

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

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

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

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

## RESOURCES BOARD AGENDA

1 JUNE 2009

The Resources Board will meet in the **Committee Room** at The Council House, South Street, Atherstone, Warwickshire on Monday, 1 June 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 Forwood, 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 Meetings of the Board held on 9 March and 27 April 2009** – copies herewith, to be approved as a correct and signed by the Chairman.

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

- 5 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April 2008 – March 2009**– Report of the Chief Executive and Director of Resources.

### **Summary**

This report informs Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Resources Board for April 2008 to March 2009.

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

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

- 6 **Members' Allowances Out-turn for 2008/09** – Report of the Assistant Director (Finance and Human Resources).

### **Summary**

The purpose of this report is to advise Members of the allowances paid for 2008/09.

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

- 7 **Collection Progress for Sundry Debts 2008/09 and Prompt Payment of Creditor Invoices, LPI 8** – Report of the Assistant Director Finance and Human Resources.

### **Summary**

The purpose of this report is to advise Members of the collection progress for Sundry Debts in 2008/09 and to highlight the performance of LPI 8, Prompt Payment of Creditor Invoices.

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

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

### **8 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 item of business, on the grounds that it involves the likely disclosure of exempt information as defined by Schedule 12A to the Act.**

### **9 Review of Planning & Development Division Stage 3 – Report of the Director of Community and Environment and Head of Planning Development Control.**

The Contact Officers for this report are Ann McLauchlan (719202) and Jeff Brown (719310).

JERRY HUTCHINSON  
Chief Executive

## NORTH WARWICKSHIRE BOROUGH COUNCIL

### MINUTES OF THE RESOURCES BOARD

9 March 2009

Present: Councillor Smith in the Chair

Councillors Bowden, Butcher, Fox, Johnston, Lea, Payne, Moore, B Moss, M Moss and Swann.

Councillors Phillips and Winter were also in attendance and with the agreement of the Chairman, Councillor Winter spoke on Minute No 142 (Council House Building), Minute No 143 (40 Kiln Way, Polesworth) and Minute No 150 (Proposed Development at Meadow Street, Atherstone).

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

Any personal interests arising from the membership of Warwickshire County Council of Councillors Lea and B Moss, and membership of various Parish Councils of Councillors Butcher (Polesworth), Fox (Shustoke), Moore (Baddesley Ensor) and B Moss and M Moss (Kingsbury) were deemed to be declared at the meeting.

#### 139 **Minutes**

The minutes of the meetings of the Board held on 12 January and 9 February 2009, copies having previously been circulated, were approved as a correct record and signed by the Chairman.

#### 140 **Procurement Strategy (2007 – 2010), 2009/2010 Action Plan**

The Assistant Director (Information and Procurement Services) presented the Procurement Strategy (2007 – 2010), 2009/10 Action Plan to Members for their approval.

**Resolved:**

**That the Procurement Strategy (2007 – 2010), 2009/10 Action Plan be approved.**

#### 141 **Housing Benefit and Council Tax Benefit Performance from 1 April 2008 onwards**

The Assistant Director (Revenues and Benefits) advised Members of the performance relating to Housing and Council Tax Benefit for the period from 1 April 2009 onwards.

**Resolved:**

**That the performance as set out in the report of the Assistant Director (Revenues and Benefits) be noted.**

142 **Council House Building**

The Assistant Director (Housing) reported on the background to the Government's new drive to encourage Councils to build properties to add to their current stock and the Board was asked to consider a recent consultation paper on the issue.

**Resolved:**

- a That the changes introduced by the Housing and Regeneration Act 2008 are noted; and**
- b That the response to the Government's consultation paper be agreed and returned.**

143 **40 Kiln Way, Polesworth – Sale of Land**

The Board was informed that the Council was being recommended to grant outline planning permission for two dwellings on land at Kiln Way, Polesworth. This had given rise to the need to consider how planning requirements could be accommodated, so as to be consistent with private developments.

**Resolved:**

- a That the £2,000 arising from the capital receipt from the disposal of the land, be directed towards enhancements of open space elsewhere in Polesworth in line with the Green Space Strategy; and**
- b That a similar approach be taken, where appropriate, in respect of the disposal of other open space.**

144 **Developing a Customer Insight Programme**

The Assistant Director (Revenues and Benefits) updated Members on the forthcoming pilot of two initiatives that would better inform the Council in understanding its customer base and enable it to use the information to make more informed decisions, based on the experience of other Councils currently using the software.

**Resolved:**

**That the report be noted.**

145 **Progress Report – Housing Responsive Repairs Service**

The Assistant Director (Housing) provided Members with a progress report on the work carried out to improve the Council's Response Repairs Service for its own stock.

**Resolved:**

- a That the contents of the Response Repairs Progress Report be noted; and**
- b That the Action Plan to deliver further agreements be agreed.**

146 **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.**

147 **Collection Progress, Rate Relief Update and Proposed Staffing Changes**

The Assistant Director (Revenues and Benefits) updated Members on the collection position for the period 1 April 2009 onwards. Information was also provided on the level of discretionary relief awarded to not for profit organisations and specific business located in rural areas. He also summarised proposed changes to the structure, following a request by a member of staff to reduce working hours following maternity leave.

**Resolved:**

- a That the performance set out in the report of the Assistant Director (Revenues and Benefits) be noted;**
- b TN, the NDR/Visiting Officer (Grade 7) be re-designated as a Revenues Officer (Grade 6) and employed on a two day per week arrangement when she returns to work in June 2009;**
- c That the full time posit of NDR/Visiting Officer (Grade 7) be advertised immediately and the appointment be ring-fenced to one of the existing Revenues Officers (Grade 6);**
- d That on appointment, TN be assimilated into the post and the vacant three days be retained within the Divisional structure until 31 March 2010; and**
- e That a temporary 14 hour contract (Grade 1) of Administrative Assistant, currently filled by DD, be extended until 30 November 2009, to enable completion of the Corporate administration review.**

148 **Irrecoverable Local Taxation Debts**

The Assistant Director (Revenues and Benefits) detailed the amounts recommended for write-off, in accordance with the write-off policy agreed by the former Finance Sub-Committee in September 2000.

**Resolved:**

- a That the write-off of 7 balances over £1,250, totalling £12,756.75, in respect of unpaid Council Tax detailed in Appendix A to the report of the Assistant Director (Revenues and Benefits) be approved;**

- b** That the write-off of 17 balances over £1,250, totalling £170,203.31, in respect of unpaid Non Domestic Rates be approved;
- c** That the write-off of one balance over £1,250, totalling £1,777.68, in respect of unreclaimed overpaid Housing Benefit be approved;
- d** That the write-off of 4 balances over £1,250, totalling £9,732.32, in respect of former tenant rent arrears be approved;
- e** That the write-off under delegated powers of 99 balances under £1,250 of £19,800.90, in respect of unpaid Council Tax be noted;
- f** That the write-off of 18 balances under £1,250, of £4,818.64, in respect of unpaid Non Domestic Rates be noted;
- g** That the write-off of 65 balances under £1,250, totalling £8,018.15, in respect of unreclaimed Housing Benefit Overpayments be noted;
- h** That the write-off of 46 balances under £1,250, totalling £12,514.30, in respect of former tenant rent arrears be noted;
- i** That the write-back of 54 balances, totalling £7,882.93, in respect of overpaid Council Tax be noted; and
- j** That the write-back of 25 balances, totalling £12,887.97, in respect of overpaid Non Domestic Rates be noted.

**149 Contact Centre and One Stop Shop Update**

The Assistant Director (Revenues and Benefits) updated Members on the operational performance and progress being made in the Contact Centre and One Stop Shop since the last report to the Board in November 2008. He also reported on proposed changes to the current operating hours and structure.

**Resolved:**

- a** That the performance and progress as set out in the report of the Assistant Director (Revenues and Benefits) be noted;
- b** That the closure of the One Stop Shop in respect to “face to face contact” on a Saturday morning and between 5.15 pm to 5.45 pm, Monday to Friday, on a date to be agreed as soon after 1 April 2009 as possible be agreed;
- c** That the transfer of telephone calls to the County Council Contact Centre, located in Kings House, Bedworth, between the hours of 5.15 pm to 8.00 pm, Monday to Friday, and 9.00 am to 4.00 pm on a Saturday, on a date to be agreed as soon after 1 April 2009 as possible be agreed;

- d That, effective from a date to be agreed when (b) and (c) go live, the structural changes outlined in the report caused by the proposed changes in operational hours, be approved.**

**150 Proposed Development at Meadow Street, Atherstone**

The Assistant Director (Housing) provided Members with information on an opportunity to create a new housing development at Meadow Street, Atherstone, to improve the Council's current temporary accommodation provision.

**Recommended:**

- a That the Council's land off Meadow Street, Atherstone be sold and the proposal to develop the site to include the Council's homeless hostel at 12 Meadow Street as set out in the report of the Assistant Director (Housing), be approved;**
- b That the payment of £50,000 from Bromford Housing Association in consideration of the land value be agreed; and**
- c That if an exit strategy needs to be implemented in future years, the Council negotiates, as part of the sale of the land and premises, to have one of the flats transferred into its ownership and 100% nomination rights on the other flats when they are first let be agreed.**

L Smith  
Chairman



## NORTH WARWICKSHIRE BOROUGH COUNCIL

### MINUTES OF THE RESOURCES BOARD

27 April 2009

Present: Councillor Smith in the Chair

Councillors Butcher, Fox, Johnston, Lea, Payne, Moore, B Moss, M Moss and Swann.

An apology for absence was received from Councillor Bowden.

Councillors N Dirveiks and Winter were also in attendance and with the agreement of the Chairman, Councillor Winter spoke on Minute No 154 – Rent Decrease for Local Authority Tenants and Minute No156 – Sale of Land off Rectory Road/Bournebrook View, Arley.

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

Any personal interests arising from the membership of Warwickshire County Council of Councillors Lea and B Moss, and membership of various Parish Councils of Councillors Butcher (Polesworth), Fox (Shustoke), Moore (Baddesley Ensor) and B Moss and M Moss (Kingsbury) were deemed to be declared at the meeting.

#### 152 **Internal Audit – Plan of Work for 2009-10**

The Director of Resources explained the basis upon which the Audit Plan for 2009/10 had been developed, using a variety of sources of information to ensure that all appropriate aspects of service activity were embraced as part of the approved three-year review programme.

**Resolved:**

**That the Audit Plan for 2009/10 be approved.**

#### 153 **Replacement of Five Refuse Freighters 2009-10**

The Director of Resources detailed various options for funding the replacement of five Refuse Freighters currently on contract hire until September and October 2009.

**Resolved:**

**That the direct purchase of five Refuse Freighters, funded through external borrowing, be approved.**

#### 154 **Rent Decrease for Local Authority Tenants**

The Assistant Director (Housing) advised Members of a consultation process being undertaken by the Communities and Local Government Department with regard to changing the rent charged to Local Authority Tenants during the financial year 2009-2010.

**Resolved:**

- a That the Communities and Local Government consultation process outlined in this report be noted;
- b That the decision taken by the Chief Executive in consultation with the Chairman of the Resources Board to reply to the consultation to confirm that this Authority wished to take up the offer of a reduced guideline rent be ratified;
- c That the Housing Division, with the Revenues and Benefits Division, be authorised to undertake all of its legal and year end procedures again in order to change the rent charged to Tenants for the financial year 2009 – 2010 to reflect the new guideline increase of 3.1%; and
- d That the approved budget for 2009/10 be amended, as set out in paragraph 7.1.4 of the report of the Assistant Director (Housing).

**155 Tenant Partnership Agreement**

The Assistant Director (Housing) presented the Council's Tenant Partnership Agreement for consideration and provided information about a new regulatory body for social housing landlords.

**Resolved:**

- a That the revised Tenant Partnership Agreement be agreed; and
- b That changes to the regulatory framework for social housing be noted.

**156 Sale of Land off Rectory Road/Bournebrook View, Arley**

The Assistant Director (Housing) updated Members on the progress on, and changes to the proposals to develop Council land off Rectory Road, Arley and the Board was asked to agree a suggested course of action.

**Resolved:**

- a That, subject to planning permission, the outline development consisting of 16 two bedroom bungalows for affordable rent, 14 two and three bedroom houses for sale, a new medical centre and a third of the development being designated as village green be agreed;
- b That the proposed valuation of £17,000 per plot for the bungalows for affordable rent be agreed;
- c That the part of the site to be used for the medical centre be sold to Warwickshire Primary Care Trust for £105,000;

- d That negotiations with Lovell Partnerships about the land value for the part of the development which will be outright sale will be subject to further consideration by this Board;
- e That transferring the land to the Parish Council so that they can maintain it on behalf of the community in principle be agreed;
- f That the land is surplus to requirements by the Council; and
- g That any capital receipts received by the Council in connection with the sale of land / proposed development off Rectory Road/Bournebrook View, Arley, be used for affordable housing.

157 **Members Development**

The Assistant Chief Executive and Solicitor to the Council provided a draft action plan for improving the training and induction offered to Members.

**Resolved:**

**That the action plan be adopted.**

158 **Council Investments**

The Director of Resources informed Members of action taken under the Chief Executive's urgent business powers with regard to Council investments.

**Resolved:**

**That the action taken under the Chief Executive's urgent business powers with regard to Council investments be noted.**

159 **International Financial Reporting Standards – Progress Update**

The Assistant Director (Finance and Human Resources) detailed the progress made to date on the implementation of new international financial standards that were being introduced in the next few years.

**Resolved:**

**That the progress made on implementing International Financial Reporting Standards be noted.**

160 **Amendments to Policies and Procedures**

The Assistant Director (Finance and Human Resources) advised Members of amendments made to Human Resources policies and procedures, either for legal reasons or for clarity.

**Resolved:**

**That the report be noted.**

161 **Housing Portfolio Holder Group**

The Assistant Director (Housing) updated Members on the Housing Portfolio Holder Group meetings held on 3 December 2008, 21 January 2009, 18 February 2009 and 4 March 2009.

**Resolved:**

**That the report be noted.**

162 **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.**

163 **Payment of Shop Rental, Arden Forest Estate**

The Assistant Director (Finance and Human Resources) reported that the report had been withdrawn due to a change in circumstances.

L Smith  
Chairman

## Agenda Item No 5

### Resources Board

1 June 2009

#### Report of the Report of the Chief Executive and the Director of Resources

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

#### 1 Summary

- 1.1 This report informs Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Resources Board for April 2008 to March 2009.

#### Recommendation to the Board

**That Members consider the performance achieved 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 Background

- 3.1 This report shows the end of year position with the achievement of the Corporate Plan and Performance Indicator targets for 2008/09. The report updates the progress achieved shown in Quarterly reports to each Board during 2008/09.

#### 4 Progress achieved during 2008/09

- ... 4.1 Attached at Appendices A and B are reports outlining the progress achieved for all the Corporate Plan targets and the performance with the national and local performance indicators during April to March 2008/09 for Resources Board.
- 4.2 Members will recall the use of a traffic light indicator for the monitoring of the performance achieved.

Red – target not achieved  
Green – target achieved.

## 5 Performance Indicators

- 5.1 The figures for the national and local performance indicators are subject to review by internal and external audit and should be considered as draft figures at this stage.

## 6 Overall Performance

- 6.1 The Corporate Plan performance report shows that 91% of the Corporate Plan targets and 70% of the performance indicator targets have been achieved. The report shows that individual targets that have been classified as red or green. Individual comments from the relevant division have been included where appropriate. The table below shows the following status in terms of the traffic light indicator status:

### Corporate Plan

Status	Number	Percentage
Green	20	91%
Amber	0	0%
Red	2	9%
Total	22	100%

### Performance Indicators

Status	Year End Number	Percentage
Green	32	70%
Amber	0	0%
Red	14	30%
Total	46	100%

## 7 Summary

- 7.1 The performance reports show that the majority of the targets have been achieved with some slippage on achievement of target dates in a few cases. In the majority of cases the target has only been missed by a very small margin. For example the achievement of decent homes was 83% compared to a target of 88% and the collection of rent was 98.38% compared to 98.84%. The number of prosecutions and sanctions for housing benefits is also another example where 5.59 per 1000 caseloads was achieved against a target of 6 per 1000. Members may wish to identify any areas that require further consideration where targets are not currently being achieved.

## 8 Report Implications

### 8.1 Safer Communities Implications

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

### 8.2 Legal and Human Rights Implications

8.2.1 The 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.

### 8.3 Environment and Sustainability Implications

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

### 8.4 Risk Management Implications

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

### 8.5 Equalities

8.5.1 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.

### 8.6 Links to Council's Priorities

8.6.1 There are a number of targets and performance indicators contributing towards the priorities of access to services, 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

## 05a Appendix A - Progress report on achievement of Corporate Plan and Performance Indicator Targets - ~ 1 June 2009

Ref	Start Date	Action	Board	Lead Officer	Theme	Sub-Theme	Update	Traffic Light	Direction
1	Apr-08	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, utilising the Library Service Buses, using mobile technology by July 2008.	Resources Board	Assistant Director (Revenues & Benefits)	Community Life		Discussions with Community Life Portfolio Group and County Council colleagues have been ongoing during 2008/09. Mobile Buses do carry information and were utilised during Customer Services Week. Using the bus to give advice is not considered practical due to the short periods of time the bus stops at venues. As a result of the successful bid to the Department of Children, Schools and Families this will now enable outreach services to be delivered using the Child Poverty Resource Vehicle the Council has bought with funding from the DCSF and will go live in June 2009.	Green	
2	Apr-08	Identifying potential pilot sites at existing local libraries for utilising self service machines and commence a minimum of two pilots (at Coleshill and Polesworth) by July 2008.	Resources Board	Assistant Director (Revenues & Benefits)	Community Life		Discussions with Community Life Portfolio Group and County Council colleagues have been ongoing during 2008/09. A decision will not be made by Members until May 2009 about putting in phones to complement the self service PC's based in libraries due to a lack of budget provision in 2008 to trial this initiative. The anticipated decision by the County Council that could see charges made for the use of library computers will determine how much the self serve machines in libraries is promoted. The internet via ICT available on the Child Poverty Resource vehicle will enhance self serve provision in the borough in addition to the self serve machines that already exist in the libraries.	Green	
3	Apr-08	Utilising kiosk technology in at least two pilot venues in the Borough by October 2008 if the business case can be made.	Resources Board	Assistant Director (Revenues & Benefits)	Community Life		Following a decision by the County Council to stop future roll out of the technology, a kiosk will now not be located in North Warwickshire as no business case could be made for it. <b>NO CHANGE</b>	Red	
4	Apr-08	Completing migration of all services into the Contact Centre.	Resources Board	Assistant Director (Revenues & Benefits)	Community Life		The initial migration timetable has been signed off as complete. Any future services will be included on an agreed basis going forward where service need and equivalent resource can be identified or as part of wider Warwickshire Direct Partnership initiatives. <b>NO CHANGE</b>	Green	
12	Apr-08	Commencing work on the new contract on 1 April 2008, and for 88% of stock to have achieved the Decent Homes Standard by 31 March 2009.	Resources Board	Director of Resources/Assistant Director (Housing)	Housing		Work on site did not begin with the new contractor until July 2008. This caused a mismatch between the target and the achievement. However the contractual arrangements are working well and the programme is now ahead of target to ensure all properties are meeting the decent homes standard by December 2010.	Red	
13	Apr-08	Carrying out further research on existing schemes and report on options in April 2008.	Resources Board	Director of Resources/Assistant Director (Housing)	Housing		To be re-considered by Portfolio Holder Gp in June 2009 in view of economic climate & experience of other schemes	Green	



## 05a Appendix A - Progress report on achievement of Corporate Plan and Performance Indicator Targets - ~ 1 June 2009

Ref	Start Date	Action	Board	Lead Officer	Theme	Sub-Theme	Update	Traffic Light	Direction
14	Apr-08	Taking any actions agreed as the result of the report in March 2008.	Resources Board	Director of Resources/Assistant Director (Housing)	Housing		To be re-considered by Portfolio Holder Gp in June 2009 in view of economic climate & experience of other schemes	Green	↔
15	Apr-08	Progressing the existing schemes and completing Ennersdale Bungalows in March 2009 and Islington Crescent in September 2008.	Resources Board	Director of Resources/Assistant Director (Housing)/Director of Community & Environment	Housing		Both schemes are complete	Green	↑
16	Apr-08	Reporting on sites within Council ownership which could be considered for affordable housing development.	Resources Board	Director of Resources/Assistant Director (Housing)/Forward Planning Manager	Housing		Resources Board report in February 2008 agreed sites in principal. Preferred Partner process now complete & working to bring forward sites..	Green	↑
17	Apr-08	Taking forward (either as landowner or by facilitating private owners as appropriate) proposals for affordable housing development at Rectory Road, Arley, Corley Motors site, Arley, Gate Inn, Dordon, Father Hudson's site, Coleshill, Lister Road, Atherstone.	Resources Board	Director of Resources/Assistant Director (Housing)/Forward Planning Manager	Housing		Rectory Road site agreed by Resources Board & two community consultations held. Corley Motors being re-considered as site is difficult. Gate Inn site now underway and will be completed in July 2009. Father Hudsons unlikely to move in short term because	Green	↔
18	Apr-08	Continuing to progress work on the Core Strategy.	Resources Board	Director of Resources/Assistant Director (Housing)/Director of Community & Environment/Forward Planning Manager	Housing		Core Strategy still on target. Options to be considered by the LDF portfolio group. <b>NO REPLY</b>	Green	↔
20	Apr-08	Continuing to deliver on the Action Plan to improve the Housing Service, including actioning any further recommendations following the inspection in February 2008.	Resources Board	Director of Resources	Housing		Improved outcome from Inspection in February published in June. Actions incorporated into forward work plan. <b>NO CHANGE</b>	Green	↑
21	Apr-08	Implementing the actions of the private sector decent homes housing policy.	Resources Board	Director of Community & Environment	Housing		Work has been linked to the empty homes strategy. Empty homes have been identified. There has been an increase from 372 in Feb 08 to 647 in July 08. Homes are being brought back into use by using decent homes grants to help house vulnerable people and providing interest free loans to owner occupiers. Top up loans are also being given to warm front applications. <b>NO CHANGE</b>	Green	↑
63	Apr-08	Continuing the DFG review and implementing improvements in service delivery.	Resources Board	ACE (Special Projects)	Health & Wellbeing	Health & Wellbeing	Improvements delivered and further ongoing. <b>NO CHANGE</b>	Green	↔
64	Apr-08	Taking account of the implications of a national review of DFGs.	Resources Board	ACE (Special Projects)	Health & Wellbeing	Health & Wellbeing	Done - reported to Resources Board, decisions taken and actioned. <b>NO CHANGE</b>	Green	↔
65	Apr-08	Continuing to keep waiting times for DFGs under 6 months for both public and private housing in the Borough.	Resources Board	ACE (Special Projects)	Health & Wellbeing	Health & Wellbeing	demand rising against fixed budget. Have secured additional £5000, but expect to run out of money duing 09/10, May-July at current estimate. Some concerns being raised over the availability to maintain the target waiting time during 2009/10	Green	↓

## 05a Appendix A - Progress report on achievement of Corporate Plan and Performance Indicator Targets - ~ 1 June 2009

Ref	Start Date	Action	Board	Lead Officer	Theme	Sub-Theme	Update	Traffic Light	Direction
78	Apr-08	Reviewing and taking timetabled actions from the Human Resources Strategy, including Continuing to extend opportunities for home/flexible working and for shares offices where the business case is made.	Resources Board	Management Team/Assistant Director (Finance & HR)	Resources	Resources	The action plan attached to the HR strategy has been updated, and work is ongoing. <b>NO CHANGE</b>	Green	↔
79	Apr-08	Carrying out a review of office space requirements.	Resources Board	Management Team/Assistant Director (Finance & HR)	Resources		Group established to review current and future space requirements. First meeting in February 2009. <b>NO REPLY</b>	Green	↑
80	Apr-08	Reviewing policies and providing briefing sessions for managers and unions.	Resources Board	Management Team/Assistant Director (Finance & HR)	Resources	Resources	Work is progressing. <b>NO CHANGE</b>	Green	↔
82	Apr-08	Continuing to contribute to the efficiencies and savings targets through the delivery of the Procurement Strategy Action Plan.	Resources Board	Assistant Director (Information & Procurement Services)	Resources		The Procurement Action Plan was reviewed at the Procurement Working Group Meeting held on 27/02/09. The actions included in the plan have been completed or included in the approved 2009/10 plan if needed.	Green	↔
84	Apr-08	Continuing to implement the Action Plan (including actions identified in Divisional Plans) and improve data quality.	Resources Board	Director of Resources	Resources		Data quality was assessed as adequate in 2008 (no additional detail given by auditors).	Green	↔
85	Apr-08	Producing a new Corporate Property Strategy by April 2008.	Resources Board	Director of Community & Environment/Director of Resources/Assistant Director (Streetscape)	Resources		A draft strategy has been produced, but has not yet been approved. The Strategy needs to reflect the Accommodation project, land sales and DDA requirements which are currently being revisited. The Corporate Property Strategy will be finalised in line with the timetable being followed for the projects listed above. The recent economic downturn and associated fall in land values has meant that both the Accommodation Project and the Council's Corporate Property Strategy need to be significantly revised and so a final version will not be available until March/April 2009. <b>NO REPLY</b>	Green	↑

Division	Section	Board	PI Ref	Sub PI	Revision	Description	Year End Target	National Best Quartile	SPARSE Best Quartile	Performance	Traffic Light Red/Amber/Green	Direction	Comments
Housing	Housing Maintenance	Resources Board	BVPI 184	b	0203	Non decent homes: : The percentage change in proportion of non-decent LA homes between 1 April 2006 and 1 April 2007	16.03%	32.90%		17.26%	Green	↑	Work on site did not begin until July 2008. Now on track
Housing	Housing Maintenance	Resources Board	BVPI 63	-	0203	Energy Efficiency – the average SAP rating of local authority owned dwellings. :	62.5	72		Not yet available			Will be reported at end of June 2009
Housing	Housing Maintenance	Resources Board	HSG-LPI 4		200809	The average waiting time for adaptations to local authority housing for people with disabilities: a, time taken between initial request and decision	90			68 days	Green	↔	
Housing	Housing Management	Resources Board	BVPI 75	i	0203	Satisfaction of council housing tenants with opportunities for participation in management and decision making in relation to housing services provided by their landlord. :	74%	70%		74.00%	Green	↑	Performance is upper quartile and improved on previous survey.
Housing	Housing Management	Resources Board	NI158			% decent council homes	24.74%			17.26%	Red	↑	Work on site did not begin until July 2008. Now on track
Housing	Housing Management	Resources Board	NI160			Local Authority tenants' satisfaction with landlord survey	86%			85.00%	Red	↔	
Finance and Human Resources	Management Accountancy	Resources Board	CORP-LPI	-	0203	Total Net Spending per head of population :				Annual reporting	N/A	N/A	
Human Resources	Human Resources	Resources Board	BVPI 16	b	203	The percentage of: : economically active disabled people in the authority area.	14.80%			15%	N/A	N/A	
Revenues and Benefits	Revenues & Benefits (General)	Resources Board	BVPI 77	-	0203	The average cost of handling an HB or CTB claim, taking into account differences in the types of claim received. :				YEAR END STAT	N/A	N/A	
Revenues and Benefits	Revenues & Benefits (General)	Resources Board	CTAX-LPI 3	-	0203	Cost of council tax collection per chargeable dwelling :				YEAR END STAT	N/A	N/A	

## Agenda Item No 6

### Resources Board

1 June 2009

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

#### Members' Allowances Out-turn for 2008/09

#### 1 Summary

1.1 The purpose of this report is to advise Members of the allowances paid for 2008/09.

#### Recommendation to the Board

That the report be noted.

#### 2 Introduction

2.1 A Local Authority has a duty to publish the amounts paid to Members under the Members' Allowances Scheme.

#### 3 Out-turn for 2008/09

3.1 The cost of Members' Allowances paid in 2008/09 was £244,171. A breakdown of these costs is shown at Appendix A.

#### 4 Report Implications

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

4.1.1 Provision was made for Members' Allowances within the cost of Democratic Processes

##### 4.2 Legal and Human Rights Implications

4.2.1 The Authority is obliged to publish details of the total sum paid to each Member in respect of each of the following:-

- a Basic Allowance
- b Special Responsibility Allowance
- c Dependents'/Carers' Allowance
- d Travel and Subsistence and
- e Co-optees' Allowance

This is a requirement under the Local Authorities (Members' Allowances)(England) Regulations 2003

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

## MEMBERS' ALLOWANCES PAID 2008/09

## Appendix A

Name	Initials	Basic Allowance Allowance £	Special Responsibility £	Travel £	Subsistence £	Total £
Beeson	B	3,659	1,292	55		5,007
Bowden	J	4,893	1,728	62		6,683
Butcher	D	4,893		150		5,043
Davis	MC	4,893	1,728			6,621
Dirveiks	LE	4,893				4,893
Forwood	A	4,893				4,893
Fowler	PJ	4,893	4,934	882		10,709
Fox	CC	4,893	1,728	726		7,347
Freer	R	4,893				4,893
Gordon	DR	4,893	250	318		5,461
Hayfield	CC	4,893	11,010	1,196	517	17,616
Jenkins	RM	4,893				4,893
Johnston	K	4,893	1,978	90	35	6,996
Lea	J	4,893	1,728			6,621
Lewis	A	4,893		189		5,082
May	M	4,893	1,978	254		7,125
Moore	JS	4,893	1,728			6,621
Morson	PF	4,893	4,202			9,095
Moss	BP	4,893		742	76	5,711
Moss	MC	4,893		298		5,191
*Orton	SJ	290				290
Payne	RV	4,893	1,978	385		7,256
Phillips	HA	4,893	3,306	1,088	26	9,313
Pickard	DN	4,893	250			5,143
Sherratt	GJT	4,893	1,728	810		7,431
Simpson	M	4,893	4,934			9,827
Smith	LJ	4,893	5,184	3,427	322	13,826
Smitten	W	4,893	1,524			6,417
Stanley	ME	4,893	2,192	310		7,395
Stanley	Y	4,893		14		4,907
Swann	ST	4,893	3,952	337		9,182
Sweet	R	4,893	1,114	184		6,191
Welby	T	4,893				4,893
Winter	JG	4,893		246		5,139
Wykes	TV	4,893		159	231	5,283
Zgraja	H	4,893	286			5,179
Total		170,311	60,732	11,922	1,207	244,171

\*Chairman of Standards Committee (not elected)- Co-optee Allowance

**Agenda Item No 7**

**Resources Board**

**1 June 2009**

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

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

**1 Summary**

- 1.1 The purpose of this report is to advise Members of the collection progress for Sundry Debts in 2008/09 and to highlight the performance of LPI 8, Prompt Payment of Creditor Invoices.

**Recommendation to the Board**

**That Members consider the performance as set out in the report.**

**2 Sundry Debt Collection**

- 2.1 Sundry invoices are raised by the Finance and HR Division for debts other than Council Tax and Non-Domestic Rates. They cover a wide range of services, such as Trade Refuse, Cesspool Emptying, Works in Default, certain Leisure Services and Housing Repairs. The majority of these debts are not statutory, which increases the difficulty in collection.
- 2.2 Payment of Sundry Debts is taken by various means: - cheque, bank standing order, credit and debit cards and by direct debit, wherever it is appropriate. Direct debit is successfully used for industrial and shop rents, trade refuse and cesspool emptying.

**3 Sundry Debt Collection Performance 2008/09**

- 3.1 Invoices to the value of £2.741 million were raised during 2008/09, with a collection rate in the year of 94.5%. The amount of debt written off in the year was £9,707, which equates to 0.35% of the debt raised. This compares to £2.663 million raised in 2007/08, 91% collected and £7,057 written off.

**4 Prompt Payment of Creditor Invoices, LPI 8**

- 4.1 Payment of Creditor invoices is also one of the responsibilities of this Division.
- 4.2 During the year, 11,600 invoices were paid. This resulted in approximately 5,800 payments, with over 5,000 being paid by BACS.

4.3 For a number of years, the prompt payment of Creditor invoices was a BVPI. The indicator was defined as the percentage of invoices for commercial goods and services which were paid by the Authority within 30 days of the receipt of the invoice. Although no longer a BVPI, prompt payment of invoices is viewed as important by this Authority and the performance is therefore still measured as a local performance indicator. During 2008/09 the Authority achieved 94.39% - a slight improvement on last year - 94.05%.

## 5 Report Implications

### 5.1 Finance and Value for Money Implications

5.1.1 Efficient collection of Sundry Debts will have a positive impact, resulting in maximising daily cash flow. This allows either interest to be earned from short-term investments or alternatively reduces the need to borrow.

5.1.2 The cumulative amount written off in 2008/09 was £9,707. The loss of income has been written back to the individual services.

### 6.1 Links to Council's Priorities

6.1.1 Efficient invoice processing contributes towards making best use of our resources

The Contact Officer for this report is Jackie Marshall (Extension 2379)

### 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