

(Minute no 144 (Best Value Performance Plan 2008/09) is included for information purposes only as this minute was considered at the meeting of the Council held on 25 June 2008)

EXECUTIVE

Minutes of the meeting held on Wednesday 4 June 2008 at the Town Hall, Royal Leamington Spa at 6.00 pm.

PRESENT: Councillor Michael Doody (Chairman); Councillors Mrs Bunker, Caborn, Hammon, Kinson, Kirton, Shilton and White.

ALSO PRESENT: Councillor Britland; Councillor Crowther (Labour Group Observer); Councillor Ms De-Lara-Bond (Liberal Democrat Group Observer); Councillor Gifford (Chair of Overview and Scrutiny Committee); and Councillor Mrs Knight (Chair of Audit and Resources Scrutiny Committee).

An apology for absence was received from Councillor Mrs Grainger.

129. **DECLARATIONS OF INTEREST**

Minute Numbers 135 & 149 – Future of Bedford Street Car Park

Councillor Gifford declared a personal and prejudicial interest because it was opposite his home.

Minute Number 147 – Allotment Land

Councillor Kinson declared a personal and prejudicial interest because he was an allotment holder.

Councillors Kirton, Bunker and Shilton, declared personal interests during the debate on this matter because they were Town Councillors in areas discussed but not mentioned in the report.

Minute Number 152 - Land Charges

Councillors Caborn, Michael Doody, Kirton and Shilton declared personal and prejudicial interests because they were Warwickshire County Councillors.

130. **MINUTES**

The minutes of 25 March and 8 April 2008 having been circulated were taken as read and signed by the Chairman as a correct record.

131. **FINAL ACCOUNTS 2007/2008**

The Executive considered a report from Finance that sought recommendation for the Council's Final accounts for the year ending 31 March 2008 to Council on 25 June 2008.

EXECUTIVE MINUTES (Continued)

The recommendations in the report allowed the accounts for the Financial year 2007/08 to be closed on time and be used as the basis for drafting the Statement of Accounts. The resultant decisions would be fed into the financial strategy.

The report is a statement of fact. However, how the outcomes were treated could be dealt with in a variety of ways, mainly the alternatives were not to allow any, or only some of the earmarked reserve requests and to allow the General Fund balance variation from £1.1m level, along with how the 2007/08 surplus was allocated.

The Audit & Resources Scrutiny Committee made the following comments:

- (1) concerns were expressed that capital slippage could lead to losses of investment opportunities;
- (2) officers were requested to provide information on the total cost of support services and of employees, including monitoring of over and underspends;
- (3) clarification was sought of the meaning of the sentence “the underspend of £3,300 is needed to part cover an overspend on footpath repairs” (the explanation given for capital expenditure in Appendix C to the report, relating to Kenilworth Town Centre improvements); and
- (4) officers were asked, on behalf of the Audit & Resources Scrutiny Committee, to congratulate Council Tax collection staff on their performance.

The Executive noted the comments of the Audit and Resources Scrutiny Committee and were equally pleased with the performance with regards to the collection rates of Council Tax and asked for their congratulations to be passed back to the relevant officers.

RECOMMENDED that:

- (a) the Capital Programme 2008/09 be increased by £1,887,500 for Housing Investment Programme and £3,749,400 for Other Services Capital schemes, being slippage for items not spent from the 2007/08 Programme, and reduced by £49,700 for Other Services in respect of work carried out in 2007/08 which was brought forward from 2008/09 (paragraph 7.4). That virement of £11,600 from the Kenilworth Town Centre Improvements project (£3,300) and the Tanyard Stream Flood Alleviation project (£8,300) be approved in order to finance the overspend on the Footpath Repairs and Improvements project;

EXECUTIVE MINUTES (Continued)

- (b) the requests to carry £733,900 earmarked balances forward to 2008/09 be approved (paragraph 8.9 and Appendix 'F');
- (c) the General Fund balance be increased to £2,100,000 (paragraph 8.16);
- (d) the resulting surplus of the above decisions, amounting to £1,845,178 be appropriated to £200,000 to the Contingency budget for 2008/09, £200,000 to the Early Retirement Reserve, £1,445,178 to the General Fund Balance for further consideration as part of the 2009/10 budget setting (paragraph 9.1).

(The Portfolio Holders for this item were Councillors Mrs Bunker, Coker, Michael Doody, Hammon, Kinson, Pratt and White)
(Forward Plan ref 98)

132. PETITIONS REFERRED FROM COUNCIL ON 23 APRIL 2008

The Executive considered two petitions which had been referred to them by Council on 23 April 2008. The Leader of the Executive had agreed to take these as urgent items because he felt it was important to consider these matters as soon as possible.

Councillor Gifford addressed the Executive with regard to the petition he had sponsored from the residents of Greathead Road regarding the new waste/recycling scheme.

RESOLVED that a further meeting be arranged between the Chief Executive, Jackie Webb, Councillor Michael Doody and Councillor Kinson as Environment Portfolio Holder to discuss the issues around this area and the proposed revised arrangements.

Councillor Britland addressed the Executive with regard to the petition to Council he had sponsored about how it engages with young people.

During the debate on this matter Councillor Michael Doody offered to meet with Ben Wesson who had produced the petition to discuss the specific concerns he had.

RESOLVED that Councillor Britland approaches the Overview & Scrutiny Committee with a proposal to undertake a review of how this Council engages with young people in its day to day work.

(The Portfolio Holders for this item were Councillors Kinson and Bunker)

EXECUTIVE MINUTES (Continued)

133. LOCAL AREA AGREEMENT

The Executive considered a report from Organisation Development and Performance Improvement that sought endorsement of the revised Local Area Agreement, revised Corporate Strategy to ensure it was aligned with the Local Area Agreement (as far as possible) as well as revising the vision for the District in line with the Sustainable Community Strategy and approving the definition of the timetable for reviewing the Corporate Strategy.

The Public Service Board was a County-wide group with responsibility for working together to decide the joint priorities for the key service providers across the District. This included responsibility for the Local Area Agreement (LAA). The Public Service Board had approved the new County-wide Local Area Agreement at its meeting on 15 May. Warwick District Council was one of the partners from across the County that had signed up to the LAA. The new LAA sets out the 54 key targets that the Partnership was aiming to achieve for the local area. Included in these targets were 16 mandatory indicators relating to education. The remaining 34 reflected local priorities. The proposed indicators and targets were shown in appendix 1 to the report.

Of the 38 selected indicators, the Warwick District Council Corporate Strategy contributed to the achievement of 13 of these as shown in the table below.

LAA Block	No. of Indicators in Block	No. of indicators to which WDC's Corporate Strategy contributes
Children and Young People	7 (excluding mandatory)	2
Safer Communities	6	1
Stronger Communities	4	3
Healthier Communities and Older People	5	1
Economic Development and Enterprise	7	3
Climate Change and Environment	5	3
Total	34	13
LAA "Local" Indicators	4	0
Overall Total	38	13

There were 9 Warwick District Council (WDC) Corporate Strategy Indicators which had no relationship to the LAA indicators as shown in the table below.

WDC Corporate Strategy which have no relationship to the LAA
CS1(iii) Achieve a rating of 3 out of 4 in the Audit Commission's Use of Resources Assessment Score
CS2(i) Reduce the level of current tenants' rent arrears (expressed as a percentage of the gross debit)
CS2(iii) Reduce % of rent loss through properties being empty
CS3(iii) National Indicator 182 : Satisfaction of local businesses with local authority regulation services
CS4(iii) % of land at an acceptable standard of cleanliness (litter and detritus)
CS5(iii) % of all planning applications received which are consistent with design guidance and which are approved without requiring significant amendment at the request of WDC

EXECUTIVE MINUTES (Continued)

CS6(ii) Number of Town & Parishes with a local plan for their area
CS7(i) Service Improvement Index : The average change in citizen perception of improvement of key services (Citizens' Panel)
CS7(iii) Number of multi-agency one stop shops

The two previous tables above show that there was some overlap between the LAA indicators and Corporate Strategy of the Council. It was absolutely right that there was not a complete correlation between the two as they had different organisational and geographical focus. However, there could be scope for the level of overlap to be improved. The table below illustrated those LAA indicators which were relevant to WDC but which were not currently included in the Corporate Strategy.

LAA Targets which are relevant to WDC but which are not reflected in the Corporate Strategy	Nature of Relevance
NI 116 Proportion of children in poverty	Community Development, anti-poverty strategy, benefits
NI 117 16 to 18 year olds who are not in education, training or employment (NEET)	Economic Development service
NI 15 Serious violent crime rate	Input in to CDRP
NI 21 Dealing with local concerns about anti-social behaviour and crime by the local council & police	Input in to CDRP
NI 40 Drug users in effective treatment	Input in to CDRP
NI 16 Serious acquisitive crime	Input in to CDRP
NI 6 % Volunteering at least once a month	Community development and capacity building
NI 123 16+ current smoking rate	Environmental Health – smoke-free premises
NI 124 People with a long-term condition supported to be independent and in control of their condition	Housing – Supporting People
NI 139 The extent to which older people receive the support they need to live independently at home	Housing – Supporting People
NI 141 Number of vulnerable people achieving independent living	Housing – Supporting People
NI 171: VAT registration rate	Economic Development service
NI 166: Average earnings of employees in the area	Economic Development service
NI 165: Working age population qualified to at least Level 4 or higher	Economic Development service
NI 188 Adapting to Climate Change	Emergency planning, climate change strategy
NI 197 Improved Local Biodiversity - Active Management of Local Sites	Amenities or Culture – management of local nature reserves

It would be possible to identify targets and actions within Corporate Strategy of the Council to address each of these LAA indicators, however this was likely to distract from the local priorities that had already been agreed in developing the 2008-2011 Corporate Strategy.

In addition to the LAA, the Sustainable Community Strategy was nearly completed and a report on this was included on the agenda. This had been prepared by the Local Strategic Partnership to provide a joined up way forward for improving the quality of life for the communities of Warwick District. The vision for the District had been developed as part of the Sustainable Community Strategy.

EXECUTIVE MINUTES (Continued)

In addition to this, the Strategy had four themes and 16 objectives. It had not been possible to do a detailed mapping exercise between this and the Corporate Strategy. However it was clear that there were significant similarities between the two documents. The main differences were:

- The Corporate Strategy had little emphasis on health, whereas the Sustainable Community Strategy had health as one of its four themes; and
- The Vision for the District has been updated in the draft Sustainable Communities Strategy and was no longer the same as that agreed in the Corporate Strategy.

In light of the new LAA and draft Sustainable Community Strategy, it was suggested that a mid-term review of the Corporate Strategy be undertaken and that revised proposals were brought to Executive in July and Council in August. The review would:

- Assess the need to strengthen the health element of the Corporate Strategy in line with the Sustainable Communities Strategy and the revised Vision for the District; and
- Consider whether to amend some of the targets to ensure better alignment with the LAA, in particular those areas of the LAA over which WDC had significant control.

It was recommended that the Vision for the Corporate Strategy be amended to align with the Sustainable Community Strategy Vision for the District as follows: *“Warwick District, a great place to live, work and visit, where we aspire to build more sustainable, safer, stronger and healthier communities”*.

Alternatively it would be possible to retain the existing Corporate Strategy without amendment on the basis that it reflected the priorities for Warwick District and our organisation. However, this option should only be pursued in the light of a full understanding of how the existing Corporate Strategy contributed to the LAA. Pursuing this option would carry a risk that our priorities would not align well with our key partners. As a result there was potential that the best interests of the community would not be served and that our assessment under Comprehensive Area Assessment would be compromised.

The Chief Executive reported to the meeting that he had been contacted by Warwickshire County Council that afternoon to say that some of the targets had been revised, however the detailed revisions had not been sent to him ahead of the meeting. Therefore he suggested that if the Executive were content with the report then delegation should be given to the Chief Executive in consultation with the Leader of the Executive to approve the revisions from Warwickshire County Council.

During the debate the Executive were unhappy with the proposal that the vision for the District should be amended as there was general agreement that the proposed amendment detracted from the original.

EXECUTIVE MINUTES (Continued)

RECOMMENDED that, subject to agreement of the Chief Executive in consultation with the Chairman of the Executive to the revised targets from Warwickshire County Council, Council approve the following recommendations:

- (1) endorses the new Local Area Agreement as shown in Appendix 1;
- (2) the overlaps and differences between the new LAA and the Corporate Strategy , be noted;
- (3) the Vision for the Corporate Strategy should not be as revised to ensure alignment with the Sustainable Communities Strategy to read as follows: *“Warwick District, a great place to live, work and visit, where we aspire to build more sustainable, safer, stronger and healthier communities”*, because the proposed amendment detracted from the original vision; and
- (4) the mid term review of the Corporate Strategy in light of the new LAA and Sustainable Community Strategy be undertaken with revised proposals for this reported to the Executive in July, to consider:
 - (a) the need to strengthen the health element of the Corporate Strategy in line with the Sustainable Communities Strategy; and
 - (b) whether to amend some of the targets to ensure better alignment with the LAA, in particular those areas of the LAA over which the Council had significant control.

(The Portfolio Holder for this item was Councillor Caborn)

134. WARWICK DISTRICT SUSTAINABLE COMMUNITY STRATEGY

The Executive considered a report from the Community Partnership Team regarding the Community Strategy and the action plan for the implementation for the Community Strategy.

Local Authorities have a duty under the Local Government Act 2000 to prepare a community strategy that set out the long term strategic vision for their area, in partnership with other key agencies, the voluntary and community sector and businesses sector, under the umbrella of the local strategic partnership.

EXECUTIVE MINUTES (Continued)

The framework, vision and strategic aims of the Community Strategy were detailed at Appendix 1 to the report. The strategic aims and priorities set out the long term direction for the next 15 years or more. The aim was to achieve these via a series of three year action plans.

The absence of a sustainable community strategy would potentially undermine the development of the Council's Planning Core Strategy and its contribution to the Corporate Strategy.

The sustainable community strategies of all the districts and boroughs within Warwickshire would form the Warwickshire Sustainable Community Strategy.

RECOMMENDED that

- (1) the vision and strategic aims for the Warwick District Sustainable Community Strategy, as detailed at Appendix 1 to the report, be approved;
- (2) the first three year action plan for achieving the aims of the Community Strategy be submitted to the Executive for consideration in September;
- (3) the distribution of the Sustainable Community Strategy to key partners for approval and adoption by their governance structures before September 2008, be approved.

(The Portfolio Holder for this item was Councillor Mrs Bunker)
(Forward Plan ref 72)

135. FUTURE OF BEDFORD STREET CAR PARK

The Executive considered a report from Neighbourhood Services regarding the future of Bedford Street Car Park and sought approval for the confirmation that it was surplus to requirements.

Bedford Street Car Park was no longer required to meet the car parking needs of Royal Leamington Spa and the development of the site could improve the local environment.

The loss of off-street parking spaces by the closure of Bedford Street would be absorbed by the on-street capacity in the area.

The marriage value of the property with neighbouring properties was likely to give best value on receipts to the Council.

EXECUTIVE MINUTES (Continued)

Alternatively the Council could decide not to develop the site. This was discounted because the car park had already been identified for development, the car park was not included in the long term plans for parking and did not offer Pay on Foot and was not included in the new variable message signage scheme for off-street car parks. The income from sale could be put towards the much needed maintenance of off-street car parks.

The Audit & Resources Scrutiny Committee supported declaring Bedford Street car park surplus to requirements and progressing negotiations for disposal, but did not agree that funds should automatically be allocated to support the car park maintenance and improvement plans already identified. If the Executive decided to proceed with the sale of the car park, the Audit & Resources Scrutiny Committee felt that Bedford Street itself should be assessed to determine whether double yellow lines were still required on both sides of the road.

The Overview and Scrutiny Committee supported the recommendations in items 6 & 19 and would like WDC officers to liaise with WCC officers to establish whether it may be possible to investigate establishing a “safer routes to school project” at St Peter’s school, to ease any potential issues caused by the development of the car park site.

The Chairman of the Executive thanked the two scrutiny committees for their comments, and hoped that officers had noted these and that consultation would be undertaken with the School in Augusta Place.

The Executive in turn agreed that the funds from the sale of the car park should not be allocated until the money had been received.

RESOLVED that Bedford Street Car Park be considered to be surplus to requirements and as a result negotiations with adjacent land owners should take place to dispose of the site.

(The Portfolio Holder for this item was Councillor Kinson)
(Forward Plan ref 79)

136. MEMBERS’ ALLOWANCES

The Executive considered a report from Finance that set out the recommendations of the independent review of Members’ Allowances for the authority.

All Councils were required to convene their Members Allowances Remuneration Panels and seek their advice before they made any changes or amendments to their allowances scheme. The Council must ‘pay regard’ to the Panel’s recommendations before setting a new or amended Members’ Allowances Scheme. The Panel was convened under The Local Authorities (Members’ Allowances) (England) Regulations 2003 (SI 1021).

EXECUTIVE MINUTES (Continued)

Specifically, the Panel was convened on this occasion to make recommendations to the Council on the applicability of the indexation of allowances for the next four years.

The full report of the Panel including the reasoning behind their proposals was appended to the report.

The Panels report recommended minor alterations to member's allowances. Executive needed to make a recommendation to Council for consideration.

The Council was fulfilling its statutory responsibility by undertaking this review under Regulation 10(5) of the 2003 Members' Allowances Regulations therefore no other options were considered.

The Audit & Resources Scrutiny Committee noted the recommendations in the report, expressing general support for remuneration based on attendance and support for an upcoming review of allowances, bearing in mind the appointment of two additional portfolio holders to the Executive and the effect of that on the overall budget, despite little change elsewhere.

Councillor Doody explained that the number of Councillors on the Executive had only increased by one. The two new portfolio holders were appointed to allow a Councillor to bring expertise and support to areas of a Council which needed support and the other was to allow for a Member to take responsibility for the Council's biggest asset.

The Head of Finance reported at the meeting that taking into consideration the revised allowances scheme as proposed the overall cost to the Council would be in the region of £1400 to £2000 depending on the appointment of Committee Chairman.

RECOMMENDED that

- (1) the Basic Allowance is unaltered, bar the application of indexation, be approved;
- (2) the Special Responsibility Allowance (SRA) for the Chair of Licensing is reduced and set on a par with the SRA currently paid to the Chair of Standards (the third quasi-judicial committee on the Council) which is currently £1,059 per annum, be approved;
- (3) it be approved that if the post of Chair Regulatory Committee is held by a different Councillor to that of Chair of Licensing Committee the SRA for Chair of Regulatory Committee should remain be at the present level paid to the Chair of Licensing, which is £2,490;

EXECUTIVE MINUTES (Continued)

- (4) it be approved that if the Chairs of the Licensing and Regulatory Committees are held by one person their SRA is increased and set on a par with the current SRA payable to the Chair of the Planning Committee, which is currently £3,021
- (5) an SRA for the Members of the Licensing Committee in respect of their work on Licensing Panels not be established;
- (6) the increase in the SRA for the Chair of the Planning Committee to £3,762 per annum, be approved;
- (7) an SRA for Members of the Planning Committee not be established at this juncture, but this be reviewed by the Panel in the context of a wider review of the Basic Allowance in 12 months time, particularly to ascertain whether the current workload has been maintained over time;
- (8) all Members should be able to claim for reimbursement for broadband supplied to their homes up to a maximum monthly sum currently paid to the Council-supplied broadband, or actual reimbursement if less upon production of receipts;
- (9) current terms and conditions and rates claimable for the Members' Travel and Subsistence Allowances scheme, be confirmed;
- (10) the provision for claiming motorcycling allowances should also be revised to 24p per mile regardless of amount of miles undertaken within any one year, be approved, based on the approved mileage rates as determined by HMRC because the National Joint Council does not produce mileage rates for motorcycles;
- (11) the Panel's support with regard to the right of the Council to decide on whether Members should be allowed to join the LGPS for a further four years, be noted;
- (12) the workloads and responsibilities of the Leader and Executive Members should be reviewed in 12 months time in conjunction with a wider review of the Basic Allowance and the workload of Members of the Planning Committee;

EXECUTIVE MINUTES (Continued)

- (13) the provision for a SRA for the Observers to the Executive be removed from the Members' Allowances scheme;
- (14) the method of arriving at the SRAs for Leaders of the Opposition Group to take into account any future changes in the size of Opposition Groups, be revised as follows:
 - (i) for an Opposition Group Leader to be eligible for an Opposition Group Leader's SRA it has to reach a critical mass, defined as 10 per cent of the Council membership, which is 4 Members;
 - (ii) the Leader of an Opposition Group should receive a standard element of £800 regardless of the size of their group, as long as the qualifying criteria of 4 Members has been reached;
 - (iii) the Leader of an Opposition Group should receive a variable element: £100 per group Member to reflect the fact that the larger the group the greater the group management role.
 - (iv) the recommended SRAs for the Leaders of the qualifying Opposition Groups based on this methodology are as follows:

Labour – 9 Members
Standard element: £800 +
Variable element: £100 per Member x9
= £1,700

Liberal Democrats – 9 Members
Standard element: £800 +
Variable element: £100 per Member x9
= £1,700

Independents – 4 Members
Standard element: £800 +
Variable element: £100 per Member x4
= £1,200
- (15) the Co-optees' Allowances be reviewed in 12 months to assess the impact of the new powers on the roles and responsibilities of the statutory Co-optees on the Standards Committee;

EXECUTIVE MINUTES (Continued)

- (16) the current Allowances Scheme contains provision (in schedule one) for the Chair of Standards to be paid a SRA of £1,059. The Panel recommends that this provision is removed and replaced with a Co-optees' Allowance for the Independent Chair of the Standards Committee at the same level - £1,059;
- (17) the current scheme be amended to correctly define a "Co-optees' Allowance" not other co-optees as at present;
- (18) a provision be made to suspend allowances when a Member or Co-optee is suspended from Council for the term of that suspension after being found guilty of a breach of the code of conduct that warrants suspension;
- (19) the SRA for members of the Appeals Panel of £130 per day or £65 per half day be maintained, subject to the annual index;
- (20) the following amendments be made to the Dependants Carers Allowance (DCA):
 - (i) the child care element should be paid at a maximum rate of minimum wage relevant to the age of the carer as long as they are over 18 years of age or less for actual reimbursement; and
 - (ii) the medical/social care element should be paid at the average hourly rate charged by Warwickshire Social Services for social/medical care of dependants or less for actual reimbursement and only upon production of receipts.
- (21) the current indices be approved and remain in place for another 4 years.
 - (i) Basic, Special Responsibility and Co-optees' Allowances: indexed to the annual local government pay percentage increase as agreed each April (linked to spinal column point 49 of the National Joint Councils scheme);
 - (ii) travel and Subsistence Allowances: indexed to same rates applicable to employees, and in the case of the bicycle and motorcycle mileage allowance to the rates prescribed by HMRC;

EXECUTIVE MINUTES (Continued)

- (iii) the DCA: maximum hourly rates indexed to minimum wage for age of carer for the child care element and the rate for other care indexed to the average hourly cost of a home help charged by Warwickshire Social Services
- (22) the definition of approved duties in schedule 2 (ix) be amended to say: "Attendance as an Official Council representative at meetings of bodies or organisations on the list retained by the Assistant Chief Executive (Members' Services)";
- (23) another review of allowances be held in 12 months time, with a particular remit to review the Allowances of the Leader, Executive, Members, Members of the Planning Committee – within the context of clarifying the scope of the Basic Allowance and the allowances for ordinary Members of the Standard Committee, and
- (24) the Council notes and supports the Executives position that there should be an allowance for Planning Committee members based upon the same principle as that of attendance at appeals panels and that this be reported to the Review Panel.

(The Portfolio Holder for this item was Councillor Michael Doody)
(Forward Plan ref 95)

137. GYPSY AND TRAVELLERS SURVEY AND COUNTY WIDE PROTOCOL

The Executive considered a report from Housing Strategy advising them of the outcome of the "Gypsy and Traveller Accommodation Assessment" undertaken for the South Housing Market Area Partnerships of the West Midlands Region; and reporting the details of the Countywide Protocol for Managing Unauthorised Gypsy and Traveller Encampments.

In respect of the "Gypsy and Traveller Accommodation Assessment", every Housing Authority was required by the provisions of the Housing Act 2004 (s 225) to carry out an Assessment of the accommodation needs of Gypsies and Travellers residing in or resorting to their District. The Department for Communities and Local Government expected local Housing Authorities to have completed the work by the end of 2007 and forwarded it to the Regional Assembly. This was to enable the Regional Planning Body to provide a strategic view of Gypsy and Traveller requirements across the Region and to provide pitch numbers at District level for inclusion in the revised Regional Spatial Strategy. The report produced for the South Housing Market Partnership had been sent to the Regional Assembly.

EXECUTIVE MINUTES (Continued)

The additional pitch requirement for Warwick District Council, as indicated in the report, had been arrived at following interviews with the “settled” Gypsy and Traveller community as well as with members of those groups of Itinerant Gypsies and Travellers who agreed to be interviewed. In addition, the views and specialist knowledge of the Warwickshire County Council Gypsy and Traveller Liaison Officer and Officers of Warwick District Council contributed to the report. Officers from Housing Strategy and Planning were actively looking for land which may be suitable as a temporary stopping place for up to 15 pitches, as well as land which could provide up to 11 permanent pitches. In view of recent incidents within the District, it is felt that the most urgent need is for the 15 temporary stopping place pitches.

In respect of the Warwickshire Protocol for Managing Unauthorised Encampments, attention was paid to the record of unauthorised Gypsy and Traveller encampments within the District over the past 11 years. It also considered the manner in which such groups had been forced to move within days of setting up an encampment, only to set up another one somewhere else in the District. Information about similar encampments throughout Warwickshire had also informed the Protocol.

Local Authorities had a responsibility to improve relationships between communities, and by adopting a consistent approach across the County we would help ensure that the local communities and the travelling communities were treated fairly. Gypsies, Travellers and other unauthorised campers had, historically, been subject to different experiences, both positive and negative, in their movements across Warwickshire. By adopting the same framework for handling the unauthorised encampments we would help Gypsies, Travellers and other Unauthorised Campers to understand the expectations and approach wherever they locate in the County and enable Officers to use their skills County-wide; working more effectively to support colleagues.

In respect of the “Gypsy and Traveller Accommodation Assessment”, because the Assessment was a Government requirement, no alternatives were considered.

With regard to the Warwickshire Protocol for Managing Unauthorised Encampments, not adopting the Protocol was considered, but in the interests of ensuring an efficient and effective approach, and continuing to work with partners, both within Local Government and wider agencies, joining the protocol was thought to be a better option.

The Executive considered that although proposed requirements placed upon the District were reasonable there should be some realism taken into consideration with regard to income from the sites. There was also concern that because this was a Government proposal the Government should be providing funding to undertake this work. The Executive also felt that the Siskin Drive should be reassessed because in their opinion this was the most suitable site within the District.

EXECUTIVE MINUTES (Continued)

RESOLVED that

- (1) the final report of “A Gypsy and Traveller Accommodation Assessment” for the South Housing Market Area of the West Midlands Region by the South Housing Market Partnership, be noted;
- (2) the pitch requirements for 2008 to 13 as applicable to Warwick District Council of 11 Permanent Pitches and 15 Temporary Stopping Places, be noted
- (3) officers continue to seek suitable sites and explore funding to enable the Council to meet the pitch requirements placed upon it with a view to reassessing the Siskin Drive site as the Executive considered this to be the most appropriate location; and
- (4) the “Warwickshire Protocol for Managing Unauthorised [Gypsy and Traveller] Encampments”, be adopted.

(The Portfolio Holder for this item was Councillor Mrs Grainger)
(Forward Plan ref 103)

138. REVIEW OF CEMETERIES REGULATIONS

The Executive considered a report from Cultural Services regarding a review of Cemetery Regulations within the District and sought adoption of the new regulations.

The review of the regulations had been undertaken by a Task and Finish Sub Group following a request to the Culture and Social Policy Committee to review them.

Considering the age of the regulations, the Culture and Social Policy Committee considered it prudent to review the regulations to ensure that they were up-to-date and meaningful and a Task and Finish Group consisting of Councillors Mrs Blacklock, Heath and Mrs Higgins was formed.

Following advice from Legal Services, the Group agreed that the regulations should not be adopted as by-laws, but be enforced through the internal procedures Warwick District Council had as landlord of the cemeteries. By-Laws were time consuming and involved a lot of work. The penalties for breach of a by-law were nominal and it was felt that the Council's rights as landowners would be sufficient to enforce the regulations. Therefore it was decided that the amount of time and money involved in introducing a by-law was not justified in this instance.

EXECUTIVE MINUTES (Continued)

Alternatively the Executive could decide not to amend the regulations and continue to apply the existing ones. However, this is not a viable option because the current regulations were out of date and do not reflect the current working practices.

The Overview & Scrutiny Committee supported the recommendations in the report and recommended that a report be submitted to the Executive in 12 months to monitor the impact of the new regulations.

The Executive thanked the Overview & Scrutiny Committee for their comments and agreed that a further report should be submitted in 12 months to look at the impact of the regulations.

RESOLVED that

- (1) the regulations as detailed to appendix 1 to the report, be approved;
- (2) the regulations be not adopted as by-laws, but be enforced through the internal procedures Warwick District Council holds as landlord for the cemeteries; and
- (3) a report be submitted to the Executive in 12 months detailing the impact of the new regulations.

(The Portfolio Holder for this item was Councillor White)
(Forward Plan ref 93)

139. REVISED PROCUREMENT DOCUMENTS FOR THE CONSTITUTION

The Executive considered a report from Finance that sought approval for revisions to the Code of Contract Practice, Procurement Strategy and adoption of the terms and conditions of purchase of service and terms and conditions of purchase of goods for the Council.

The Procurement Strategy was last revised in 2006. The National Procurement Strategy has now ended. There were new procurement targets for CSR07. The Council now had a full time procurement resource in place. The strategic targets reflected the ambitions to improve procurement through training and procedural change.

The key achievements and actions planned in the action plan were based on key sectors for development which include:

- Policies; to establish and maintain policies that were easy to use and accessible via the Council's web-site;
- Aggregating purchases; working both within the Council and with other similar Local Authorities to aggregate purchases and achieve efficiencies from economies of scale;
- E-Commerce; to develop processes which would bring efficiencies and better data collection / management;

EXECUTIVE MINUTES (Continued)

- Contract Management Review; ensure that all contracts were managed and reviewed regularly to be legally compliant; and
- Awareness & Training; Provide support and training for Members and officers on procurement. Starting with a top-down approach in which heads of services would be the first to receive specific training on legal issues in procurement.

The current Code of Contract Practice was written in 2002. The revised Code took account of the many changes both within the Council and in Government strategy. The new documents had been revised taking these changes into account. The changes include:

- the addition of the provision for electronic trading (both in procurement and disposal of assets);
- the addition of more 'bands' to the Contract Types, in order to stimulate more comparisons of the market;
- Explanations of 'whole-life' costings and the benefits;
- More safe-guards over the use of consultants and control of their fees; and
- The need for more stringent checks on business continuity for key suppliers.

There was some duplication and cross-over within the documents revised. This was particularly true for the Code of Contract Practice and the Procurement Strategy where there was repetition.

The Council did not currently have any terms and conditions available for general purchases. Hence, all trade currently undertaken would be on the suppliers' terms. This left the Council in a vulnerable position should the service be unsatisfactory.

The revised documents and terms and conditions of purchase set out how the District Council should procure goods and services to comply with best practice and legal requirements. The documents should therefore be accepted in their entirety.

The Audit & Resources Scrutiny Committee noted the recommendations in the report, were very impressed with the performance of the new Procurement Manager and felt that the Executive should be mindful that the Procurement Manager required appropriate authority if procurement was to be managed successfully.

The Executive thanked the Scrutiny Committee for their comments and noted the latter point that the position be more senior but this needed to be reviewed via the correct process and this was a staffing matter which should be considered via the Employment Committee. The Scrutiny Committee should also note that the procurement Manager had the full support of the Chief Executive and Directors and that they took this work seriously.

RESOLVED that the revised procurement strategy, action plan along with the updates on the plan be approved.

EXECUTIVE MINUTES (Continued)

RECOMMENDED that Council accepts the revised Code of Contract practice documents, and adopt the new documents as part of the Constitution.

(The Portfolio Holder for this item was Councillor Michael Doody)

140. ANTI FRAUD AND CORRUPTION PROGRESS REPORT

The Executive considered a report from Finance informing it of the work undertaken on the Anti Fraud and Corruption Strategy during 2007/08 and the action plan for work as part of this strategy in 2008/09.

The Anti Fraud and Corruption Strategy was approved by the Executive in September 2005 with the intention that it be reviewed annually and that an action plan be formulated to help deliver its objectives.

This report detailed progress against the 2007/08 action plan and presented the 2008/09 action plan for approval.

The strategy had been reviewed to ensure that it remained current and appropriate and no changes were considered necessary.

There were no alternatives to approving the updated action plan.

The Audit & Resources Scrutiny Committee noted the recommendations in the report, but expressed dissatisfaction that it had taken so long to produce the leaflet following Member approval and that training had been delayed by 12 months.

Following the above comments assurance had been provided to the Committee with regard to the action plan work and this comment was withdrawn.

The Executive welcomed the assurances that had been provided both to them and the Audit & Resources Scrutiny Committee.

RESOLVED that

- (1) the report, and in particular the progress made in implementing the 2007/08 action plan, be noted; and
- (2) the action plan for 2008/09 be approved.

(The Portfolio Holder for this item was Councillor Michael Doody)

141. STAGING OF MAJOR EVENTS

The Executive considered a report from Cultural Services on the Staging of Major Events within the District.

EXECUTIVE MINUTES (Continued)

The report outlined the findings of the Working Group in considering the background to the Council's commitment to supporting the staging of major events in the district and considered the Council's approach to these events in future.

It was recognised that the cultural diversity of the district benefited from the wide range of major events held in the district. For the purpose of this review a "major event" was defined as one "that attracted significant numbers of visitors from outside of the District with the potential for overnight stays". Over many years the Council had been successful in attracting such events that brought significant numbers of visitors (estimated total visitors to the District 2.9 million per year) who took advantage of the services and amenities, including those provided by the Council but also those provided by voluntary groups and of course retailers and the private sector. It was the intention that this should be continued in the coming years and developed further to support the economy of the area.

The economic impact of major events was often quoted as a reason to support this type of event, although it was notoriously difficult to quantify the actual economic impact on the District. Appendix A to the report provided examples of the calculated impact of some events staged in the District in previous years, using data provided by Heart of England Tourism as part of an Economic Impact Assessment carried out for the District in 2007 (using 2004 data and based on the Cambridge Model). It was clear from these examples that the economic impact of such events was not insignificant and therefore had prompted the Working Group to support the continuation of such events which could demonstrate the potential for attracting such levels of visitors. To assist in future analysis of events a revised application form was being developed to capture information at the initial stages of an application. It was intended that this form would in future be available via the Warwick District Council website; at the same time a review of Cultural Services pages on the website would consider whether the current content was "user friendly" for organisations wishing to consider the district as an event venue.

Having made use of 2004 data in the Assessment referred to above, the Working Group were of the view that a more up to date piece of research was required. This could be commissioned from Advantage West Midlands if it were considered that the staff resources or knowledge did not exist within Warwick District Council at this time. It was envisaged that this piece of work would be central to any future bids for external funding to support major events in the District or to increase awareness of and attendances at existing events e.g. local cultural festivals. The research would need to address the issue of visitor accommodation provision and methods of obtaining meaningful data on this issue. There was a strong perception, although currently difficult to substantiate, that there would be insufficient appropriate accommodation in the district to support major events in the future.

The Working Group believed that the close working relationship built up over many years with Bowls England (formally the English Womens Bowling Association) should be continued despite the recent staff changes in the Cultural Services Unit as a result of Building on Excellence. A contract had recently been signed with Bowls England that protected the relationship until

EXECUTIVE MINUTES (Continued)

2012. It was considered essential that if we wish to retain our strong links with the sport of bowls beyond 2012, and place ourselves in a strong position to attract the headquarters of Bowls England to the District after 2012, we needed to commit significant efforts in the next 4 years.

Increased participation in the Councils cultural offering was the stated portfolio objective for 2008/09. Attracting a range of major events to the district increased opportunities for local people to attend and in some cases participate in events and activities which they otherwise may not.

Building on Excellence had had a significant impact on the previous Leisure and Amenities Unit. In the future there would need to be joint working between the Cultural Services and Economic Development Units in supporting major events, in particular the Town Centre Managers (and BID Manager) and their colleagues from Parks and Community Sport. There would continue to be an indirect input from Glendale staff in terms of grounds maintenance, attendants etc, managed in the future by contract managers in the Neighbourhood Services Unit.

The alternative to supporting major events in the District would be to decline any approaches from organisations wishing to use Council facilities for such events and offer no specific support to other organisations wishing to bring events into the District. This would have an economic impact on the Council directly through loss of facility hire, but also on income for retail and private sector organisations in the District. It would also counter the significant work of many years in promoting the District as an attractive and vibrant place to visit.

RESOLVED that

- (1) the District Council continues to support major events throughout the District providing that a financial and/or cultural benefit can be clearly demonstrated;
- (2) a bid within the 2009/10 service planning process to secure funding to allow research to be undertaken into the impact of staging major events in the District, be supported;
- (3) resources in the Cultural Services Unit be allocated to allow support of Bowls England and the continuing negotiations leading up to decisions regarding the future of bowls in the District from 2012 and Councillor White report to the Overview & Scrutiny Committee on how this could be achieved; and

EXECUTIVE MINUTES (Continued)

- (4) Consideration be given in the current review of the Warwick District Local Plan to strengthen the policy regarding provision of visitor accommodation in the District, including protection of current visitor accommodation and encouraging new provision in appropriate locations.

(The Portfolio Holder for this item was Councillor White)
(Forward Plan ref 101)

142. ABBEY FIELDS CONSERVATION PLAN

The Committee considered a report from Cultural Services that sought endorsement for the principles incorporated in the Kenilworth Abbey Advisory Committee's Conservation Plan.

The Kenilworth Abbey Advisory Committee (KAAC) were looking to use the Conservation Plan to access external funding to support the implementation of the plan and as such were seeking endorsement from partner organisations to strengthen any bids for such funding. English Heritage, Kenilworth Town Council and local societies had already endorsed the Conservation Plan.

KAAC were very clear in their supporting letter that they did not see this endorsement by Warwick District Council as a commitment by the District Council to expenditure on any aspect of the Plan.

A letter from KAAC dated 5 March 2008 (Appendix B to the report) outlined the intentions of KAAC in respect of the Conservation Plan and explained how they perceived the Plan being used in the future. In particular the letter stated "The policies, and the proposals to implement them, are presented as a series of options, including radical and expensive ones. Some are more inspirational than others; we believe that the best options will be chosen if alternatives are presented, even if they are not attainable at present."

KAAC had been working in partnership with Warwick District Council for some time in particular with officers from Planning and Engineering, and Cultural Services Units.

Should members not wish to endorse the KAAC Conservation Plan, KAAC would continue to seek external funding to move its plans forward, but considered that these applications would be significantly weaker without the endorsement of Warwick District Council as the landowner of Abbey Fields.

RESOLVED that the Kenilworth Abbey Advisory Committee Conservation Plan for Abbey Fields, Kenilworth as a long term plan for the ways in which Abbey Fields could be developed as an asset to the District, be endorsed.

(The Portfolio Holder for this item was Councillor White)

EXECUTIVE MINUTES (Continued)

143. GENERAL REPORT

(A) RURAL INITIATIVES GRANTS

The Executive considered a report from Finance about four applications for Rural Initiatives grants that had been received.

The four applications received were as follows:

- Norton Lindsey Playgroup to help cover the shortfall in project for play equipment, it was recommended that a grant of £2,500 be made;
- Shrewley Village Hall for a grant towards an extension to the rear of the hall, it was recommended that grant be made of £14,500;
- Drainage works to Bubbenhall Recreation Ground, for a grant towards alleviating flooding problems in the parish recreation ground, it was recommended that a grant of £6,837 be made; and
- Refurbishment of 3 Bus Shelters in Barford Village, an application for refurbishment of 3 brick bus shelters in the village, it was recommended that a grant of £1,135 be made.

The grants were recommended to enable the Council to support the progression of the schemes.

The Council had a specific capital budget to provide grants of this nature and therefore were no alternatives if the Council was to provide funding for rural initiatives. However the Executive could chose not to approve any particular grant or vary the amount awarded.

RESOLVED that the following grant awards be made

- (1) a grant be made of £2,500 to Norton Lindsey Playgroup to help cover the shortfall in their project for play equipment;
- (2) a grant of £14,500 be awarded to Shrewley Village Hall towards an extension to the rear of the hall;
- (3) a grant of £6,837 be made towards the drainage works to Bubbenhall Recreation Ground, for alleviating flooding problems in the parish recreation ground; and
- (4) a grant of £1,135 be made towards the refurbishment of 3 bus shelters in Barford village.

(The Portfolio Holder for this item was Councillor Mrs Bunker)

EXECUTIVE MINUTES (Continued)

(B) DATA QUALITY STRATEGY AND ACTION PLAN

The Executive considered a report from Organisational Development and Performance Improvement regarding the arrangements within the Council for guaranteeing data quality.

The 2007 external audit arrangements to guarantee data quality, undertaken by the Audit Commission, determined that there were a significant number of areas improvement. In response to these findings, the Policy & Performance Team worked with Auditors, CMT, and Service Area Managers, to develop an approach to improve these issues. This approach was detailed within the Strategy, Template and Action Plan attached to this report.

The need to develop a Data Quality Strategy and Action Plan in response to the recent audit of Data Quality was raised following the 2007 audit. The attached Strategy, Template and Action Plan represents the work undertaken following reports presented to Corporate Management Team on 5 March and 30 April 2008. At these meetings Management Team initiated and then approved the development and implementation of the Strategy and Action Plans.

An alternative would have been to take minimal and or no action in response to the audit, however, this was considered contrary to the Council's stated mission to build on excellence. The development of the Strategy, template and action plan were considered important elements of the overall approach to management and performance to be implemented at Warwick District Council.

The Audit & Resources Scrutiny Committee noted the recommendations in the report, recommending that a review be submitted to the Audit & Resources Scrutiny Committee in three months time and thereafter every six months, with the Committee investigating any issues of missed targets.

The Executive welcomed the comments from Audit & Resources Scrutiny Committee and their agreement to monitor progress on the action plan.

RESOLVED that

- (1) the Data Quality Strategy and Data Quality Template as the approach the Council will take in addressing Data Quality at Warwick District Council, be approved;
- (2) the Action Plan attached to the report, as the Council's response to the recent Data Quality Audit, be approved for implementation; and

EXECUTIVE MINUTES (Continued)

- (3) a review be submitted to the Audit & Resources Scrutiny Committee in three months time and thereafter every six months, with the Committee investigating any issues of missed targets.

(The Portfolio Holder for this item was Councillor Caborn)

(C) DELEGATED AUTHORITY

The Executive considered a report from Housing Strategy that sought amendments to the Scheme of the Delegation to ensure as far as possible that there was always a responsible person able to sign statutory documents.

The signing of certain statutory documents for the Private Sector Housing team was delegated to the Head of Housing Strategy and the Divisional Environmental Health Officer (Private Sector Housing). This had proved inconvenient in some instances and approval was sought to broaden the pool of delegated officers by including the Strategic Director responsible for Housing Strategy and strategic Director responsible Finance (in consultation with Chief Executive).

The detail of the proposed amendments were included at appendix 1 to the report.

No alternative options were considered. If these changes were not made, the signing of statutory documents would remain in the same hands, with a consequential risk of them not being able to be signed when they were required, thus reducing efficiency.

RECOMMENDED that the scheme of delegation be amended as detailed at Appendix 1 to the report.

(The Portfolio Holder for this item was Councillor Mrs Grainger)
(Forward Plan ref 104)

(D) DISABLED FACILITIES GRANT POLICY

The Executive considered a report from Housing Strategy regarding changes to the disabled facilities grant policy.

The report informed the Executive of changes to the mandatory disabled facilities grant programme coming into effect on 22 May 2008; to propose that officers are provided discretion to reclaim certain grants on the resale of an adapted property; and to give them an indication of what changes were likely to be made to the disabled facilities grant programme in the future.

The changes proposed were by Central Government after consultation and research and for this reason no alternative had been considered.

EXECUTIVE MINUTES (Continued)

RESOLVED that

- (1) the changes made to the Disabled Facilities Grant programme from 22 May 2008, be noted;
- (2) where a grant is given for more than £5,000 the grant above this figure (to a maximum of £10,000) be recovered should the adapted property be disposed of within 10 years, subject to there being no hardship caused and that it is reasonable to do so in the circumstances of each case;
- (3) the relaxing of the ring fence which previously meant that Disabled Facilities Grant funding could only be used for the provision of mandatory Disabled Facilities Grant; and
- (4) the proposed future changes to the Disabled Facilities Programme be noted.

(The Portfolio Holder for this item was Councillor Mrs Grainger)
(Forward Plan ref 105)

144. BEST VALUE PERFORMANCE PLAN 2008/09

The Executive considered a report from Organisational Development and Performance Improvement regarding the Best Value Performance Plan (BVPP) 2008.

The statutory requirement to prepare and publish an annual Best Value Performance Plan was removed via a variety of changes introduced in the Local Government and Public Involvement in Health Act 2007. The removal of this requirement was originally intended to commence from 1 April 2008, however recent guidance from the Department for Communities and Local Government had outlined transitional arrangements requiring basic information to be reported via a cut down version of a BVPP.

The Council Constitution required approval be sought from Council for the publication of the BVPP. It was proposed that only minimal resource was invested in this interim reporting requirement to meet the guidance. It was not proposed that hard copies be produced and circulated as had been the case in previous years.

Proposals to replace the BVPP with an improved annual report published after the close of accounts each year were being developed. It was anticipated this would be a more customer friendly publication of more interest and value to the residents of the District.

Failure to comply with the DCLG reporting requirements could result in reservations and qualifications being noted against the council in subsequent audits and inspections. Non compliance had not been considered as a viable option for an Excellent Authority.

EXECUTIVE MINUTES (Continued)

RECOMMENDED that the publication of a basic Best Value Performance Plan as set out in the report, via the Warwick District Council website, be approved.

(The Chairman of the Executive had agreed to take this as an urgent matter because it needed to be considered and approved by the Council before 30 June 2008)

(The Portfolio Holder for this item was Councillor Caborn)

(This minute was considered and approved by Council on 25 June 2008))

145. MINUTES OF THE OVERVIEW & SCRUTINY AND POLICY COMMITTEES

The minutes of the meetings of the Audit & Resources and Executive Overview and Scrutiny Committees held on 18 March and 8 April 2008 and the Culture & Social Policy and Environment & Economic Policy Committees on 19 March 2008 were noted.

146. PUBLIC AND PRESS

RESOLVED that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following three items by reason of the likely disclosure of exempt information within the paragraph of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006, as set out below.

Minute No.	Para. Nos.	Reason
150	1	Information relating to an individual
150	2	Information which is likely to reveal the identity of an individual
147, 148, 149, 151 & 152	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

147. ALLOTMENT LAND

The Executive considered a report from Economic Development and Regeneration regarding the transfer of allotment land currently administered by the Council to the relevant Town and Parish Councils.

EXECUTIVE MINUTES (Continued)

The report arises from a request from Warwick Town Council that the allotment sites within the Town be transferred to them on the basis of each side meeting its own legal costs and “renouncing any financial aims in respect of rental payments”.

The Audit & Resources Scrutiny Committee supported the recommendations in the report with the inclusion of a clause requiring that the land always be used as allotment land or, if it were sold for other uses, that an equivalent or larger amount of land be allocated for allotments.

RESOLVED that

- (1) the Executive was minded to approve the transfer of allotments but wished to ensure that all were transferred at the same time with identical conditions to provide equity to all Councils concerned and therefore requested a report in September to sign the formal agreements with all the relevant Councils; and
- (2) the head of terms be approved but with the amendment of items (iii) and (iv) to accord with paragraph 7.4 of the report.

(The Portfolio Holder for this item was Councillor Kinson)

148. WARWICKSHIRE POLICE FUNDING IN SUPPORT OF CCTV

The Executive considered a report from Neighbourhood Services highlighting the current income received in support of the CCTV service from Warwickshire Police and set out options for maintaining that income or agreeing changes in the way the production of evidence for CCTV is provided.

The current informal agreement with Warwickshire Police needed to become a formal agreement so that both the Police and Council could plan accordingly.

The Audit & Resources Scrutiny Committee noted the recommendations in the report, expressing dissatisfaction that the Police had set a sum regardless of the actual cost. Members determined to revisit the issue at a future meeting of the Committee, particularly in terms of the cost of providing ‘live’ CCTV, as opposed to the cost of providing recorded data, which had been considered previously.

The Overview and Scrutiny Committee would like to make the Executive aware that they would be completing a scoping document on the issue of CCTV with the possibility of establishing a Task and Finish Group.

The Executive asked the Audit and Resources Scrutiny Committee to appoint a member to join working party of the Overview & Scrutiny Committee.

EXECUTIVE MINUTES (Continued)

The Chairman of Executive agreed to write to the Police regarding the response received by the Executive and a meeting be arranged between the Police, Portfolio Holder, Leader of the Council and Chief Executive to discuss the issue.

RESOLVED that

- (1) Warwickshire Police continue to be required to cover the costs of providing them with data and images from recorded CCTV footage;
- (2) the Council enters into a contract with the Police that allows for a contribution to be made on a quarterly basis in line with the actual work being carried out and that an auditable document is available to determine the fee to be paid;
- (3) the fee be paid at a rate equivalent to the cost to employ a CCTV operator on their current scale rate and in order to provide inflation proofing that the fee is subject to an annual review in line with the cost to employ;
- (4) the Chairman of Executive agreed to write to the Police regarding the response received by the Executive and; and
- (5) a meeting be arranged between the Police, Portfolio Holder, Leader of the Council and Chief Executive to discuss the issue.

(The Portfolio Holder for this item was Councillor Kinson)
(Forward Plan ref 101)

149. THE DISPOSAL OF BEDFORD STREET CAR PARK

The Executive considered a report from Neighbourhood Services regarding the disposal of Bedford Street Car Park.

The report outlined the potential benefits to Leamington Spa by the sale of the site in partnership with adjoining land owners and how the money raised by this could be used to fund the maintenance programme for other car parks within the district.

Further to comments made on the other minute about this item, the Audit & Resources Scrutiny Committee felt that car park maintenance and improvement plans already identified should proceed without automatic reallocation of funds from the sale of the car park. Members requested a report from the Head of Neighbourhood Services detailing urgent car park maintenance requirements and the cost implications.

EXECUTIVE MINUTES (Continued)

The Overview and Scrutiny Committee supported the recommendations in this report and would like WDC officers to liaise with WCC officers to establish whether it may be possible to investigate establishing a safer routes to school project at St Peter's School, to ease any potential issues caused by the development of the car park site.

RESOLVED that

- (1) the recommendation of the Asset Management Steering Group that the Bedford Street car park, subject to planning permission being granted; be approved; and
- (2) tenders be sought for remedial and improvements works to Covent Garden Multi-storey, and remedial works to St Peter's Multi-Storey car park;
- (3) an improved business case be reported back to the Executive in due course.

(The Portfolio Holder for this item was Councillor Kinson)
(Forward Plan ref 79)

150. REDUNDANCY PAYMENT

The Executive considered a report from Organisational Development and Performance regarding a further payment to the former Head of Leisure & Amenities following the increase in the redundancy multiplier from 2 to 2.3 back dated to 17 December 2007 by the Employment Committee.

RESOLVED that a payment of £10,568 be made, from the early retirement fund, in line with the decision of the Employment Committee.

(The Portfolio Holder for this item was Councillor Caborn)

151. CLEANING CONTRACT FOR HRA PROPERTIES

The Executive considered a report from Housing and Property Services requesting the retrospective consent for the decision to accept the best tender for the contract for cleaning of communal areas of HRA flats, to ensure compliance with the Council's Code of Contract Practice.

The Audit & Resources Scrutiny Committee noted the content of the report but, as a point of process, would have liked to have had the opportunity to look at this issue in advance rather than retrospectively.

The Executive noted the comments of the Audit & Resources Scrutiny Committee and accepted the reasons for this retrospective approval from the Head of Housing and Property Services.

EXECUTIVE MINUTES (Continued)

RESOLVED that

- (1) retrospective consent to accept the best tender for the contract for cleaning communal areas of HRA properties, although this was not the lowest price tender, be approved; and
- (2) the Head of Housing and Property Services be requested to submit a report to the Executive on how cleaning costs were included within rents with regards to properties with cleaners and those which do not.

(The Portfolio Holder for this item was Councillor Mrs Grainger)
(Forward Plan ref 102)

152. LAND CHARGES

The Executive considered a report from the Chief Executive with regard to ongoing discussions with Warwickshire County Council about Land Charges fees.

The Audit & Resources Scrutiny Committee noted the recommendations in the report.

RESOLVED that

- (1) the content of the report be noted;
- (2) a further report be submitted to the Executive in July;
- (3) appropriate reports be submitted to the relevant Committees as required; and
- (4) an arbitrator be appointed to resolve the difference in view between Warwickshire County Council and Warwick District Council on this matter.

(The Portfolio Holder for this item was Councillor Kirton)

(The meeting ended at 8.55 pm)