of the Assistant Chief Executive and Solicitor to the Council, *Scrutiny; Board Arrangements, Portfolio Groups*, 5 May 2009
- 9 Briefing email from Jackie Marshall, Financial Accountant, 24 April 2009

MEMBERS' ALLOWANCES SCHEME FROM 1 APRIL 2009

North Warwickshire Borough Council, in exercise of the powers conferred by the Local Authorities' (Members' Allowances) Regulations, 2003, has made the following Scheme, after consideration of the advice and recommendations from the Independent Remuneration Panel.

The Scheme is based on the rates recommended by the Panel, and is linked to the pay rates agreed by the National Joint Council for Local Government Services.

In this Scheme:

"Councillor" means a Member of the North Warwickshire Borough Council who is a Councillor;

"Year" means the 12 months ending with the 31 March;

"Panel" means the Independent Remuneration Panel.

1 Basic Allowance

Subject to paragraph 6, for each year, a Basic Allowance is to be paid to each Councillor as set out in Schedule 1 to the Scheme. This is intended to cover a notional £142 per year for telephone calls related to Council activity on the part of elected Members. Basic Allowance will be paid in the month it is due.

2 Special Responsibility Allowances (SRA)

Subject to paragraph 6, for each year, an SRA shall be paid to those Councillors who hold the special responsibilities in relation to the Authority that are set out in Schedule 1 to this Scheme. SRA will be paid in the month it is due.

3 Travel and Subsistence Allowances

These payments will be made in the following month and upon receipt of a claim form. Members are able to claim Travel and Subsistence Allowances in respect of their travel to and from: -

Meetings of the Council, together with any additional meetings of Boards and Committees called by the Chief Executive of which the Councillor is an appointed member;

All Authority-authorized working parties, presentations, training courses and site visits to which Members are formally invited, together with attendance required under standing orders for the opening of tender documents;

Formal meetings of approved Outside Bodies by appointed representatives of the Council;

A meeting of or on behalf of the West Midlands LGA or the national LGA as an official representative of those bodies;

Meetings arranged between Officers and the Chairman and/or Vice Chairman of any Board or Committee with a view to discussing the business of that Board or Committee; and any visit by a Member at the invitation of an Officer to the office for any purpose in connection with the conduct of the Council's affairs;

Mileage allowance will not be payable where travel is to a surgery.

Mileage claims will only be paid from a Member's permanent place of residence to meetings, but where this is not appropriate, should be the most economic route to meetings. (E.g. The mileage from a Member's home to the Council House is 5 miles. The Member attends a Council meeting directly from a private engagement which is 20 miles from Atherstone. The mileage claimable is 5 miles to the meeting and the return journey home.)

Reimbursement for journeys by public transport are capped at the standard 'walk up' fare or actual cost if less;

If Members pre-book in advance and the cost of first-class is less or equal to standard published walk up fare, then travel by first class is permissible;

Members should get the approval of the Monitoring Officer to make a travel claim, if they feel they have attended a meeting as representative of the Council that is clearly not within the current scheme.

Subsistence and overnight accommodation allowances will only be reimbursed upon the production of receipts.

Details of the rates for Travel and Subsistence Allowance are set out in Schedule 3.

4 Dependant and Child Care Allowances

This Allowance is divided into two parts: namely child care and elderly/disabled care. In respect of child care, this Allowance is available to Members who are eligible at

the minimum wage rate, currently £5.73 per hour, up to a maximum of 15 hours per week. To claim this, a Member will need to:

- ◆ register that they have a dependant child living with them under the age of 14
-
- ◆ sign a statement which declares that the child care has been provided by a childminder and not paid to a member of the immediate family or household. This statement will be lodged with the Standards Committee and Director of Resources

With regard to the elderly and/or disabled care element of the Allowance, this is to be paid at a similar rate chargeable by Warwickshire County Council Social Services Department (at an agreed maximum set by the Council and/or its Officers) for provision of a Home Care Assistant.

To claim this a Member will need to:-

- ◆ register that they have an elderly/disabled person living with them
- ◆ sign a statement which declares that the care has been provided by a carer and not paid to a member of the immediate family or household. This statement will be lodged with the Standards Committee and Director of Resources

NB: In respect of these allowances, a Member cannot claim for the employment of multiple carers for multiple dependants.

Payments will be made in the following month and upon receipt of a claim form.

5 **Renunciation**

A Member may forego any part of his/her entitlement under this Scheme by giving notice in writing to the Assistant Director (Finance and Human Resources).

6 **Part-Year Entitlements**

The provisions of this paragraph shall have effect to regulate the entitlements of a Councillor to Basic and Special Responsibility Allowances where, in the course of a year, this Scheme is amended or that Councillor becomes or ceases to be a Councillor, or accepts or relinquishes a special responsibility in respect of which a Special Responsibility Allowance is payable.

If an amendment to this Scheme changes the amount to which a Councillor is entitled by way of a Basic Allowance or a Special Responsibility Allowance, then in relation to each of the periods:

- a beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or
- b beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the end of the year

The entitlement to such an Allowance shall be to the payment of such part of the amount of the Allowance under this Scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.

Where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that Councillor to a Basic Allowance shall be to the payment of such part of the Basic Allowance as bears to the whole the same proportion as the number of days during which his term of office subsists bears to the number of days in that year.

Where this Scheme is amended as mentioned in the second paragraph of this Section and the term of office of a Councillor does not subsist throughout the period mentioned in sub-paragraph (a), the entitlement of any such Councillor to a Basic Allowance shall be to the payment of such part of the Basic Allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days during which his term of office as a Councillor subsists bears to the number of days in that period.

Where a Councillor has during part of but not throughout a year such special responsibilities as entitle him or her to a Special Responsibility Allowance, that Councillor's entitlement shall be to payment of such part of that Allowance as bears to the whole the same proportion as the number of days during which he has such special responsibilities bears to the number of days in that year.

Where this Scheme is amended, as mentioned in the second paragraph of this section, and a Councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph (a) of that paragraph any such special responsibilities as entitle him or her to a Special Responsibility Allowance, that Councillor's entitlement shall be to payment of such part of the Allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

7 Claims and Payments

Claims for Allowances under this Scheme shall be made in writing within two months of the date of the meeting in respect of which the entitlement to the Allowance arises.

Claims for Travel and Subsistence shall include, or be accompanied by, a statement signed by the Councillor that the claims are in respect of the performance of approved duties and are in accordance with the Members' Allowances Scheme.

8 Payments shall be made

- a in respect of Basic and Special Responsibility Allowance, subject to the following paragraph, in instalments of one-twelfth of the amount specified in this Scheme on the 20th day of each month or other such date as specified by the Payroll timetable;
- b in respect of travel and subsistence, dependant and child care allowances on the 20th day of each month in respect of claims received up to the 20th day of the previous month, or other such date as specified by the Payroll timetable.

Where a payment of one-twelfth of the amount specified in this Scheme in respect of a Basic Allowance or a Special Responsibility Allowance would result in the Councillor receiving more than the amount to which, by virtue of paragraph 5, he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

9 Suspension of Allowances

Where a Member is found to be in breach of the Code of Conduct, then the Standards Committee may suspend, in whole or part, the allowances made to that Member, including travel and subsistence.

10 Indexation

Basic Allowance, Special Responsibility Allowance and Dependant and Child Care Allowance are indexed to the Local Government pay percentage as agreed in April each year, or other such time, and linked to spinal column point 49 of the NJC scheme. This will be reviewed in 2012, unless a review is carried out by the Independent Remuneration Panel earlier.

11 Local Government Pension Scheme

Members, aged under 75, are eligible to join the Local Government Pension Scheme. This applies to both Basic Allowances and Special Responsibility Allowances

12 Appeals Panels

Any Member, sitting on Appeals, including those already in receipt of an SRA, who put in more than two days per year in appeals meetings, will be paid an SRA at the end of the civic year as a lump sum. The total days input could include more than four appeals meetings that last less than four hours, or one day being a meeting over four hours. This is intended as recognition of the extra workload carried out by Members on appeals, rather than responsibility.

SCHEDULE 1

Set out below are details of the amounts of Basic and Special Responsibility Allowances payable under the Scheme with effect from 1 April 2009

| Allowance: | Amount £ |
|--|---------------------|
| Basic | 4,893 |
| Leader of the Council and Chairman of the Executive Board | 10,878 |
| Deputy Leader and Chairman of the Regulatory Board | 4,934 |
| Deputy Leader and Chairman of the Resources Board | 4,934 |
| Deputy Leader and Chairman of Community and Environment Board | 4,934 |
| Chairmen of Scrutiny Board | 4,934 |
| Leader of the Opposition- standard element - per group member | 1,150 231 |
| Portfolio Holders | 1,728 |
| Chairmen of Area Forums | 1,728 |
| Deputy Leader of the Second Largest Party | 1,728 |
| Leader of the Minority Group- standard element - per group member | 1,150 231 |
| Appeals Panel Members | 257 |

Note: No one Councillor should be entitled to receive more than one SRA
Work on Appeals Panels will be paid retrospectively and is subject to conditions.

| | |
|---|-----|
| C-opted Chairman of the Standards Committee- Co-optee's Allowance | 290 |
|---|-----|

Schedule 2

REPRESENTATION ON OUTSIDE BODIES – RECOMMENDATIONS FROM AREA FORUMS

A Appointments to be made for a period of one year expiring in May 2010 except where stated otherwise. To be considered at next round of Area Forums. Current representatives are shown.

| Body | Representation | Name |
|--|----------------------|---|
| Atherstone Forum | 2 | Councillor Forwood and (<i>one vacancy</i>) (recommended by Area Forum East) |
| Coleshill Grammar School Endowment Foundation | 2 | Mrs S Wallace and Dr Andrew Watkins (recommended by Area Forum South) |
| Hartshill Hayes Country Park Advisory Committee | 1 plus substitute | Councillor Wykes Substitute: Councillor Johnston (recommended by Area Forum East) |
| Kingsbury Liaison Group | 1 | Councillor B Moss (recommended by Area Forum West) |
| Market Towns Initiative Atherstone | 2 | Councillor Davis and Councillor Forwood (recommended by Area Forum East) |
| Market Towns Initiative Coleshill | 2 | Councillors Gordon and Fowler (recommended by Area Forum South) |
| Middleton Hall Trust | 1 | Councillor Lea (recommended by Area Forum West) |
| Piccadilly Community Association | 1 | Councillor Lewis (recommended by Area Forum West) |
| Rowan Organisation | 1 | Councillor Forwood (recommended by Area Forum East) |
| Stanyer's Charity | 2 | Councillors B Moss and M Moss (recommended by Area Forum West) |
| Wood End Community Centre | 1 | Councillor Phillips (recommended by Area Forum West) |

REPRESENTATION ON OUTSIDE BODIES – REMAINDER

B Appointments made for a period of one year expiring in May 2010 except where stated otherwise

| Body | Representation | Name |
|---|-------------------------|--|
| Age Concern – Warwickshire | 1 plus substitute | Councillor Payne Substitute: Councillor Forwood |
| The Alliance (Coalfields CC; Leading action for Textiles, Clothing & Footwear; RETI (UK); Steel action) | 2 | Councillors Wykes and Sweet |
| Beeline Community Car Service | 1 plus substitute | Councillor Lewis Substitute: Councillor Freer |
| Best Village of the Year (Warwickshire Rural Community Council) | 2 plus substitute | Councillors Fox and Fowler Substitute: Y Stanley |
| Birmingham Airport Consultative Committee | 1 | Councillor Sherratt |
| Court of the University of Warwick and Court of the University of Birmingham | 1 | The Mayor during term of office. |
| Coventry, Solihull, Warwickshire Sub-Regional Forum | 2 plus 2 substitutes | Councillors Hayfield and Smith Substitutes: Councillors M Stanley and Phillips |
| Coventry, Solihull, Warwickshire Partnership Destination Management Partnership | 1 | Councillor Fowler |
| Credit Union | 1 | Councillor Pickard |
| Groundwork Coventry | 1 | Councillor Fowler |
| Health Improvement Steering Group | 1 | Councillor Smitten |

| Body | Representation | Name |
|---|-----------------------|---|
| Local Area Agreement: Stronger Communities | 1 | Councillor Smith |
| Economic Development & Enterprise | 1 | Councillor Lea |
| Safer Communities | 1 | Councillor Fox |
| Healthier Communities and Older People | 1 | Councillor Smitten |
| Climate Change & the Environment | 1 | Councillor Wykes |
| Children and Young People | 1 | Councillor Freer |
| Local Government Association | 1 | Leader of the Council – Councillor Hayfield Substitute: Councillor Smith |
| Local Government Association Rural Commission | 1 | Councillor Lea |
| Local Government Association – Fourth Option Special Interest Group | 1 | Councillor May |
| Local Government Information Unit | 1 plus substitute | Councillor Swann Substitute: Councillor Morson |
| North Warwickshire Arts Council | 2 plus substitute | Councillors Gordon and L Dirveiks Substitute: Councillor Fox |
| North Warwickshire Citizens Advice Bureau – Management Committee | 1 | Councillor Smitten |
| North Warwickshire Community Partnership | 3 | Councillors Hayfield, May and Phillips |

| Body | Representation | Name |
|---|----------------------|---|
| North Warwickshire Community Plan Theme Groups: | | |
| Safer Communities | 2 | Councillor Fox and Morson |
| Health, Wellbeing and Leisure | 2 | Councillor Smitten and Pickard |
| The Local Economy | 2 | Councillor Lea and M Moss |
| Children, Young People and their families | 2 | Councillor Fowler and Butcher |
| Voluntary and Community Activity | 2 | Councillor Freer and Dirviaks |
| Choice, Access and Transport | 2 | Councillor Fox and Sweet |
| Decent and Affordable Housing | 2 | Councillor Johnston and Winter |
| Education and Lifelong Learning | 2 | Councillor Forwood plus one Conservative to be nominated ? |
| Environment | 2 | Councillor Lewis and Wykes |
| Sparse | 1 plus substitute | Councillor May Substitute Councillor Smitten |
| Superannuation Fund Consultative Board | 1 | Chairman of Resources Board – Councillor Smith |

| Body | Representation | Name |
|--|-----------------------|---|
| Supporting People | 2 | Councillors Phillips and Smith Substitute: Councillor Fowler |
| Warwickshire County Council – Health Overview and Scrutiny Committee | 1 | Councillor Smitten |
| Warwickshire Rural Community Council- Executive Committee | 1 plus substitute | Councillor Freer Substitute: Councillor M Moss |
| Warwickshire Rural Community Council – Project Committee | 1 | Councillor Fox |
| Warwickshire Waste Management Forum | 1 plus substitute | Councillor May Substitute: Councillor Swann |
| West Coast Rail 250 Campaign | 1 | Councillor Simpson |
| West Midlands Local Government Association Council /West Midlands Regional Assembly | 1 plus substitute | Leader of the Council – Councillor Hayfield Substitute: Councillor Smith |
| West Midlands Local Government Association – Regional Planning, Housing and Environment Partnership Advisory Group | 2 | Councillor Lea plus one other to be nominated. |

C Appointments held for periods of longer than one year (date of expiry of appointment in brackets)

| Body | Representation | Name |
|---|-----------------------|--|
| * ⁽¹⁾ Atherstone School Youth Club House Committee | 1 (4 years) | D. Clews (31 August 2009) |
| * ⁽²⁾ Baddesley Ensor Youth Centre House Committee | 1 (4 years) | Councillor Moore (31 August 2009) |
| * ⁽³⁾ Coleshill Youth Wing House Committee | 1 (4 years) | Councillor L J Smith (31 August 2009) |
| (4) Kingsbury Youth Centre and Sports Hall Management Committee | 1 (4 years) | Councillor B Moss (31 August 2009) |
| * ⁽⁵⁾ North Warwickshire Area Community Education Council | 2 (4 years) | (1 vacancy) (May 2009) Councillor Phillips (May 2009) |

| | | |
|---|-------------|--|
| | | |
| (6) Polesworth Youth Wing Committee | 1 (4 years) | Councillor M Stanley (31 August 2009) |

* Representatives appointed to these bodies need not be Members of the Council

SCHEDULE 3

Travel and Subsistence Allowances

- 1 The current mileage rates are:-
 - (i) 500 cc to 999 cc vehicle **42.9p** per mile
 - (ii) 1000 cc to 1199 cc vehicle **47.7** per mile
 - (iii) 1200 cc and above vehicle **60.1 p** per mile

- 2 The current subsistence rates are:-
 - (a) The rates of day subsistence, which are indexed to Officers' Allowances are as follows
Receipts should be provided:

| | |
|--|--------------|
| Breakfast allowance (more than 4 hours away from normal place of residence or where the Authority permits, a lesser period, before 11.00 am) | £5.76 |
| Lunch allowance (more than 4 hours away from normal place of residence or where the Authority permits, a lesser period, including the lunchtime between 12 noon and 2.00 pm) | £7.94 |
| Tea allowance (more than 4 hours away from normal place of residence or where the Authority permits, a lesser period, including the period 3.00 pm to 6.00 pm) | £3.13 |
| Evening meal allowance (more than 4 hours away from normal place of residence or where the Authority permits, a lesser period, ending after 7.00 pm) | £9.82 |
 - (b) In the case of an absence overnight from the usual place of residence, **£94.05**. For absence overnight in London, or for the purposes of attendance at the LGA Annual Conference, an allowance of **£107.26**.

- 3 Mileage and other travel allowances and subsistence payments will be paid for the purpose of an approved duty.

- 4 In addition, following Council approval, for the purposes of travelling and subsistence expenses, the following are to be included in the Council's Scheme of Approved Duties:
 - (i) Meetings arranged between Officers and the Chairman and/or Vice Chairman of any Committee or Sub-Committee, with a view to discussing the business of that Committee or Sub-Committee; and
 - (ii) Any visit by a Member at the invitation of an Officer to the office for any purpose in connection with the conduct of the Council's affairs.

- 5 Mileage allowances will not be payable where travel is to a surgery.

- 6 Mileage rates are indexed to the Officer casual user rate.

- 7 Subsistence Allowance shall be paid at the same rate as Officers. Receipts are required

Agenda Item No 17

Resources Board

7 September 2009

Report of the Assistant Director (Finance and Human Resources)

Capital Programme 2009/10 – Period Ending July 2009

Summary

- 1.1 The report updates Members on the progress of the 2009/10 capital programme in terms of both expenditure and outcomes.

Recommendation to the Board

That the board notes the progress made against the capital budget.

2 Consultation

2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

- 2.1.1 Councillors Bowden and Butcher have been informally consulted and any response will be verbally updated at the meeting.

3 Introduction

- 3.1 The Executive Board approved the Council's Capital Programme of £7,041,680 for 2009/10 in February 2009. At the Resources Board in November, it was agreed that £5,000 of the Community Support Lifeline budget for 2009/10 could be used in 2008/09 and, as such, the budget has been reduced accordingly.

- 3.2 At the Executive Board on 29 June, it was agreed to carry forward 2008/09 budgets not spent in the year, totaling £677,700, into 2009/10. This gives a total approved capital programme for 2009/10 of £7,714,380.

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 then feeds through to the budget profiling exercise, which identified that there are a number of capital schemes which were not due to have started by the end of July. The table below indicates the breakdown:

| | |
|---|------------------|
| | £ |
| Schemes not due to have started before end of July 2009 | 695,700 |
| Schemes due to have started before end of July 2009 | 7,018,680 |
| TOTAL | 7,714,380 |

5 Schemes Not Yet Started in July

5.1 The total value of the projects not yet started is £695,700 (9% of the 2009/10 Capital Programme). The particular schemes are shown in Appendix A.

5.2 Those housing capital projects not yet started include the refurbishment of the Community Centres. The in-house HDW team will be undertaking this work that has been incorporated into their work schedules, and will begin shortly. The aerial work relates to various blocks of flats and will be carried out later in the year, at the same time as windows are replaced, to minimize disruption for the tenants. Finally, the specification for the new door entry systems being installed at blocks of flats is close to being agreed with Lovell's.

5.3 The Disability Discrimination Act budget is to be used to make publicly accessible buildings compliant with the legislation. Members will be aware of the uncertainty of the long-term viability of several municipal buildings and, as such, this budget should only be used where it will offer value for money. However, there is currently a review of several Council owned buildings and, as the findings of these reviews are established, the Asset Management Group will consider a programme of works, where necessary, to utilise this budget.

5.4 It is difficult to predict when work to carry out improvements to the electrical system at various Council owned properties will be required but the glulam beams at the swimming pool are programmed for November. The Information Services Division is currently obtaining quotes for a new operating system which will upgrade the IT structure on which the TASK financial system and FLARE environmental systems run. It is expected that this will be installed and operational by October.

5.5 Work is continuing with Waterloo Housing Association to utilise the Eco House budget to install ground source heating pumps in the houses that are being refurbished at Hilltop, Arley. It is expected that the expenditure will be incurred by the Autumn. The Home Improvement Agency invoice is usually received right at the end of the financial year.

6 Schemes already started in July 2009

6.1 Those schemes that were planned to start by the end of July 2009 total £7,018,680 (91% of the 2009/10 Capital programme) and are shown in Appendix B. The expenditure expected to date was £2,087,188, but actual spend or committed was £2,472,597; a current over-spend of £385,409. Any variations to profiled budget and pertinent details of the expenditure to date are detailed in the following paragraphs.

7 **Housing Schemes**

- 7.1 The contractor, Lovell's, is undertaking the housing capital programme work. Due to the complex nature of the housing capital programme, officers are working closely with them to ensure that the programme is completed on time and within budget. Based on the first year of the contract and works so far this year, the progress made and the value for money are both favourable. Works carried out to date this year include the provision of completed kitchens and bathrooms to around 80 properties, new doors to 170 houses, new windows to over 110 houses and insulation at 33 properties. The latest customer satisfaction surveys carried out on the residents who have had their houses improved as part of the Lovell's partnership show that 97% said they were either satisfied or very satisfied with the work carried out. Although the appendix shows some over spend on a number of the work streams, this is just because they are progressing more quickly than originally anticipated but is not expected to result in an overall over-spend at the year end

8 **General Fund Schemes**

- 8.1 New play area equipment has been ordered for the final play area to be refurbished in the current programme at Atherstone. Although the order is greater than the budget, provision will be received from partners to offset the over-spend.
- 8.2 A UV filtration system has been purchased to improve the quality of water in the swimming pool and is being funded from a Government capital grant awarded to us for taking part in the free swimming initiative for the under 16s and over 60s. The leisure equipment spend is mainly in relation to new equipment purchased for the newly refurbished gym at Arley. There is funding on the balance sheet of £22,000 to offset these purchases, leaving the balance of the budget to purchase equipment for the rest of the year.
- 8.3 The work at Brindley Close on an unadopted road will mean that the County Council will adopt it and take over any future maintenance responsibilities. Work is also underway to replace the CCTV equipment operated by the Council as part of an overall improvement programme being implemented in conjunction with the Town Council and it is expected that the entire budget will be utilised. In addition, several surveys in relation to the Atherstone Accommodation project have recently been commissioned with partner organisations.
- 8.4 The ICT spend is essentially in relation to the 2nd year payment of a three year contract to upgrade the Microsoft license, continued work on the Electronic Document Management System (EDRMS) and the purchase of new servers.
- 8.5 Tenant removal expenses relate to the development at Hill Top, Arley and although there is currently an under-spend, this is just a timing issue which should correct itself as the year progresses.
- 8.6 The Disabled Facility Grant spend to date has contributed to improvements at 16 separate private properties in the Borough and the Decent Homes Standard has assisted 22 properties. Although the appendix shows that these budgets are behind the profile, this is just because it is difficult to predict when clients will submit claim forms.

However, the DFG budget has been fully allocated and the DHS budget allocation is also progressing.

9 Report Implications

9.1 Finance and Value for Money Implications

9.1.1 Of the total capital programme, schemes to the value of £695,700 were not due to have been started by July 2009. Of the remaining £7,018,680 capital programme, £2,87,188 was profiled to be spent and £2,472,597 has actually been spent or committed, leaving a current over-spend of £385,409. However, this level of spend just indicates that the work, primarily the Decent Homes schemes, are progressing more quickly than originally anticipated and will not result in an overall over-spend at the year end.

9.2 Safer Communities Implications

9.2.1 Included within the capital programme is an allocation to secure properties to prevent domestic burglaries through a scheme supported by the North Warwickshire Community Safety Partnership.

9.3 Environment and Sustainability Implications

9.3.1 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.

9.4 Risk Management

9.4.1 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.

9.5 Equalities Implications

9.5.1 The Council is required to ensure that as far as it is reasonably practicable, it has taken appropriate steps to ensure compliance with the provisions of the DDA. Failure to do so could result in limiting access to services provided from our buildings and facilities by disabled people.

The Contact Officer for this report is Sara Haslam (719489).

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 |
|------------------|--------|----------------------------|------|
| | | | |

Appendix A

| | 2009/10 Approved Budget | Comments |
|--|-------------------------------|--|
| HRA Assets | | |
| Aerials | 11,000 | New aerials to be installed later in the year, aligned to the window replacement programme |
| External Works | 25,000 | A programme of works is being drawn up by the Housing Division |
| Garage refurbishments | 20,000 | A programme of works is being drawn up by the Housing Division |
| Community Centres | 142,880 | Work to begin shortly by the HDW |
| Door Entry Scheme | 96,000 | A specification of works is being finalised by the Housing Division |
| HRA TOTAL | 294,880 | - |
| GENERAL FUND Assets | | |
| DDA | 144,220 | The Asset Management Group to establish if and when works are to be undertaken |
| Other Council Electrical Installations | 15,000 | This work is programmed to start in November |
| Glulam Beams | 100,000 | Work programmed for November |
| Operating System Upgrade | 30,000 | Currently obtaining quotes, work expected to be completed in October |
| Eco House | 100,000 | Work to start in conjunction with Waterloo at the Hilltop Development |
| Home Improvement Agency | 11,600 | Invoice expected later in the year |
| Total | 695,700 | - |

Appendix B

| Expenditure Proposals | 2009/10 Approved Budget | 2009/10 Profiled Budget | Committed as at end July 09 | Actuals as at end July 09 | TOTAL as at end July 09 | Variance to profiled budget |
|--|--|--|--|--|--|--|
| HRA Assets | | | | | | |
| Kitchens/Bathrooms | 1,196,040 | 299,010 | | 516,106 | 516,106 | 217,096 |
| Windows | 480,460 | 120,115 | | 276,120 | 276,120 | 156,005 |
| Improved Secure Doors | 882,980 | 220,745 | | 126,330 | 126,330 | (94,415) |
| Picadilly | 652,960 | 163,240 | | 250,966 | 250,966 | 87,726 |
| Walls/Insulation | 84,800 | 21,200 | | 143,618 | 143,618 | 122,418 |
| Heating -new gas supply | 79,280 | 79,280 | | 68,314 | 68,314 | (10,966) |
| Electrics | 224,000 | 56,000 | | 48,166 | 48,166 | (7,834) |
| Housing Staffing | 165,000 | 55,000 | | 60,637 | 60,637 | 5,637 |
| Disabled Facility Adaptations (C/H) | 175,000 | 43,750 | | 63,221 | 63,221 | 19,471 |
| Roofing | 1,032,010 | 258,003 | | 170,015 | 170,015 | (87,988) |
| Prelims | 500,000 | 125,000 | | 80,816 | 80,816 | (44,184) |
| Profit and Overheads | 303,650 | 75,913 | | 100,149 | 100,149 | 24,237 |
| HRA TOTAL | 5,776,180 | 1,517,255 | - | 1,904,458 | 1,904,458 | 387,203 |
| GENERAL FUND Assets | | | | | | |
| Renewal of Play Areas | 58,390 | 58,390 | 143,841 | | 143,841 | 85,451 |
| The Council House Electrical Installation | 30,000 | 10,000 | | 3,745 | 3,745 | (6,255) |
| WDP | 35,000 | 35,000 | | 32,881 | 32,881 | (2,119) |
| Replace CCTV system | 85,000 | 28,333 | | 12,771 | 12,771 | (15,562) |
| Leisure Equipment | 22,760 | 22,760 | 6,711 | 24,860 | 31,571 | 8,811 |
| UV System at Pool (Free Swim Grant Funded) | 0 | 0 | | 18,000 | 18,000 | 18,000 |
| Accommodation Project | 58,200 | 19,400 | 17,000 | | 17,000 | (2,400) |
| Branching Out Bus | | 0 | 1,254 | 1,760 | 3,014 | 3,014 |
| ICT Contact Centre | 25,500 | 25,500 | 2,567 | 20,658 | 23,225 | (2,275) |
| ICT Infrastructure Development | 20,000 | 10,000 | | 10,991 | 10,991 | 991 |
| ICT hardware & software purchase | 40,000 | 30,000 | 3,350 | 28,848 | 32,198 | 2,198 |
| Academy Server Replacement | 20,000 | 20,000 | 18,325 | | 18,325 | (1,675) |
| EDRMS | 12,000 | 12,000 | 12,000 | | 12,000 | - |
| Capital Asset Software | | 0 | | 3,607 | 3,607 | 3,607 |
| Capital Salaries - Management | 54,000 | 18,000 | | 18,080 | 18,080 | 80 |
| Tenants Removal Expenses | 47,400 | 15,800 | | 2,364 | 2,364 | (13,436) |
| Decent Homes Assistance-Temp Officer | 30,000 | 10,000 | | 11,662 | 11,662 | 1,662 |
| Decent Homes (Private Sector) | 242,400 | 80,800 | | 34,231 | 34,231 | (46,569) |
| Unadopted Road at Brindley Close, Atherstone | 15,000 | 15,000 | 15,000 | | 15,000 | - |
| Home Saftey Check Scheme | 8,000 | 8,000 | | 7,211 | 7,211 | (789) |
| Disabled Facilities Grants-Private Sector | 431,850 | 143,950 | | 109,414 | 109,414 | (34,536) |
| Comm Supp - Lifelines | 7,000 | 7,000 | | 7,008 | 7,008 | 8 |
| Total | 7,018,680 | 2,087,188 | 220,048 | 2,252,549 | 2,472,597 | 385,409 |

Agenda Item No 18

Resources Board

7 September 2009

Report of the Director of Resources

Internal Audit – Performance for First Quarter 2009-10

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 CIPFA Code of Practice on Internal Audit in Local Government defines standards of best practice for internal audit. The Code requires that Members both approve the Internal Audit Section's strategic work plan and receive periodic reports on performance against plan. This report summarises performance for April 2009 to June 2009.

4 Summary of Work Completed

- ... 4.1 Appendix A to the report summarises progress on the s151 audit plan for the period, identifying audits completed and indicating the extent of progress on those audits still outstanding. The appendix shows that all key planned areas have been addressed within time. The 90% performance target was exceeded with 100% completion of planned audits. Appendix B provides definition for the levels of Assurance applied.

- 4.2 Internal Audit can place a high level of assurance on the following final reviews:

Electoral Services
Corporate Priorities and Consultation
Street Cleaning
Drain Clearance
Officers Lease Cars
Performance Indicators and Management

A medium level of assurance can be placed on the following review:

Officers travel claims

- 4.3 The Internal Audit Section has undertaken some work recorded under contingency audits. These are reviews carried out either resulting from departmental requests, external audit suggestions or where Internal Audit has temporarily taken responsibility for service activity pending the securing of more permanent resource. This relates to counter fraud activity and monitoring of reporting information from the National Fraud Initiative.

4.4 The performance standards set by the Audit Commission require that Internal Audit completes at least 90% of planned work in the year unless there are good reasons otherwise. In calculating that statistic, planned work deferred at client request is ignored if such deferrals have appropriate justification. All client requests for deferrals have been based on sound, service based justifications.

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 (01827 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 |
|---------------------|--------|----------------------------|------|
| | | | |

Appendix A

Audits Completed first quarter 2009-10

| Audit | Quarter Due | Status | Assurance Level * | Tot No. of Recs | High Priority | Medium Priority | Low Priority | H/M Recs not Agreed(see att) |
|-------------------------------------|-------------|--------|-------------------|-----------------|---------------|-----------------|--------------|------------------------------|
| Electoral Services | 1 | Final | High | 0 | 0 | 0 | 0 | 0 |
| Corporate Priorities & Consultation | 1 | Final | High | 1 | 1 | 0 | 0 | 0 |
| Street Cleaning | 1 | Final | High | 0 | 0 | 0 | 0 | 0 |
| Drain Clearance | 1 | Draft | High | 0 | 0 | 1 | 1 | 0 |
| Officers Car Lease | 1 | Final | High | 1 | 0 | 0 | 1 | 0 |
| Performance Indicators & Management | 1 | Draft | High | 0 | 0 | 0 | 0 | 0 |
| Officers travel & subsistence | 1 | Final | Medium | 2 | 1 | 1 | 0 | 0 |

Reasons for not providing a high assurance level on final reports

Officers travel and subsistence testing indicated some room for improvement in the following areas: internal control re authorisation processes, timing of submission of claims, additional wording to the policy and guidance for clarity purposes and the provision of more detailed supporting documentation.

Progress Against Audit Plan

The original audit plan approved by Board is detailed below together with the state of play on each of the audits.

| Audit | Status |
|-------------------------------------|---|
| Performance Indicators & Management | Ongoing but delayed due to late submission of some data by services |
| Officers car lease | Completed |
| Officers Travel | Completed |
| Electoral Services | Completed |
| Corporate Priorities & Consultation | Completed |
| Street Cleaning | Completed |
| Drain clearance | Completed |
| Insurances | Moved to quarter 2 for officer convenience |
| Contact Centre | Moved to quarter 2 for officer convenience |
| Dog and Pest Control | Moved to quarter 2 for officer convenience |

| Performance of Audit 2008-09 for Quarterly Indicators | | | |
|--|--|----------------------------|--|
| No. | Indicator | Suggested Frequency | Performance for 2008-09 |
| 1 | Performance reports to Resources Board | Quarterly | Reports submitted Sep 09 |
| 3 | Number of audits where time taken to complete the work is more than 10% longer than planned. | Quarterly | 2 out of 7 29% |
| 4 | Number of audits completed by set deadline | Quarterly | 100% |
| 5 | Final report issued within 4 weeks of completion of fieldwork | Quarterly | 5 out of 6 83% |
| 9 | Questionnaire:Feedback obtained from report recipients is good (average 4 out of 5) | Quarterly | 2 questionnaires returned both exceed target |
| 10 | % of sickness levels within Audit is below 5% | Quarterly | 1.60% |

2008-09 Internal Audit report recommendations Not Agreed

Audit

Recommendation

Management Response

Assurance level definitions:

| Overall Audit Opinion | |
|------------------------------|---|
| High | <p>Controls are in place and operating satisfactorily.</p> <p>Reasonable assurance can be given that the system, process or activity should achieve its objectives safely and effectively.</p> |
| Medium | <p>There are some control weaknesses but most key controls are in place and operating effectively.</p> <p>Some assurance can be given that the system, process or activity should achieve its objectives safely and effectively.</p> |
| Low | <p>Controls are in place but operating poorly or controls are inadequate, failing or not present to satisfaction.</p> <p>Only limited assurance can be given that the system, process or activity will achieve its objectives safely and effectively.</p> |

Recommendation Priority Levels definitions:

| | |
|--------|---|
| High | Action is agreed for implementation within one month of the report date |
| Medium | Action is agreed for implementation within three months of the report date |
| Low | Action is agreed for implementation within twelve months of the report date |

Agenda Item No 19

Resources Board

7 September 2009

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

Housing Revenue Account Budgetary Control Report 2009/2010 Period Ended 31 July 2009

1 Summary

- 1.1 The report covers total Housing Revenue Fund revenue expenditure and income for the period from 1 April to 31 July 2009.

Recommendation to the Board

That the report be noted and that the Board requests any further information it feels would assist it in monitoring the budgets under the Board's control.

2 Consultation

2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

- 2.1.1 Portfolio Holders and Shadow Portfolio Holders for Resources and Housing have been consulted regarding this report. Any comments received will be reported verbally to the Board.

3 Report

- 3.1 Under the Best Value Accounting Code of Practice (BVACOP), 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 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 July 2009 is a surplus of £247,976, compared with a forecast surplus position for the period of £222,383. 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 a favourable variance of £25,593 on 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 **Supervision and Management – General**

- 4.2.1 There has been lower spending on professional fees relating to antisocial behaviour, legal and court costs to date.

4.3 **Supervision and Management – Special**

- 4.3.1 There has been lower spending on equipment and supplies budgets to date.

4.4 **Gross Rents**

- 4.4.1 In setting the annual estimate for the HRA, assumptions are made relating to the level of Council houses that will be sold under the Right to Buy Scheme in the year. The 2009/10 estimate assumed that there would be a total of 5 houses sold in the year. As at 31 July, it was forecast that the Council would have sold 2 properties, but none have been sold in the period. This means that the Council is currently receiving rent on 2 more properties than expected. Also additional income has been generated through a lower number of void properties to date. The allowance for void properties, which was set at 1.0% of rental income, is currently at 0.65%.

4.5 **Shop Rents**

- 4.5.1 One shop that was budgeted to be vacant for the full year has been let and the full annual rent has been paid in advance for 2009/10.

4.6 **Investment Income - Other**

- 4.6.1 Investment income earned on earmarked HRA balances is lower than expected due to higher usage in 2008-09 to meet decent homes works and also due to low investment interest rates.

5 **Housing Direct Works**

- 5.1 As at the end of July there is a deficit on Housing Direct Works of £13,485, compared with a forecast surplus position of £498. The account balance fluctuates throughout the year depending on workloads and invoice payments. It is expected that the deficit will not continue to the end of the financial year. Appendix B to this report provides the profiled and actual expenditure of Housing Direct Works in more detail.

- 5.2 The under-spend on employee costs reflects the lower number of directly employed staff utilised to date (25 employees), compared with the budget for day-to-day repairs (27 employees). Work levels are still being assessed to see if a further 2 full time employees are required on a full time basis. The increase in supplies and services has occurred due to the use of external contractors to provide support when workloads are higher. This has allowed the peaks and troughs in the repair work to be covered. A review of the establishment, including employing apprentices, is currently being undertaken. Transport costs have decreased mainly due to lower maintenance costs and lower fuel prices. Income is behind the profile due to less jobs being completed than expected in the period.

6 Housing Repairs Fund

6.1 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.

6.2 The balance on the Fund at the start of the year amounted to £144,705. The balance can be used to cover timing issues between years. In 2009/10 the contribution to the fund is £2,309,210. 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. The position on the Fund at the end of July is shown in Appendix C, and is showing an under-spend to date, including the current deficit of Housing Direct Works.

6.3 As a way of putting the financial position into context, Appendix D to this report identifies key performance indicators of the overall Housing Division. All repair targets are ahead of target. The average time to bring void properties to a lettable standard is 0.3 days above target, but performance is good and is expected to hit target by the year end.

7 Risks to the Budget

7.1 The key risks to the budgetary position of the Housing Revenue Account in 2009/10 include:

- 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. Based upon currently available information, the Council is forecast to return a surplus on the HRA in 2009/10 of £202,590, as per the original Budget.

8.2 The estimated out-turn for the Repairs Fund remains the same as that included in the original budget.

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 2009/10 financial year of £202,590. Income and expenditure will continue to be closely managed and any issues that arise will be reported to this Board 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).

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 |
|---------------------|--------|----------------------------|------|
| | | | |

HOUSING REVENUE ACCOUNT
Budgetary Control Report as at 31 July 2009

| | Original Budget 2009/2010 | Expected Spend 2009/2010 | Actual Spend 2009/2010 | Variance | Comments |
|---|---------------------------------|--------------------------------|------------------------------|-----------------|-------------|
| EXPENDITURE | | | | | |
| Repairs and Maintenance | 2,309,210 | 769,737 | 769,737 | - | |
| Supervision and Management - General | 1,177,250 | 348,252 | 334,831 | (13,421) | Section 4.2 |
| Supervision and Management - Special Services | 378,910 | 125,844 | 122,095 | (3,749) | Section 4.3 |
| Provision for Bad Debts | 20,000 | 6,667 | 6,667 | - | |
| Transfer to DCLG | 3,312,020 | 993,606 | 993,606 | - | |
| Depreciation and Impairment | 1,932,410 | 644,137 | 644,137 | - | |
| Total Expenditure | 9,129,800 | 2,888,242 | 2,871,072 | (17,170) | |
| INCOME | | | | | |
| Gross Rent Income from Dwellings | (9,015,030) | (3,005,010) | (3,019,364) | (14,354) | Section 4.4 |
| Gross Rent Income from Non-Dwellings | (325,840) | (115,245) | (118,996) | (3,751) | Section 4.5 |
| Charges for Services and Facilities | (75,390) | (18,327) | (16,778) | 1,549 | |
| Total Income | (9,416,260) | (3,138,582) | (3,155,138) | (16,556) | |
| NET COST OF SERVICES | (286,460) | (250,340) | (284,066) | (33,726) | |
| Amortised Premiums and Discounts | 28,450 | 9,483 | 9,483 | - | |
| Investment Income - Mortgages | (1,110) | (370) | (370) | - | |
| - Other | (50,070) | (16,690) | (8,557) | 8,133 | Section 4.6 |
| NET OPERATING EXPENDITURE | (309,190) | (257,916) | (283,509) | (25,593) | |
| Revenue Contributions to Capital | 392,000 | 130,667 | 130,667 | - | |
| Transfer to/(from) Pensions Reserve | (67,700) | (22,567) | (22,567) | - | |
| Transfer to/(from) Major Repairs Reserve | (217,700) | (72,567) | (72,567) | - | |
| TOTAL (SURPLUS)/DEFICIT FOR THE YEAR | (202,590) | (222,383) | (247,976) | (25,593) | |

APPENDIX B

HOUSING REVENUE ACCOUNT
HOUSING DIRECT WORKS
Budgetary Control Report as at 31 July 2009

| | Original Budget 2009/2010 | Expected Spend 2009/2010 | Actual Spend 2009/2010 | Variance |
|-------------------------------------|--|---|---------------------------------------|-----------------|
| EXPENDITURE | | | | |
| Employee Costs | 825,060 | 299,442 | 287,632 | (11,810) |
| Supplies and Services | 520,900 | 185,059 | 228,027 | 42,968 |
| Transport | 103,510 | 34,416 | 22,028 | (12,388) |
| Gross Expenditure | 1,449,470 | 518,917 | 537,687 | 18,770 |
| Total Income | (1,774,710) | (634,507) | (638,877) | (4,370) |
| Net Controllable Expenditure | (325,240) | (115,590) | (101,190) | 14,400 |
| Central Support | 266,060 | 95,585 | 95,168 | (417) |
| Capital Charges | 54,560 | 19,507 | 19,507 | - |
| NET EXPENDITURE | (4,620) | (498) | 13,485 | 13,983 |
| | | | | |

Appendix C

HOUSING REPAIRS FUND (to end of July 2009)

| | £ |
|-------------------------------------|----------------|
| Balance at 1 April 2009 | 144,705 |
| Contribution 2009/10 (to July 2009) | 770,070 |
| Expected Use of Fund (to July 2009) | (735,571) |
| Balance at 31 July 2009 | 179,204 |

Housing Division Performance Indicators

Appendix D

April 2009 to July 2009

| | Target | Actual |
|--|-----------|------------|
| % of emergency repairs carried out within 1 day | 98.00% | 98.88% |
| % of urgent repairs carried out within 5 days | 95.00% | 98.46% |
| % of routine repairs carried out within 28 days | 95.00% | 98.40% |
| Average time to bring void properties to lettable standard | 17.0 days | 17.38 days |

Agenda Item No 20

Resources Board

7 September 2009

Report of the Assistant Director (Finance and Human Resources)

Consolidated Budgetary Control Report 2009/2010 - Period Ended 31 July 2009

1 Summary

- 1.1 The report covers total Council General Fund revenue expenditure and income for the period from 1 April 2009 to 31 July 2009.

Recommendation to the Board

That the report be noted and that the Board requests any further information it feels would assist it in monitoring the budgets under the Board's control.

2 Consultation

2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

- 2.1.1 Both Councillor Bowden and Councillor Butcher have been consulted regarding this report. Any comments received will be reported verbally to the Board.

3 Board Report

3.1 Overall Position

- 3.1.1 The actual level of Board expenditure for the period to 31 July 2009 is £3,771,030 compared with a profiled budgetary position of £3,908,456; an under-spend of £137,426 for the period. Appendix A provides an analysis of Board expenditure and the overall position for the Council for this period.

- 3.1.2 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. Taking these amounts into account, net expenditure for the Council to the end of July totals £3,503,976, compared with a profiled position of £3,637,768, resulting in an under-spend for the period of £133,792.

- 3.1.3 Where possible, the budget profile figures have been calculated with some allowance for seasonal variations, in order to give a better comparison with actual figures. Reasons for the variations are given, where appropriate, in more detail below:

4 Board Expenditure

- 4.1 **Executive Board** – The under-spend within this board relates to lower than profiled spend on Emergency Planning.
- 4.2 **Planning and Development Board** – Income on Development Control is behind target by £38,146. In addition there has been a need to employ professional services for advice on specific applications of £8,000, such as the Coleshill supermarket development which means that spending is ahead of profile to date. This is partially offset by an increased in income from Local Land Charges, of £3,530.
- 4.3 **Licensing Committee** – The under-spend within this board relates to increased levels of income on Hackney Carriage and Private hire vehicles and Licensing fees regarding temporary events and food export certificates.
- 4.4 **Community and Environment Board** –There are currently under-spends on employee costs allocated directly to the Leisure Centres and in the Grounds Maintenance and Refuse DSO's totalling £30,438, due to staff vacancies. There are general under spends in Supplies and Services costs across the board of £20,000.
- 4.5 **Resources Board** –
- 4.5.1 **Recharged to Services**
- 4.5.2 The current under-spend is £119,884 of which £48,740 relates to vacant posts and £59,970 through freezing of vacant posts. There are some other under-spends on conference fees, subsistence, printing and staff car budgets of £14,000 and additional income of £2,819 on Information Services.
- 4.5.3 **Remaining**
- 4.5.4 The overall under-spend is £16,202 but within that there are larger variances in several areas. The under-spends are on the Democratic Process budget , additional grants on the homelessness budget, an additional climate Change grant on Environmental Sustainability and an agency budget provision on the Customer Contact budget. These have been partially offset by professional fees relating to The Butchers Arms Fillongley, recovery of compound interest on a successful VAT claim and recoverable works at Ransome Road Arley. Further details can be found on the earlier budgetary control report on this agenda.
- 5 **Other Income / Expenditure**
- 5.1 The economic situation has affected investment markets, and as a result the estimated investment income included in the budget will not be achieved. Some of this loss relates to specific action taken by the Council to reduce its risk, given the potential vulnerability of some financial institutions.
- 5.2 Council balances and reserves are invested in total. Investment income earned on the balances and reserves held by the HRA is transferred through the Financing Adjustment. The use of HRA balances to fund capital expenditure in 2008/09 was higher than anticipated, leaving less to invest in the current year. This has reduced the actual transfer required.

6 Risks to the Budget

6.1 In setting the budget in February 2009, a number of key risks to the overall budgetary position of the Council are highlighted below: -

- Changes to the expected cash flow of the Authority, leading to an increase or decrease in investment income
- A vacancy factor of £160,000 has been included within the overall estimate. The current vacancy factor is line with the profiled budget.
- A reduction in expected income will increase the costs to the Council. Currently Cesspool income, Planning Control Fees, Leisure Centres (overall) are below budget. This is something that needs monitoring to determine whether this is a temporary downturn or something more permanent.
- Council expenditure on housing benefit is significant, although the majority is recouped through grant. A dip in performance in this area could reduce the grant able to be reclaimed, and also the level of recovery of overpayments. Costs in this area are increasing and will be closely monitored.

7 Estimated Out-turn

7.1 Members have requested that Budgetary Control Reports provide details on the likely out-turn position for the Council. It is anticipated at this stage that the out-turn for the General Fund will be £226,250 as detailed in the table below,

| | £ |
|---|----------------|
| Original Contribution from Balances 2009/10 | 376,250 |
| Reduction as a result of Frozen posts | (162,000) |
| Anticipated reduction in Investment Income | 100,000 |
| Anticipated reduction in Item 8 interest to the Housing Revenue Account | (23,000) |
| Expected Out- turn 2009/10 | 291,250 |

7.2 At this point in the year it is difficult to forecast with any degree of certainty major variations to the budget, particularly as a number of the variations are due to timing differences. However, all of these areas will be kept under review as the year progresses.

8 Report Implications

8.1 Finance and Value for Money Implications

8.1.1 The Council's budgeted use of General Fund balances for the 2009/2010 financial year is £376,250, although this is expected to reduce to £291,250. The position will continue to be monitored closely and reported to Members at a future meeting of this Board.

8.1.2 Income and Expenditure will continue to be closely managed and any issues that arise will be reported to this Board for comment.

8.2 Environment and Sustainability Implications

- 8.2.1 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

Consolidated Budgetary Position for the Period 31 July 2009

| Board | 2008/09 Original Budget | Expected Spending July | Actual Spending July | Variance |
|---------------------------------------|-------------------------------|------------------------------|----------------------------|------------------|
| Executive | 474,830 | 161,347 | 157,621 | (3,726) |
| Planning and Development | 523,080 | 147,948 | 189,858 | 41,910 |
| Licensing Committee | 53,770 | 29,226 | 23,548 | (5,678) |
| Community and Environment | 5,798,270 | 1,758,829 | 1,708,781 | (50,048) |
| Resources (including staff vacancies) | 3,974,410 | 1,811,106 | 1,691,222 | (119,884) |
| Net Board Expenditure | 10,824,360 | 3,908,456 | 3,771,030 | (137,426) |
| Other Contingencies | 112,510 | - | - | - |
| Net Board Expenditure | 10,936,870 | 3,908,456 | 3,771,030 | (137,426) |
| Investment Income | (300,000) | (94,521) | (83,034) | 11,487 |
| RCCO | 130,000 | 43,333 | 43,333 | - |
| Use of Balances | 376,250 | - | - | - |
| Financing Adjustment | (658,500) | (219,500) | (227,353) | (7,853) |
| Net Expenditure | 10,484,620 | 3,637,768 | 3,503,976 | (133,792) |

Agenda Item No 21

Resources Board

7 September 2009

Report of the Assistant Director (Finance and Human Resources)

Budgetary Control Report 2009/2010 Period Ended 31 July 2009

1 Summary

- 1.1 The report covers revenue expenditure and income for the period from 1 April 2009 to 31 July 2009. The 2009/2010 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 for services reporting to this Board.

Recommendation to the Board

That the report be noted and that the Board requests any further information it feels would assist it in monitoring the budgets under the Board's control.

2 Consultation

2.1 Portfolio Holder, Shadow Portfolio Holder and Ward Members

- 2.1.1 Both Councillors' Bowden and Butcher have been consulted regarding this report. Any comments received will be reported verbally to the Board.

3 Report

3.1 Introduction

- 3.2 Under the Best Value Accounting Code of Practice (BVACOP), 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.

- 3.3 Therefore, to comply with this requirement, the budgets reporting to this Board fall into two categories – services where the costs incurred are recharged to other services and Boards, and those services where costs remain within Resources Boards – and are reported separately within this report.

4 Services Remaining Within Resources Board

4.1 Overall Position

- 4.1.1 The total expenditure for those services that remain within Resources Board as at 31 July 2009 is £1,385,357, compared with a profiled budgetary position of £1,398,229; an under-spend of £12,872 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. 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. Reasons for the variations are given, where appropriate, in more detail below:

...

4.2 **Democratic Process**

- 4.2.1 The current under-spend relates to lower use to date of Mayoral transport and lower levels of member training, travel and subsistence.

4.3 **Finance Miscellaneous**

- 4.3.1 The overspend relates to £12,891 for professional fees relating to planning enforcement action at the Butchers Arms at Fillongley, which may be recoverable. If it isn't recovered, it will need to be funded from general reserves as agreed under the Chief Executives emergency powers and Planning Board on 17th August 2009. In addition there are professional fees of £9,030 for legal costs relating to the recovery of compound interest on a successful VAT claim relating to the 1990's. A further £4,050 relates to clearance works at Ransome Road Arley, which will be recoverable once the owners of the land have sold it.

4.4 **Unallocated Central Support Services**

- 4.4.1 The under spend relates to a reduction in postage costs to date.

4.5 **Industrial Units**

- 4.5.1 The Council receives income from the letting of various industrial units and shops within the Borough. The current overall number of vacant units is above the budget forecast, with an overspend of £1,121 at the end of July. The small overspend hides the variation in the different industrial estates performances and the additional income of £1,356 from the Arcade, where the budget assumed the sale of the premises at the end of 2008/2009. With the current economic climate, occupancy levels at all sites will require close monitoring.
- 4.5.2 Since becoming vacant, a unit at Carlyon Road has been split back into two units. Neither of the two smaller units are liable for an NDR charge, resulting in an underspend of £7,760.

4.6 **Homelessness**

- 4.6.1 The improved position relates to additional income from Communities and Local Government for the Mortgage rescue program scheme and a grant from the Homelessness Directorate Fund. This grant money will be spent later in the financial year.

4.7 **Customer Contact**

- 4.7.1 Budget provision available for use on agency staff has not yet been required.

4.8 **Rent Allowances, Rent Rebates and Council Tax Benefits**

- 4.8.1 The differences in the position of these budgets is due to the recovery of benefit over-payments; rent allowances being above the budgeted position by £7,043 and rent rebates being below the budgeted position by £3,882. In addition the net costs of benefits paid are above budget on Rent Allowances by £14,406 and Rent Rebates by £4,477.

4.9 **Environmental Sustainability**

- 4.9.1 We are receiving a monthly income relating to climate change grant, which was not budgeted for from the Department of Communities and Local Government.

5 Services Recharged to Other Directorates and Services

5.1 Overall Position

- 5.1.1 Net controllable expenditure for those services that are recharged to other Directorates and Services, as at 31 July 2009, is £305,866, compared with a profiled budgetary position of £412,876; an under-spend of £107,010 for the period. Appendix B to the report gives the profiled and actual positions for the period for each service, together with the variance. 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. Reasons for the variations are given, where appropriate, in more detail below.

5.2 Directorate Budgets

- 5.2.1 The Council's budget requirement for 2009/2010 assumed that there would be salary vacancy savings in the year of £ 160,000, and this was included as a central amount. Current vacancy levels within the Directorates mean that we are slightly below the target, taking into account the use of temporary and agency staff to cover key duties and any recruitment costs resulting from these vacancies.

- 5.2.2 The main divisions with vacancies are Assistant Chief Executive, Environmental Health, Housing, Development Control, Leisure and Community Development and Revenues and Benefits. A summary of the position contributing to the central vacancy factor is shown below:

| | Total £ |
|-------------------------------|-----------------|
| Current salaries underspend | (61,000) |
| Current agency staff variance | 24,980 |
| Current recruitment variance | (12,720) |
| TOTAL | (48,740) |

- 5.2.3 Other variances include under-spends on staff car costs (vacant posts), conference fees and subsistence. This is partially offset by an over-spend on occupational health fees, reflecting the action being taken in relation to current sickness absence.

- 5.2.4 In addition to the vacancies identified in the table above, there is a further £ 59,970 of vacancies through the policy of freezing vacant posts where possible. This also explains why expenditure on recruitment is currently very low. At this early stage, and without knowing what further changes may occur regarding vacant posts it is not possible to forecast a year end under-spend, however, the figures will be closely monitored throughout the year and forecasts provided as we move through the financial year.

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 Risks to the Budget

7.1 A number of key risks to the budgetary position of the Council from services under the control of this Board were identified when the budget was set in February. These are detailed below.

7.2 The key risks to the budgetary position of the Council from services under the control of this Board include:

- A change in rental income at industrial estates through changes to vacancy levels and the added effect of the obligation for the Council to pay the Non Domestic Rates of these units was identified as a risk.
- The negotiated pay award being in excess of the 2% assumed within these budgets. Pay negotiations are at an early stage with the latest offer being 1%; any final decision is unlikely until later in the financial year.
- The costs of managing absence, for example occupational health costs and cover by agency staff. These are currently running above the profiled budget provision.
- Changes to economic circumstances that require increases in the Authority's contribution levels to the pension scheme, which are above previous forecasts. Ongoing turmoil in financial markets may impact on this but it is far too early for an impact to be quantified.
- Increasing costs of maintaining mechanical equipment within the Council offices. As core mechanical elements of the building, such as the lift or the automatic entrance doors, continue to age, the likelihood of breakdown increases. At the moment expenditure is at a level at or below budget in most areas.
- The possible need to 'buy in' professional services to cover some work that cannot be met by the current staffing levels. However, it is likely that any such costs would be met from the salary under-spend within the relevant division.
- The assumption has been made that the contract hire of new refuse vehicles will result in lower repairs costs. The contract hire agreement includes provision for fair wear and tear but damage outside of this definition will be an additional charge.
- Potential increases in vehicle fuel and utilities such as gas and electricity. In the last few months there appears to have been some stability in vehicle fuel prices. Significant changes to the price of vehicle fuel will be monitored and reported should they occur. Similarly, the high volatility that was seen in gas and electricity prices in the last 18 months seems to have abated and there is even some talk of a reduction in prices later in the year. Again, any changes will be reported back together with any likely impact on the financial position.
- The increase in numbers of claimants for benefits could increase the council's costs. Whilst most of the costs are covered by Subsidy, approximately 98%, the Council would still have to find the balance.

8 Estimated Out-turn

- 8.1 Members have requested that Budgetary Control Reports provide details on the likely out-turn position for each of the services reporting to this Board. The anticipated out-turn for this Board for 2009/2010 was £4,409,730. It is anticipated at this stage that the out-turn for the Board will be £4,247,730 as detailed in the table below:

| | £ |
|---------------------------------------|------------------|
| Original Board Out-turn 2009/10 | 4,409,730 |
| Reduction as a result of Frozen posts | (162,000) |
| Expected Out- turn 2009/10 | 4,247,730 |

9 Report Implications

9.1 Finance and Value for Money Implications

- 9.1.1 The Council's budgeted use of General Fund balances for the 2009/2010 financial year is £376,250, although this is expected to reduce as a result of the savings on frozen posts. Income and Expenditure will continue to be closely managed and reported to this Board at future meetings.

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).

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
Budgetary Control Report 2009/2010 as at 31 July 2009

Expenditure remaining within the Resources Board

| Description | Original Budget 2009/2010 | Profiled Budget to July 2009 | Actuals to July 2009 | Variance | Comments |
|--------------------------------------|----------------------------------|-------------------------------------|-----------------------------|-----------------|---------------------|
| Democratic Process | 805,770 | 279,416 | 267,627 | (11,789) | see comment 4.2.1 |
| Election Expenses | 23,670 | 7,780 | 7,780 | - | |
| Register of Electors | 42,800 | 11,597 | 10,065 | (1,532) | |
| Non Domestic Rates | 1,560 | 34,907 | 37,712 | 2,805 | |
| Council Tax Collection | 253,010 | 79,686 | 79,095 | (591) | |
| Investors in People | 12,360 | 3,477 | 3,477 | - | |
| Finance Miscellaneous | 3,170 | 3,560 | 30,743 | 27,183 | see comment 4.3.1 |
| Compensation & Pension | 115,410 | 36,616 | 36,214 | (402) | |
| Minor Works | 5,460 | 1,820 | 290 | (1,530) | |
| Electricity at Work | 25,520 | 8,292 | 8,296 | 4 | |
| Best Value and Gershon | 61,630 | 19,763 | 19,763 | - | |
| Finance Unused Land | 600 | 200 | 200 | - | |
| Corporate & Democratic | 868,460 | 308,965 | 309,672 | 707 | |
| Unallocated Central Support Services | 420,270 | 83,473 | 76,864 | (6,609) | see comment 4.4.1 |
| External Funding Consultants | 4,360 | 1,453 | 200 | (1,253) | |
| Coleshill Shops & Flats | (62,560) | (23,053) | (23,328) | (275) | see comment 4.5.1-4 |
| The Arcade | - | - | (1,356) | (1,356) | see comment 4.5.1-4 |
| The Pavilions Holly Lane | (60,650) | (27,981) | (27,963) | 18 | see comment 4.5.1-4 |
| Carlyon Road Industrial Estate | (97,050) | (37,040) | (44,584) | (7,544) | see comment 4.5.1-4 |
| Innage Park Industrial Estate | (3,110) | 1,550 | 11,968 | 10,418 | see comment 4.5.1-4 |
| Polesworth Workspaces | (5,200) | (3,665) | (3,805) | (140) | see comment 4.5.1-4 |
| The Bear and Ragged Staff | (12,000) | (4,280) | (4,280) | - | |
| Football Stadium | 410 | 137 | 137 | - | |
| Homeless Persons | 65,240 | 5,440 | (15,564) | (21,004) | see comment 4.6.1 |
| Public Conveniences | 82,190 | 49,948 | 47,713 | (2,235) | |
| Fillongley Kitchens | 1,170 | 307 | 154 | (153) | |
| Customer Contact | 167,900 | 37,392 | 30,248 | (7,144) | see comment 4.7.1 |
| Rent Allowances | 85,600 | 27,043 | 34,406 | 7,363 | see comment 4.8.1 |
| Rent Rebates | 78,410 | 25,263 | 33,622 | 8,359 | see comment 4.8.1 |
| Concessionary Fares | 457,830 | 163,655 | 162,367 | (1,288) | |
| NDR Disc Relief | 25,390 | 1,190 | 1,190 | - | |
| Council Tax Benefits | 159,090 | 43,595 | 42,595 | (1,000) | see comment 4.8.1 |
| Car Parks | 64,190 | 51,325 | 51,854 | 529 | |
| Best Value External Costs | 900 | 300 | 794 | 494 | |
| Flexible Working | 60 | 20 | 20 | - | |
| Business Improvement District | 2,940 | 970 | 970 | - | |
| Environmental Sustainability | 1,230 | 410 | (7,090) | (7,500) | see comment 4.9.1 |
| Private Sector Housing Assistance | 133,260 | 22,973 | 23,027 | 54 | |
| CCTV | 104,480 | 29,320 | 29,445 | 125 | |
| Community Support | 531,530 | 142,125 | 144,539 | 2,414 | |
| Coleshill Market Towns | 17,090 | (0) | (0) | - | |
| North Warwickshire Leader | 8,510 | (0) | (0) | - | |
| North Arden Heritage Trail | 18,830 | 10,281 | 10,281 | - | |
| TOTALS | 4,409,730 | 1,398,229 | 1,385,357 | (12,872) | |

North Warwickshire Borough Council
RESOURCES BOARD (RECHARGED)
 Budgetary Control Report 2009/2010 as at 31 July 2009

| Description | Original Budget 2009/2010 | Profiled Budget to July 2009 | Actual to end July 2009 | Variance to Date | Comments |
|--|---------------------------|------------------------------|-------------------------|------------------|-------------------|
| Building Maintenance Fund | - | 46,581 | 46,770 | 189 | |
| Council Offices | - | 54,927 | 55,572 | 645 | |
| Central Telephones | - | 1,204 | 359 | (845) | |
| Recruitment | - | 1 | - | (1) | |
| Printing and Copying | - | (4,421) | (4,853) | (432) | |
| Training | - | 1 | - | (1) | |
| Depot | - | 10,701 | 10,519 | (182) | |
| Postage and Franking | - | - | - | - | |
| Chief Executive Directorate | - | 37,376 | 9,056 | (28,320) | Paragraph 5.2.2/4 |
| Directorate of Community and Environment | - | 52,798 | (23,498) | (76,296) | Paragraph 5.2.2/4 |
| Directorate of Resources | - | 59,127 | 25,357 | (33,770) | Paragraph 5.2.2/4 |
| Information and Procurement Services | - | 170,638 | 152,868 | (17,770) | Paragraph 5.2.2/4 |
| Transport | - | (16,057) | (16,057) | - | |
| TOTALS | - | 412,876 | 256,093 | (156,783) | |
| Add pay award of 2.00% on employee costs | - | - | 49,773 | 49,773 | |
| TOTALS | - | 412,876 | 305,866 | (107,010) | See comment 5.1.1 |

Key Performance Indicators for Budgets Reporting to the Resources Board

| | Budgeted Performance | Profiled Budgeted Performance | Actual Performance to Date |
|---|----------------------|-------------------------------|----------------------------|
| Register of Electors | | | |
| Cost per elector for the Electoral Register | £0.87 | £0.24 | £0.20 |
| Non Domestic Rates | | | |
| % of NDR Collection Rate | 99.50% | 39.96% | 42.65% |
| Cost Per NDR Property | £63.94 | £20.67 | £20.68 |
| Council Tax Collection | | | |
| % of Council Tax Collection Tax | 98.60% | 39.51% | 40.01% |
| Cost Per Household | £14.40 | £4.63 | £4.37 |
| Coleshill Shops and Flats | | | |
| Occupancy Rate | 100% | 100% | 100% |
| Annual Income Per Shop | £8,539 | £3,439 | £3,474 |
| The Arcade | | | |
| Occupancy Rate | 0% | 0% | 45% |
| Annual Income Per Unit | £0 | £0 | £434 |
| The Pavilions | | | |
| Occupancy Rate | 100% | 88% | 97% |
| Annual Income Per Unit | £8,861 | £3,863 | £4,217 |
| Carlyon Road Industrial Estate | | | |
| Occupancy Rate | 81% | 87% | 87% |
| Annual Income Per Unit | £8,502 | £3,554 | £3,543 |
| Innage Park Industrial Estate | | | |
| Occupancy Rate | 70% | 70% | 63% |
| Annual Income Per Unit | £4,996 | £2,113 | £2,168 |
| Polesworth Workspaces | | | |
| Occupancy Rate | 100% | 100% | 100% |
| Annual Income Per Unit | £1,468 | £738 | £737 |
| Rent Allowances | | | |
| Rent Allowances Per Claimant | £4,154.91 | £1,384.97 | £1,385.24 |
| Cost of Administration Per Claimant | £212.71 | £64.37 | £51.22 |
| Rent Rebates | | | |
| Rent Rebates Per Claimant | £3,067.68 | £1,022.55 | £1,126.15 |
| Cost of Administration Per Claimant | £89.37 | £29.26 | £26.24 |
| Council Tax Benefits | | | |
| Council Tax Benefits Per Claimant | £1,128.69 | £1,045.54 | £899.06 |
| Cost of Administration Per Claimant | £86.77 | £28.65 | £24.66 |