

A meeting of the Cabinet will be held in the Town Hall, Royal Leamington Spa on Thursday 3 November 2022, at 6.00pm and available for the public to watch via the Warwick District Council [YouTube channel](#).

Councillor A Day (Chairman)

Councillor L Bartlett  
Councillor J Cooke  
Councillor J Falp  
Councillor M-A Grainger

Councillor R Hales  
Councillor J Matecki  
Councillor A Rhead  
Councillor J Tracey

**Also attending (but not members of the Cabinet):**

Chair of the Overview & Scrutiny Committee  
Green Group Observer  
Liberal Democrat Group Observer  
Labour Group Observer

Councillor A Milton  
Councillor I Davison  
Councillor A Boad  
Councillor M Mangat

**Emergency Procedure**

At the commencement of the meeting, the emergency procedure for the Town Hall will be announced.

**Agenda**

1. **Apologies for Absence**
2. **Declarations of Interest**

Members to declare the existence and nature of interests in items on the agenda in accordance with the adopted Code of Conduct.

Declarations should be disclosed during this item. However, the existence and nature of any interest that subsequently becomes apparent during the course of the meeting must be disclosed immediately. If the interest is not registered, Members must notify the Monitoring Officer of the interest within 28 days.

Members are also reminded of the need to declare predetermination on any matter.

If Members are unsure about whether or not they have an interest, or about its nature, they are strongly advised to seek advice from officers prior to the meeting.

### 3. Minutes

To confirm the minutes of the 29 September 2022 meeting.

**(To follow)**

#### **Part 1**

(Items upon which a decision by Council is required)

### 4. Fees and Charges

To consider a report from Finance.

**(To follow)**

#### **Part 2**

(Items upon which a decision by Council is not required)

### 5. Significant Business Risk Register

To consider a report from Finance.

**(Pages 1 to 23)**

### 6. Discretionary Housing Payments

To consider a report from Customer and Digital Services

**(Pages 1 to 6)**

### 7. Future Delivery of the Domestic Pest Control Service

To consider a report from Safer Communities, Leisure and Environment

**(Pages 1 to 14)**

### 8. Election Printing – Code of Procurement Practice Exemption

To consider a report from Democratic Services.

**(Pages 1 to 4)**

### 9. Election Printing – Code of Procurement Practice Exemption

To consider a report from Democratic Services.

**(Pages 1 to 4)**

### 10. Public and Press

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

Item Numbers	Paragraph Numbers	Reason
11	1	Information relating to an Individual
11	2	Information which is likely to reveal the identity of an individual
11	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

11. **Confidential Appendices to Item 7 – Future Delivery of the Domestic Pest Control Service**

To note the confidential appendices to Item 7.

**(Appendices A&B)  
(Not for publication)**

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For enquiries about specific reports, please contact the officers named in the reports. You can e-mail the members of the Cabinet at [cabinet@warwickdc.gov.uk](mailto:cabinet@warwickdc.gov.uk)

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# Cabinet

Minutes of the meeting held on Thursday 29 September 2022 in the Town Hall, Royal Leamington Spa at 3.00 pm.

**Present:** Councillors Day (Leader), Bartlett, Cooke, Falp, Grainger, Hales, Matecki, and Rhead.

**Also Present:** Councillors: Boad (Liberal Democrat Group Observer), Davison (Green Group Observer), Mangat (Labour Group Observer), and Milton (Chair of Overview & Scrutiny Committee).

## 168. **Apologies for Absence**

Apologies were received from Councillors Cooke, Matecki, and Tracey.

## 169. **Declarations of Interest**

There were no declarations of interest made.

## 170. **Minutes**

The minutes of the meeting held on 10 August 2022 were taken as read and signed by the Chairman as a correct record.

### **Part 1**

(Items upon which a decision by the Council was required)

## 171. **Quarter 1 Budget Report**

The Cabinet considered a report from Finance which provided an update on the current financial position as of 30 June 2022, both for the current year 2022/23 at the end of Quarter One, and for the medium term through the Financial Strategy. Key variances and changes were highlighted to inform Members, with some recommendations also being put forward for their consideration.

The Medium-Term Financial Strategy showed that the Council was still reliant on making the savings previously agreed as part of the 2022/23 Budget Setting. However, further savings were now required in light of changes to the proposals following the approval to withdraw the request to merge with Stratford-on-Avon District Council and create a South Warwickshire District Council. With the significant risks facing the Council's finances in future years, it was important that officers and Members took all actions to ensure that the savings were generated.

The recommendations and updates would enable the Council to ensure Members and other stakeholders continue to be informed on the most up to date financial position of the Council, both in year and for the medium term. It would enable decisions to be made based upon these positions to ensure that the Council could continue to operate within a balanced budget.

Regarding the General Fund Financial Position as of 30 June (Q1), variations were identified by the Accountancy Team and reviewed in conjunction with the relevant budget managers, and where necessary, narrative provided in the report. As of 30 June (end of Q1) there was a favourable variance of £1,366k, with a forecast adverse variance for 2022/23 of £586k. A summary was provided below:

<b>2022-23</b>			
<b>Service (General Fund)</b>	<b>Variation Description</b>	<b>Q1 Variation £'000</b>	<b>Forecast Full Year Variation £'000</b>
Employee Costs	Staffing	£385 F	£500 F
	Pay Award contingency	-	
Assets	Delays to PPM works	£315 F	-
	Utility Charges – Electricity		£250 A
Cultural Services	Increased Arts Concession activity	£326 F	-
	Leisure Concession	-	£200 A
	Planning Income	£189 F	-
Environment & Economy	Existing waste contract income	£111 F	£200 F
	Green Waste Permits	£200 F	£486 F
Housing Services	B&B Accommodation	£100 A	-
Strategic Leadership	Warwickshire Place Partnership (Health & Wellbeing)	£100 F	-
	De-Carbonisation Grant	£20 F	-
	Members Allowance	£10 A	£40 A
	Contingency Budget	£135 F	-
	Crewe Lane LLP Interest		£62 A
	Budget Savings proposals linked to merger	£128 A	£512 A
	Budget saving proposal – digital transformation	£52 A	£208 A
Budget Savings in-year underspend	£125 A	£500 A	
<b>TOTAL</b>		<b>£1,366 F</b>	<b>£586 A</b>

Continuing with the Salary Vacancy Factor process established during 2021-22, the table below reflected the underspends on salaries within service areas during periods 1-3 (April-June). These were offset against a pre-determined value agreed at budget setting of expected levels of savings driven by gaps in establishments throughout the year, which was set at 3.6%.

As part of the Vacancy Factor process for Q1, £469,700 (GF) and £107,300 (HRA) was appropriated from staffing budgets.

<b>Portfolio</b>	<b>Vacancy Factor Budget 22/23</b>	<b>Budget Released Q1</b>
Assets	-£41,200	£40,000
Community Protection	-£68,700	£40,400

Cultural Services	-£62,400	£62,400
Development Services	-£76,800	£76,800
Environment & Operations	-£68,100	£68,100
Financial Services	- £107,200	£67,400
Housing Services - General Fund	-£48,200	£48,200
ICT	-£37,400	£19,500
People & Communication	-£31,400	£22,300
Strategic Leadership	- £111,300	£23,700
<b>Total General Fund</b>	- <b>£652,700</b>	<b>£469,700</b>
HRA	- £115,700	£107,300
<b>Total</b>	- <b>£768,400</b>	<b>£577,000</b>

Overall, 71.96% of the GF Vacancy Factor had been met, and 92.74% of the HRA vacancy factor.

Once the Vacancy Factor budgets were achieved, additional budget that was released would be allocated to a contingency provision to allow for a forecast 4% average pay award for 22/23, currently forecast at £350k. Any further budget released would then be returned to GF and HRA reserves and be available to use as necessary to meet other emerging challenges and opportunities.

After the Vacancy Factor Adjustment and departmental service reviews had been taken into consideration, General Fund salaries were £385k favourable against budget at the end of Q1. However, following the vacancy factor process and discussions with the relevant managers, some of the remaining underspent budget would be required to backfill where work had fallen behind due to staffing, establishment, and recruitment issues. This could take the form of additional fixed term staffing, agreed overtime and in some instances the use of agency staffing, which could carry a cost premium. These assumptions would continue to be reviewed and challenged into Quarter Two, and forecasts updated, as necessary. The value that the vacancy factor was set at (currently 3.6%) would also continue to be reviewed. Given the high levels of underspend reported at Q1, it might be necessary as part of Budget setting to increase this provision to better reflect the ongoing staffing challenges within service areas.

The recruitment and retention issues currently being faced by the Council were subject to review, with work commencing on how this be tackled going forward.

In Assets, delays to the commencement of a number of Planned Preventative Maintenance (PPM) programmed works continued into 2022/23. The Assets team were continuing to face resourcing challenges, driven by high levels of sickness and difficulties in recruiting to the

substantive establishment. It was expected that the full allocation of budget would be used to meet the cost of repairs necessary to maintain the corporate stock. However, it was likely that up to a third of the £1.5m programme would have to be slipped into the following financial year and so not present a real saving.

Another contributing factor to the variation was the way in which works were reported through the Financial Management System (FMS). One of the expected benefits of the new FMS, which went live in November, was that expenditure commitments would appear in a timelier manner in the system from the Property Management System. This would be as and when orders were raised, rather than only when they were paid. This would improve forecasting against the schedule agreed at Budget Setting in February.

Centralisation work was ongoing between finance and the assets teams to ensure resources were available and to enable programmed works to be more effectively managed, supported by timely, accurate and available information in the Financial Management System.

In Cultural Services, the Royal Spa Centre received increased income during quarter one driven in part by a number of rescheduled events having now taken place. The centre was now fully operational after being closed for prolonged periods due to COVID-19.

Income and Expenditure would continue to be monitored as the Council headed into the peak season, including the return of the Christmas Pantomime following previous years cancellations due to COVID-19.

Despite a positive quarter one, the full year forecast remained prudent as there was still uncertainty as to how the site would perform going forward. The leisure contract forecast was discussed in section 1.4.4 of the report.

In Development Services, a large amount of fees were carried forward (£324k) from 2021/22 into 2022/23 for ongoing planning work relating to the current year. It was forecast that planning fees would achieve their annual budget.

In Environment & Economy, recycling credit income reduced due to lower usage than during the last two years, when lockdowns increased home collection volumes. However, income generated from material collections remained significantly above budget. The forecast reflected that the new 123+ waste contract commenced from 1 August 2022, and so income from these sources would form part of that contract going forward.

The number of residents who signed up to the Green waste collection service significantly exceeded expectations for 22/23.

In relation to Housing Services – General Fund, increased levels of temporary B&B accommodation were used since the start of the pandemic. The effects of the current cost of living conditions were also having an impact, resulting in a cost of an additional £103k year to date. However, the Council would receive Flexible Homelessness Support Grant to fund this additional expenditure. This would continue to be monitored into winter, when further significant cost increases were expected,

including another rise in the cost cap in October just as the use of utilities would increase with colder weather and reduced daylight hours.

In relation to Strategic Leadership, the Members allowances scheme was revised at Annual Council in May 2022 and this increase was not built into the budget in February as the exact total additional costs were unclear, as this depended on the number of Councillors undertaking roles. The forecast for the year was £115k against a budget of £73k. Equally no budget provision was provided to date to allow for the creation of the PABS and the chairman SRA.

£100k was received as a grant to be held by WDC on behalf of the South Warwickshire Place Partnership (Health and Well Being) to be spent this current financial year.

Within the 2022/23 Budget agreed by Council in February, there was a Contingency Budget of £200k for any unplanned unavoidable expenditure. To date £65k had been committed from this budget.

Regarding budget savings, the progress against the Budget savings proposals was outlined in section 1.3 in the report.

In the Housing Revenue Account current year variances, variations had been identified by the Accountancy Team in conjunction with the relevant budget managers, giving a favourable variance of £1,028k as of 30 June, with a forecast favourable variance for 2022/23 of £150k. A summary was provided below:

<b>2022/23</b>				
<b>Service</b>	<b>Variation Description</b>	<b>Q2 Variation £'000</b>	<b>Forecast Full Year Variation £ '000</b>	<b>Rec/ Non-rec</b>
<b>HRA</b>	Staffing (after Vacancy Factor Adjustment)	£78 F	£150 F	Non-rec
	Housing Repairs	£950 F	-	Non-rec
<b>TOTAL</b>		<b>£1,028 F</b>	<b>£150 F</b>	

Staffing resources across the Housing Revenue Account saw similar issues to those impacting the Assets teams. Sickness and recruitment challenges had been present and were likely to continue going forwards in the immediate future.

Continued delays in receiving invoices from contractors for housing repairs, both major and responsive, was leading to the favourable variance YTD. A process was currently in development to ensure order data from the Housing Management System (Active H) appeared in the new Finance Management System (FMS) as orders were raised, ensuring expenditure reporting was more robust and timelier than it was through the existing FMS. Currently expenditure was passed through to the FMS when paid.

This project to bring active orders into the FMS when approved, and the centralisation of all R&M budgets would allow more timely financial



management of these budgets. It should have been noted that major and responsive works were ongoing, with the expectation that the full budget allocation for the year would be utilised.

Regarding Recommendation Two (budget savings progress), managers had provided updates as to expected delivery against the Budget Savings Proposals agreed originally in December 2020, and last reviewed as part of Budget Setting in February 2022.

Appendix One to the report outlined a full breakdown of all the current budget savings proposals, including forecast delivery.

Following the approval to withdraw the request to merge with Stratford-on-Avon District Council and create a South Warwickshire District Council, a number of savings proposals had to be removed. These schemes directly linked to efficiencies being made as a result of a joint Council. These were highlighted in yellow on Appendix One to the report.

The latest updates also resulted in the removal of the remaining delivery against Digital Transformation from 2022/23, following delivery of service efficiencies related to the Finance Management System implementation from February 2022. The Head of IT services would be bringing forward a revamped transformation programme outlining future plans in due course. Within the savings, a £500k 'in-year underspend' was allowed for. At this point in the year, nothing had been explicitly allocated to this. However, as part of the on-going Budget monitoring throughout the remainder of the year, any projected savings would be allocated against this heading. See Appendix One to the report for a full breakdown of the progress on the Budget Savings Proposals.

With many of these savings still requiring much work to be carried out, a more prudent stance had been taken in projecting the likely savings from some initiatives. These savings were reviewed monthly by the Management Team to seek to ensure the savings initiatives were duly progressed.

Regarding recommendations three and four, the MTFs was last formally reported to Members in February as part of the Budget setting and Council Tax setting reports. At that stage the profile of revenue savings to be found was as follows:

	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Deficit-Savings Req(+)/Surplus(-) future years	0	1,377	575	754	1,186
Change on previous year	0	448	490	-223	-200

As well as the in-year changes detailed in sections 1.1 and 1.3 in the report, there were key changes to the MTFS for future years, as outlined below:

Inflation had been changed within the MTFS for recurrent expenditure as follows:

<b>Year</b>	<b>Inflation as at Budget Setting Feb 2022</b>	<b>Revised Inflation Q1 Budget Report</b>	<b>Recurrent impact to MTFS</b>
			<b>£'000</b>
2022/23	4%	4%	0
2023/24	2%	4%	393
2024/25	2%	3%	181
2025/26	2%	2%	0
2026/27	2%	2%	0

The key driver of the inflation proposed above was salaries. The revision above reflected the latest proposed pay offer.

Major contracts would be subject to their own agreed cost profile and inflation levels, which would have been/would be factored in to the MTFS as appropriate.

In addition to the contingency proposal outlined in paragraph 1.1.2 in the report, any agreed pay award would have a recurrent effect on the MTFS. Given that there was no guarantee that the high levels of vacancy would continue into future years at this stage, provision needed to be made to support a pay award higher than the 2% included to date. Therefore, the pay provision had been increased in line with the revised inflation values in paragraph 1.4.2.1 in the report.

This would continue to be reviewed based on the latest information from ongoing pay award discussions. The vacancy factor target would also be reviewed alongside this, to ensure that this was set at a level reflecting the continued establishment gaps.

Regarding the Everyone Active Leisure Contract, a revised contract was agreed for 22/23 in place of the previous concession arrangement. A 90/10 (WDC/EA) split on any surpluses was agreed at the start of the financial year. At budget setting, a £500k leisure contingency was included to reflect the continued risks associated with achieving the full value of the original concession on the back of the pandemic and the sites in Kenilworth being closed for renovation this year.

Further dampening of £200k had now been included reflecting the ongoing risks associated with rising costs, in particular utility costs which were one of the largest expenses incurred at the Council's leisure centres. To help support the concession provider, while also ensuring that a commercial incentive remained, the split on any future surpluses had now been revised to 80/20 (WDC/EA).

Everyone Active would continue to provide monthly breakdowns of their accounts on an open book basis to support the updated arrangement. Discussions were ongoing relating to future years' concessions.

Regarding the new waste contract and garden waste permits, the number of residents who signed up to the new service significantly exceeded expectations for 22/23, given that the service launched mid-season in August.

Current forecasts were for permit income to exceed £700k (35,000 permits), despite the reduced cost of the permit due to the part year effect of a mid-year introduction.

The overall projection for the service in 22/23 was forecast at £550k, increased by £486k over the original forecast of £64k, once additional costs that would be incurred in supporting the service had been factored in.

Previously agreed budget proposals forecast that from 23/24, £1m per annum would be generated from the service. Given the current performance and take up by residents of the service, the forecast from 23/24 had been increased to 40,000 permits, generating income of £1.6m (£1.4m once additional service costs were factored in).

Regarding utility contracts, following a period of uncertainty there were now some indicative estimates of the likely impact on electric and gas prices for the Council's GF and HRA properties following the significant increases in costs seen over the last 12 months.

The Council contracted to buy electricity through ESPO for the period October – September, but for gas, the period was April - March.

ESPOs Energy Trading/ Risk Management team estimated the cost per kWh to be at least 20.31p from October, roughly a 100% increase. This excluded the Standing Charge / Green Levy / Distribution Cost element which it was assumed would also increase substantially.

The Council had the estimated consumption for the 305 supplies (4,475,161kWh). A very basic forecast at 20.31p/kWh would be £909k. Current budget for electricity for 2022/23 was £439k. Half of this was likely to impact in 2022/23 and then equally for the first half of 2023/24. The kWh cost for October 2023 to September 2024 until mid-way through next year would not be known, but market trends continued to indicate significant upward movement. The Council's price varied a little per site depending on the cost of transmission to site using the network (also expected to rise), so this figure was a broad estimate.

For Gas, the Council's prices were fixed for the remainder of 2022/23 but indications were that there would be an increase in the range 180% - 250% from April 2023, although the Council's gas usage was proportionally much less than electricity. ESPO had already bought around 87% of its contracted gas requirement for next year but still they were unsure about the exact price impact for next year.

Therefore, the following recurrent changes were included in the MTFs:

	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Increase (Decrease) in electricity charges	250	250	0	-150	0
Increase (Decrease) in Gas charges	0	150	0	-50	0

Work was underway to mitigate the impact of these increases, with the Council's Building Management System operator, SERTEC being instructed to carry out an urgent review of key sites to see if any changes to heating / lighting / cooling etc could be introduced and if these would cause any loss of amenity at a building. There was limited scope at Pump Rooms as the art and museum collections required regulated air and temperature to prevent artifact deterioration. Reviews were taking place across sites with the biggest use.

The Council would also look at whether there were options to install PIR sensors in any corridors, kitchens, toilets etc at any locations, The costs were likely to be small in comparison with the energy cost increase and any marginal energy savings were worthwhile.

A further meeting with ESPO was due to take place later in the year once prices could be quantified with greater certainty.

Taking into account the changes highlighted in the report, the Medium Term Financial Strategy now presented the following deficit position:

	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Deficit-Savings Req(+)/Surplus(-) future years	586	2,933	2,424	2,467	2,706
Change on previous year	0	2,347	-509	43	239

Recurrent savings of £3m needed to be secured to enable the Council to be able to set a balanced budget from 2023/24 onwards. Officers were currently reviewing ways of reducing the deficit, including income generation, service efficiency, and cost saving schemes. This work and its outcomes would be reported to Cabinet as part of the Q2 Budget Report in December 2022.

Regarding recommendation 5, the following proposed changes to the Capital Budget had been identified:

- 1) Kenilworth Leisure Centre site fit outs across Abbey Fields - £496k slippage (full year budget) into 2023/24.

2) Kenilworth Leisure Centre site fit outs across Castle Farm - £201k slippage (full year budget) into 2023/24.

Regarding recommendation 6, following the withdrawal of the merger, monies set aside for service integration, totalling £2.7m over three years, had been moved to the Service Transformation Reserve (STR) from the previously established Service Integration Reserve.

As part of the merger, a number of stages of service alignment were proposed. Pending these reviews taking place, a number of recruitment proposals were put on hold. These recruitments now needed to take place.

In addition, Members recently approved the 'Applause' package.

A full breakdown of all posts / schemes put forward to be funded from the STR was provided in Appendix 3 to the report.

The recommendation was for Members to approve the use of the STR to support these posts / schemes which were necessary to ensure continued service delivery.

Upon approval of these posts / schemes, there would be £1.812m remaining unallocated in the STR.

As stated in 1.4.7.2 in the report, officers were tasked with identifying ways to reduce the financial deficit. It was expected that there would be a period of officer / Member work over the coming months to work on options as part of the budget process due to commence in September. Part of this work would review the use of Council reserves, including the STR, with further recommendations to be presented in the Q2 report.

Regarding recommendation seven, updates on the following subjects were provided:

- Energy Rebate Discretionary scheme - A request to use delegated Emergency powers was submitted on 23 June 2022 to approve the Hardship Fund and Energy Rebate Discretionary Scheme, to enable commencement by 30 June. The scheme included £228,900 provided by the Government for the Energy Rebate Discretionary scheme and £200,000 provided by the Warwick District Council Hardship Fund. This was funding provided from the 2021/22 forecast surplus, as originally discussed in February 2022. The idea around the scheme was to provide additional support to those residents most in need who might have not received any support from the main £150 Council Tax Energy Rebate Scheme. The Council arranged for a payment of £150 for customers in Bands E-H who were in receipt of Local Council Tax Reduction (LCTR) as well as those receiving Disabled Person Reduction, Severely Mentally Impaired Disregard or Council Tax Carers disregard. The Council would also provide everyone who was in receipt of the maximum LCTR (85% or 100%) across all bands A-H a top up of £50. The Council would be encouraging customers to apply for LCTR as well if they were struggling and if they were then successful, they would receive an award as per the above. If they were unsuccessful in their claim but within a predefined amount, these people would also

qualify for a payment of £125 as long as they had not already received an energy rebate payment. The scheme was currently over halfway completed, with the scheme due to end on 30 November 2022.

- Spencer Yard - A request to use delegated Emergency powers was submitted on 15 June 2022 to approve the movement of money within the Future High Street Fund Scheme for Leamington. This was done to facilitate the commencement of works in Spencer Yard with a view to completion in a 12-to-15-month period.
- Lillington Health Hub - A request to use delegated Emergency powers was submitted on 10 August 2022 to approve the forward funding of expected CIL contributions, pending their receipt in 22/23 and 23/24. This would enable the Lillington Health Hub project to progress. The profile of CIL contributions committed to the project for 22/23 total £1m and 24/24 total £900k. A Cabinet report in March 2022 forecast that there would be sufficient CIL income in both of these years to fund this project, with CIL income in 2022/23 forecast to be £3.125m.
- Land acquisition – Villiers Street - A request to use delegated Emergency powers was submitted on 20 May 2022 to approve the purchase of two plots of land on Villiers Street, Leamington Spa to ensure that that they remained as open space land. It was agreed that the 2 plots would be purchased for £5,250 and £39,000 (plus reasonable legal expenses) each.
- Homes for Ukraine - A request to use delegated Emergency powers was submitted on 12 May 2022 to approve policy changes that needed to be made to the Council's 'Council Tax Section 13A(1)C Discretionary CTax reductions policy' in order for the Council to support those people arriving in the area under the Homes For Ukraine Government scheme. The recommendation to accept the changes to the Warwick District Council 'Council Tax Section 13A(1)C Discretionary CTax reductions policy' was to ensure that Local Council Tax Reduction was not adversely affected for those eligible sponsors hosting a guest in their household under the Government's Homes For Ukraine scheme. Also, that any person liable for Council Tax in the Warwick District Council area who was resident under any of the Government sponsored resettlement schemes or the Homes For Ukraine scheme, who was in receipt of the maximum Local Council Tax Reduction under the working age scheme (85%) would not be required to pay the remaining 15% Council Tax charge, with these cases being reviewed annually.

Regarding recommendation 8, the latest Equipment Renewal Schedule was approved by Members as part of the budget setting report in February. It was noted that this reserve, along with several others were all forecast to have demands exceeding the available balances.

Therefore, it was proposed that drawdown from the Equipment Renewal Reserve be delegated to the Chief Executive, in consultation with the Head of Finance, Leader of the Council, and Finance Portfolio Holder.

Regarding recommendation 9, as part of the ongoing review of budget management processes following the implementation of the new Finance Management System, a number of proposals, as outlined in the report, were put forward to improve the control and administration for managers.

Currently the Repair and Maintenance budgets were managed by the Assets Team, but the budgets were held within individual service budgets. This caused difficulty in the financial management of these budgets as a manual report needed to be created each period to show spend against budget. The Assets team could not currently easily use the new Financial System to see what the correct position was on an individual or global scheme basis. Managers within services currently had these budgets within their Cost Centres, against which they did not directly manage the related works. This made it difficult for the Assets Team to forecast spend against agreed programmes of work.

The proposal was to move all centrally managed Repair & Maintenance, Mechanical & Electrical and PPM budgets to the Assets Department. This would allow Assets to financially manage these budgets using the new FMS and provide more accurate forecasts of spend. It would also remove these budgets from service budgets, leaving only their controllable (excluding CEC's – see section 1.10 in the report) budgets to manage. There were no budget implications to this request as current budgets already exist.

Charges related to health and well-being, including occupational health, were responsive to individual staffing needs. The current process was for the invoice to be paid centrally by HR, and then recharged to Cost Centres based on actual usage. Due to their responsive ad-hoc nature, Occupational Health charges were not directly budgeted for within services. There was a cost in administration to the organisation to recharge these on a monthly basis. By centralising this cost to HR, they could be managed and forecasted within one area more effectively.

A budget would be required to be held in HR for the estimated annual cost of £16,800. This was initially proposed to be funded from the Contingency Budget for 2022/23, and to then be included from 2023/24 in the base budget. From 2023/24, this was anticipated to be funded from re-aligning existing employee budgets where resource was continually under-utilised, and therefore was expected to carry no additional budget requirement.

Regarding recommendation 10, another piece of work being undertaken as part of the ongoing review of budget management processes was the way in which Central Establishment charges (CEC) / Recharges were implemented.

CECs were an accounting method to redistribute non-front-line service costs to front-line services, in order to show the true cost of a service being provided by the Council. An example of this would be that to provide a car parking service, there would be costs incurred by support services such as Finance, HR and IT which would need to be attributed to the overall cost in addition to direct cost such as the salaries of attendants. The current system for recharges mixed both front line service costs and business (external) recharges together. At year end, both Service Managers and Accountancy had to reallocate the spend for the year. This

was a time-consuming process which was ultimately not value adding to the Council and used staffing resource that could be better utilised on more operational and strategic support, as well as being a significant task as part of the closure of accounts process.

The proposal was to review these processes and implement an alternative way to do CEC / Recharges which was efficient in time but retained accuracy within the accounts. This would also seek to separate business recharges for one off and ongoing works and what was classed as a CEC (front line service recharges). Many other Local Government organisations had moved to an estimated process, allowing budgets and charges to be agreed and processed at the beginning of the year. This gave more clarity to service managers of their costs for their service within the year and would ease the burden on managers and Accountancy at year end. The recommendation was to review and propose a new way of working for CEC's and Internal Service charges, with the outcome being in place for the 2023/24 Budget Setting process.

The Overview & Scrutiny Committee noted the report and thanked officers for their time in producing it. The Committee noted the positive impact the new financial system is having already and would like to thank officers and Members for the collaborative work on that.

Members highlighted their concerns on the impact of the energy crisis on Council finances and look forward to receiving an action plan on that in the near future.

Members have also asked that where emergency powers are used, full details should be made available in the Cabinet report to enable scrutiny to take place efficiently.

The Leader advised that in terms of the cost of living crisis, there was a package of measures that was originally going to come through the Leadership Coordinating Group (LCG), but this was postponed due to the funeral of the Queen. There was a special LCG session organised for 3 October to deal with this work, and the drafts he had seen so far had been very impressive and he was confident a strong package would be put forward. With the Medium Term Financial Strategy (MTFS), there was a need to get a grip on the projected £3 million deficit, however there had been similarly eye-watering amounts projected in previous years and the Council had managed to do something about it. There was a plan to take the budget development through the Resources Programme Advisory Board (PAB) as well as through LCG, to ensure that this was done on a cross-party basis and to give the full disclosure of the thinking behind decisions. The Leader offered to sit down with Councillor Davison to go through the details of the Spencer Yard project, in order to give him the confidence he was looking for.

Councillor Hales noted the concerns regarding the increase in gas, electric, but it was important to note the steps already taken, for example the use of reserves for the applause package for staff, as well as the use of funds for the Energy Rebate scheme. He thanked the support of Group Leaders, and officers for their efforts in working to produce the balanced budget that was required. He then proposed the report as laid out.



**Recommended** to Council that

- (1) the ongoing forecast deficit outlined in the MTFS be reviewed further once proposals for tackling the deficit have been developed and reported to Cabinet for consideration; and
- (2) Council amends the Constitution to record the Cabinet's delegated authority for the Chief Executive, in consultation with the Head of Finance, Leader of the Council, and Finance Portfolio Holder, to drawdown from the Equipment Renewal Reserve.

**Resolved** that

- (1) the latest current year financial position for both Quarter 1 (General Fund £1,366k Favourable and Housing Revenue Account £1,208k Favourable), and forecast for the year (General Fund £586k Adverse and Housing Revenue Account £150k Favourable), with the key variations that drive these positions, be noted;
- (2) the updated profile of budget saving schemes originally approved in December 2020, including the changes to those that were linked to the merger, be noted;
- (3) the impact on the Medium Term Financial Strategy (MTFS) due to changes detailed within the report, and how these changes are expected to be accommodated, be noted;
- (4) the current capital variations for schemes originally approved in February 2022, be noted;
- (5) the use of Reserves for the services outlined in section 1.6 in the report, be approved;
- (6) the use of Delegated emergency powers for the approvals outlined in section 1.7 of the report, be noted;
- (7) the centralisation of Assets R&M Budgets and HR Occupational Health Budgets, be approved; and
- (8) changes to the process for Central Establishment Charges (CEC) / Recharges, be approved.

(The Portfolio Holders for this item was Councillor Hales)  
 Forward Plan Reference 1,309

## 172. Final Accounts 2021/22

The Cabinet considered a report from Finance which provided a summary on the draft 2021/22 final accounts, with the draft Statement of Accounts (available on the website) providing a detailed analysis. An update against the audit timeline was given. Members were asked to note the draft financial position for 2021/22 as detailed in the report, and the decisions made under delegated authority.

The report and supporting appendices enabled the Council to ensure Members and other stakeholders continued to be informed on the most up to date financial position of the Council. It enabled decisions to be made based upon these positions to ensure that the Council could continue to operate within a balanced budget.

The final draft outturn positions upon closure of the accounts were as follows:

	<b>Latest Budget £'000</b>	<b>Actual £'000</b>	<b>Variation £'000</b>
General Fund	9,890	9,845	-45
HRA	-2,797	-3,893	-1,096
Capital Programme	76,175	48,575	-27,600

The outturn for the General Fund Revenue Services for 2021/22 presented a favourable variation of £0.045m. Should there be any change to the variation because of the External Audit (which commenced on 5 September), Members would be updated accordingly.

The significant General Fund variations were presented in the table below.

<b>Description</b>	<b>Variation £'000</b>	<b>Favourable / Adverse</b>
Employee Costs	-616	F
R&M	-1,039	F
CCTV	-118	F
Spa Centre	78	A
Rental income (Catering Contract)	84	A
Commonwealth Games	-295	F
Building Control Income	-61	F
Local Land charges Income	100	A
Bereavement Services	233	A
Car Park income	23	A
Waste Collection Income	870	F
Watercourses & Culverts Fee Income	135	A
Benefits	537	A
Payment Channels	62	A
Investment Interest Income	-104	F

HRA Recharge	30	A
Projects	122	A

An analysis by Portfolio was shown at Appendix A to the report. IAS19 adjustments and capital charging had been excluded from the variations above as these were reversed out of the Net Expenditure position.

Net Business Rates Retained Income to the General Fund was favourable by £4.904m against the revised Budget. This was due to the way that government compensated Councils through S31 grants for administering its Covid support programmes, primarily in the form of Business Rates Reliefs and Business Grants.

Investment Interest was lower than that budgeted. An increase on the return from the Crewe Lane loan had been offset by the commencement of Housing Investment programmed expenditure meant that there had been less balances to invest. The Annual Treasury Management Report was due to be presented to Overview and Scrutiny Committee alongside the report on 28 September and would provide more information on the 2021/22 performance. The Table below summarised the HRA and GF position.

	<b>Latest Budget £'000's</b>	<b>Actual £'000's</b>	<b>Variation £'000's</b>	<b>Fav / Adv</b>
General Fund	-1,524	-1,628	-104	F
HRA	-304	-15	289	A
<b>Total Interest</b>	<b>-1,828</b>	<b>-1,643</b>	<b>185</b>	<b>A</b>

Employee costs were underspent by £616k in 2021/22. The key driver of this was staffing vacancies totalling £596k across a number of services, in particular Assets, Community protection (Environmental Health), Environment & Operations (Green space development and ranger services), Revenues & Customer Services, and Development Services. Vacancies had been offset with additional staffing costs (overtime, agency staffing) where necessary, at a cost of £505k (£21k over budget). Recruitment and retention remained a key challenge for the organisation.

Regarding Assets, the Planned, Preventative Maintenance (PPM) corporate repairs programme was funded through a combination of revenue and reserve funding from the Corporate Assets Reserve, in that order. In 2021/22, £149k had been drawn down from the Corporate Assets Reserve due to expenditure in year of £562k. Expenditure was significantly lower in year on the PPM programme than was originally set in as part of the Budget Setting Report in February 2021 (where £1.541m of works had been agreed, including slippage from 2020/21, supported by a £1.128k draw down from the Corporate Assets Reserve). The key drivers of the reduction in expenditure in year were delays caused by resourcing issues on both the side of WDC and the contractors, in part still as a result of COVID-19 and an increase in demand for construction services. As part of Budget Setting for 2022/23, £561k of these delayed works had been carried forward as part of the Earmarked Reserve request.

Regarding Community Protection, a new CCTV maintenance contact had

been agreed in year resulting in savings against the recurring budget.

Regarding Culture, Tourism and Leisure, reduced income had been received across many cultural sites, in particular the Royal Spa Centre, because of remaining COVID-19 restrictions and delays to shows / events using the facilities. Some of the loss had been offset against reduced expenditure costs incurred and the receipt of recovery grants in-year. Rental income from Jephson Gardens Restaurant and Pump Rooms had not been received in year, resulting in an adverse variance of £38k.

Delays had been incurred in the delivery of some preparations for the Commonwealth Games taking place in July-August 2022, resulting in an underspend in 2021/22. Funding relating to the Games would be carried forward to 2022/23 (as an Earmarked Reserve), to match delivery against Birmingham 2022 deadlines.

Regarding Development Services, there had been higher than forecast non-fee earning work recharged to Daventry and Rugby in 2021/22. The carry forward of local land charges planning income into 2022/23 for applications not yet fully determined had been higher than anticipated, reducing this year's income figure. This income would be reflected in the following year and therefore a reversal of this position in 2022/23 might be seen.

Regarding Environment and Operations, Bereavement Services saw a significant increase in the demand for its services in the prior year, in part driven by COVID-19. However, as the District started seeing fewer cases and deaths, activity levels had fallen to pre-pandemic levels, bringing reduced demand for services at the Crematorium against forecast.

Car park income had continued to be down on pre-pandemic levels as a result in changing user habits. The increased prevalence of remote working had reduced footfall at a number of central urban car parks across the District, and a reduction in season tickets issued. Car parks linked with green spaces had continued to see high levels of activity.

Income received for the sale of recycled materials collected through waste services had continued to be high, as the market value of goods had increased significantly over the two years since the waste contractor last estimated the amount the Council would receive. Demand for bulky item collections also had remained high with people continuing to spend more time at home driven by remote working.

In terms of Watercourses & Culverts – contract income was estimated for budget setting based on the tender process and was set too high. This had been updated for 2022/23.

Regarding Finance, Housing benefits presented an adverse net variance of £537k, driven by a reduction in the subsidy on benefit overpayments. There was an increase in payment processing charges as more people were paying online. The pandemic had increased the speed at which the transition to online payments had taken place.

There had been a reduced recharge to the Housing Revenue Account this year from the General Fund for support services provided. Support

services were currently driven as a proportion of costs incurred by services.

The Latest Budget for the Housing Revenue Account (HRA) allocated £2.797m to be appropriated to the HRA Capital Investment Reserve. The actual outturn for 2021/22 resulted in £3.893m being transferred, an increase of £1.096m. This was summarised in Appendix B to the report.

Staffing resources across the Housing Revenue Account had seen similar issues to those impacting the Assets teams. Sickness and recruitment challenges had been present and were likely to continue going forwards in the immediate future.

Delays to repairs and maintenance work due to issues with access and contractor availability as a result of COVID-19 had resulted in an underspend in year of £733k. Major and cyclical repairs had both been affected by these issues. It was expected that access would improve in 2022/23 and enable contractors to complete the works necessary to maintain the housing stock.

There had been a favourable variation in the bad debts provision. Arrears over the pandemic had been lower than expected, in part due to the support provided by central Government. Therefore, the bad debt provision had not required increased resourcing. Given the current cost of living issues facing society, the provision would be monitored going into and through 2022/23.

Capital Expenditure showed a favourable variance against the latest budget of £27.6m. This was comprised of the Housing Investment Programme and Other Services. The table below summarised Budget and Expenditure by Fund. A comprehensive breakdown of the variations and their drivers, and the level of budget to either be returned to reserves or slipped to 2022/23, were provided in Appendix D to the report.

	<b>Latest 2021/22 £'000</b>	<b>Actual 2021/22 £'000</b>	<b>Variance 2021/22 £'000</b>
Housing Investment Programme	58,114	35,481	-22,633
Other Services	18,061	13,094	-4,967
<b>Total Capital</b>	<b>76,175</b>	<b>48,575</b>	<b>-27,600</b>

The key drivers of the variations were:

- Slippage at housing development schemes in part still impacted by the effects of COVID-19, including the Triangle at Europa Way, Cublington Waverly Riding School and Oakley Grove Phase 2.
- Covid-19 access to existing housing stock had delayed contractors in being able to get into properties, impacting on the fitting of kitchens, bathrooms, aids and adaptations and electrical fitments.
- Delays to the commencement of development at both Kenilworth leisure centre sites, which was originally due to commence in January 2022, due to the discharging of planning conditions and the volatility of the current construction market.

Appendix D to the report provided a comprehensive breakdown of the

variations and their drivers, and the level of budget to either be returned to reserves or slipped to 2022/23.

In the November 2016 Budget Review report, Members approved that any surplus or deficit on the General Fund balance was to be appropriated to or from the General Fund Balance. Under this agreed delegation, £0.045m had been allocated.

Similarly, it was agreed for the Housing Revenue Account that the balance would be automatically appropriated to/from the HRA Capital Investment Reserve. £1.096m had been transferred in 2021/22.

As part of the Final Accounts process, requests had been approved under delegated authority by the Head of Finance for Revenue Earmarked Reserves. These were for previously agreed projects where it had not been possible to complete as budgeted within 2021/22 and would therefore need to carry forward budget to 2022/23.

These totalled £2.347m for the General Fund and £0.469m for the HRA and were outlined in detail in Appendix C to the report. Requests were considered against budget outturn within the specific projects and services, with requests approved only where there was sufficient budget available.

Members noted that these were considerable sums. Key earmarked approvals for the General Fund included set up budget relating to the new waste contract, the Commonwealth Games, delays to PPM and Climate action funded works. For the HRA, the main approval was for delayed major repairs relating to the Housing Investment Programme (HIP), and consultancy budget to support ongoing housing development projects.

It was recommended that the Cabinet should note the position on revenue slippage. As in previous years, expenditure against these budgets would be regularly monitored and reported to Cabinet as part of the budget review process.

In terms of alternative options, the report was a statement of fact. However, how the outcomes might be treated could have been dealt with in a variety of ways. The main alternatives were to not allow any, or only allow some of the earmarked reserve requests to be approved.

The Cabinet noted that there had been difficulties in recruitment, particularly to specialised positions. There was a need to look how the Council could retain staff and become an attractive employer.

The Overview & Scrutiny Committee noted the report and congratulated officers on their efforts.

Councillor Hales paid credit the Senior Leadership Team (SLT) and staff team as a whole for continuing to perform their job well, in the face of these recruitment difficulties. In response to a question from Councillor Davison, he agreed that the report would include a simple breakdown of the finances, for example, breaking down money received, money spent, and details regarding where Council Tax was spent and useful percentages, so that it was simpler for the public to understand. He congratulated the Interim Head of Finance and his team, and then proposed the report as laid out.

**Recommended** to Council that

- (1) the final revenue outturn positions of the General Fund (GF) and the Housing Revenue Account (HRA), being £0.045m and £1.096m favourable respectively, be noted;
- (2) the Capital Programme showing a variation of £27.6m under budget and the level of slippage carried forward to 2022/23 as set out in Appendix D to the report, be noted;
- (3) the allocations of the revenue surpluses which have been appropriated to the General Fund Balance Reserve and HRA Capital Investment Reserve under delegated authority, be noted; and
- (4) the final position for Revenue Slippage and the Earmarked Reserve (EMR) requests of £2.347m General Fund and £0.469m HRA (Appendix C to the report), with the requests having been approved under delegated authority by the Head of Finance in conjunction with the Finance Portfolio Holder, be noted.

(The Portfolio Holder for this item was Councillor Hales)  
Forward Plan Reference 1,310

**Part 2**

(Items upon which a decision by the Council was not required)

**173. Relocation of Kenilworth Wardens**

The Cabinet considered a report from the Deputy Chief Executive that sought Cabinet approval for further forward funding to help facilitate Kenilworth Wardens' relocation from its current home to a new site at Castle Farm. The further funding would be secured by a legal charge on the land and recovered when the Club sells its current site.

The aspirations of Kenilworth Wardens (hereafter referred to as KW) and the financial and in-kind support given by this Council were covered comprehensively in the reports cited in the report. However, in summary KW wished to relocate from its current site off Glasshouse Lane, Kenilworth to land partly owned by this Council at Castle Farm (the project), thereby freeing-up the land for housing. This Council provided significant financial (£712k with a legal charge on KW's current site) and officer support to assist KW with its planning and cost development work but the aspirations were proving very difficult to realise due to the forecast cost for the development of the proposed site at Castle Farm and other project related costs.

The report therefore apprised Members of the latest position and recommended a way forward for the project. Part of the report was viewed in the confidential section of the meeting, Minute Number 182, due to its commercial nature.

To enable KW to progress the project, the Council provided forward funding of £712k secured with a charge on their current site. This funding enabled KW to progress planning documents to RIBA stage three (prepared by IDP Group) and produce a cost plan (prepared by Mace Group) based on the stage three design.

The project was complex with not only land development at Castle Farm but among other things, four separate land acquisitions, the construction of a bridge over a narrow river and disposal costs associated with the current site. A full cost breakdown based on May 2022 prices could be seen at confidential Appendix A to the report.

Due to Government mandated requirements, overseen by Sport England (SE), KW could develop its current site for housing and receive a capital receipt until its new facilities at Castle Farm were constructed. This therefore meant that significant up-front funding was required to enable construction of the new sporting facilities. KW had marketed its land and on a couple of occasions it appeared that subject to conditions, a development partner was prepared to forward fund the project. Regrettably for various reasons, the respective developers decided not to pursue their interest.

Members were reminded that the parcel of land occupied by KW was part of the major Local Plan land allocation running along the A46 outside Kenilworth. Based on officers' understanding of the progress of the other parcels of land making up the allocation, the KW land was the only site not progressing. This had a number of implications including but not limited to, meeting the District's overall and affordable housing targets; stymieing the opportunity for sporting facility enhancement; foregoing of significant S106 and CIL funding to be put to public good; and tying up the £712k land charge the Council already had on the land.

Within the context described above, officers considered whether there was a further role for the Council to play to facilitate KW's relocation. Whilst it would certainly involve further financial risk for the Council, in the absence of other funding sources, the only known way forward was for the Council to provide additional forward funding so that the planning process and cost development work could be concluded. KW estimated that a further c£300k was necessary to complete this work and a cost estimate breakdown had been reviewed by officers to validate this.

If Members were agreeable to this approach as a way forward then there was an opportunity for the Council's housing company, Milverton Homes Limited (MHL), and its Crewe Lane LLP partner JV, Vistry to take a leading role in delivering the project. Subject to certain conditions, it had been proposed that Vistry would take control of the remainder of the planning process for the Castle Farm site, whilst at the same time starting on the designs and surveys necessary to produce a planning application for the Glasshouse Lane site. This work would all be done under the auspice of either the Crewe Lane JV or a new JV. Subject to a Castle Farm planning permission being granted, the JV would then purchase KW's site, lease it back to the Club and provide the forward funding so that the sporting facilities could be constructed. This would mean that KW could then relocate, and its current site would be available for housing development.



Vistry's agreement to undertake this work was predicated on a funding model based on the principles the Council had agreed for the Crewe Lane site whereby the JV entered into a facility agreement for the draw-down of a loan from the Council. The Council would then benefit from loan interest and ultimately when houses were sold at the Glasshouse Lane site, a profit share arrangement between Vistry and MHL provided the opportunity for the Council to receive a dividend in accordance with the terms of the shareholder agreement.

Before a facility arrangement was entered into there was obviously a significant amount of due diligence that would be required to ensure that a Council loan had the appropriate security in place. Achieving permission to enter into a facility agreement would necessitate a further report to Cabinet but the matter which needed resolving immediately was KW sourcing the necessary finance so that it could complete its planning work in respect of Castle Farm.

Should Members have decided to agree to the approach described in the report as a way forward, then £300k would need to be released from either Reserves or Council Balances. This funding would be secured by way of a legal charge on the land, but should KW never relocate, this money, and the forward funding already provided, would not be recoverable.

As indicated, this was a very complex project with many facets and there remained several matters that the Council would want to satisfy itself about before it gave its agreement to KW occupying its land at Castle Farm and a facility agreement being entered into. It was therefore proposed that the appropriate Programme Advisory Board be used as the Forum to explore those issues.

Given the volume of work to complete and matters to address, a planning application for the Castle Farm site would not be submitted until the middle of next year but this did provide KW with the necessary time to address the issues that remained.

In terms of alternative options, there was realistically one alternative option available to Members. They could do nothing which in all probability would mean that the relocation of the Wardens would not go ahead. This would stymie the comprehensive development of land at "Thickthorn" and consequently halt several public benefits.

The Overview and Scrutiny Committee were concerned about the level of financial risk inherent in the project.

The Committee recommend that the Cabinet should fully understand all different scenarios including project overspend, and that the Resources PAB should review the business case prior to disbursement.

The Cabinet was required to vote on this because it formed a recommendation to them.

Councillor Hales explained that the Wardens had changed the model in how they were run; though there had been deficits in recent years, the latest figures published showed they were currently in profit. He credited the Council in terms of the number of projects being delivered for the benefit of residents, particularly compared to other Councils. To address the concern about the risk of the project, he stated that money was recoverable once the land was sold; by bringing this proposal forward there was a desire from the Wardens to move to a new site to become a community-based club once again, as opposed to being spread out across the District as was currently the situation.

In response to the comments and recommendation made by the Overview & Scrutiny Committee, Councillor Hales proposed the following amendment to the condition, as follows:

“That Cabinet agrees to release £300,000 from the Council’s Reserves/Balances, the precise source to be determined by the Head of Finance and asks that the Resources PAB reviews the business case and reports its findings to the Leadership Co-ordinating Group (LCG) prior to the release of the funding”.

The Leader gave the opportunity to the Chair of the Overview Scrutiny Committee to comment on whether the amended additional recommendation satisfied the concerns raised by the Committee. He stated that although it was noted that the money was recoverable with the sale of the land, there were other potential consequences where if the project was considerably overspent, that money would need to be recovered from somewhere, having consequences both to the Council and the Wardens.

The Deputy Chief Executive and Monitoring officer advised that he agreed with that concern, and a review of the business case would include that scenario, and he gave his assurance that he would work with the Resources PAB on this, which the Chair of the Overview and Scrutiny Committee was satisfied with. The PAB would review concerns about the sustainability of the club, its business model going forward, the cost of the move to pay for the relocation, scenario planning, for example an exit strategy if needed. The homework behind this would also come through the LCG, whereby a view on whether to progress or reverse the decision that the Cabinet would take at this meeting.

Councillor Hales then proposed the report as laid out, along with the additional amended recommendation.

**Resolved** that

- (1) the latest position regarding the relocation of Kenilworth Wardens, be noted;
- (2) the release £300k from the Council’s Reserves/Balances be agreed, the precise source of which to be determined by the Head of Finance; and
- (3) £300,000 be released from the Council’s Reserves/Balances, the precise source to be

determined by the Head of Finance and asks that the Resources PAB reviews the business case and reports its findings to the Leadership Co-ordinating Group (LCG) prior to the release of the funding.

(The Portfolio Holder for this item were Councillors Cooke and Hales)  
Forward Plan Reference 1,307

**174. Consideration of an Article 4 Direction at Castle Pavilion, Castle Road, Kenilworth**

The Cabinet considered a report from Planning which sought approval to commence the process of making a Direction under Article 4(1) of the Town and Country Planning (General Permitted Development) (England) Order 2015 and to undertake the related required public consultation. The effect of the Direction, if confirmed would be the removal of certain permitted development rights on the Land known as Castle Pavilion, Castle Road, Kenilworth.

The report set out the options available to Members for the service of an Article 4 Direction to remove specific permitted development rights on a parcel of land.

In terms of alternative options, Members needed to decide whether to authorise that Officers proceed with the making of an Immediate or a Non – Immediate Article 4 Direction.

The issue here was that a Non-Immediate Direction would allow for more evidence to be collected and so represent a more robust position for the Council to defend its position and to resist challenge legal or financial. However, the activities on the site had been going on for a long while already and taking the non-immediate approach would mean that there was no more control exercised for a longer period which could extend beyond the Christmas and New Year period where other events may be held and so further potential disturbance to residents.

The progression towards a Non-Immediate Direction would enable the requisite publicity and consultation within the local area to take place and a more detailed assessment made of the extent of harm arising from the recurring use, therefore informing the consideration of the appropriateness of confirming a Direction.

Such a consultation would enable residents to expand further on the way that the use of the site was affecting their amenities. It would also enable views to be sought from Warwickshire County Council in their role as the Highways Authority on the highway and traffic impacts of the use and from the WDC Environmental Health Team as to the extent and nature on any associated noise and disturbance being experienced in the locality.

Following the receipt of those views and expert advice, officers would be in a stronger position to fully assess the effects of the ongoing use and recommend to Cabinet whether there were sufficient grounds to confirm an Order without unduly exposing the Council to the risk of that decision being challenged.

Members were asked to note that in coming to the current recommendation, officers were mindful that the Secretary of State could dismiss the Direction at any stage, a proposition that might be increasingly likely where a Direction was without sufficient justification.

Alternatively, Members could authorise the making of an Immediate Order if the development to which the direction related was considered to be prejudicial to the proper planning of the area or constituted an immediate threat to local amenity. This would have the benefit to residents of bringing control over activity immediately so providing a relief to them. If this proved not to be a sustainable position, Members needed to be aware there was the risk of being liable for compensation in certain circumstances if the person involved could demonstrate the Direction had caused adverse financial consequence.

Further, Members could also resolve not to progress the making of an Article 4 Direction which would be contrary to the level of concern being raised in the local area about the activities concerned.

The Chief Executive explained that currently, Temporary Events Notices were creating opportunities on the land and property outside the planning system, and the Article 4 Direction would be a way of the Council regaining some form of control. It was a judgement call for the Cabinet to decide whether to introduce an Immediate Direction, to carry out a consultation but in the meantime have some control on the land, or introduce a Non Immediate Direction where the Consultation would take place, but things would remain as they were; meaning the Council would not be able to exercise any control of an activity that had generated a lot of complaints from residents.

The Deputy Chief Executive and Monitoring Officer advised that the Cabinet needed to be comfortable there was a weight of evidence in the report before making a decision of an Immediate Article 4 Direction, and if they felt that evidence was not there, they should be making a decision of Non-Immediate.

The Leader stated that the report was detailed, included comments from Kenilworth Town Council, and there was quite a body of evidence in terms of nuisance and concern that residents had raised on this matter. He gave the opportunity to Councillor Milton to comment, as a Kenilworth Ward and Town Councillor, who explained that this matter was discussed a number of times by the Town Council, whereby they decided to take the course of action to write to the Chief Executive about an Article 4 Direction. Members of the Town Council were reassured that it would not necessarily prevent anything happening on the site, but it would put some control as to what happened on the site so people would have to go through a transparent, consultative process.

Councillor Rhead stated that paragraph 1.12 in the report encapsulated sufficient evidence for an Immediate Article 4 Direction.

Councillor Hales explained that it was a dilemma as there were local residents who had created a business for the Town and District, against the concerns of residents which had been numerous and continual. Based

on the evidence in the report and the continued issues from residents in the area, he proposed an Immediate Article 4 Direction, stating that the Council could not let the situation continue, and needed to do the right thing for the residents.

**Resolved** that

- (1) the process of making an Immediate Article 4 Direction relating to the site which was shown edged red at Appendix A to the report, be commenced;
- (2) a public consultation process be commenced, the results of which will inform the decision as to whether to confirm the Order; and
- (3) a further report be brought forward setting out the results of the public consultation and recommending whether the Order should be confirmed.

(The Portfolio Holder for this item was Councillor Cooke)  
Forward Plan Reference 1,308

**175. Office Accommodation Strategy and the Provision of Public Facing Access to Council Services**

The Cabinet considered a report from Assets which sought to agree an approach to the relocation of the Council's headquarters and public facing access to services.

The Council's Medium Term Financial Strategy (MTFS) currently assumed significant savings from the running costs of corporate office accommodation, principally Riverside House (RSH), these assumed savings being £250,000 per year ongoing. This may have been an underestimate of the savings that could be achieved from relocation. A breakdown of the costs for the financial years 2020/21 and 2021/22 showed an average cost of c£575k per year and whilst a new building would bring its own costs, they should be considerably lower than those of RSH.

The Council had primarily operated from Riverside House (RSH) since its purchase in 2000 with the Council chamber and civic suite being located at Leamington Town Hall. RSH consisted of some 60,000 sq. ft of office space with 194 car parking spaces. Prior to the pandemic, around 350 staff used the offices daily. However, even before the pandemic, it was evident that Riverside House was larger than the Council needed and there was a proposal to relocate its offices to Covent Garden; though this was discontinued in 2019.

However, from March 2020 due to the impact of Covid-19 which necessitated a radical change to working, most staff had been operating from home. Whilst there would always be occasions when working in a physical environment was advantageous, the benefits of agile working had

been realised in many ways thereby reducing the need for office accommodation of the size of RSH.

RSH continued to be sparsely used with a daily average of around 35-40 staff using the premises either as a base from which to work, or for team / collaborative working in meeting rooms. Many of these rooms had been adapted with screens and cameras for hybrid meetings using Microsoft Teams. These rooms could be booked in advance using an on-line booking system.

As part of ongoing monitoring of office requirements, meeting room bookings and office attendance were recorded to enable a further review of accommodation need and size.

There were two existing tenancies at RSH: Kids Run Free and Bowls England (BE). Should Members have agreed to the recommended approach in the report then discussions would need to take place with those organisations to source alternative accommodation. Bowls England was a key partner and so the Deputy Chief Executive had already commenced the conversation with the BE Chief Executive.

Riverside House also served as the ICT location for the team and associated infrastructure and equipment, and the Head of ICT agreed that a two-stage relocation was possible, but much work would need to be done to ensure that it was deliverable. However, agreement to the general approach was needed before that detailed analysis began.

When the Council was previously marketing the RSH site, one of the main obstacles it encountered was not being able to give the market any certainty about a timeline for vacation of the site. For developers to formulate building programmes and thereby have certainty about the cost of development, there was a need to understand when the land would come into their possession. Without this certainty it was not possible to make a firm offer and enter a contractual relationship with the Council.

Despite the Council's agreed objective to relocate, it did not have a new home to go to and although a future report would shortly propose a long-term solution, if the Council was to help address the significant financial challenge it had over the life of the MTFs, relieving itself of the cost of RSH would make a large contribution to this objective.

Considering the above, officers were proposing that relocation takes place in two stages with a temporary decant, albeit of potentially up to three years, to offices/ buildings in the Council's current estate followed by a final move to a permanent new home.

Officers had undertaken an analysis of existing Council-owned assets against a set of criteria and this assessment strongly suggested that there was scope to provide desk spaces and meeting rooms at locations in the Council's ownership. Members noted, however, that this would result in work locations being somewhat dispersed across the District at Stage One rather than being collocated in one place as now. Should Members have agreed to this approach then a detailed assessment of each of the options would be provided as part of the next report so that a decision could be made by reference to comprehensive information.

Although, the preferred option was to move elsewhere in the Council's estate, discussions were also underway with Warwickshire County Council (WCC) to see if there were any opportunities for shared / vacant WCC locations. Whilst this would not bring the full cost saving there might be service benefits that Members considered more important than maximising the savings opportunity.

Finally, Savills Estate Agents had been commissioned to undertake a high-level assessment of the private office market to see what might be available in a range of floor areas and indicative costs. This work was being undertaken in case the public authority options outlined above prove to be undeliverable.

RSH provided a public reception desk and access to revenue and benefits, housing, planning and other face-to-face services which fully reopened on 12 September. Many customers found alternative and perhaps more convenient ways to access Council services but there were some, particularly the more vulnerable members of the Community, who needed access to face-to-face advice.

Notwithstanding the above, there was no necessity for the "front-desk" to be co-located with the back-office. Technology enabled communication between officers and between officers and customers to take place with no physical relationship between the back and the front office. Cabinet was therefore asked to agree that public access to a face-to-face Council enquiry service should be based in or close to Leamington town centre but did not need to be close to the back-office.

An option for the temporary relocation of the Council's offices could be the Town Hall in Leamington. All Council meetings and some civic events currently operated from this building, but should Members have agreed to the two-stage approach proposed then it might be that officers propose that the Town Hall be used, at least in part for office accommodation. If there was a view to consider alternative locations, then the vacated space could be used as collaborative space or enhance the commercial viability of the Town Hall, potentially allowing a significant commercial income. Officers therefore needed to understand whether Members would be willing to hold their meetings in an alternative venue.

If Members were comfortable with considering alternatives, then full details of the options would be submitted to the November Cabinet meeting for consideration.

In terms of alternative options, it had long been the objective to leave RSH, with this focus becoming even sharper following the changes to ways of working. There was currently an adopted design brief to facilitate disposal and redevelopment of the site. The building required significant capital investment, not least to move towards meeting climate emergency policies including roof, windows, insulation, and lighting upgrades. Whilst costs could be contained if occupation was to be for a short period, medium to longer term investment was probably considerably more than £1m particularly to meet climate emergency objectives. It was understood that given the existing condition of the offices, it was unlikely that there

would be significant interest from the market in which a reasonable commercial return could be achieved in the letting of vacant space.

Councillor Hales stated that the timing of the proposals needed to be fast. The financial savings of £600,000 plus gas and electric costs, were substantial. There was also a need to ensure the wellbeing of staff as some staff did want to have an office to work from. He then proposed the report as laid out.

**Resolved** that

- (1) the latest Medium Term Financial Strategy (MTFS) position as detailed in Appendix 2 to Minute Number 171, be noted; a major contributor to the cost reduction strategy of the Council is the relocation of the Council's staff to enable the Council vacating Riverside House, be noted; and that the current financial liabilities and ongoing costs of the building also be noted;
- (2) the commercial difficulties in relocating to a new building, be noted, and therefore a two-stage approach to office relocation with stage 1- a move to other part(s) of the Council's estate or alternative locations, and stage 2 -a permanent move to long-term office accommodation, be agreed;
- (3) the strategy for temporary relocation as set out in the report was considered and feedback provided so that officers can undertake further detailed investigation and report to the November Cabinet meeting with a final recommendation, be agreed;
- (4) public access to a face-to-face Council enquiry service should be based in or close to Leamington town centre; does not need to be near the "back-office"; and a recommended option being reported at the November Cabinet meeting, be agreed; and
- (5) alternative options to the use of Leamington Town Hall for Civic and Council meetings be considered and if alternatives are to be considered, that options are reported at the November Cabinet meeting.

(The Portfolio Holder for this item was Councillor Matecki)  
Forward Plan Reference 1,297

**176. Notices of Motion from July Council**



The Cabinet considered a report from Place, Arts and Economy which provided an officer response to three Notices of Motion presented to Council on 27 July 2022. These related to viability testing and viability assessments of planning applications, application of policy H6 in the Local Plan and adoption of Nationally Described Space Standards.

In respect of Motion 1 (viability testing and viability assessments of planning application) it was considered that the approach contained within the Notice was already embedded within the policy and practice of the Council and that no further measures needed to be put into place.

In respect of Motion 2 (Application of policy H6 in the Local Plan) it was considered that further assessment of the proposals could be undertaken by officers and, if appropriate, incorporated into the current guidance on the application of policy H6. It was proposed that officers work with the Planning & Place Portfolio Holder to agree any revisions to the informal guidance in consultation with group leaders. It was furthermore proposed that the Planning & Place Portfolio Holder work with officers to ensure that the priority given to this work did not impact on other policy priorities such as the delivery of the Net Zero Carbon DPD and South Warwickshire Local Plan.

In respect of Motion 3 (Adoption of Nationally Described Space Standards) it was considered that:

- the principle of incorporating NDSS within the South Warwickshire Local Plan should be considered;
- the principle of incorporating NDSS standards by all partners delivering affordable housing to be explored; and
- officers should explore the desirability and practicality of an early amendment to the Residential Design SPD to incorporate the NDSS as good practice. The timetable proposed in the Notice was not recommended in view of resource issues and other work priorities.

Members were also asked to note that the Council's Local Development Scheme needed to be updated, and this would provide an opportunity to review the relative workload priorities and consider how quickly a positive response to some of the above issues could be addressed.

In terms of alternative options, the case of all three Notices of Motion would be to not agree with what was being proposed in the Notices. Where this was the case, the reasons for this were set out in the report. It should be noted that in the case of Motion 1, no actions were proposed because it was considered that what was requested by the Motion was already in place.

Councillor Day wished to reassure Group Leaders that the challenge was completing the Net Zero Carbon DPD, making sure that got away tidily and properly, and then move on to the next piece of planning policy which would take place without delay. He then proposed the report as laid out.

**Resolved** that

- (1) the officer responses to the three Notices of Motion as agreed by Council on 27<sup>th</sup> July, be noted;
- (2) the proposed responses to the Notices as set out in paragraphs 1.4 to 1.6 in the report, be supported; and
- (3) the intention to bring forward a revised Local Development Scheme before Cabinet at the earliest opportunity, be noted.

(The Portfolio Holders for this item were Councillors Cooke and Matecki)  
Forward Plan References 1,303, 1,304, and 1,305.

### 177. **Local Council Tax Reduction**

The Cabinet considered a report from Customer and Digital Services which sought support to consult with the public and major preceptors, to change the current Local Council Tax Reduction Scheme (LCTRS) from a maximum reduction of 85% to 100% given the current cost of living crisis. In order to amend the LCTR scheme, the Council needed to consult with residents, the report was requesting permission to undertake consultation so that a decision could be made as to whether amending the scheme could form part of the response to the current cost of living crisis by providing further assistance to some of our most vulnerable residents.

In terms of alternative options, the scheme could remain as it was, with all working age claimants paying a minimum of 15% contribution towards their Council Tax.

Councillor Hales thanked the Benefits and Customer Services Manage for the report and noted that the proposals would come in to place from April 2023, but it set a direction of travel and would be important for residents. He then proposed the report as laid out.

**Resolved** that the decision to consult the public and major preceptors about the proposal to increase maximum LCTRS from 85% to 100% be supported.

(The Portfolio Holder for this item was Councillor Hales)  
Forward Plan Reference 1,299.

### 178. **UK Shared Prosperity Fund**

The Cabinet considered a report from the Deputy Chief Executive which apprised Members of the Investment Plan submitted by Warwick District Council to the Department for Levelling Up, Homes and Communities (DLUHC) so that it could draw-down its UK Shared Prosperity Fund (UKSPF) allocation of £3,484,412.

In April 2022, UK Government published its UKSPF prospectus, inviting Lead Authorities (of which Warwick District Council was one) to develop an

Investment Plan (the Plan) for submission to DLUHC by 1 August 2022. This in effect left just three months for officers to assemble the plan. Headline details of what the Government, through Lead Authorities, was hoping to achieve could be found in the Addendum to the Levelling Up Fund Round 2 – Decision to Submit report that went to the 25 May 2022 Cabinet meeting.

Given the challenging timeline for submission, delegation was put in place to enable the Leader to sign-off the Plan, recognising that even after the Plan was submitted there would be opportunities for it to evolve. Officers worked with many stakeholders to produce the projects which make-up the Plan and whilst it would have been preferable to embark on comprehensive consultation and engagement with many more, this was just not feasible due to the time constraint. That said, officers considered that the interests of the key sectors in the District – Business, Voluntary and Community, Public Authority – had been reflected in the Plan.

At Appendix A to the report, Members noted the full list of projects and the indicative funding allocated. The UKSPF had been devised to succeed the old European Union structural funds and was targeted to support the Government's Levelling Up agenda. Consequently, Members noted that a significant portion of the funding had been allocated to those areas which suffered disadvantage in one or more Levelling Up thematic areas. This had been an evidence-based approach and for Members who wished to review the full content of the Council's submission, it could be found on the Council's website under Appendix 1 to the report. A printed version was available on request.

With the Plan in place officers now moved to the delivery phase. Four per cent of the allocation could be used for administration purposes, and this equated to approximately £139,400. It was officers' view that this funding should be used to recruit a Programme Co-Ordinator or similar as there were nearly 50 projects in the Plan to oversee. It might be that extra staff resource was required but at this point, before any of the projects had started, it was not possible to determine what those resources would be. Therefore, should extra funding be needed the Deputy Chief Executive would liaise with the Head of Finance and the Chief Executive who had delegated authority to draw-down funding from the Service Transformation Reserve.

There was a requirement that appropriate governance arrangements were put in place to manage the programme of work. There would be a myriad of stakeholders to work within the delivery of the projects and ensuring that the governance arrangements were effective yet proportionate required further consideration. It was therefore proposed that officers determined those arrangements as the full implications of the projects became clearer and that authority be delegated to the Deputy Chief Executive following consultation with the Leader to finalise the governance structure.

It was worth noting that the Plan would now be assessed by DHLUC to ensure that the interventions, outputs, and outcomes were in line with the Levelling Up agenda as set out in the Prospectus and that these were deliverable in the timeframes of the current funding period (31 March

2025.) Whilst it was not anticipated that Government would require the Council to alter the plan significantly, it did require final sign-off.

In anticipation that the Plan would achieve final sign off and given that there were funds available for projects in the current financial year, it was vital that the above-mentioned resource and governance arrangements were progressed immediately to enable the current year funds to be allocated. Any unallocated funds could be clawed back which was a situation the Council clearly wished to avoid.

In terms of alternative options, there were probably an infinite number of alternatives that could have been included in the plan but given the demanding timescales and competing priorities, officers had arrived at a plan which they considered to reflect the aspirations of the Council and the needs and wants of the various interested parties.

Councillor Day proposed the report as laid out.

**Resolved** that

- (1) at Appendix A to the report, the projects that officers submitted to DLUHC which constitute the substance of the Council's UKSPF Investment Plan, be noted;
- (2) c£139,400 of the allocation be used to support the delivery of the projects and that authority to utilise this funding be delegated to the Deputy Chief Executive, and note that should further delivery resources be required, the Deputy Chief Executive will seek the necessary funding from the Service Transformation Reserve; and
- (3) the design and implementation of the governance arrangements for oversight of project delivery be delegated to the Deputy Chief Executive following consultation with the Leader of the Council.

(The Portfolio Holder for this item was Councillor Day)  
Forward Plan Reference 1,306.

**179. Hydrogen Strategy**

The Cabinet considered a report from the Department for Climate Change which sought approval for a Hydrogen Strategy to 2040. The Strategy sought to provide an important context for discussions and negotiations with a number of stakeholders to ensure all parties were focused on the opportunities and benefits presented by hydrogen as a source of energy as work gets underway to deliver a hydrogen as a first stage in the strategy.

The report recommended that the Hydrogen Strategy set out in Appendix 1 to the report be adopted as the framework for bringing forward hydrogen infrastructure within the District and surrounding areas.

In developing this strategy and recommending a longer-term commitment to hydrogen, officers had also considered the potential role alternative fuels could play and therefore whether the approach proposed for hydrogen production was appropriate. The following were considered:

- Electric vehicles (EVs)- there was little doubt that EVs would play a key role in decarbonising transport. We were already seeing a rapid growth of EVs in the District and in addition to the EV charging infrastructure already in place, officers were working on a strategy to improve EV infrastructure on our land. However, whilst EVs would certainly play a key role for cars and light vehicles, the weight of the battery and the current charge times make them less suited to heavy vehicles and long-distance freight. Whilst hyper-rapid charge systems have the potential to reduce charge times, battery weight and resulting impacts on range and carriageway degradation would remain an issue and this suggested that hydrogen would have a crucial and long-term role to play in low carbon transport for heavy vehicles.
- Biofuels and Hydrogenated Vegetable Oil (HVO)- biofuels/HVO could significantly reduce carbon emissions (some estimates suggested by up to 90%) and (in the case of HVO) could be used as a replacement for diesel without modifying vehicles. For these reasons, this option should be given serious consideration as an interim solution. However, there were a number of concerns that would need to be addressed, including rising costs which exceeded diesel costs; reliability of supply and environmental impacts associated with growing and/or producing the fuel. In addition, whilst biofuels/HVO did have the potential to reduce carbon emissions in comparison with fossil fuels, they did not have the potential to be zero carbon and should therefore, at best, be seen as an interim solution.
- Renewable energy for homes and other buildings- whilst renewable electricity was already playing a major role in decarbonising electricity supply to homes and buildings, it was less efficient and effective in heating and was therefore costly. Alternatives were therefore likely to be vital in decarbonising heat for buildings. At present there were two main contenders: a) heat pumps and b) hydrogen. Heat pumps were already being installed in many buildings, including in our own housing stock. However, as these were still reliant on electricity, they could be expensive to run unless they were accompanied by a significant energy efficiency retrofit. The fact they were readily available and their efficiency might improve over time, they were likely to be an important component in the future. Hydrogen was currently only used in heating in a relatively small number of experimental scenarios. However, these experiments suggested it does have a role to play in the future if it could be produced at scale and distributed throughout gas pipe network. National Grid were beginning to invest heavily in this area. A hydrogen hub in Warwick District was unlikely to be producing at a scale to be significant in any future system and the pipe network was not within the Council's remit.

The Council was therefore likely to contribute to this at the margins and in particular, by considering how homes of the future might needed to be designed.

In terms of alternative options, one alternative would be to continue without a longer-term strategy. Whilst this could still enable the delivery of Phase 1, it risked missing opportunities and innovations that could emerge in relation to the wider strategy and could result in parties involved with the partnership diverging from the core benefits the Council was seeking to achieve. For these reasons this alternative was not recommended.

Councillor Rhead explained that it was very much an evolving document, and a further report would come to Cabinet in due course. He then proposed the report as laid out.

**Resolved** that the Hydrogen Strategy set out in Appendix 1 to the report, be adopted as the framework for bringing forward hydrogen infrastructure within the District and surrounding areas, through to 2040.

(The Portfolio Holder for this item was Councillor Rhead)  
Forward Plan Reference 1,318

#### 180. **Covent Garden Car Park**

The Cabinet considered a report from the Chief Executive which sought to inform Cabinet of the current state of Covent Garden Car Park, following recent detailed structural survey work, re-confirm that the Council should demolish the existing multi-storey car park, agree that the future use of the site be proposed as a Community Wellbeing Hub, and agree the preparation of a feasibility study on the future use of the site following engagement with local community, businesses, and partner organisations.

The structural report highlighted the continued deterioration of the car park and the risks to public safety, along with the mounting costs of repair. It was concluded therefore that the Council should re-confirm its intent to demolish the current car park structure.

Given the level of interest demonstrated in the site as a Community Wellbeing Hub, the Council should agree to redevelop the site and commission a feasibility study to help better shape the proposal.

The structural report attached at Appendix 2 to the report, outlined the options available for the car park going forward.

In terms of alternative options, the report set out the options that the Council had realistically in relation to the car park and they had been evaluated in the report. Doing nothing was not realistically an option. The car park would continue to increase in both maintenance and repair costs, and the risks to public safety would continue to increase as the structure deteriorates. In following this option, it postponed the decision to demolish and to rebuild to a future date, when the costs of doing so were likely to have increased further.

Cabinet could have decided to only repair the multi storey car park. This option though feasible, did not demonstrate good value for money as costs would continue to escalate over time and the building would continue to deteriorate in appearance and fabric. This would represent an opportunity lost for the future of the town centre.

The Cabinet could have decided to change the guiding principles that officers had up to now been working to, and to evaluate the options for the site going forward based upon new and different guidelines. Officers were not aware of what those might be, so could at this stage offer a view on their appropriateness.

Cabinet could decide to simply dispose of the site. This could generate a capital receipt and reduce running costs, but it would also lose revenue and the Council would lose a significant degree of control over what happens to the site and when. The Council's aspirations for the site might not prove to be deliverable via this method, if it did not stipulate what it wanted the site to be used for via the brief that the proposed feasibility study would give rise to.

The Leader stated that the current car park was a public risk but was also a social risk as it was a focal point of anti-social behaviour in the area. The Council was best served by working in partnership, and the theme returning to health routes of a spa town was something that the Leamington Transformation Board was focusing on; an asset like this was a fantastic opportunity to do that.

Councillor Bartlett congratulated the Chief Executive and officers for the report. The proposals would benefit the climate, community and the economy, and delaying would result in key areas being depleted across the Town. It was important in remembering the threat of removing parking provision was a fear for some businesses, so a clear displacement plan for parking was important. He then proposed the report as laid out, along with the recommendation from the Overview and Scrutiny Committee.

**Resolved** that

- (1) the outcome of the structural report for Covent Garden multi storey car park and the associated options for the future of that car park attached at Appendix 2 to the report, be noted;
- (2) given the recommendations within the structural report, a re-commitment to demolishing the current multi-storey car park on the Covent Garden site, be agreed;
- (3) the principal future use of the site as a Community Wellbeing Hub as guided by the principles referred to in paragraph 3.2 of this report, with consideration to be given to the volume and quantity of parking offered

alongside, be supported;

- (4) a feasibility study based on the brief at Appendix 4 and that the study is finalised following comprehensive engagement with stakeholders, be approved; and
- (5) the funding of the feasibility study of up to £50k to be funded from the Service Transformation Reserve, be agreed.

(The Portfolio Holder for this item was Councillor Bartlett)  
Forward Plan Reference 1,284

### 181. **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 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.

Minutes Numbers	Paragraph Numbers	Reason
182, 183	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

### **Part 2**

(Items upon which a decision by the Council was not required)

### 182. **Confidential Appendix A to Item 6 – Relocation of Kenilworth Wardens**

The Cabinet noted a confidential appendix.

### 183. **Minutes**

The confidential minutes of the meeting held on 10 August 2022 were taken as read and signed by the Chairman as a correct record.

(The meeting ended at 7:38pm)

CHAIRMAN  
3 November 2022



Title: Fees and Charges 2023/24  
Lead Officer: Tony Sidhu (01926 456810)  
Portfolio Holder: Councillor Hales  
Wards of the District directly affected: All

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## **Summary**

The report details the proposals for discretionary Fees and Charges in respect of the 2023 calendar year. It also shows the latest Fees and Charges 2022/23 income budgets, initial 2023/24 budgets and the actual out-turn for 2021/22.

## **Recommendation(s)**

- (1)** That Cabinet recommends to Council the Fees and Charges proposals set out in Appendix A, to operate from 2nd January 2023 unless stated otherwise.
  
  - (2)** That Cabinet recommends to Council that provided the changes proposed by Everyone Active to the core products and prices from January 2023 are within the September RPI, that the Heads of Community, Environment & Leisure Services and Finance, in consultation with the relevant portfolio holders (Cllrs Bartlett and Hales), can accept the changes.
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## **1 Background/Information**

1.1 The Council is required to update its Fees and Charges in order that the impact of any changes can be fed into the setting of the budget for 2023/24. Discretionary Fees and Charges for the forthcoming calendar year have to be approved by Council.

### **1.2 Fees and Charges Guidelines**

- 1.2.1 In accordance with the Financial Strategy and Code of Financial Practice it is appropriate to consider certain other factors when deciding what the Council's Fees and Charges should be:
- The impact of the Fees and Charges levels on the Council's Business Plan.
  - The level of prices the market can bear including comparisons with neighbouring and other local authorities.
  - The level of prices to be sufficient to recover the cost of the service and the impact on Council Finances, where this is not the case.
  - The impact of prices on level of usage.
  - The impact on the Council's future financial projections.
  - Ensuring that fees, in particular those relating to licensing, reflect the current legislation. The regulatory manager has to ensure that the fees charged should only reflect the amount of officer time and associated costs needed to administer them.

- Whether a service is subject to competition from the private sector, such as Building Control. This service has to ensure that charges set remain competitive within the market.
- Income generated from services including Building control, land charges and licensing is excluded from the Medium Term Financial Strategy and is managed through ring-fenced accounts, due to the legislation and criteria under which they operate.
- Management of the Council's Leisure Centres is by Everyone Active. The contract definition states that 'The Contractor shall review the core products and prices in September of each year and submit any proposed changes to the Authority for approval (the "Fees and Charges Report")'. Appendix C outlines the core fees.

1.2.2 Managers have been challenged on ensuring income maximisation and cost recovery where appropriate, and have provided commentary on the rationale behind some of the charges highlighted below.

## **2 Alternative Options available to Cabinet**

2.1 The alternative options would be to either:

2.1.1 Leave all fees and charges at 2022 levels, or increase at a reduced level. This would increase the savings to be found over the next five years unless additional activity could be generated to offset this. required.

2.1.2 Increase at a level higher than proposed in the report. Excessive increases could deter usage where the take up is discretionary. Customers may choose to use the service less frequently or use an alternative supplier where one is available.

2.2 Both of the above are not realistic options given the increased cost of delivering some services, the current position of the Financial Strategy, and the level of savings required.

## **3 Consultation and Member's comments**

3.1 The report has been developed in consultation with senior members through established forums and the proposals have been considered as part of the formal forward plan deadlines process.

## **4 Implications of the proposal**

### **4.1 Legal/Human Rights Implications**

4.1.1 The fees proposed in the report are set in line with current legislation where applicable.

### **4.2 Financial**

4.2.1 Within the savings proposals agreed by Council in December 2020, a target of 15% was agreed in respect of additional income generated from discretionary fees and charges. Consequently, Budget Managers have been tasked with seeking to achieve this increase, with the exception for some fees and charges, where legislation and other factors may make it unviable. These have been set in accordance with such legislation and service knowledge provided by the managers. This is intended to make a contribution towards the savings that the Council needs to make in its overall Financial Strategy.

4.2.2 As a result the fees and charges outlined in Appendix A present an overall forecast increase in General Fund income of £2,300,500, or 33.29%. Amounts totalling £1,798,000 have already been factored into the MTFs. This includes the increase in forecast income from green waste permits as outlined in the Q1 Budget Review Report approved by members in September. The additional income to be incorporated into the Medium Term Financial Strategy totals £502,500. This excludes the additional income from certain ring-fenced charges (Building Control, Licensing and Land Charges).

4.2.3 Appendix A also outlines an increase in income within the Housing Revenue Account of £18,000, or 3.2%. This will be factored into the HRA budgets and Business Plan.

4.2.4 The revenue effects of the proposed Fees and Charges are summarised in the following table (ring fenced accounts have been removed):

(Please note this table will be updated through the draft process to reflect the new organisational structure)

<b>General Fund Services</b>	<b>Actual 2021/22 £ '000</b>	<b>Original Budget 2022/23 £ '000</b>	<b>Forecast 2022/23 £ '000</b>	<b>Forecast 2023/24 £ '000</b>	<b>Change Original 2022/23 - 2023/24 %</b>
Community, Environment & Leisure Services	78	102	86	121	
Customer & Digital Services	40	45	45	55	
Housing – GF	63	28	29	30	
Neighbourhood & Assets	5,510	6,171	7,293	8,381	
Place, Arts & Economy	471	565	568	625	
<b>Total General Fund Services</b>	<b>6,161</b>	<b>6,912</b>	<b>8,021</b>	<b>9,212</b>	<b>33.29%</b>
<b>Housing Revenue Account</b>	<b>560</b>	<b>557</b>	<b>557</b>	<b>575</b>	<b>3.23%</b>

4.2.5 A breakdown of the key drivers of the 2022/23 Fees and Charges is provided in Appendix B.

4.2.6 Increased income from Fees and Charges will seek to ensure where possible the costs of the provision of respective services are covered. Any increases will reduce the ongoing savings target within the Financial Strategy.

4.2.7 The current forecasts for 2022/23 and 2023/24 will be reviewed within both the Base Budget Report (December) and Budget setting Report (February 2023). Managers will also continue to review their projections on a monthly basis.

#### 4.3 Council Plan

4.3.1 In respect of Warwick District Council's Business Plan this proposal will have the

following relevance and impact as set out below.

**External:**

- 4.3.2 People - Health, Homes, Communities. Fees and Charges provide income towards the cost of providing excellent services which support, for example, health, sporting and cultural activities alongside core services across the District.
- 4.3.3 Services - Green, Clean, Safe. A number of fees and charges have been set or established to support the objective of becoming a net-zero carbon organisation, and also supporting the District in achieving this target by 2030.
- 4.3.4 Money - Infrastructure, Enterprise, Employment. The fees and charges outlined in the Appendices aimed to support a dynamic and diverse local economy, through vibrant town centres with increased employment and income levels across the District.

**Internal:**

- 4.3.5 People – Effective Staff. Not applicable.
- 4.3.6 Services – Maintain or Improve Services. Generating income ensures services can invest in modern processes and equipment to meet customer needs and provide the service in an efficient and effective way.
- 4.3.7 Money - Firm Financial Footing over the Longer Term. Ensuring appropriate fees and charges are set to provide a better return/use of our assets; full cost accounting; continued cost management; maximise income earning opportunities and to seek best value for money.

4.4 **Environmental/Climate Change Implications**

- 4.4.1 Not applicable.

4.5 **Analysis of the effects on Equality**

- 4.5.1 The impact of Fees and charges (and possible increases) are assessed by Service Area managers, with concessions offered to ensure all residents are able to access these services, if required.

4.6 **Data Protection**

- 4.6.1 Not applicable.

4.7 **Health and Wellbeing**

- 4.7.1 Not applicable.

**5 Risk Assessment**

- 5.1 Increasing prices could deter usage where the take up is discretionary. Customers may choose to use the service less frequently or use an alternative supplier where one is available.
- 5.2 An inflationary increase has been assumed within the Council's Medium Term Financial Strategy for increases to discretionary fees and charges. However, inflation may prove to be higher than this in 2023, with the Council's costs of providing the service increasing more than inflation.

- 5.3 Future social and economic changes cannot be foreseen and the uncertainty surrounding the implications of the cost of living crisis, market uncertainty and the long term impact of COVID-19 remain. Customer behaviours that have changed as a result of the impact of COVID-19 may remain going forwards, with many employees continuing to work from home where possible, reducing the reach of some fee charging services. Further pressures within the wider economy may result in a decline in the Council's income, which if not replaced, would have implications for the MTFS. It will be important for the Council to identify opportunities that could also generate additional income.
- 5.4 Managers will review activity levels over the next few months, with any revised forecasts being built into the Final 2023/24 Budgets presented to Members in February 2023. Budgets are monitored and reviewed by Managers on at least a monthly basis throughout the year, with formal reports to Cabinet on a quarterly basis.

## **6 Conclusion/Reasons for the Recommendation**

- 6.1 The recommendations will enable the Council to continue to offer and deliver services while reducing and eliminating deficits on specific service provisions, supporting the overall financial position of the Council going forward.

### **Background papers:**

Fees and Charges 2022/23 (Cabinet 4 November 2021 – Item 5)

Q1 Budget Report (Cabinet 29 September 2022 – Item 4)

### **Supporting documents:**

Appendix A – Detailed fees and charges

Appendix B – Breakdown of charges

Appendix C – Leisure Centre Core Fees

### Report Information Sheet

Please complete and submit to Democratic Services with draft report

<b>Committee/Date</b>	Cabinet – 3 November 2021	
<b>Title of report</b>	Fees and Charges 2023/24	
<b>Consultations undertaken</b>		
<b>Consultee *required</b>	<b>Date</b>	<b>Details of consultation /comments received</b>
<b>Ward Member(s)</b>		
<b>Portfolio Holder WDC</b>		Councillor Hales
<b>Financial Services *</b>		Steven Leathley
<b>Legal Services *</b>		
<b>Other Services</b>		
<b>Chief Executive(s)</b>		Chris Elliot
<b>Head of Service(s)</b>		Andrew Rollins
<b>Section 151 Officer</b>		Andrew Rollins
<b>Monitoring Officer</b>		Andrew Jones
<b>CMT (WDC)</b>		
<b>Leadership Co-ordination Group (WDC)</b>		
<b>Other organisations</b>		
<b>Final decision by this Committee or rec to another Ctte/Council?</b>		Recommendation to :Cabinet / Council O&S Committee
<b>Contrary to Policy/Budget framework</b>		No
<b>Does this report contain exempt info/Confidential? If so, which paragraph(s)?</b>		No
<b>Does this report relate to a key decision (referred to in the Cabinet Forward Plan)?</b>		No
<b>Accessibility Checked?</b>		Yes

## Appendix A

Fees and Charges 2023/24					
Fund	Department	Actuals	Original Budget	Latest Budget	Budget Forecast
		2021/22 £	2022/23 £	2022/23 £	2023/24 £
General Fund	Safer Communities, Leisure & Environment	77,918	102,400	86,400	121,200
General Fund	Customer & Digital Services	39,942	45,000	45,000	55,000
General Fund	Housing	62,968	27,500	29,200	29,700
General Fund	Neighbourhood and Assets	5,510,048	6,171,400	7,293,200	8,381,100
General Fund	Place, Arts and Economy	470,591	565,200	567,500	625,000
	<b>General Fund Total</b>	<b>6,161,467</b>	<b>6,911,500</b>	<b>8,021,300</b>	<b>9,212,000</b>
Housing Revenue Account (HRA)	Housing Revenue Account (HRA)	560,252	557,000	557,000	575,000
	<b>Housing Revenue Account (HRA)</b>	<b>560,252</b>	<b>557,000</b>	<b>557,000</b>	<b>575,000</b>
General Fund - Ring Fenced Accounts	Land Charges	112,857	132,000	132,000	132,000
General Fund - Ring Fenced Accounts	Building Control	847,479	882,000	889,100	711,000
General Fund - Ring Fenced Accounts	Licensing	206,380	242,800	242,800	279,200
	<b>Total Ring Fenced</b>	<b>1,166,716</b>	<b>1,256,800</b>	<b>1,263,900</b>	<b>1,122,200</b>
	<b>Total Fees &amp; Charges 2023/24</b>	<b>7,888,435</b>	<b>8,725,300</b>	<b>9,842,200</b>	<b>10,909,200</b>

Safer Communities, Leisure & Environment					
Service	Activity	Actuals	Original Budget	Latest Budget	Budget Forecast
		2021/22 £	2022/23 £	2022/23 £	2023/24 £
Sports & Leisure	Tennis	0	0	0	2,000
Sports & Leisure	Bowls	20	12,400	7,800	19,000
Sports & Leisure	Football, Rugby, Hockey Pitches	27,694	21,500	25,200	24,700
Sports & Leisure	Edmondscote Track	21,731	22,100	20,000	22,100
Sports & Leisure	Miscellaneous Charges	0	5,800	0	6,700
Sports & Leisure	Lillington Recreation Centre	14,875	9,700	8,400	11,200
Environmental Health	Pest/Rodent Control/Stray Dogs	0	3,100	700	3,600
Environmental Health	Total Food Safety Charges - Food Safety		3,500		4,000
Environmental Health	Pollution Control	633	2,000	2,000	2,300
Environmental Health	Licensing - Total Licensing - Skin Piercing/Tattooing	3,131	4,300	4,300	4,900
Environmental Health	Licensing - Riding Establishments	9,834	4,800	18,000	5,500
Environmental Health	Licensing - Zoos	<i>in above</i>	0	<i>in above</i>	0
Environmental Health	Licensing - Animal Boarding Establishments	<i>in above</i>	10,800	<i>in above</i>	12,400
Environmental Health	Licensing - Animal Breeding	<i>in above</i>	1,300	<i>in above</i>	1,500
Environmental Health	Licensing - Pet Shops	<i>in above</i>	600	<i>in above</i>	700
Environmental Health	Licensing - Exhibit/Performing Animals	<i>in above</i>	500	<i>in above</i>	600
	<b>Safer Communities, Leisure &amp; Environment</b>	<b>77,918</b>	<b>102,400</b>	<b>86,400</b>	<b>121,200</b>

Customer & Digital Services					
Service	Activity	Actuals	Original Budget	Latest Budget	Budget Forecast
		2021/22 £	2022/23 £	2022/23 £	2023/24 £
CIS	Street Naming and Numbering	39,942	45,000	45,000	55,000
	<b>Customer &amp; Digital Services</b>	<b>39,942</b>	<b>45,000</b>	<b>45,000</b>	<b>55,000</b>

Housing					
Service	Activity	Actuals	Original Budget	Latest Budget	Budget Forecast
		2021/22 £	2022/23 £	2022/23 £	2023/24 £
Landlord Operations	HMO Renewal	62,768	27,500	23,300	23,800
Landlord Operations	MEES Regulations	200	0	5,900	5,900
	<b>Housing</b>	<b>62,968</b>	<b>27,500</b>	<b>29,200</b>	<b>29,700</b>

### Fees and Charges 2023/24

### Neighbourhood and Assets

Service	Activity	Actuals	Original	Latest	Budget
		2021/22	Budget	Budget	Forecast
		2021/22	2022/23	2022/23	2023/24
		£	£	£	£
Bereavement Services	Cemeteries - Burial Rights	153,391	551,000	252,900	252,500
Bereavement Services	Cemeteries - Interments	240,926	<i>in above</i>	226,200	227,800
Bereavement Services	Cemeteries - Memorial Permit	51,814	<i>in above</i>	61,600	62,300
Bereavement Services	Cemeteries - Cemeteries - other	9,947	<i>in above</i>	10,300	11,000
Bereavement Services	Crematorium - Cremation	1,582,260	1,859,700	1,859,700	2,010,100
Bereavement Services	Crematorium - Book of Remembrance & Rememb Cards	<i>in above</i>	<i>in above</i>	<i>in above</i>	<i>in above</i>
Bereavement Services	Crematorium - Memorial Garden	<i>in above</i>	<i>in above</i>	<i>in above</i>	<i>in above</i>
Bereavement Services	Crematorium - Media Services	<i>in above</i>	<i>in above</i>	<i>in above</i>	<i>in above</i>
Bereavement Services	Crematorium - Cremation-Other	<i>in above</i>	<i>in above</i>	<i>in above</i>	<i>in above</i>
Contract Services	Car Parking - Car Parking Charges	2,790,320	3,015,300	3,569,400	3,600,000
Contract Services	Car Parking - Season Tickets	270,420	230,000	250,000	264,500
Contract Services	Car Parking - Excess Charges	127,168	207,000	136,500	110,000
Contract Services	Car Parking - Other Income	25,129	35,000	24,300	10,000
Contract Services	Refuse Collection - Green Waste	0	64,000	700,000	1,600,000
Contract Services	Refuse Collection - Additional Bins/Bags etc	258,673	120,100	199,500	138,100
Contract Services	Refuse Collection - Bulky Refuse Tickets	<i>in above</i>	79,400	<i>in above</i>	91,300
Contract Services	Jephson Gardens	0	9,900	2,800	3,500
<b>Neighbourhood and Assets</b>		<b>5,510,048</b>	<b>6,171,400</b>	<b>7,293,200</b>	<b>8,381,100</b>

### Place, Arts and Economy

Service	Activity	Actuals	Original	Latest	Budget
		2021/22	Budget	Budget	Forecast
		2021/22	2022/23	2022/23	2023/24
		£	£	£	£
Arts & Culture	Events - Royal Spa Centre	46,349	94,200	91,800	91,800
Arts & Culture	Additional Facilities - Royal Spa Centre	67	0	2,400	2,400
Arts & Culture	Assembly Room, Annexe, Education Room - Royal Pump Room	8,135	5,100	5,000	1,300
Arts & Culture	Art Exhibitions - Commission on sales - Royal Pump Room	144	<i>in above</i>	100	100
Arts & Culture	Town Hall Room Hire	21,925	75,000	75,000	75,000
Development Management	Development Control - Pre-Application Advice Fees	130,423	80,500	80,500	90,000
Development Management	Self Building Section - Self Building Section	693	1,000	1,000	1,000
Economic Development & Regeneration	Enterprise Team	181,814	237,100	239,400	265,500
Economic Development & Regeneration	Markets - Markets	40,405	33,000	33,000	38,000
Economic Development & Regeneration	Miscellaneous Charges - Special Events	27,294	35,000	39,300	40,000
Economic Development & Regeneration	Miscellaneous Charges - Circuses and Fairs	<i>in above</i>	4,300	<i>in above</i>	4,900
Economic Development & Regeneration	Bowls Championships - Bowls Championship - Parking	13,342	0	0	15,000
<b>Place, Arts and Economy</b>		<b>470,591</b>	<b>565,200</b>	<b>567,500</b>	<b>625,000</b>

### Housing Revenue Account

Service	Activity	Actuals	Original	Latest	Budget
		2021/22	Budget	Budget	Forecast
		2021/22	2022/23	2022/23	2023/24
		£	£	£	£
Landlord Operations	Lifeline	560,252	557,000	557,000	575,000
<b>Housing Revenue Account (HRA)</b>		<b>560,252</b>	<b>557,000</b>	<b>557,000</b>	<b>575,000</b>

### Ring Fenced Accounts

Service	Activity	Actuals	Original	Latest	Budget
		2021/22	Budget	Budget	Forecast
		2021/22	2022/23	2022/23	2023/24
		£	£	£	£
Licensing	<i>Licensing Sub Total *</i>	206,380	242,800	242,800	279,200
Licensing	Hackney Carriages / Private Hire*	<i>in above</i>	223,100	<i>in above</i>	256,600
Licensing	Sex Establishments*	<i>in above</i>	8,100	<i>in above</i>	9,300
Licensing	Scrap Metal*	<i>in above</i>	1,200	<i>in above</i>	1,400
Licensing	Consent for Street Trading*	<i>in above</i>	8,100	<i>in above</i>	9,300
Licensing	Small Lotteries*	<i>in above</i>	2,300	<i>in above</i>	2,600
Licensing	CCTV	8,114	1,400	1,400	1,600
Development Management	Building Control - Building Control Fees	847,479	882,000	889,100	711,000
Development Management	Local Land Charges	112,857	132,000	132,000	132,000
<b>Ring Fenced Accounts</b>		<b>1,174,830</b>	<b>1,501,000</b>	<b>1,265,300</b>	<b>1,403,000</b>



## Description of Charge

Current Year Charge  
2022/23Proposed Charge  
2023/24**Notes:**

- i) Recommended charges to operate from 2nd January 2023 (unless otherwise stated).
- ii) Charges inclusive of Vat where applicable.
- iii) Juniors are regarded as persons under 18 years of age (unless otherwise stated)

**Safer Communities, Leisure & Environment****Sports & Leisure****Tennis**

Per court per hour (Excluding All Weather Pitch)

*Victoria Park Tennis operates as a concession with the operator setting the charges***Bowls**

Per person - per hour	£6.33	£7.30
Senior Citizens	£3.16	£3.50
Under 18's / Disabled / Unemployed	£3.16	£3.50
Under 5s		
Season Ticket	£89.70	£103.00
Club Season Ticket	£41.40	£47.50
Club Member Season Ticket	£41.40	£47.50
Commonwealth Games Rate for 1 green plus function Room per hour	£51.75	£59.50
Commonwealth Games Rate for 1/2 green plus function Room per hr	£26.45	£30.40
Commonwealth Rate room hire	£51.75	£59.50
Hire of Green (for morning, afternoon or evening session)	by negotiation	by negotiation

*Club Bookings - Subject to negotiation and agreement by Heads of Finance and Cultural Services  
New rates introduced in recognition of non profit making organisations*

**Football**

Adult Hire of Pitch:

a) Pitch only	£48.50	£55.75
b) With Dressing Room / Showers	£77.00	£88.55

Adult Hire of Pitch for Season (Once a week):

a) Pitch only *	£670.00	£770.00
b) With Dressing Room / Showers *	£1,200.00	£1,380.00

Adult Hire of Pitch for Season (Once fortnightly):

a) Pitch only *	£335.00	£385.00
b) With Dressing Room / Showers *	£600.00	£690.00

Junior Hire of Pitch:

a) Pitch only	£26.50	£30.45
b) With Dressing Room / Showers	£48.50	£55.75

Junior Hire of Pitch for Season (Once a week):

a) Pitch only *	£350.00	£400.00
b) With Dressing Room / Showers *	£600.00	£690.00

Junior Hire of Pitch for Season (Once fortnightly):

a) Pitch only *	£175.00	£200.00
b) With Dressing Room / Showers *	£300.00	£345.00

\* Exclusive of Vat. However, if bookings do not fulfil Customs and Excise criteria for Vat free charge, Vat must be added.

**Summary of requirements for Vat free hire of sports facilities:**

- i) User must be a club, school or similar body.
- ii) Clear evidence of agreement required, e.g. exchange of letters.
- iii) Payment to be made in full whether or not hire takes place.
- iv) Hire must be for a sports season or three months, whichever is less.
- v) Hirer must have exclusive use of the facility for hire period.

**Edmondscote Athletics Track**

Day Tickets

Adults	£6.30	£7.20
Juniors / Senior Citizens	£3.40	£3.50

Season Tickets

Adults *	£158.00	£182.00
Juniors / Senior Citizens *	£79.00	£90.90

\* Season Tickets - charges are reduced from 1st October to March 31st by 60%

**Reservation of Track for Group Sessions**

Training:

Session not exceeding 4 hours	£69.00	£79.40
Schools / Junior	£52.90	£60.85

Description of Charge	Current Year Charge 2022/23	Proposed Charge 2023/24
<b><u>Sports Meetings - per session of four hours or part thereof</u></b>		
Weekdays:		
Schools / Junior	£78.20	£89.95
each additional hour or part thereof (Schools / Junior)	£27.60	£31.75
Others	£120.75	£139.00
each additional hour or part thereof (Others)	£40.25	£46.30
Saturdays:		
Schools / Junior	£109.25	£126.00
each additional hour or part thereof (Schools / Junior)	£40.25	£46.30
Others	£173.65	£200.00
each additional hour or part thereof (Others)	£59.80	£68.75
Sundays:		
Schools / Junior	£141.45	£163.00
each additional hour or part thereof (Schools / Junior)	£52.90	£60.80
Others	£220.23	£253.00
each additional hour or part thereof (Others)	£78.20	£89.90
Use Of Floodlighting - per hour or part thereof **	£11.00	£11.00
Use of P.A. System - per period	£11.00	£11.00
Use of Pavilion Facilities - per 4 hour period	£49.50	£49.50
each additional hour or part thereof (Pavilion Facilities)	£20.00	£20.00
** The Floodlighting rate has never been applied as it would be unaffordable to all clubs and the condition of the lighting was poor. We have now improved the lighting and wish to apply a rate that is considered affordable.		
<b>Pavillion Hire</b>		
Hire of Vic Park Bowls Pavilion - external hirers per hr up to 3 hrs)	£50.00	£57.50
Hire of Victoria Park Bowls Pavilion - internal hirers per day	£66.00	£75.90
Hire of Victoria Park Bowls Pavilion - internal hirers up to 3 hrs	£50.60	£58.20
<b>Parks Exercise Permits</b>		
<u>Monthly</u>		
<i>1-3 Sessions per week (Monthly)</i>		
Groups up to 5	£30.00	£34.50
Groups of 6 or more	£86.25	£99.20
<i>4 or More sessions per week (Monthly)</i>		
Groups up to 5	£57.50	£66.10
Groups of 6 or more	£143.75	£165.00
<u>Annual</u>		
<i>1-3 Sessions per week (Annual)</i>		
Groups up to 5	£310.00	£356.50
Groups of 6 or more	£874.00	£1,005.00
<i>4 or More sessions per week (Annual)</i>		
Groups up to 5	£586.50	£674.50
Groups of 6 or more	£1,449.00	£1,666.00
<b>Community Sports Development</b>		
Various courses/durations, at many locations from basic children's participation and learning up to adult advanced coaching/training.		
Prices from free of charge up to £50 per day dependent on the location, need and subsidy.		
Lillington Recreation Centre	Sporting and Youth Organisations:	
per morning / afternoon	£26.00	£29.90
per evening / weekend (per 2 hour session)	£26.00	£29.90
each additional hour or part thereof	£13.00	£15.00
Other Organisations:	by negotiation	by negotiation
<b><u>Facilities For Persons In Receipt Of Unemployment Benefit And Income Support And Students</u></b>		
1. Facilities available free of charge during times shown. If no time is shown it is during all normal hours the activity is available.		
Newbold Hall / Jephson Room, Spa Centre - for meetings relating to rights/improvement in lifestyle of people who are unemployed or hold a current decision notice for Income support.		
2. Facilities available at reduced charges during times shown.		
Edmondscote Athletic Track - Monday to Thursday 5.30 onwards and Sunday mornings		Junior rate
Coaching Courses		Reduced price on selected courses (see local press for details)
Art Gallery / Craft Courses		Reduced price on selected courses (see local press for details)

Description of Charge	Current Year Charge 2022/23	Proposed Charge 2023/24
Royal Spa Centre		Reduced ticket prices at selected performances (see local press for details)  Standby tickets for some concerts and shows, 50% reduction, dependant upon availability  Tickets will only be sold 30 minutes prior to start of performance.

Facilities For Persons In Receipt Of Unemployment Benefit And Income Support And Students

3. The department operates a whole range of other facilities which are offered without charge (such as paddling pools, playgrounds, parks, Jephson Gardens) and activities (such as Sunday Band concerts, plays in the parks) which are advertised in the local press as appropriate. Play schemes during the summer holidays are also free.

For full details of our services, or for further information on leisure opportunities, please ring the Cultural Services Department on 01926 456207

Note:

(a) Use of the above facilities free or at a reduced charge is conditional upon production of a current :

E.S. 40 (Job Seekers Allowance)

OR

Benefits Agency decision notice or book for Income Support

OR

Benefits Agency decision notice or book for Family Credit

OR

Students Association (Union) Card specifying Full time status or

Students Association (Union) Card, non-specific and Student aged under 25 years

(b) Children of the above may receive discounts on certain holiday courses

Every Active also offer discounts – please contact the Centres for further details

## Licensing

### Licensing and Registration

*(Vat not applicable)*

#### Hackney Carriage Vehicle Licences

Vehicle Licence (HC) - Application

£58.65

£67.00

Vehicle Licence (HC) - Licence

£96.60

£111.00

Vehicle Licence (HC) – New

£155.25

£178.00

Vehicle Licence (HC) - Renewal Application

£58.65

£67.00

Vehicle Licence (HC) - Renewal Licence

£93.73

£108.00

Vehicle Licence (HC) – Renewal

£152.38

£175.00

Vehicle Licence (HC) - 6 months Renewal Application

£58.65

£67.00

Vehicle Licence (HC) - 6 months Renewal Licence

£46.86

£54.00

Vehicle Licence (HC) - 6 months Renewal

£105.51

£121.00

Horse Drawn Vehicle - Application

£57.50

£66.00

Horse Drawn Vehicle - Licence

£96.60

£111.00

Horse Drawn Vehicle Licence – New

£154.10

£177.00

Horse Drawn Vehicle Renewal - Application

£57.50

£66.00

Horse Drawn Vehicle Renewal - Licence

£92.00

£106.00

Horse Drawn Vehicle Licence – Renewal

£149.50

£172.00

Horse Drawn Vehicle 6 months Renewal - Application

£57.50

£66.00

Horse Drawn Vehicle 6 months Renewal - Licence

£47.15

£54.00

Horse Drawn Vehicle Licence – 6 months Renewal

£104.65

£120.00

Vehicle Licence – transfer of vehicle/change of reg no

£47.73

£54.90

Replacement vehicle Plate

£29.33

£33.70

Replacement paper licence

£23.00

£26.50

#### Private Hire Vehicle Licences

Vehicle Licence (PH) - Application

£57.50

£66.00

Vehicle Licence (PH) - Licence

£96.60

£111.00

Vehicle Licence (PH) – New

£154.10

£177.00

Vehicle Licence (PH) Renewal - Application

£57.50

£66.00

Vehicle Licence (PH) Renewal - Licence

£92.00

£106.00

Vehicle Licence (PH) – Renewal

£149.50

£172.00

Description of Charge	Current Year Charge 2022/23	Proposed Charge 2023/24
Vehicle Licence (PH) 6 months Renewal - Application	£57.50	£66.00
Vehicle Licence (PH) 6 months Renewal - Licence	£47.15	£54.00
Vehicle Licence (PH) – 6 months Renewal	<u>£104.65</u>	<u>£120.00</u>
Vehicle Licence (PH) with Dispensation - Application	£59.80	£69.00
Vehicle Licence (PH) with Dispensation - Licence	£97.18	£112.00
Vehicle Licence (PH) – New with dispensation	<u>£156.98</u>	<u>£181.00</u>
Renewing Vehicle Licence with Dispensation (PH) - Application	£59.80	£69.00
Renewing Vehicle Licence with Dispensation (PH) - Licence	£94.30	£108.00
Vehicle Licence (PH) – Renewal with dispensation	<u>£154.10</u>	<u>£177.00</u>
Renewing 6 months Vehicle Licence with Dispensation (PH) - Application	£59.80	£69.00
Renewing 6 months Vehicle Licence with Dispensation (PH) - Licence	£49.16	£57.00
Vehicle Licence (PH) – 6 months Renewal with dispensation	<u>£108.96</u>	<u>£126.00</u>
Vehicle Licence – transfer of vehicle/change of reg no	£47.73	£54.90
Replacement vehicle Plate	£29.33	£33.70
Replacement paper licence	£23.00	£26.50
<b>Operator Licence</b>		
Private Hire Operator's Licence (5 year) - Application	£123.05	£141.00
Private Hire Operator's (5 year) - Licence	£914.83	£1,052.00
Operator's Licence - 5 year New	<u>£1,037.88</u>	<u>£1,193.00</u>
Private Hire Operator's Licence (5 year) - Renewal Application	£64.40	£74.10
Private Hire Operator's (5 year) - Renewal Licence	£914.83	£1,052.00
Operator's Licence - 5 year Renewal	<u>£979.23</u>	<u>£1,126.10</u>
Operators Licence NEW 1 year duration (not for website)	£306.02	£352.00
Operators Licence RENEWAL 1 year duration (not for website)	£247.37	£284.00
Replacement paper operator's licence	£23.00	£26.50
<b>Driver's Licences (combined hackney carriage and private hire)</b>		
HC/PH driver licence - grant 3 years - Application	£124.20	£143.00
HC/PH driver licence - grant 3 years - Licence	£295.55	£340.00
Driver's Licence – 3 years New	<u>£419.75</u>	<u>£483.00</u>
HC/PH driver licence - renewal 3years - Application	£107.53	£124.00
HC/PH driver licence - renewal 3years - Licence	£295.55	£340.00
Driver's Licence – 3 years Renewal	<u>£403.08</u>	<u>£464.00</u>
DBS check	£76.50	£88.00
Knowledge test	£84.53	£97.20
Medical Administration Fee (included in application)	£20.70	£23.80
Medical Administration Fee (without application)	£23.00	£26.50
Replacement plastic badge	£37.38	£43.00
Replacement Drivers Dashboard ID Badge	£43.41	£49.90
Replacement paper licence	£23.00	£26.50
<b>Sex Establishment Licence</b>		
Sex Establishments Licence - new Application	£2,875.00	£3,305.00
Sex Establishments Licence - new Licence	£5,405.00	£6,215.00
Sex Establishments Licence - New	<u>£8,280.00</u>	<u>£9,520.00</u>
Sex Establishments Licence - Renewal Application	£2,702.50	£3,105.00
Sex Establishments Licence - Renewal Licence	£5,405.00	£6,215.00
Sex Establishments Licence Renewal - Total Fee	<u>£8,107.50</u>	<u>£9,320.00</u>
Transfer	£2,645.00	£3,040.00
Variation	£2,645.00	£3,040.00
<b>Street Trading Consents</b>		
Static Pitch	£334.08	£384.00
Touring Pitch	£316.25	£363.00
Day Trader	£70.15	£80.00
<b>Group Trading</b>		
Category 1 (up to 20)	£117.30	£135.00
Category 2 (21 to 49)	£146.63	£168.00
Category 3 (50 to 75)	£175.95	£202.00
Category 4 (76 to 99)	£205.28	£236.00
Category 5 (over 100 traders)	£234.60	£270.00
Transfer of Consent	£48.86	£56.20
Variation to Consent	£70.15	£80.70
Replacement Badge	£29.33	£33.70
Replacement Paper Consent	£23.00	£26.50
Additional Employee registration	£46.86	£53.90

Description of Charge	Current Year Charge 2022/23	Proposed Charge 2023/24
<b>Small Lotteries</b>		
Applications	£40.00	£40.00
Renewals	£20.00	£23.00
<b>Scrap Metal</b>		
Site licence (new)	£931.50	£1,070.00
Site licence (renewal)	£780.85	£898.00
Site licence (variation)	£87.98	£101.00
Site licence (additional)	£779.70	£897.00
Collector licence (new)	£749.80	£862.00
Collectors licence (renewal)	£721.05	£829.00
Collector licence (variation)	£87.98	£101.00
Replacement/copy of licence	£23.00	£26.50
Change of licence details	£35.19	£40.50
Change of site manager	£81.65	£93.90
Change of site	£181.70	£209.00
Replacement ID Badge	£35.08	£40.30
CCTV viewing charge	£131.10	£151.00
<b>Environmental Health</b>		
<b>Pest Control</b>		
<b>Rodent Control</b>		
Rats - Advice/ treatment & up to 3 visits (30day)	£100.00	£138.00
Mice - Advice/ treatment & up to 3 visits (30day)	£100.00	£138.00
Fleas - Advice/ treatment & up to 3 visits (30day)	£100.00	£138.00
Bedbugs - Advice/ treatnt & up to 3 visits (30day)	£100.00	£138.00
Cockroaches - Advice/ treatment & up to 3 visits	£100.00	£138.00
Advice visits or aborted call-out - incl in person	£31.00	£42.80
Non Domestic Premises (without contract):		
One man and van per hour	£105.80	£147.00
Two men and van per hour	£139.15	£192.00
<b>Food Inspection</b>		
<i>(Vat not applicable)</i>		
Food Safety Inspections	£227.70	£250.00
Food Hygiene rating rescoring	£227.70	£250.00
Food Export Health Certificate	£88.55	£97.00
<b>Primary Authority Fees</b>		
<i>(Vat not applicable)</i>		
<i>Primary Authority Fees charged from 1st April - 31st March</i>		
One off set up fee	£265.65	£305.00
Minimum Package	£177.10	£205.00
Small Package	£252.37	£290.00
Medium Package	£956.34	£1,100.00
Large Package	£1,806.42	£2,077.00
Super package	£2,479.40	£2,851.00
Bespoke as agreed	as agreed	as agreed
Hours over contract	£88.55	£102.00
<b>Pollution Control</b>		
<i>(Vat not applicable)</i>		
Contaminated Land Search	£138.00	£159.00
<b>Environmental Health - Licensing</b>		
<i>(Vat not applicable)</i>		
<b>Animal Licensing</b>		
Dangerous Wild Animals Licence	£532.45	£612.00
Zoo Licence – New 5 Years (plus Vet fees if applicable)	£1,741.10	£2,000.00
Zoo Licence – Renewal 6 Years (plus Vet fees if applicable)	£1,989.50	£2,285.00
<b>Dog Day Care and Home Boarding</b>		
Dog Day Care and Home Boarding Application	£181.13	£208.00
Licence Fee 1 yr	£120.75	£139.00
Licence Fee 2 yr	£169.05	£194.00
Licence Fee 3 yr	£217.35	£250.00
Additional Host (franchise) added to Application fee	£72.45	£83.30
<b>Commercial Animal Boarding (Dogs and Cats)</b>		
Animal Boarding (1-25 animals) Application	£241.50	£277.00
Animal Boarding (Over 25 animals) Application	£301.88	£347.00
Licence Fee 1 yr	£156.98	£180.00
Licence Fee 2 yr	£205.28	£236.00
Licence Fee 3 yr	£253.58	£291.00

Description of Charge	Current Year Charge 2022/23	Proposed Charge 2023/24
<b>Selling Animals as Pets (Pet Shops)</b>		
Application fee	£362.25	£416.00
Licence Fee 1 yr	£156.98	£180.00
Licence Fee 2 yr	£205.28	£236.00
Licence Fee 3 yr	£253.58	£291.00
<b>Training Animals for Exhibition (Performing Animals)</b>		
Training Animals for Exhibition Application	£241.50	£277.00
Licence Fee 3 yr	£120.75	£138.00
<b>Hiring of Horses (Riding Establishments)</b>		
Hiring of Horses Application (1-16 Horses)	£241.50	£277.00
Licence Fee 1 yr	£156.98	£180.00
Licence Fee 2 yr	£277.73	£319.00
Licence Fee 3 yr	£398.48	£458.00
Hiring of Horses Application (17 of more Horses)	£301.88	£347.00
Licence Fee 1 yr	£156.98	£180.00
Licence Fee 2 yr	£277.73	£319.00
Licence Fee 3 yr	£398.48	£458.00
<b>Dog Breeding</b>		
Dog Breeding Application (1-10 bitches)	£241.50	£277.00
Licence Fee 1 yr	£156.98	£180.00
Licence Fee 2 yr	£205.28	£236.00
Licence Fee 3 yr	£253.58	£291.00
Dog Breeding Application (11 or more bitches)	£301.88	£347.00
Licence Fee 1 yr	£156.98	£180.00
Licence Fee 2 yr	£205.28	£236.00
Licence Fee 3 yr	£253.58	£291.00
<b>Variations</b>		
Variations (charge depends on nature of variation and if a visit is required)from	£48.30	£55.50
Additional Animals (not requiring a visit)	£86.25	
Requests for re-inspections	£217.35	£250.00
<b>Local Government (Misc. Provisions) Act 1982</b>		
Premises Registration Ear Piercing, Tattooing (Application)	£181.13	£208.00
Premises Registration Ear Piercing, Tattooing (Licence Fee)	£144.90	£166.00
Personal Registration Electrolysis, Acupuncture (Application)	£132.83	£152.00
Personal Registration Electrolysis, Acupuncture (Licence Fee)	£144.90	£166.00
Temporary Tattoo Events - Cost per Day	as advised	as advised
Temp Event Premises registration (per business) -Applic	£84.53	£97.20
Temp Event Premises reg (per business at event) -Licence	£144.90	£166.00
Variations to above licences (From) - new charge	£41.98	£48.30
<b>Alcohol Licensing Fees</b>		
Annual Fee	as advised	as advised
Change of Address/Replacement Licences	£10.50	£12.10
Minor Variation Application	£89.00	£102.00
Notification of Interest	£21.00	£24.20
Personal Licence Application	£37.00	£42.60
New Premises Application	as advised	as advised
Transfer of Designated Premises Supervisor (DPS)	£23.00	£26.50
Temporary Event Notice (TENs)	£21.00	£21.00
Transfer of Premises Licence	£23.00	£26.50
<b>Pavement Licensing Regime</b>		
Pavement Licensing	£100.00	£100.00
<b>Customer &amp; Digital Services</b>		
<b>Street Naming and Numbering</b>		
Rename/number existing property (per property)	£45.00	£50.00
Amend a Development Layout (per plot affected)	£90.00	£100.00
Add a name to existing numbered property	£45.00	£50.00
Naming of a New Street	£145.00	£165.00
Numbering of New Development - 1-10 plots (per Plot)	£90.00	£100.00
Numbering of New Development - 11+plots (per Plot)	£900 plus £25 per plot	£1000 plus £30 per plot
Additional copies of 'Confirmation of Address' letters	£25.00	£30.00
Renaming of a street	Upon request	Upon request

Description of Charge	Current Year Charge 2022/23	Proposed Charge 2023/24
<b>Housing</b>		
<b>Housing and Property</b>		
Charges for The Administration of Improvement Grants	at cost	at cost
Home Improvement Agency fee (% cost of works)	12.5%	12.5%
Immigration Inspection Fee	£177.12	£186.00
Statutory Notice Administrative Fee	£200 single/£250 more than one	at cost
<u>Housing in Multiple Occupation Licensing</u>		
<u>New Applications</u>		
5 only	£917.70	£964.00
6 to 12	£1,062.60	£1,116.00
13 to 20	£1,217.00	£1,278.00
21+	£1,406.00	£1,476.00
<u>Licence Renewal Fees</u>		
5 only	£698.30	£733.00
6 to 12	£803.00	£843.00
13 to 20	£924.00	£970.00
21+	£1,062.60	£1,116.00
Late Licence Application Fee (after initial reminder letter)	£132.80	£139.00
Appointment of Manager Fee:		
** Payable where manager has been 'fit and proper person' checked in the last 5 years		
<u>Administrative Charges</u>		
Repeat requests for documents	£67.20	£70.60
Finder's Fee for unlicensed HMO (penalty)	£196.90	£207.00
(If the landlord/owner has failed to notify wdc of the licensable HMO)		
Photocopying Charges:	£6.60	£6.90
<b>Mobile Homes Act 2013 Fees</b>		
Fit and Proper person charge for Caravan operator	£240*	£252.00
<u>Mobile Home Site New Application/Variation Fee</u>		
sites with up to 10 units	£340.20	£357.00
sites with 11 to 50 units	£380.60	£400.00
sites with 51 to 100 units	£421.00	£442.00
sites with more than 100 units	at cost	at cost
<u>Mobile Home Site Annual Inspection Fee</u>		
sites with up to 10 units	£272.00	£286.00
sites with 11 to 50 units	£312.90	£329.00
sites with 51 to 100 units	£352.80	£370.00
sites with more than 100 units	at cost	at cost
Mobile Home Site Re-inspection Fee	£100.30	£105.00
Mobile Home Site Administrative Fee	£40.40	£42.40
<b>Minimum Energy Efficiency Standards (MEES) Regulations</b>		
Penalty fees for breach of MEES regulations: (Vat not applicable)		
£2,000 for renting out a non-compliant property for less than 3 months	£2,000.00	£2,100.00
£4,000 and a publication penalty for renting out a non-compliant property for 3 months or more.	£4,000.00	£4,200.00
£1,000 and a publication penalty for providing false or misleading information on the PRS Exemptions F	£1,000.00	£1,050.00
£2,000 and a publication penalty for failure to comply with a compliance notice	£2,000.00	£2,100.00
<b>Lifeline Services - HRA</b>		
<b>Warwick Response</b>		
WDC tenants living in designated or sheltered schemes Vat exempt		
Disabled tenants Vat zero rated		
All other customers should have Vat added to their charges at the prevailing rate.		
Weekly charges		
Monitoring Service only	£1.95	£1.95
Monitoring Service and Equipment Rental (analogue)	£3.65	£3.65
Discretionary services (New Tenants only):		
Supply and Install Keysafe	Cost + £35	Cost + £35
Moving Lifeline (i.e. to a different room)	£44.28	£50.00
Service call out (faults) * per hour	£44.28	£50.00

Description of Charge	Current Year Charge 2022/23	Proposed Charge 2023/24
Replacement batteries *	Cost + £35	Cost + £35
Replace lost cables *	Cost + £35	Cost + £35
Replace pendant *		
program / post	Cost + £22	Cost + £22
program / deliver	Cost + £35	Cost + £35
* Charge will be made once the product's warranty expires		
<b>Lifeline Services Equipment and Products</b>		
<b>Tunstall Products</b>		
Lifeline Vi and My Amie pendant		
installed	£75.00	£75.00
My Ami		
posted	£60.00	£60.00
installed	£85.00	£85.00
Neck Cord		
posted	£5.00	£5.00
Thin wrist strap		
posted	£5.00	£5.00
Thick wrist strap		
posted	£5.00	£5.00
Easy press adapter		
installed	£30.00	£30.00
posted	£10.00	£10.00
Belt clip		
posted	£5.00	£5.00
Key ring		
posted	£5.00	£5.00
Minuet watch		
posted	£95.00	£95.00
installed	£110.00	£110.00
<b>Cair Pendant</b>		
installed	£70.00	£70.00
Cair brooch adapter		
posted	£5.00	£5.00
Cair clip adapter		
posted	£5.00	£5.00
Cair wrist strap		
posted	£12.00	£12.00
Cair neck chain		
posted	£12.00	£12.00
Bogus caller/panic button		
posted	£55.00	£55.00
installed	£80.00	£80.00
Tunstall Smoke detector		
installed with Lifeline only	£50.00	£50.00
Vibby Falls Detector		
Purchase - installed	£125.00	£125.00
<b>Miscellaneous Products</b>		
Footprint configured and posted (Price per week - rental option only)	£4.95	£4.95
OwnFone configured and posted (Price per week - rental option only)	£3.95	£3.95
Replacement items, e.g. cables, lanyards, cradles etc. (postal only)	£10.00	£10.00
Pivotell medication dispenser		
posted	£210.00	£210.00
installed	£235.00	£235.00
KEYSAFES		
Supra Keysafe		
Install at same time as Lifeline	£75.00	£75.00
install only	£95.00	£95.00
Keyguard XL keysafe		
install only (WDC tenant)	£45.00	£45.00
Install at same time as Lifeline (private client)	£55.00	£55.00
install only (private client)	£65.00	£65.00
<b>Tynetec Products</b>		
Tynetec Reach IP lifeline with pendant		
Rental - mail order (price per week rental option only)	£4.50	£4.50
Rental - installation charge	£75.00	£75.00
Tynetec Reach IP lifeline with falls detector		
Rental - mail order (price per week rental option only)	£4.60	£4.60
Rental - installation charge	£75.00	£75.00
Tynetec Falls Detector		
Purchase - mail order	£100.00	£100.00
Purchase - installed	£125.00	£125.00
Replacement Tynetec Pendant (lost or damaged)		
Mail order	£60.00	£60.00
Installed	£85.00	£85.00



Description of Charge	Current Year Charge 2022/23	Proposed Charge 2023/24
Tynetec Smoke Detector		
Mail order	£60.00	£60.00
Installed	£95.00	£95.00
Wearbles pack (postal only)	£10.00	£10.00
<b>Careium Products</b>		
CareIP Mobile Lifeline		
Rental - mail order (price per week rental option only)	£4.25	£4.25
Rental - installation charge	£75.00	£75.00
Eliza 4G Lifeline		
Rental - mail order (price per week rental option only)	£4.70	£4.70
Rental - installation charge	£75.00	£75.00
Smoke Detector - cannot be installed stand alone		
Installed after Lifeline	Cost + £35	Cost + £35
Heat Detector - cannot be installed stand alone		
Installed after Lifeline	Cost + £35	Cost + £35
Careium Vibby - cannot be installed stand alone		
Installed	£100.00	£100.00
Wearbles pack (postal only)	£10.00	£10.00
<b>Packages (all prices per month, HEROS £5 extra charge) discretionary useage</b>		
Standard monitoring only pack	£19.50	£19.50
Safe and well pack (Monitoring and Keysafe installation)	£20.50	£20.50
Home response Package (monitoring and HEROS Service)	£24.50	£24.50
Falls package (monitoring, 1 x Falls Detector and HEROS service)	£24.95	£24.95
Home Safety and Wellbeing package (monitoring service, up to 3 sensors and HEROS service)	£27.95	£27.95
Packs without HEROS option		
Falls package (monitoring, 1 x Falls Detector and HEROS service)	£19.95	£19.95
Home Safety and Wellbeing package (monitoring service, up to 3 sensors and HEROS service)	£22.95	£22.95
HEROS (Home Emergency Response Service)bolt on	£5 per month	£5 per month
<b>Other Telecare Products (Narrative)</b>		
Lifeline supplies many other subsidiary products that are compatible with our equipment. These are purchased from the supplier of the main Lifeline and are on an adhoc basis.		
The other supplies include items such as bed sensors, flashing beacons, flood detectors etc. they are all supplied at cost per item plus an installation charge (if not purchased at the same time as the Lifeline unit)		
Products are not individually listed on this document as there are hundreds of different options.		
Guest room		
Guest/Relatives of residents - per night	£23.00	£25.00
Guest/Relatives of residents - subsequent nights	£17.25	£20.00
Homelessness - per night	£17.25	£20.00
Community Room Hire (per hour)		
Tenants	from £0 - £5	from £0 - £5
Charities and community groups (Vat applies) price shown is net of Vat	£5.00	£7.50
Commercial (Vat applies) price shown net of Vat	£15.00	£20.00

## Neighbourhood and Assets

### Cemeteries

*(Free of Vat unless otherwise stated)*

#### Sale Of Burial Rights \* (For A Period Of 50 Years)

Standard grave with/without kerbstone for coffin/casket up to 6'9" x 25"	£1,815.00	£2,084.00
Large Grave	£2,265.00	£2,605.00
Selection Fee (Grave space chosen out of rotation)	£495.00	£570.00
Selection Fee (as above) - for child, 1/2 Size & Ashes	£250.00	£285.00
Child's grave	£805.00	£925.00
Half size grave for Cremated Remains	£805.00	£925.00
Exclusive Burial Rights - Garden of Remembrance	£340.00	£390.00
Extension of expired rights (standard* grave 5 year extension)	£182.00	£209.00

\* extension of expired rights for non-standard size graves will be calculated pro-rata per square foot.

Graves purchased for future use will be charged out of rotation fee in addition to the fee for the exclusive right of burial

#### Interment \*

Person aged 17 years and above :		
Adult interment (irrespective of depth)	£1,200.00	£1,380.00
Cremated Remains	£255.00	£290.00
Cremated Remains - St. Nicholas Church Yard	£255.00	£290.00
Children :		

Description of Charge	Current Year Charge 2022/23	Proposed Charge 2023/24
Still-born to not exceeding 1 month (Parents are resident in WDC area)	No charge	No charge
*Still-born to not exceeding 1 month (Parents NOT resident in WDC area)	£155.00	£180.00
Child aged between 1 month & 16 years (parents resident in WDC area)	No charge	No charge
*Child aged between 1 month & 16 yrs (parents not resident in WDC area)	£155.00	£180.00
Woodland Burial (Oakley Wood)	£1,650.00	£1,800.00
Surcharge of 50% for non-residents		
* Fee recoverable from Central Government and is NOT charged to bereaved parents		
<b>Memorial Fees</b>		
Headstone and other memorials up to 3' 6" - incl 1st inscript	£295.00	£300.00
Vase and other memorials under 1' 0" - incl 1st inscript	£295.00	£300.00
Additional Inscription	£135.00	£150.00
Kerbstones added to existing headstone		£200.00
Kerbset memorials (including the first inscription)	£495.00	£500.00
<b>Other Charges</b>		
Manual search of Burial Registers (per 30 mins or part thereof)		
Search burial register for genealogical research, per deceased <i>Includes email confirmation of details.</i>	£65.00	£70.00
Search burial register for genealogical research, per deceased <i>Includes confirmation of details sent by post</i>	£95.00	£110.00
Specialist contractor services	Cost + 20%	Cost + 20%
Assistance when making arrangements without a funeral director	£100.00	£115.00
Assistance when making arrangements without a funeral director - (concession for those eligible to claim for a funeral payment)	No charge	No charge
<b>Cemeteries</b>		
Use of Kenilworth Cemetery Chapel	£145.00	£150.00
Late arrival (charged after 10mins + for every subsequent 15mins)	£230.00	£265.00
Transfer exclusive right of burial	£110.00	£125.00
Preparing documents for relinquish of grant	£110.00	£125.00
Marking out grave	£69.00	£80.00
Temporary grave marker (1 year only)	£40.00	£46.00
Administration of late, incomplete or incorrect paperwork (after 10am, 3 working days prior to burial)	£75.00	£87.00
Late cancellation of burial (after 10am, 3 working days prior to burial)	£265.00	£305.00
Very Late cancellation of burial-if excavation has already been carried out	Full cost of interment	Full cost of interment
Late notification of coffin size or incorrect coffin size supplied (after 10am, 3 working days prior to burial)	£265.00	£305.00
Personal Delivery of cremated remains to Cemetery or within Warwick District	£135.00	£155.00
* Surcharge of 200% for non-residents on sale of burial rights and interments		
<b>Crematorium</b>		
<i>(Free of Vat unless otherwise stated)</i>		
<b>Cremation Fee: (Including use of music system and/or Organ)</b>		
Foetal remains and still-born to 1 month (parent resident in WDC)	No charge	No charge
Foetal remains and still-born to 1 month (parent NOT resident in WDC)	£155.00	£180.00
Child - aged between 1 month and 16 years (parent resident in WDC)	No charge	No charge
Child - aged between 1 month and 16 years (parent NOT resident in WDC)	£155.00	£180.00
Person aged 17 years and above	£970.00	£990.00
Person aged 17 years and above - non-resident	£970.00	£990.00
Body Parts	£155.00	£180.00
Additional Service Time - per half hour	£225.00	£260.00
Late departure	£230.00	£280.00
Communal cremation of foetal remains (per Coffin)	£155.00	£180.00
Cremation where there is no service	£640.00	£500.00
Premium on top of cremation fee for Saturday service	£430.00	£500.00
<b>Caskets And Other Memorials (Inclusive of Vat)</b>		
Scattering tube	£25.00	£30.00
Mini scattering tube	£15.00	£18.00
Ashes casket	£65.00	£70.00
Mini ashes casket	£25.00	£30.00
Ashes keepsake	£46.00	£55.00
Additional Biodegradable Oakley Wood caskets (1 supplied free with ashes that are collected)	£12.00	£14.00
Grave Marker (supplied at time of burial)	£40.00	£46.00
Carved wooden grave marker (supplied at the time of the burial)	£92.00	£106.00

Description of Charge	Current Year Charge 2022/23	Proposed Charge 2023/24
<b>Media Services</b>		
USB recording of service	£65.00	£75.00
Live streaming of service	£80.00	£92.00
Downloadable MP4 video file (only available for live streamed services)	£36.00	£54.00
Webcasting & USB recording (including visual tribute)	£174.00	£174.00
Webcasting & digital download of recorded funeral service (including visual tribute)	£150.00	£150.00
Visual Tribute - single still image	£24.00	£24.00
Visual Tribute, without music - Slideshow - Max 25 images	£48.00	£48.00
Visual Tribute, without music - slideshow - additional 25 images	£24.00	£24.00
Visual Tribute, with music - Slideshow - Max 25 images	£90.00	£90.00
Visual Tribute, with music - slideshow - additional 25 images	£24.00	£24.00
Visual Tribute - Family video file	£24.00	£24.00
Visual Tribute only - Digital download	£24.00	£24.00
Visual Tribute Only - USB	£75.00	£75.00
Urgent service - Visual tributes received less than 2 days prior to ceremony	£108.00	£108.00
<b>Other Services</b>		
Disposal of remains from other Crematoria	£115.00	£135.00
Certified copy of an entry in the Cremation register	£14.00	£14.00
Temporary retention of Cremated Remains (per month) - chargeable from the third month following Cremation service	£27.00	£28.00
Despatch of Cremated Remains by courier	£290.00	Cost + 20%
Duplicate certificate for cremated remains	£14.00	£14.00
Administration of late, incomplete and incorrect paperwork or funeral schedule (after 10am, 2 working days prior to cremation)	£75.00	£87.00
Late cancellation of service(after 10am,2 working days prior to cremation)	£265.00	£305.00
Assistance when making arrangements without a funeral director	£100.00	£115.00
Assistance when making arrangements without a funeral director - (concession for those eligible to claim for a funeral payment)	No charge	No charge
<b>Book Of Remembrance (Inclusive of Vat)</b>		
2 Line Inscription	£150.00	£172.00
5 Line Inscription	£200.00	£230.00
8 Line Inscription	£265.00	£305.00
Crests, etc.	£115.00	£133.00
<b>Remembrance Cards (Inclusive of Vat)</b>		
With 2 Line Inscription	£75.00	£86.00
With 5 Line Inscription	£105.00	£115.00
With 8 Line Inscription	£135.00	£157.00
Crests, etc.	£115.00	£133.00
<b>Memorial Garden (Inclusive of Vat)</b>		
Sanctum 2000 Unit		
- Supply and 10 year lease including inscription of up to 80 letters	£1,190.00	£1,370.00
- Additional 10 year lease	£575.00	£665.00
- New plaque ( up to 80 letters)	£432.00	£495.00
- Inscribed designs A	£242.00	£275.00
- Inscribed designs B	£299.00	£345.00
- each additional letter	£4.70	£5.40
- refurbish existing plaque	£265.00	POA
- 2nd interment -80 letters inscrip	£414.00	£475.00
Refurbished columbaria with new plaque and 10 year lease	£960.00	£1,100.00
Vase Block and Inscribed relief tablet -Supply and 10 year lease	£662.00	£765.00
- Additional 10 year lease	£288.00	£335.00
New plaque (relief)	£207.00	£240.00
new plaque (gilded)	£219.00	£255.00
- refurbish existing plaque	£115.00	POA
Refurbished vase with new plaque and 10 year lease	£575.00	£675.00
Wooden Memorial Benches (with one plaque)	£1,725.00	£1,980.00
Granite Memorial Benches (with one plaque)	£1,668.00	£1,980.00
Granite Memorial Bench (with two plaques)	£1,870.00	£2,150.00
Granite Memorial Bench (with three plaques)	£2,070.00	£2,380.00
Plaque on communal memorial bench	£465.00	£535.00
Refurbish memorial bench	Cost + 20%	Cost + 20%
Memorial tree	Cost + 20%	Cost + 20%
Habitat memorial (eg bird or bat box)	£202.00	£235.00
Additional or replacement plaque (private benches)	£202.00	£235.00
Leaf or Acorn plaque	£430.00	£495.00
Bird plaque	£460.00	£530.00
Sustainable plaque scheme	£430.00	£495.00

Description of Charge	Current Year Charge 2022/23	Proposed Charge 2023/24
<b>Parking Services</b>		
<b>Leamington</b>		
<b>Bedford Street, Chandos Street, Covent Garden Surface</b>		
7 Days a week charges (Short Stay)		
2 hours (new minimum charge)	£2.50	£2.50
3 hours	£3.80	£3.80
4 hour Maximum	£5.00	£5.00
Overnight Charge	£2.00	£2.00
<b>Adelaide Bridge, Rosefield Street</b>		
7 Days a week charges (Long Stay)		
1 Hour	£1.30	£1.30
2 hours	£2.50	£2.50
3 hours	£3.80	£3.80
4 hours	£5.00	£5.00
Day rate - all day	£7.00	£7.00
Overnight Charge	£2.00	£2.00
<b>Bath Place, Court St, Packington Place</b>		
7 Days a week charges (Long Stay)		
1 Hour	£1.30	£1.30
2 hours	£2.50	£2.50
3 hours	£3.80	£3.80
4 hours	£5.00	£5.00
Day rate - all day	£7.00	£7.00
Overnight Charge	£2.00	£2.00
<b>Covent Garden multi-storey car park</b>		
7 Days a week charges (Long Stay)		
1 Hour	£1.30	£1.30
2 hours	£2.50	£2.50
3 hours	£3.80	£3.80
4 hours	£5.00	£5.00
Day rate - all day	£7.00	£7.00
Overnight Charge	£2.00	£2.00
<b>St. Peter's multi-storey car park 7 Days a week charges (Long Stay)</b>		
7 Days a week charges (Long Stay)		
1 Hour	£1.30	£1.30
2 hours	£2.50	£2.50
3 hours	£3.80	£3.80
4 hours	£5.60	£5.60
Day rate - all day	£8.00	£8.00
Overnight Charge 6pm until 8am	£2.00	£2.00
<b>Station Approach and Lower Road</b>		
7 Days a week Charges (Long Stay)		
1 Hour	£1.30	£1.30
2 hours	£2.50	£2.50
3 hours	£3.80	£3.80
4 hours	£5.00	£5.00
Day rate - all day	£7.00	£7.00
Overnight Charge	£2.00	£2.00
<b>Upper Grove Street (Housing Car Park)</b>		
7 Days a week charges (Long Stay)		
1 Hour	£1.30	£1.30
2 hours	£2.50	£2.50
3 hours	£3.80	£3.80
4 hours	£5.00	£5.00
Day rate - all day	£7.00	£7.00
Overnight Charge	£2.00	£2.00
<b>Kenilworth</b>		
<b>Abbey End &amp; Square West car parks</b>		
7 Days a week charges (Long Stay)		
1 Hour	£1.20	£1.20
2 hours	£2.10	£2.10
3 hours	£3.00	£3.00
4 hours	£3.90	£3.90
Day rate - all day	£6.30	£6.30
Overnight Charge 6pm to 8am	£2.00	£2.00
<b>Abbey Fields</b>		
7 Days a week charges (Long Stay)		
Up to 2 hours	Free	Free
3 hours	£3.00	£3.00
4 hours	£3.90	£3.90
Day rate - all day	£6.30	£6.30
Overnight Charge 6pm to 8am	£2.00	£2.00

Description of Charge	Current Year Charge 2022/23	Proposed Charge 2023/24
<b>Warwick</b>		
<b>St. Nicholas Park</b>		
7 Days a week charges <b>apply 8am - 6pm</b> (Long Stay)		
1 hour	£1.30	£1.30
2 hours	£2.50	£2.50
3 hours	£3.80	£3.80
4 hours	£5.00	£5.00
Day rate - all day	£7.00	£7.00
<b>Castle Lane, The Butts, Priory Road and West Rock</b>		
7 Days a week charges (Long Stay)		
1 hour	£1.30	£1.30
2 hours	£2.50	£2.50
3 hours	£3.80	£3.80
4 hours	£5.00	£5.00
Day rate - all day	£7.00	£7.00
Overnight Charge 6pm to 8am	£2.00	£2.00
<b>New Street and West Gate</b>		
7 Days a week charges (Short Stay)		
1 hour	£1.30	£1.30
2 hours	£2.50	£2.50
3 hours	£3.80	£3.80
4 hours	£5.00	£5.00
Overnight charges (6pm - 8 am)	£2.00	£2.00
<b>Hampton Road (Formerly St. Mary's Lands Area 2)</b>		
7 Days a week charges (Long Stay)		
Day rate - all day	£2.00	£2.00
Overnight charges (6pm - 8 am)	£2.00	£2.00
<b>Bread &amp; Meat Close (Formerly ST. MARY'S LANDS - Area 3)</b>		
7 Days a week charges (Short Stay)		
Up to 2 hours	Free	Free
3 hours	£2.50	£2.50
4 hours	£3.80	£3.80
<b>Vittle Drive (Formerly ST. MARY'S LANDS - Area 4)</b>		
7 Days a week charges (Long Stay)		
1 hours	£1.30	£1.30
2 hours	£2.50	£2.50
3 hours	£3.80	£3.80
4 hours	£5.00	£5.00
Day rate - all day	£7.00	£7.00
Overnight charges (6pm - 8 am)	£2.00	£2.00
<b>Myton Fields Picnic Area</b>		
7 Days a week charges between 8am - 8pm Apr-Nov (Long Stay)		
1 hours	£1.30	£1.30
2 hours	£2.50	£2.50
3 hours	£3.80	£3.80
4 hours	£5.00	£5.00
Day rate - all day	£7.00	£7.00
<b>Barrack Street Multi-storey car park</b>		
1 hours	£0.70	£0.70
2 hours	£1.20	£1.20
3 hours	£2.00	£2.00
4 hours	£2.80	£2.80
4 to 6 hours	£3.40	£3.40
Over 6 hours	£4.00	£4.00
<b>Coaches - Designated Car Parks only</b>		
	£5.00	£5.00
<b>Penalty Charge Notices (Exempt From Vat)</b>		
(Set by Central Government)		
Higher Rate (50% disc if paid in 14 days)	£70.00	£70.00
Lower Rate (50% disc if paid in 14 days)	£50.00	£50.00
<b>Season Tickets</b>		
<i>Charges exclude Vat. which should be added at the prevailing rate</i>		
<b>Leamington Spa, Warwick &amp; Kenilworth</b>		
Long Stay ONLY (Excluding Pay on Foot Car Parks)		
Per Annum	£936.00	£936.00
Per Month	£96.00	£96.00

Description of Charge	Current Year Charge 2022/23	Proposed Charge 2023/24
<b>Leamington Spa Restricted Locations</b>		
St. Peter's Pay on Foot (170 spaces only)		
Per Annum	£720.00	£720.00
Per Month	£84.00	£84.00
Covent Garden Pay on Foot (250 spaces only)		
Per Annum	£390.00	£390.00
Per Month	£57.00	£57.00
Adelaide Road (10 passes only)		
Per Annum	£588.00	£588.00
Per Month	£84.00	£84.00
Rosefield Street (20 spaces only)		
Per Annum	£588.00	£588.00
Per Month	£84.00	£84.00
Leamington Spa Old Town (Packington Place, Court St & Bath Place)		
Per Annum	£570.00	£570.00
Per Month	£84.00	£84.00
<b>Warwick Restricted Location Car Parks</b>		
St. Nicholas Park, Warwick (100 spaces only)		
Per Annum	£588.00	£588.00
Per Month	£84.00	£84.00
West Rock (10 was 40 spaces only - reserved for Linen St MSCP displacement)		
Per Annum	£588.00	£588.00
Per Month	£84.00	£84.00
Hampton Road - formerly St Mary's Lands Area 2 (150 spaces)		
Per Annum	£126.00	£126.00
Per Month	£18.00	£18.00
Vittle Drive - formerly St Mary's Lands Area 4 (60 spaces)		
Per Annum	£588.00	£588.00
Per Month	£84.00	£84.00
Priory Road, Warwick (10 spaces only)		
Per Annum	£588.00	£588.00
Per Month	£84.00	£84.00
<b>Kenilworth Restricted Location Car Parks</b>		
Square West (75 spaces only)		
Per Annum	£522.00	£522.00
Per Month	£76.00	£76.00
Abbey End (75 spaces only)		
Per Annum	£522.00	£522.00
Per Month	£76.00	£76.00
Abbey Fields (30 spaces only)		
Per Annum	£522.00	£522.00
Per Month	£76.00	£76.00
resident 12 month permit	£36.00	£36.00
Overnight Parking Permits -Park specific (Available for car parks -excludes Royal Priors/Myton Fields/The Brays)		
Overnight Parking: 18:00 - 09:00 only - to extend hours of operation to 16:30 - 09:30	£58.00	£58.00
Administration charge for Season Ticket Amend / Refunds	£7.00	£8.00
Release of vehicles from Multi-Storey car parks	£60.00	£69.00
Special Event Charge	£7.00	£8.00
Skips and Scaffolds on car parks:		
per day	£60.00	£69.00
per week	£230.00	£265.00
<b>Disabled Drivers</b>		
Vehicles displaying a valid 'Blue' Disabled Persons badge may park free of charge on any of the Council's Pay and Display car parks. Car Park Regulations and Orders apply. Those parking in pay on foot car parks will need to have their ticket endorsed by the inspector.		
<b>Refuse Collection</b>		
<i>(Vat not applicable)</i>		
Standard wheeled bin (grey, green or blue lidded grey)	£33.35	£38.00
Additional refuse bin (140 litres)	£0.00	£25.00
Recycling box and lid	£5.75	£6.50
Recycling box lid only	£1.73	£2.00
Food bin (23 litre)	£0.00	£10.00
Kitchen caddy (7 litre)	£0.00	£5.00
Replacement waste container charge - waiver		
Any resident who informs the council that they are unable to pay for receptacles, and who are eligible for the Council Tax Reduction Scheme, may have the charges waived (w.e.f. October 2017)		

Description of Charge	Current Year Charge 2022/23	Proposed Charge 2023/24
<b>Bulky Refuse Tickets:</b>		
Collection of 1 item	£46.00	£52.00
Collection of 2 items	£46.00	£52.00
Collection of 3 items	£46.00	£52.00
Collection of 4 items	£59.80	£68.00
Collection of 5 items	£59.80	£68.00
<i>Senior Citizens / Persons in receipt of Income Support or addition to state pension and Registered Disabled Persons</i>		
Collection of 1 item	£23.00	£26.00
Collection of 2 items	£26.45	£30.00
Collection of 3 items	£29.90	£34.00
Collection of 4 items	£34.50	£40.00
Collection of 5 items	£41.40	£48.00
Green Waste permit <i>Green waste permit charged from 1st April-31st March</i>	£20 for Aug-Mar	£40.00
Green waste reusable bags <i>Green waste permit needs to be purchased but not displayed</i>		£5.00
<b>Waste Collection</b>		
Fixed Penalty Notices - Legislation	Fixed Penalty	Maximum
Depositing Litter - S87/88 Env Protection Act (EPA) 1990	£80.00	£2,500.00
Graffiti & fly-posting - S3-47 Anti-Soc Behaviour Act 2003	£80.00	£2,500.00
Failure to Furnish documentation - s5B(2) Control of (Waste Carriers Licence) Pollution(Amend) Act 1989	£300.00	£5,000.00
Failure to Produce authority (Waste Transfer Notes) S34A(2) EPA 1990	£300.00	£5,000.00
Failure to comply with Waste Receptacle Notice S46 & S47 EPA 1990	£100.00	£1,000.00
Community Protection Notices -S52 ASB Crime& Policing Act 2014	£100.00 14 days to pay	£2,500.00 unlimited in case of a body
Fly-Tipping -Unauthorised deposit of Waste(Fixed Penalties) Regulations 2016	£400.00	unlimited
<b>Jephson Gardens - Temperate House</b>		
Charities/Community Groups/Schools - whole day	£59.51	£68.40
Charities/Community Groups/Schools - half day (up to 4 hours)	£39.68	£45.60
Small scale commercial / internal	£79.35	£91.30
Small scale commercial / internal	£52.90	£60.80
Large scale commercial	£119.03	£137.00
Large scale commercial	£79.35	£91.30

## Place, Arts and Economy

### Royal Spa Centre

*With the exception of below, all charges are by negotiation*

#### Catering

*When light refreshments are required, please discuss with the Arts Section's Customer Services Team.  
For functions requiring licensed refreshments, the Bar will be provided by and under the control of the Council.*

Main Auditorium

by negotiation

*The service of the Duty Manager and/or member of the Technical Staff are included in all the hire charges.*

Balcony / Conservatory:

by negotiation

*The service of the Duty Manager and/or member of the Technical Staff are included in all the hire charges.*

### Royal Pump Room

Assembly Room: All By Negotiation Private, Non-Commercial Bookings:	80%	80%
Commercial Bookings:	100%	100%
Voluntary Organisations:	65%	65%
Annexe: Private, Non-Commercial Bookings:	80%	80%
Commercial Bookings:	100%	100%
Voluntary Organisations:	65%	65%
Schools, Colleges & Educational Groups:		
per day	£51.75	£59.50
per session (Half day)	£40.25	£46.30

Description of Charge	Current Year Charge 2022/23	Proposed Charge 2023/24
Commercial or non-educational hirers - by negotiation with the Head of Cultural Services with a minimum charge of £10 per hour)		
Additional Facilities :		
Piano (Per booking)	£110.40	£127.00

#### Art Gallery And Museum:

Commission on pictures sold	30%	30%
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#### Town Hall

##### Town Hall Room Hire

Private, Non-Commercial Bookings	80%	80%
Commercial Bookings	100%	100%
Voluntary Organisations	65%	65%

#### Development Control

*Charges apply from 1st April*

##### The Building (Local Authority Charges) Regulations 2010

###### Notes

1. For a 'full plans' application, the plan fee is required immediately to process the application. This is followed by an inspection fee which is payable on commencement of the building work.

2. For a 'building notice' application the entire fee is required immediately to process the application.

###### Number of Dwellings

**Table 1: New Build Of Houses or Flats (Dwellings / flats up to 300m2)**

Full Plans Application : Submission Fee	1	£350.00	£370.00
	2	£410.00	£430.00
	3	£475.00	£500.00
	4	£535.00	£560.00
	5	£600.00	£630.00
	6	£665.00	£700.00
Full Plans Application : Inspection Fee	1	£630.00	£660.00
	2	£810.00	£850.00
	3	£1,000.00	£1,050.00
	4	£1,190.00	£1,250.00
	5	£1,365.00	£1,435.00
	6	£1,555.00	£1,635.00
Building Notice	1	£980.00	£1,030.00
	2	£1,220.00	£1,280.00
	3	£1,475.00	£1,550.00
	4	£1,725.00	£1,810.00
	5	£1,965.00	£2,065.00
	6	£2,220.00	£2,230.00

*For sites with more than 6 dwellings please contact us for a quote*

*For the fee for new houses with floor areas in excess of 300m2 please contact Building Control.*

*The fee for a new house or flat includes the garage whether attached or detached.*

*For full plans applications the fees are split. The submission fee must be paid with the application.*

*The Inspection fee can also be paid at the same time or be invoiced once the works have started.*

###### Notes

- In a domestic property if alterations (up to £5,000 value, window replacement, replacement roof or garage conversions) are taking place at the same time as an extension (not including loft or basement conversions) there is a 50% discount in the fees for the alterations.
- If there is more than one extension on a single dwelling, the floor areas for each extension are added together for a single overall fee.
- Where work is concerned with the provision of access or facilities for a disabled person, in certain circumstances there are exemptions from fees. Please contact Building Control .
- For a 'full plans' application, the plan fee is required immediately to process the application. This is followed by an inspection fee which is payable on commencement of the building work.
- The floor area is internal, not including the area of the external walls.



Description of Charge	Current Year Charge 2022/23	Proposed Charge 2023/24
<b>Table 2: Certain Building Work in Dwellings</b>		
<u>Full Plans Application: Submission Fee</u>		
1 Full (or part) garage conversion	£320.00	£336.00
1 Replacement windows	£145.00	£152.00
1 Domestic Re-roofing up to £10,000 value	£210.00	£220.00
Solar panels and replacement thermal elements	£210.00	£220.00
2 Erection of a garage or car port up to 60m <sup>2</sup>	£320.00	£336.00
Domestic extensions up to 40m <sup>2</sup>	£190.00	£200.00
3 Domestic extensions from 40m <sup>2</sup> - 60m <sup>2</sup>	£235.00	£247.00
3 Loft or basement conversions up to 40m <sup>2</sup>	£190.00	£200.00
3 Loft or basement conversion from 40m <sup>2</sup> - 60m <sup>2</sup>	£235.00	£247.00
4 Underpinning	£420.00	£441.00
<u>Full Plans Application: Inspection Fee</u>		
1 Full (or part) garage conversion	No charge	No charge
1 Replacement windows	£145.00	£152.00
1 Domestic Re-roofing up to £10,000 value	£210.00	£220.00
Solar panels and replacement thermal elements	£210.00	£220.00
2 Erection of a garage or car port up to 60m <sup>2</sup>	No charge	No charge
Domestic extensions up to 40m <sup>2</sup>	£315.00	£331.00
3 Domestic extensions from 40m <sup>2</sup> - 60m <sup>2</sup>	£420.00	£441.00
3 Loft or basement conversions up to 40m <sup>2</sup>	£315.00	£331.00
3 Loft or basement conversion from 40m <sup>2</sup> - 60m <sup>2</sup>	£420.00	£441.00
4 Underpinning	No charge	No charge
<u>Building Notice</u>		
1 Full (or part) garage conversion	£320.00	£336.00
1 Replacement windows	£145.00	£152.00
1 Domestic Re-roofing up to £10,000 value	£210.00	£220.00
Solar panels and replacement thermal elements	£210.00	£220.00
2 Erection of a garage or car port up to 60m <sup>2</sup>	£320.00	£336.00
Domestic extensions up to 40m <sup>2</sup>	£505.00	£530.00
3 Domestic extensions from 40m <sup>2</sup> - 60m <sup>2</sup>	£655.00	£688.00
3 Loft or basement conversions up to 40m <sup>2</sup>	£505.00	£530.00
3 Loft or basement conversion from 40m <sup>2</sup> - 60m <sup>2</sup>	£655.00	£688.00
4 Underpinning	£420.00	£441.00
<p>1 There is a 50% discount for replacement windows, replacement roof, garage conversion or other works up to £5,000 value (not including loft of basement conversions) if these works are taking place at the same time as a domestic extension</p> <p>2 Garages in excess of 60m<sup>2</sup> should be calculated using Table 3.</p> <p>3 Domestic extensions over 60m<sup>2</sup> should be calculated using Table 3. There is a minimum fee of <b>£688</b>.</p> <p>4 The fees for loft and basement conversions in excess of 60m<sup>2</sup> should be calculated using Table 3.</p> <p>5 For full plans applications the fees are split. The submission fee must be paid with the application. The inspection fee will be invoiced once the works have started or alternatively it can be paid with the submission fee.</p>		
<u>Notes</u>		
<p>1. For loft / basement conversions there is a minimum fee of £688</p> <p>2. For domestic extensions over 60m<sup>2</sup> there is a minimum fee of £688</p> <p>3. If a 'full plans' application is being made for work requiring a fee of £336 or less the whole fee is payable upon application. Otherwise, 40% of the total fee will be required with the application form as the plan fee. An invoice will be sent on commencement of the work for the remaining 60%, which forms the 'inspection fee'.</p> <p>4. The estimated cost should be in line with recommended RICS rates, not including Vat or fees paid to architects, etc.</p> <p>5. Where work is concerned with the provision of access or facilities for a disabled person, in certain circumstances there are exemptions from fees. Please contact Building Control.</p> <p>6. If electrical works are part of a larger project, no further fee is payable. The fee for an application purely for electrical works should be calculated on the basis of Table 3, however a BS7671 completion certificate will need to be issued by an electrician registered with an approved 'competent person' scheme. This electrician should be appointed by the applicant.</p>		
<b>Table 3: All Other Building Work</b>		
<u>Full Plans Application: Submission Fee</u>		
£0 to £5,000	£255.00	£268.00
£5,001 to £10,000	£320.00	£336.00
£10,001 to £15,000	£150.00	£158.00
£15,001 to £20,000	£180.00	£189.00
£20,001 to £30,000	£210.00	£220.00
£30,001 to £40,000	£245.00	£258.00
£40,001 to £50,000	£275.00	£289.00
£50,001 to £60,000	£310.00	£326.00
For works valued over £60,000 please contact us		

Description of Charge	Current Year Charge 2022/23	Proposed Charge 2023/24
<b>Full Plans Application: Inspection Fee</b>		
£0 to £5,000	No charge	No charge
£5,001 to £10,000	No charge	No charge
£10,001 to £15,000	£245.00	£258.00
£15,001 to £20,000	£285.00	£300.00
£20,001 to £30,000	£330.00	£347.00
£30,001 to £40,000	£370.00	£388.00
£40,001 to £50,000	£410.00	£430.00
£50,001 to £60,000	£455.00	£478.00
For works valued over £60,000 please contact us for a quote		
<b>Building Notice</b>		
£0 to £5,000	£255.00	£268.00
£5,001 to £10,000	£325.00	£336.00
£10,001 to £15,000	£395.00	£416.00
£15,001 to £20,000	£465.00	£489.00
£20,001 to £30,000	£540.00	£589.00
£20,001 to £40,000	£610.00	£646.00
£40,001 to £50,000	£685.00	£719.00
£50,001 to £60,000	£760.00	£804.00
For works valued over £60,000 please contact us for a quote		
There is a 50% discount for replacement windows, replacement roof, garage conversion or other works up to £5,000 value if these works are taking place at the same time as a domestic extension.		
For full plans applications the fees are split. The submission fee must be paid with the application. The Inspection fee will be invoiced once the works have started or alternatively it can be paid with the submission fee.		
Fees are inclusive of Vat.		
<b>Building Regulations - Supplementary Charges</b>		
Following changes to the national guidance governing Building Regulations Fees, the following charges were introduced with effect from 1 January 2020: (All the following supplementary charges are plus Vat)		
<b>Returned Cheques</b>		
Reactivating Archived Files	£58.00	£60.00
Additional Inspections	£58.00	£60.00
Re-directing Invoices	£58.00	£60.00
Copies of decision notices and completion certificates	£26.00	£30.00
Research	£58.00	£60.00
Pre-application site inspections	£58.00	£60.00
<b>High Hedges Complaints</b>		
Permitted Development Enquiries (Self Assessment Online Free)	£400.00	£400.00
Written requests relating to the Planning History of a Site	No charge	No charge
	£230.00	£300.00
<b>Pre-Application Advice Fees</b>		
Tier 1: Self service advice via the WDC website	No charge	No charge
Tier 2: Request for a written response to the acceptability of a householder proposal		
per meeting	£100.00	£100.00
written response		£100.00
both		£200.00
Tier 3: Provision of pre-application advice for small scale non-householder proposals which do not fall with tiers 4 - 6		
per meeting	£300.00	£300.00
written response	£300.00	£300.00
both	£600.00	£600.00
Tier 4A: Provision of pre-application advice for proposals which comprise 1 dwelling		
	£400.00	£400.00
	£400.00	£400.00
	£800.00	£800.00
Tier 4B: Provision of pre-application advice for proposals which fall within the "minor" development category and comprise 2-5 dwellings; a floor area of up to 499 sq. metres or a site area of up to 0.49		
per meeting	£700.00	£700.00
written response	£700.00	£700.00
both	£1,400.00	£1,400.00
Tier 4C: Provision of pre-application advice for proposals which fall within the "minor" development category and comprise 6-9 dwellings; a floor area of between 500 - 999 sq. metres or a site area of between 0.5 - 0.99 ha		
per meeting	£1,000.00	£1,000.00
written response	£1,000.00	£1,000.00
both	£2,000.00	£2,000.00

Description of Charge	Current Year Charge 2022/23	Proposed Charge 2023/24
Tier 5: Provision of pre-application advice for proposals which fall within the "small scale major" development category: i.e. residential proposals of 10 - 199 dwellings or involving a site area of 0.5 - 4 ha; commercial proposals involving between 1,000 and 9,999 sq. m of floor space or a site of 1 - 2 ha		
per meeting	£1,500.00	£2,000.00
written response	£1,500.00	£2,000.00
both	£3,000.00	£4,000.00

Tier 6: Provision of pre-application advice for proposals which fall within the "large scale major" development category: i.e. residential proposals of 200 or more dwellings or involving a site area of 4 ha or more; commercial proposals involving between 10,000 sq. m or more of floor space or a site of 2 ha

per meeting	£2,200.00	£4,000.00
written response	£2,200.00	£4,000.00
both	£4,400.00	£8,000.00

A fee will be charged for advice which:

- apply to all development proposals including those following both the grant of outline planning permission (i.e. prior to the submission of reserved matters applications) and the refusal of planning permission.
- For any specific development proposal, a fee will not be charged for the first round of advice (provided by means of either a written response or meeting) relating to proposals which:-
  - are brought forward by small charitable organisations that are based within Warwick District where the proposal either i. falls within tiers 2 to 3 or ii where larger schemes falling within tiers 4 to 6 are proposed to directly benefit the users of the charity;
  - are for residential development and include the provision of at least 90% affordable housing.
  - assist disabled people: for example, proposals involving modifications to make a more accessible or user friendly.
  - require Listed Building consent (not including redevelopment schemes where the work to a Listed Building is part of a wider proposal).
  - are for employment development falling within the B use class.

#### Self-Build Homes Register

To be included on the register, there will be an entry charge of £55 for Part 1 and £27.50 for Part 2. People entered on Part 1 of the register are to pay a higher fee as there is duty for local authorities to meet the demand on this part of the register. The fee is outside of the scope of Vat.

5.1 If an application to join the register is unsuccessful then the fee will be refunded in full.

5.2 After 12 months, entrants in part 1 are required to pay a renewal fee of £20 and re-register otherwise they will be removed.

#### Local Land Charges (ringfenced account)

Search Fee (non-electronic) CON29R Official Search (includes Vat)	£130.00	£130.00
Part II - Optional Enquiries CON290 (PARTII) CON290 (PARTII) Enquiry 22 (refer direct to County Council)	£16.00 No Charge	£16.00 No Charge
Other Work Additional (Non-standard) Questions Additional land parcel (all search types)	£32.00 £14.00	£32.00 £14.00

All of the above fees are outside the scope of Vat unless otherwise stated.

#### Charges For Local Authority Legal Work

Disposals, Licences, Easements, etc.

Disposals (excluding those on the open market)	At cost	At cost
Leases	At cost	At cost
Licences	At cost	At cost
Licence to plant in Highway - Initial Fee	At cost	At cost
Rights of Way / Easements	At cost	At cost
Licenses to Assign (Commercial / Residential)	At cost	At cost

(refer to County Council if possible)

Description of Charge	Current Year Charge 2022/23	Proposed Charge 2023/24
<b>Mortgages</b>		
Supply of Epitome and Abstract of Title: Photocopy charge	see below	see below
Redemption of Mortgages	No charge	No charge
Council entering into Conveyance releasing part of mortgaged property	At cost	At cost
Postponement of Council's Discount provisions	£101.00	£115.00
Release of one party to mortgage	£287.50	£320.00
Applic for retrospective consents to Property Alterations	£75.00	£85.00

**Miscellaneous Agreements concerning the Development of Land**

Sect 106 Agreements - Town & Country Plan Act 1990	available via website	available via website
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**Photocopying**

A4 Single sided	£0.15	£0.15
A4 Single sided - colour	£1.15	£1.15
A4 Double sided	£0.30	£0.30
A4 Double sided - colour	£2.00	£2.00
A3 Single sided	£0.30	£0.30
A3 Single sided - colour	£2.50	£2.50
A3 Double sided	£0.60	£0.60
A3 Double sided - colour	£4.00	£4.00
A0 Plans	£25.00	£25.00
A0 Plans - colour	£80.00	£80.00

**Enterprise Team**

*Charges apply from 1st April*

**Court Street Creative Arches**

*Annual Rent - excluding Vat, which should be added at the prevailing rate.*

All Units - Single or Double Arch	by negotiation	by negotiation
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**Althorpe Enterprise Hub**

Monthly Licence Fee - excluding Vat, which should be added at the prevailing rate.  
(Includes 1 parking space - except Unit 12, which does not have parking allocated)

Unit Number / No of Desks / Size (m2)

1	3	16.98	£324.61	£334.00
2	3	17.63	£339.50	£350.00
3	4	21.67	£414.86	£427.00
4	3	19.36	£369.41	£381.00
5	2	14.05	£270.73	£279.00
6	2	12.79	£246.93	£254.00
7	2	12.79	£246.93	£254.00
8	2	12.66	£246.93	£254.00
9	2	14.07	£270.73	£279.00
10	3	19.24	£369.41	£381.00
11	4	21.53	£414.86	£427.00
12	3	16.20	£309.13	£318.00
13	12		£1,263.74	£1,302.00
14	3	19.06	£364.52	£376.00
15	3	18.58	£354.81	£366.00
16	3	19.12	£364.52	£376.00
17	12		£1,287.80	£1,326.00

Service Charges - (plus Vat at the prevailing rate), calculated separately and charged in addition to the above Licence Fees

Conference Room Hire Charges (excluding Vat. - which should be added at the prevailing rate)

Althorpe Enterprise Hub Tenants:

Per Hour	£17.50	£20.00
Half Day		
Morning 9.00 am to 12.30 pm	£52.50	£60.00
Afternoon 1.00 pm to 4.30 pm	£52.50	£60.00
Full Day		
9.00 am to 5.00 pm	£105.00	£120.00

Description of Charge	Current Year Charge 2022/23	Proposed Charge 2023/24
Althorpe Enterprise Hub Other Organisations:		
Half Day		
Morning 9.00 am to 12.30 pm	£70.00	£80.00
Afternoon 1.00 pm to 4.30 pm	£70.00	£80.00
Full Day		
9.00 am to 5.00 pm	£140.00	£160.00

NOTE: Times above are for guidance only and can be negotiated

#### 26HT

Unit Number / No of Desks / Size (m2)		
1 8 27.68	£579.49	£597.00
2 8 28.10	£632.17	£651.00
3 3 11.90	£259.64	£267.00
4 10 30.41	£684.86	£705.00
5 5 15.90	£342.43	£353.00
6 4 16.74	£331.14	£341.00
7 4 17.16	£331.14	£341.00

Monthly Licence Fee - excluding Vat, which should be added at the prevailing rate.

Service Charges - (plus Vat at the prevailing rate), calculated separately and charged in addition to the above Licence Fees

#### Court Street: COWork - Arch 4

Pricing tariff - (including Vat.)

Monthly subscription (cost per month)	£275.00	£275.00
Dedicated desk package		
P.A.Y.G		
Per day	£15.50	£15.50
Per half day	£9.50	£9.50
Per hour	£3.75	£3.75

#### Business Support and Events Team

##### Markets

(Free of Vat unless otherwise stated)

Farmers' Market charge per stall per market to stallholders:

Warwick (4-5 per year)	£35.00	£42.00
Leamington	£40.00	£48.00
Leamington (Covent Garden, 9 per year)	£40.00	£48.00

Market Contractor charge per stall per market to stallholders:

Leamington and Warwick	£35.00	£42.00
Kenilworth	£30.00	£33.00

% of stall income due to Warwick District Council:

Number of Stalls:	%	%
Up to 29	22.5%	22.5%
Up to 39	27.5%	27.5%
Up to 49	32.5%	32.5%
Up to 59	42.5%	42.5%
60-79	50.0%	50.0%
Over 80	50.0%	50.0%

#### Miscellaneous Charges

Local Charitable/Community Events

(Exempt from Vat)

Deposit	£250.00	£287.00
Per Day	£115.00	£132.00

Small/Local Commercial Events

(Exempt from Vat)

Deposit	£500.00	£575.00
Per Day	£230.00	£265.00

Large/National Commercial Events

(Exempt from Vat)

Deposit	Dependant on size	Dependant on size
Per Day	By negotiation	By negotiation

Description of Charge	Current Year Charge 2022/23	Proposed Charge 2023/24
<b>Circuses And Fairs</b>		
<i>(Exempt from Vat)</i>		
Deposit	£1,000.00	£1,150.00
Up to Seven Days	£2,130.00	£2,450.00
Each additional day or part thereof	£360.00	£414.00
<i>(Subject to negotiation and agreement by Heads of Finance &amp; Community, Environment &amp; Leisure Services)</i>		
Pump Room Gardens Corner Site (Per Day):	£201.25	£231.00
<i>(Exempt from Vat)</i>	minimum	minimum
<i>(Subject to negotiation and agreement by Heads of Finance &amp; Community, Environment &amp; Leisure Services)</i>		
<b>Filming</b>		
Application fee and film permit		
Level 1 Students or good PR	n/a	£25.00
Level 2 small, less than 20 crew	n/a	£100.00
Level 3 medium crew, 21-75	n/a	£200.00
Level 4 large crew, 75-150	n/a	£250 - £500
Crews of over 150 people	n/a	by negotiation
Filming On Wdc Land		
<i>(Exempt from Vat)</i>		
Full Day	£500.00	£1,000.00
Half Day	£250.00	£500.00
Extra Licences		
Drone or cherry picker	n/a	£50 - £200
Requests not covered by fee structure	n/a	by negotiation
<b>Bowls - Championship Event Parking</b>		
Victoria Park - Car Parking		
National Championship Bowls Events - per day	£5.00	£5.50
5 Day Parking Pass	£10.00	£11.00

**Breakdown of Fees and Charges by Service Area**

**1 Background/Information**

- 1.1 The fees and charges proposed in Appendix A have been driven by the key factors as outlined below by Service Area.

**2 Safer Communities, Leisure & Environment**

2.1 Leisure Centres

- 2.1.1 Fees and charges at the Leisure Centres that WDC can influence are now limited to a list of Core Charges. These can be seen in Appendix C. The contract stipulates that they will be increased by up to the June RPI figure in the following year.

2.2 Recreation and Sport

- 2.2.1 Club charges including rentals and facilities use are proposed to be increased by 15%. This includes athletics tracks and sports pitches.

2.3 Tennis

- 2.3.1 Tennis provision is going through a procurement exercise to secure an operator. This will look to be in place for 1<sup>st</sup> April 2023 and will provide income to support future refurbishment of courts.

2.4 Licensing and Registration

- 2.4.1 The Council is responsible for issuing a wide range of licences, permits and registrations related to premises, various occupations, and activities. Licensing fees and charges need to be costed individually and in line with legislative restrictions, for example some fees are set by Central Government, some are capped, and others are locally calculated. Licensing fees are not intended, or permitted, to generate income for the council and should be calculated to enable the cost of initial applications to be separated from those costs associated with the ongoing administration of a scheme. This is because this latter element cannot be charged to unsuccessful licence applicants. (Income from these charges are also ring-fenced accounts and income should be shown separately). Income from these areas have been removed from the main report and is shown as a separate item, along with other ring-fenced and reserve accounts.

2.5 Pest Control

- 2.5.1 Further to a review last year of the pest control service and the methods by which the service can be delivered, the fees and charges were increased in order to ensure the service is able to be viable for the future. These fees after careful consideration were brought into line with those that are charged by Stratford-on-Avon District Council as part of a staged programme of team alignment.
- 2.5.2 Last year fees were introduced for the treatment of rats and for the provision of advice or cancelled/no show visits. It was also proposed that reduced fees be

removed for those currently eligible. This was necessary in order to generate the required savings/income required by the Medium-Term Financial plan. Careful consideration was given to implications of these changes to ensure the ability of the service to continue and to manage the impact of these changes on residents.

- 2.5.3 The future delivery of the Domestic Pest Control Service is outlined in a separate report as part of the same Cabinet Agenda (Item 7 – 3 November). Approval of the recommendation outlined in that report will supersede any recommendations for the service outlined in Appendix A of this report.
- 2.5.4 It should be noted that the council is not legally obliged to provide a full pest control service; it does however have a legal responsibility (statutory duty) to deal with pests on its own land and it also has an enforcement role to ensure that people take appropriate action to control pests on their own land or in their property. This duty is set out in the Prevention of Damage by Pests Act 1949, which deals with rodent infestations, and the Public Health Act 1936 which covers 'verminous premises. This enforcement is normally through the service of enforcement notices.
- 2.5.5 WDC will continue to honour its landownership responsibilities in relation to pest management.

### **3 Customer & Digital Services**

#### **3.1 Street Name and Numbering**

- 3.1.1 A 11-13% increase is recommended as not a nationally charged for service.

### **4 Housing**

#### **4.1 Houses in Multiple Occupation Licensing**

- 4.1.1 Initially an inflationary increase appeared reasonable in the current climate. On further investigation however it was found we should balance that by comparing with increases in staff salaries as the service is intended to be broadly cost neutral.
- 4.1.2 When we compare with other authorities locally, we are significantly more expensive on new applications. A 5% increase across all bands (new applications and renewals) would be an acceptable compromise which is proposed.

### **5 Housing Revenue Account**

#### **5.1 Warwick Response - Lifelines and other charges**

- 5.1.1 The income generated from the Warwick Response Fees and Charges is credited to the Housing Revenue Account, from where the costs of this service are met. Details of the charges are shown in Appendix A.
- 5.1.2 There has been an increase in the number of products being offered through the service for 22/23, offering greater choice to customers and increasing fee earning opportunities for the service.



- 5.1.3 Prices have been set to ensure that the service is competitively placed in the market, with some prices increasing by up to 15% and some remaining the same. Key charges remaining the same include the core charges for the monitoring service and equipment rental. This enables the service to continue to adhere to its core purpose; to look after the elderly and vulnerable, particularly at this time.
- 5.1.4 It should also be noted that during 2021/22, the service had taken on customers from North Warwickshire, as we continue to expand the service. This also generates efficiencies as the service has been able to expand its reach without an equivalent increase in the cost of running the service.

## **6 Neighbourhood and Assets**

### **6.1 Interment and Cremation fees**

- 6.1.1 Pressures have remained on the capacity within some of the District's cemeteries, particularly in Kenilworth. In recent years action was taken through the fees and charges to deter non-residents in order to be able to continue to provide a burial service for Warwick District Council residents, with the additional income being set aside in reserves towards future cemetery provision.
- 6.1.2 Changes to some interment fees have been proposed to provide parity with cremation costs.
- 6.1.3 A 2% increase in cremation fees to £990 is proposed, with other fees increasing by 16%, which is comparative to market fees.
- 6.1.4 Following the review of charges, the fee for cremations where there is no service have been reduced by 22%, to bring the fee in line with that charged by other service providers. It was noted that during 2022 we have seen a significant fall in the use of this service due to the current fee being uncompetitive where the main consideration for the customer when choosing the venue is the price. It is expected that any loss of income from a reduced fee will be compensated through increased use of the service, and a greater level of income received overall.
- 6.1.5 Income details (exclusive of surcharge premium) for both the Cemeteries and Crematorium for, 2022/23 & 2023/24 are shown below. (The Burial Rights and Interments Surcharge is NOT included in the figures below.)

	<b>Original 2022/23 £ '000</b>	<b>Forecast 2022/23 £ '000</b>	<b>Forecast 2023/24 £ '000</b>
Cemeteries	551	551	554
Crematorium	1,860	1,860	2,010
<b>Total</b>	<b>2,411</b>	<b>2,411</b>	<b>2,564</b>

## 6.2 Car Parking

6.2.1 The table below shows a summary for car park income:

<b>Income Summary: (Net of V.A.T.)</b>	<b>Actual 2021/22</b>	<b>Original 2022/23</b>	<b>Forecast 2022/23</b>	<b>Forecast 2023/24</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Car Parking	2,790	3015	3569	3,600
Season Tickets	270	230	250	265
Excess Charges	127	207	137	110
Other Income	25	35	24	10
<b>Total Income</b>	<b>3,213</b>	<b>3,487</b>	<b>3,980</b>	<b>3,985</b>

6.2.2 For 2023/24 car park income levels are forecast to remain consistent with 2022/23. It is expected that the changes we have seen in the level of their use, driven by remote / hybrid working adopted by many businesses and changing habits of visitors to the District, will continue at levels similar to 2022. Car park usage will continue to be monitored to ensure the budgets set remain a true reflection of their ongoing demand.

6.2.3 Car parking across the District has been reviewed, with the decision to freeze parking charges at 2023/23 levels being proposed

6.2.4 In accordance with the resolution of Council in February 2016, any surplus income over the amounts in the Original Budget will be allocated to the Car Parks Repairs and Maintenance Reserve. The sums allocated will be considered as part of the Final Accounts process.

6.2.5 The car parks require maintenance on an ongoing basis to ensure they remain operational. Reviews of our asset base will continue to be carried out to ensure demand is being met across the District.

6.2.6 Parking Services have introduced new ways to pay for parking in WDC car parks in recent years e.g. Ringo, Credit Card/Debit cards and Apple Pay. There are some small costs associated with these initiatives but they have reduced cash collection cost. The initiative is not just about income but also designed to encourage people to shop and stay in WDC's Town Centres. Free parking for electric vehicles in council car parks can be obtained through a season pass.

6.2.7 Season ticket income has not performed as well as previous years and this trend is expected to continue, with the move to remote working by many organisations impacting on demand.

## 6.3 Refuse Collection

6.3.1 In terms of the charges for receptacles as part of the Refuse Collection, the Cabinet agreed to charges for these items purely to cover the cost of the expenditure.

6.3.2 The bulky waste collection service continues to see a high level in demand, driven by the increase in people working from home.

## 7 Place, Arts and Economy

### 7.1 Building Control

7.1.1 Building Control is subject to competition from the private sector and has to set charges that are competitive, otherwise they will lose customers to the private sector. The proposed charges for domestic properties are considered to be fair

and balanced in the current competitive market. Fees for commercial projects are done on a bespoke basis, taking into account how many inspections will be needed, how long the project is likely to take and whether any additional professional services need to be brought in. Following the fees being frozen in 2021, and an increase in the fees last year by 5-6% to cover the cost of an additional Senior Surveyor, it is proposed that the fees are increased from April 2023 again by 5-6% to ensure that the service continues to maintain competitive fee rates and maintains (or improves) market share currently at 68% which has remained consistent year on. (This is a ring-fenced account and income is shown separately).

7.1.2 , Despite the impact of COVID-19 on the overall demand for building control services last year 2021, the service did recover, with Warwick District Council maintaining market share and the Building Control Account forecast to break-even for 22/23. Mindful the Country could be heading towards a recession, although building control does have a healthy reserve which should see us through.

7.1.3 It should be noted that Daventry District Council will be leaving the shared building control service from April 2023 and therefore the service will lose that element of income generated previously.

## 7.2 Enterprise Team

7.2.1 A moderate uplift on the year, to manage the impact to our tenants. Crucially, the service charge (not published, with it being a mechanism by which costs are recovered and which demands flexibility) is likely to increase to around +25%.

## 7.3 Markets

7.3.1 A new market contract came into effect on 1<sup>st</sup> July 2021, increasing the percentage of stall income due to the Council. Therefore a stall fee increase is also not recommended.

7.3.2 Filming on our land has 100% increases proposed. We have found we were massively undercharging compared to other locations.

**Controllable Fees and Charges - Leisure Contract**

Contract Definition –

The Contractor shall review the following core products and prices in September of each year and submit any proposed changes to the Authority for approval (the “Fees and Charges Report”):

1. Concessionary Swim (based on the list of concessions listed below)
  - a. Those in receipt of a disability benefit
  - b. Those in receipt of Job Seekers Allowance and those not working and in receipt of Universal Credit
  - c. Juniors (5 – 18yrs)\* Note this should have been 5 – 17yrs; i.e. pay full price from 18yrs
  - d. Individuals in receipt of state pension
  - e. Students – full time of any age; any student under 25yrs
  - f. Exercise Referral clients
2. Junior swimming lesson
3. Casual concession gym session
4. Casual concession fitness class
5. School swimming lesson (currently calculated as a price per child)
6. Exercise Referral session

Free admission for:

- a. Children aged 4 and under (only casual swimming)
- b. Individuals in receipt of Carers Allowance when accompanying the person for whom they care
- c. Children accompanying an adult in receipt of Job Seekers Allowance or Universal Credit (only casual swimming)

### 2023 Core Controllable Prices

<b>Concession Swim To the following groups at the facilities</b>		<b>NCLC and St Nix's</b>	Abbey Fields	Castle Farm
	Those in receipt of disability benefit	£4.45	Site Closed	Site Closed
	Those in receipt of Job Seekers allowance or universal credit	£4.45		
	Juniors 5 -17yrs	£3.70		
	Individuals in receipt of state pension	£2.35		
	Students fulltime any age, any student under 25years	£4.20		
	Exercise Referral Session	As per Everyone Health scheme		
Swim Lesson Fee	Junior Lesson Fee	£7.80	Site Closed	Site Closed
	Concessionary Junior Lesson fee	£5.40		
	School swimming lesson	£42.85		
Fitness	Casual Concession Gym Session	£5.50		
	Casual concession fitness class	£5.65		
Exercise Referral	Exercise Referral Session	As per Everyone Health scheme.		



## Addendum to Item 4

Cabinet  
3 November 2022

**Title: Fees and Charges 22/23 - Addendum**  
**Lead Officer: Tony Sidhu (01926 456810)**  
**Portfolio Holder: Councillor Hales**  
**Public / Confidential report**  
**Wards of the District directly affected: All**

Contrary to the policy framework: No  
Contrary to the budgetary framework: No  
Key Decision: No  
Included within the Forward Plan:  
Equality Impact Assessment Undertaken:  
Consultation & Community Engagement:  
Final Decision: Yes  
Accessibility checked: Yes

### **Officer/Councillor Approval**

<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Chief Executive/Deputy Chief Executive		Chris Elliot
Head of Service		Andrew Rollins
CMT		
Section 151 Officer		
Monitoring Officer		Andrew Jones
Finance		Tony Sidhu
Portfolio Holder(s)		Richard Hales

**1. Addendum**

- 1.1. To remove the following from Appendix B, Section 6.2.6 'Free parking for electric vehicles in council car parks can be obtained through a season pass'.

The free EV parking trial permit was withdrawn earlier this year. Usage information was not possible to track, it was a trial and with nearly 1000 permits subscribed, clearly indicating it was popular as free parking was allowed in all car parks. The scheme was for 12 months from August 2020 but extended to the end of April 2022.

- 1.2. To amend and replace the proposed car park charges in Appendix A with the following single charge:

Car parks: Station Approach, Bath Place, Court Street and Packington Place

Proposed charge: £3 all day from 2<sup>nd</sup> January 2023.

Title: Significant Business Risk Register  
Lead Officer: Richard Barr  
Portfolio Holder: Councillor Day  
Wards of the District directly affected: All

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## Summary

The report sets out the latest version of the Council's Significant Business Risk Register for review by the Cabinet. It has been drafted following review by the Council's Joint Management Team and by the Leader of the Council.

## Recommendations

- (1) That Cabinet should review the Significant Business Risk Register (SBRR), set out as Appendix 1 and summarised as Appendix 2, and consider if any further actions should be taken to manage the risks facing the organisation.**
  - (2) That Cabinet should note the content of section 1.3 of this report and emerging risks as identified in section 1.4, also of this report, together with additional risks in the SBRR (Appendix 1).**
- 

## 1 Background/Information

- 1.1 The Significant Business Risk Register (SBRR) records all significant risks to the Council's operations, key priorities, and major projects. Individual services also have their own service risk registers as do the major projects.
- 1.2 The SBRR is reviewed quarterly by the Council's Senior Leadership Team. This process is thorough and involves a focus on the higher rated risks; then a review of the others; and, then a discussion on emerging risks/horizon scanning. It is then examined by the Council Leader and then, in keeping with Members' overall responsibilities for managing risk, by Cabinet following scrutiny by the Audit and Standards Committee.
- 1.3 The latest summary of the SBRR is set out as Appendix 1 to this report with a depiction of the relative priority of the risks set out as Appendix 2. For the first time, the risks in Appendix 1 are in order of significance.
- 1.4 Members should note that the approach adopted by WDC is now to be adopted for SDC so that eventually a Joint SBRR can be created as many of the risks and ratings are the same or similar.
- 1.5 The risks identified in Appendices 1 and 2 are as follows:
  1. Risk of Fit for the Future Change Programme not managed appropriately/effectively.



2. Risk of sustained service quality reduction.
3. Risk of major contractor going into administration or deciding to withdraw from the contract.
4. Risk of corporate governance arrangements not being maintained effectively.
5. Risk of staff not being developed effectively.
6. Risk of insufficient finance to enable the Council to meet its objectives (including insufficient reductions in operating costs).
7. Risk of additional financial liabilities.
8. Risk of not obtaining potential income sources.
9. Risk of improper procurement practices and legislative requirements not being complied with.
10. Risk of partnerships not delivering stated objectives.
11. Risk of not complying with key legislation or legal requirements including failure to protect data.
12. Risk of ineffective utilisation of information and communications technology.
13. Risk of failure to protect information assets from malicious cyber-attack.
14. Risk of failing to provide, protect and maintain Council owned property (buildings and equipment).
15. Risk of a major incident not responded to effectively
16. Risk of failing to meet District's ambition to be carbon neutral within specified timeframes.
17. Risk of failing to adequately prepare for the impacts of climate change arising from higher global temperatures.

1.6 The assessments of risk are judgemental, being based on an assessment of the likelihood of something occurring and the impact that might have. Appendix 3 sets out the guidelines that are applied to assessing risk.

1.7 In line with the traditional risk matrix approach, greater concern should be focused on those risks plotted towards the top right corner of the matrix whilst the converse is true for those risks plotted towards the bottom left corner of the matrix. If viewed in colour (i.e., online), the former set of risks would be within the area shaded red, whilst the latter would be within the area shaded green; the mid-range would be seen as yellow.

## 2 Reason for the Recommendations

2.1 This report seeks to assist Members fulfil their role in overseeing the organisation's risk management framework. A very useful source of guidance on the responsibilities of members and officers regarding risk management came from the Audit Commission in its management paper, "Worth the risk: improving risk management in local government":

"Members need to determine within existing and new leadership structures how they will plan and monitor the council's risk management arrangements. They should:

- decide on the structure through which risk management will be led and monitored;
- consider appointing a particular group or committee, such as an audit committee, to oversee risk management and to provide a focus for the process;

- agree an implementation strategy;
- approve the council's policy on risk (including the degree to which the council is willing to accept risk);
- agree the list of most significant risks;
- receive reports on risk management and internal control – officers should report at least annually, with possibly interim reporting on a quarterly basis;
- commission and review an annual assessment of effectiveness: and
- approve the public disclosure of the outcome of this annual assessment, including publishing it in an appropriate manner.

The role of senior officers is to implement the risk management policy agreed by Members.

It is important that the Chief Executive is the clear figurehead for implementing the risk management process by making a clear and public personal commitment to making it work. However, it is unlikely that the Chief Executive will have the time to lead in practice and, as part of the planning process, the person best placed to lead the risk management implementation and improvement process should be identified and appointed to carry out this task. Other people throughout the organisation should also be tasked with taking clear responsibility for appropriate aspects of risk management in their area of responsibility."

Although the Audit Commission has since been abolished, the guidance remains relevant.

### **3 Recent Movements in Risk**

- 3.1 Last quarter officers reported the macro-economic issues that were presenting significant financial challenges to the organisation. These included inflation, skills shortages and supply chain issues. Since then the country has seen the introduction and dismantling of the "fiscal event" and its consequent effects on the Government's financial plans. The Chancellor has now indicated that there are some difficult spending decisions to be made and, if history is anything to go by, this could be bad news for Local Government finance. Officers have therefore felt it prudent to reflect this landscape in the risk rating of risks 7 & 8.
- 3.2 To address this situation, officers are developing a draft change programme for a future Cabinet's consideration. This programme will seek to put actions and initiatives in place to tackle the anticipated financial challenge ahead.

### **4 Alternative Options available to Cabinet**

- 4.1 Members may take a differing view on the risks identified; on the ratings attributed; or the mitigations and may feel that they wish to indicate changes to be made.

### **5 Consultation and Members' comments**

- 5.1 Consultation has been with the whole of the Joint Management Team, the Leader of the Council, informally with the Cabinet and Group Leaders.

## **6 Implications of the proposal**

### **6.1 Legal/Human Rights Implications**

6.1.1 There are no legal or human rights implications of the report's contents but clearly risk realisation may generate some implications.

### **6.2 Financial**

6.2.1 There are no financial implications of this report but clearly some of the identified risks if realised may well have such implications.

6.2.2 The current financial position as at Quarter 1, including the latest update to the Medium-Term Financial Strategy will be presented in a separate report alongside this to August Cabinet.

6.2.3 This report will highlight changes to the financial position of the Council, including those linked with the approval to withdraw the request to merge with Stratford-on-Avon District Council and create a South Warwickshire District Council in April 2022 and the ongoing risks associated with the current economic climate.

6.2.4 The report will outline the implications of these changes on the financial position of the Council both in the short and medium term, and outline plans on how the deficit will be addressed.

## **7 Council Plan**

### **7.1 External Impacts**

**People - Health, Homes, Communities**

**Services - Green, Clean, Safe**

**Money- Infrastructure, Enterprise, Employment**

The Significant Business Risk Register is based on the Council's corporate priorities and key strategic projects that are reflected in Fit for the Future. The Fit for the Future programme is also based on an agreed set of values amongst which are the ones of openness and honesty. This is integral to the consideration of risk in an organisation; risk issues need to be discussed and debated and mitigation put in place, in order to prevent them materialising. It does not mean, however, that all risks recorded are immediately impending or are likely to happen. Paradoxically, to not debate risks is to help them more likely to materialise.

It is worth members re-apprising themselves of the basis on which risks are scored in relation to likelihood and impact – see Appendix 3. The probability of a risk being realised, and how many times it might happen, is assessed over a number of years, not as if it is going to happen tomorrow.

### **7.2 Internal Impacts**

**People - Effective Staff**

**Services - Maintain or Improve Services**

**Money - Firm Financial Footing over the Longer Term**

As above.

### **7.3 Environmental/Climate Change Implications**

7.3.1 Effective risk management can help the Council achieve its environmental and climate emergency objectives.

#### **7.4 Analysis of the effects on Equality**

7.4.1 Effective risk management will help the Council achieve its equality obligations.

#### **7.5 Data Protection**

7.5.1 Effective risk management will help the Council achieve its data protection objectives.

#### **7.6 Health and Wellbeing**

7.6.1 Effective risk management will help the Council achieve its health and wellbeing objectives.

### **8 Risk Assessment**

8.1 The whole report is about risks and the risk environment. Clearly there are governance-related risks associated with a weak risk management process.

### **9 Conclusion/Reasons for the Recommendation**

9.1 The report sets out the latest version of the Council's Significant Business Risk Register for review by Cabinet. This will aid effective governance within, and of, the Council.

#### **Background papers:**

All Papers referred to in this report are published documents.

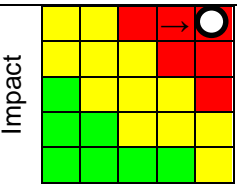
#### **Supporting documents:**

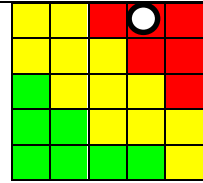
Minutes of SLT meeting 6 October 2022.

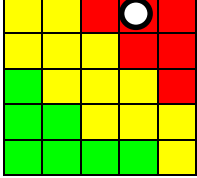
## Report Information Sheet

<b>Committee/Date</b>	Cabinet – 03 November 2022	
<b>Title of report</b>	Review of WDC Significant Business Risk Register	
<b>Consultations undertaken</b>		
<b>Consultee *required</b>	<b>Date</b>	<b>Details of consultation /comments received</b>
<b>Ward Member(s)</b>	Not applicable	
<b>Portfolio Holder</b>	17/10/22	Consultation has been extensive with the Risk Register being thoroughly discussed at Joint Management Team. These discussions have led to updates to the Risk Register and explanatory comments on the covering report. The Risk Register and the covering report have also been reviewed by Members at the CMT/Cabinet Reports Briefing Meeting.
<b>Chief Executive</b>	06/10/22	
<b>Section 151 Officer</b>	06/10/22	
<b>Monitoring Officer</b>	06/10/22	
<b>Senior Leadership Team</b>	06/10/22	
<b>Other organisations</b>	Not applicable	
<b>Final decision by this Committee or rec to another Cttee/Council?</b>		Recommendation to Cabinet
<b>Contrary to Policy/Budget framework</b>		No
<b>Does this report contain exempt info/Confidential? If so, which paragraph(s)?</b>		No
<b>Does this report relate to a key decision (referred to in the Cabinet Forward Plan)?</b>		Yes, Forward Plan item – scheduled for 03/11/22
<b>Accessibility Checked?</b>		File/Info/Inspect Document/Check Accessibility

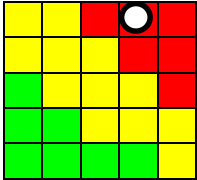
## Significant Business Risk Register

Risk Description	Possible Triggers	Possible Consequences	Risk Mitigation / Control / Future Action (in bold)	Residual Risk Rating
<b>Financial Management Risks – Part I</b>				
<p>7. Risk of additional financial liabilities.</p>	<p>Risk of revenue implications of capital schemes not being fully identified.                      Risk of loss or delay of capital receipts.                      Risk of increase in superannuation fund contributions.                      Uninsured loss.                      Risk of Medium Term Financial underestimating future revenue income and expenditure (including capital)                      Legal challenge e.g. relating to a planning development.                      Major health epidemic e.g. Corona Virus.                      Major shock to the organisation due to a significant adverse national or international event.                      Increased costs because of inflationary pressure greater than allowed for within Council’s Budget and Medium-Term Financial Strategy.</p>	<p>Greater level of savings to be sought.                      Forced to make sub-optimum and short-term decision without proper planning.                      Reduced levels of service.                      Payment of compensation.                      Failure to deliver service.                      Contractual disputes.                      Organisation ill-prepared to deal with impact on finances, service delivery and staff.</p>	<p>Fit for the Future change programme. (SLT)                      Service Area and Project Risk Registers. (SLT)                      Project Management. (SLT)                      Corporate Asset Management Strategy and an accompanying Action Plan covering all General Fund and HRA assets has been approved. (ASG)                      Maintenance of a comprehensive built asset database. (AM)                      More effective financial planning and scenario analysis. (HoFS)                      Regular monitoring of Fit for the Future. (SLT)                      Legal advice on projects. (SLT)                      Projects drawn up within RIBA framework. (SLT)                      Reserves used to smooth impact of fluctuations in income. (HoFS)                      Existence and application of Medium Term Financial Strategy. (HoFS)</p>	<div style="text-align: center;">  <p style="margin: 0;">Impact</p> <p style="margin: 0;">Likelihood</p> </div> <p>We are already starting to see the impact of the current economic situation upon our revenue and capital finances. Given the uncertainty and forecasts outlining further adverse variations are likely in the short to medium term, this risk has been increased from both a likelihood and impact perspective.</p>

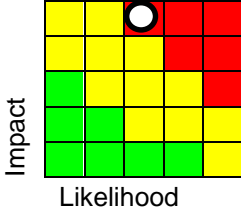
Risk Description	Possible Triggers	Possible Consequences	Risk Mitigation / Control / Future Action (in bold)	Residual Risk Rating
<b>Performance Management Risks – Part I</b>				
<p>2. Risk of sustained service quality reduction.</p>	<p>Shortage of staff resources and staff skills and knowledge.  Staff skills and resources diverted to service redesign proposals as part of delivering Fit for the Future and other emerging corporate priorities.  Cannot afford cost of maintaining service quality. Partners such as WCC make service cuts.  Health pandemic e.g. Corona Virus.  Contractor failure.  Unplanned termination of contract by contractor.  Housing numbers not achieved.  Increase in Members’ and Citizens’ expectations.  Greater demand on services from increases in the population as well as societal, technological, and legislative changes.  Changes in members’ and citizens’ expectations.  Lack of funding for Climate Change Action Plan.  Major shock to the organisation due to a significant adverse national or international event.  Staff recruitment difficulties.  Increase in cost of contractors.</p>	<p>Poor customer service and reductions in income.  Lack of direction with critical projects and services being compromised.  Public lose confidence in Council’s ability to deliver.  Demoralised and demotivated staff.  Additional costs attached to re-procuring contract, including legal fees.  Loss of New Homes Bonus.  Failure to adapt to ‘New Normal’ caused by climate change.  Organisation ill-prepared to deal with impact on finances, service delivery and staff.</p>	<p>Effective Management of Change Programme. (SLT)  Agreeing additional resources where service quality is reduced. (SLT)  Strong leadership to manage priorities to a deliverable level. (SLT)  Effective vacancy control. (SLT)  Service Reviews. (SLT)  Workforce Planning. (SLT)  Effective contract management supported by appropriate legal support. (SLT)  Enhanced Performance Management System <b>regime: infrastructure now in place.</b> (SLT)</p>	<p>Impact</p>  <p>Likelihood</p>

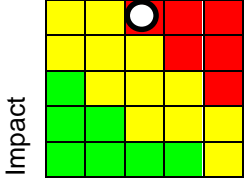
Risk Description	Possible Triggers	Possible Consequences	Risk Mitigation / Control / Future Action (in bold)	Residual Risk Rating
<b>Financial Management Risks – Part II</b>				
<p>6. Risk of insufficient finance to enable the council to meet its objectives (including insufficient reduction in operational costs).</p>	<p>Poor financial planning and forecasts.            Unexpected loss of income and/or sustained increase in expenditure.            FFF Projects do not achieve sufficient savings.            Reset of Revenue Grant and Business Rate Retention.            Council Tax income base reducing.            National Economy declines.            Local economy declines            Tightening of Government fiscal policy.            Changes to Government Policy.            Demographic changes.            Focus on FFF priorities which compromise existing service delivery.            External competition.            Member decision making stops previously agreed savings.            Council policy framework not conducive to enterprise development.            Increased contract costs.            Housing numbers not achieved.            Delay in fair funding review.            Inability to agree suitable funding proposals to allow HQ relocation project to move to Phase 2 – project delivery.            Changes to funding proposals for existing schemes.            Major shock to the organisation due to a significant adverse national or international event.            Agreed savings not delivered as agreed to be included in Medium Term Financial Strategy.            Savings not identified to meet the cost of funding the Council objectives.</p>	<p>Increased costs.            Forced to make urgent decisions without appropriate planning.            Forced to make service cuts.            Increased costs.            Fines/penalties imposed.            Landlord service becomes unviable and/or the condition of the housing stock reduces its utility and value.            Loss of New Homes Bonus.            Reduction in reputation.            Unable to meet statutory requirements.            Failure to deliver carbon-neutral objectives by 2025.            Organisation ill-prepared to deal with impact on finances, service delivery and staff.            Comprehensive review of the organisation's response to the pandemic undertaken with findings and action plan approved by Executive.            Forced to make large scale redundancies.</p>	<p>Codes of Financial Practice and Procurement Practice. (HoFS)            Effective internal audit function. (HoFS)            External audit of financial accounts. (HoFS)            Effective management of FFF Projects. (SLT)            All projects accompanied with robust financial appraisals and programme forecasts that allow the Council to understand projected funding requirements. (HoFS)            Council's constitution. (DCE(AJ))            Financial training. (HoFS)            Robust financial planning and a Medium-Term Financial Plan that can accurately forecast income and expenditure. (HoFS/SLT)            Code of Financial Practice Training. (HoFS)            Plan in place to make savings as to meet the anticipated budget shortfall. (HoFS/SLT)            Ongoing monitoring and future reports of existing assumed savings – e.g. leisure programme, office move, terms &amp; conditions review. (SLT).            Changes to funding proposals for existing projects.            Business Strategy agreed by Members and appropriately managed (SLT).</p>	<p>Impact</p>  <p>Likelihood</p>

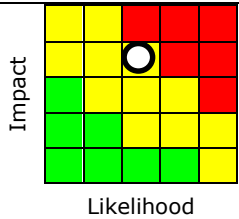


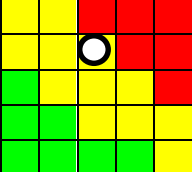
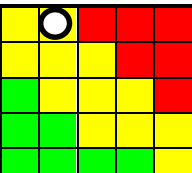
Risk Description	Possible Triggers	Possible Consequences	Risk Mitigation / Control / Future Action (in bold)	Residual Risk Rating
<b>Information Management Risks – Part I</b>				
<p>13. Risk of failure to protect information assets from malicious cyber-attack.</p>	<p>Lack of staff training and awareness.            Poor or ineffective countermeasures.            Outdated software and hardware.            Zero-Day vulnerabilities being exploited.            Ineffective segregation and classification of data.            Ineffective incident response plans.            Inadequate penetration testing regime.            Major shock to the organisation due to a significant adverse national or international event.</p>	<p>Reputational damage.            Loss of public trust.            Lost productivity.            Recovery costs.            Potential fines (ICO).            Permanent data loss.            Targeted for further attacks.            Exfiltration of sensitive data.            Bribery attempts to prevent data leakage.            Long term operational difficulties.            Organisation ill-prepared to deal with impact on ICT systems.</p>	<p>CESG approved penetration tests. (HoICT)            Patch Management Policy/Procedures. (HoICT)            Anti-malware/virus software. (HoICT)            Use of NCSC Protected DNS Service. (HoICT)            Use of NCSC Intelligence gathering and monitoring services. (HoICT)            Anti-malware strategy. (HoICT)            Incident Management Policy &amp; Procedure. (HoICT)            Major Virus Response Procedure. (HoICT)            Electronic Information Backup Policy. (HoICT)            Data Distribution to reduce target exposure and to speed up recovery. (HoICT)            Introduction of temporary web site in the event of a major outage, reducing reputational damage. (HoICT)            Offline backups air-gapped from live systems. (HoICT)            Regular full scale DR exercises with 3<sup>rd</sup> party provider. (HoICT)            e-learning solution (HoICT)            National Cyber security check now in place. (HoICT)  <del>Installation of</del> Network Intrusion Detection/Intrusion Prevention solution.            Adoption of Cloud services and infrastructure as appropriate (for example, MS Office365). (HoICT)</p>	<p>Impact</p>  <p>Likelihood</p>

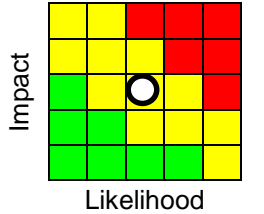
Risk Description	Possible Triggers	Possible Consequences	Risk Mitigation / Control / Future Action (in bold)	Residual Risk Rating
<b>Financial Management Risks – Part III</b>				
<p>8. Risk of not obtaining potential income sources.</p>	<p>Ineffective management. Complacency. Lack of resources to investigate. Other priorities. Partner changing priorities. Income opportunities diminished due to significant adverse national or international event. Major shock to the organisation due to a significant adverse national or international event. <b>Delays or limited time given to confirmation of funding sources and policies, such as local finance settlement, grants or rent setting, leading to incorrect assumptions being forecast.</b> PWLB interest rate fluctuations and/or national policy change. <b>Fees and charges may need to be set at significantly increased rates, reducing service demand.</b></p>	<p>More loss-making or subsidised services. Reduced income for the Housing Revenue Account that could compromise banking covenants. Organisation ill-prepared to deal with impact on finances, service delivery and staff.</p>	<p>FFF Programme. (SLT) Effective fees and charges schemes. (HoFS) Communications &amp; Marketing Strategy. (SLT) Regular reviews of financial forecasts to ensure income projections are up to date. (HoFS) Secure additional resources to ensure existing services are not impacted because of a focus on FFF/corporate priorities. (HoFS) Engagement of appropriate advice to enable opportunities to remodel the Council’s non-operational asset base to be assessed. HoA DCN Income Generation and Commercialisation Review undertaken. (HoFS) Council-appointed Executive Directors for Milverton Homes Board and Milverton Homes-appointed Directors for the Joint Venture. (HoH +PDCC)</p>	<div data-bbox="1839 312 2085 528" style="text-align: center;"> </div> <p><b>We are already starting to see the impact of the current economic situation upon our revenue and capital finances. Given the uncertainty and forecasts outlining further adverse variations and challenges relating to cost of living in the short to medium term, this risk has been increased from both a likelihood and impact perspective.</b></p>

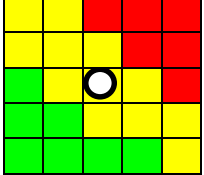
Risk Description	Possible Triggers	Possible Consequences	Risk Mitigation / Control / Future Action (in bold)	Residual Risk Rating
<b>Environmental Risks – Part I</b>				
<p>16. Failure to meet District’s ambition to be carbon neutral within specified timeframes.</p>	<p>Lack of expertise. Lack of finance. Failure to reduce carbon footprint. Lack of support from partners / community / Government. Conflict between current govt. legislation guidance ambition. Loss of political unity / support. Lack of staff resource / capacity. Competing priorities e.g. addressing Coronavirus. Major shock to the organisation due to a significant adverse national or international event.</p>	<p>Budgetary impacts. Service changes required if long recovery phase. Loss of reputation and external censure. Disruption to services. Public health issues. Failure to adapt to ‘New Normal’ caused by climate change. Political consequences. Organisation ill-prepared to deal with impact on finances, service delivery and staff.</p>	<p>Delivery of Business Strategy 2019-2023 and delivery of Climate Change Action Plan allowing members to determine extent of measures/projects to mitigate climate change and other environmental challenges that are to be included. (SLT) Climate Change Director appointed. The Council’s 2030 climate change ambitions have been more closely defined – agreed by Cabinet in July 2021. The Climate Change Action Programme incorporates a more detailed risk register to manage specific risks associated with delivering the programme. A Climate Change Actin Programme has been adopted and delivery is underway. However, progress is balanced against the ever-reducing time horizon’s which means the likelihood is unchanged for this risk. Climate Change Action Fund agreed.</p>	 <p>Impact</p> <p>Likelihood</p>

Risk Description	Possible Triggers	Possible Consequences	Risk Mitigation / Control / Future Action (in bold)	Residual Risk Rating
<b>Environmental Risks – Part II</b>				
<p>17. Failure to adequately prepare for the impacts of climate changes arising from higher global temperatures.</p>	<p>Lack of expertise. Lack of hard data about potential impacts Scale of the challenge Not entirely within Council’s control (major reliance on partners) Lack of finance. partners / community / Government. Conflict between current govt. legislation guidance ambition. Loss of political unity / support. Lack of staff resource / capacity. Competing priorities Major shock to the organisation due to a significant adverse national or international event.</p>	<p>Impacts on quality of life of our residence and particularly the most vulnerable Impacts on the local economy Impacts on the local environment and ecology Loss of reputation and external censure. Disruption to services. Public health issues. Failure to adapt to ‘New Normal’ caused by climate change. Political consequences. Organisation ill-prepared to deal with impact on finances, service delivery and staff.</p>	<p>Climate Change Director appointed and Climate Adaptation Officer due to commence 1/8/22. Active dialogue with the Met Office to consider implications of climatic changes for the District. <del>Involvement and alignment with West Midlands Adaptation Plan.</del> Membership of West Midlands Adaptation Steering Group and alignment with West Midlands Adaptation Plan. More detailed adaptation plan to be developed in Autumn 2022. The Council’s climate change ambitions have been more closely defined including relating to adaptation – agreed by Cabinet in July 2021. A Climate Change Action Programme has been adopted and delivery is underway. Climate Action Fund agreed. The Climate Change Action Programme will incorporate a more detailed risk register to manage specific risks associated with delivering the programme.</p>	 <p>Impact</p> <p>Likelihood</p>

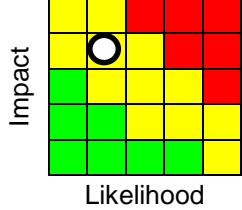
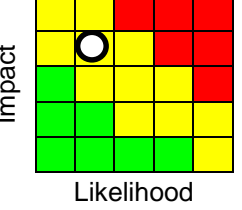
Risk Description	Possible Triggers	Possible Consequences	Risk Mitigation / Control / Future Action (in bold)	Residual Risk Rating
<b>Performance Management Risks – Part II</b>				
<p>1. Fit for the Future Change Programme not managed appropriately/effectively.</p>	<p>Poor organisational communication.            Conflicting priorities and priorities increasing in number.            Unable to dedicate appropriate resources due to the impact on existing services.            Poor management.            Ineffective use of project management or systems thinking.            Lack of funding.            Business Strategy can't be agreed due to no overall political control.            Major shock to the organisation due to a significant adverse national or international event.</p>	<p>Reduced service levels.            Non or reduced achievement of objectives.            Adverse financial impacts.            Reputational damage.            Demoralised and demotivated staff.            Organisation ill-prepared to deal with impact on finances, service delivery and staff.</p>	<p>Project prioritisation. (SLT)            SLT are Programme Board. (SLT)            Fit for the Future change programme and associated governance arrangements. (SLT)            Budget monitoring process. (HoFS)            Clear communications, <del>Staff Focus Group</del>. (SLT)            People Strategy Action plan. (SLT)            Strong leadership to ensure priorities are managed to a deliverable level. (SLT)            Securing additional resources to support existing service provision. (SLT)            Projects drawn up within RIBA framework. (SLT)            Business Strategy agreed by Members and appropriately managed (SLT).  <b>Change Programme is being developed for future Cabinet/Council sign-off.</b></p>	 <p>Impact</p> <p>Likelihood</p>

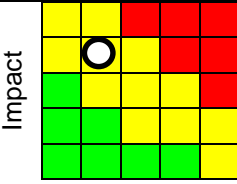
Risk Description	Possible Triggers	Possible Consequences	Risk Mitigation / Control / Future Action (in bold)	Residual Risk Rating
<b>Human Resources Risk</b>				
<p>5. Risk of staff not <b>being</b> developed effectively.</p>	<p>Ineffective workforce strategies.</p> <p>Not managing staffing resources efficiently and effectively.</p> <p>Possible insufficient training budget.</p> <p>Impact of <b>pandemics such as</b> Covid-19.</p> <p>Impact of inaccessibility of training internal and external.</p>	<p>Disruption to Council services – staff cannot undertake level or volume of work to meet all priorities.</p> <p>Poor customer service.</p> <p>‘Industrial’ action.</p> <p>Unable to meet statutory requirements.</p> <p>The potential of staff is not fulfilled.</p> <p>Some staff not developed to the level required to deliver service effectively.</p>	<p>Link to People Strategy to be updated <del>2021–2024 joint with SDC.</del> <b>2022 – 2025</b> (HoP&amp;C/SLT)</p> <p>Workforce planning through Service Area Plans. (SLT)</p> <p>Appropriate use of external resources. (SLT)</p> <p>Training in different ways – Online, telephone, webinars. (SLT/HoP&amp;C)</p> <p>Prioritise training based on service needs. (SLT)</p> <p><del>Acceptance that some training may be disrupted until new ways of delivery are prepared.</del> (SLT)</p> <p><b>New LMS system to support workflows and reporting.</b></p>	<p>Impact</p>  <p>Likelihood</p>
<b>Performance Management Risks – Part II</b>				
<p>3. Risk of major contractor going into administration or deciding to withdraw from the contract.</p>	<p>Poor procurement of contractor.</p> <p>Poor contract management.</p> <p>Poor management of company.</p> <p>External factors.</p> <p>State of economy <del>(including Brexit factors).</del></p> <p>Introduction of Living Wage.</p> <p>Major shock to the organisation due to a significant adverse national or international event.</p>	<p>Reduced service levels.</p> <p>Non or reduced achievement of objectives.</p> <p>Adverse financial impacts.</p> <p>Reputational damage.</p> <p>Organisation ill-prepared to deal with impact on finances, service delivery and staff.</p>	<p>Properly procured contracts. (SLT)</p> <p>Active contract management supported by appropriate legal support. (SLT)</p> <p>Business Continuity Plan. (SLT)</p> <p>Soft market testing as appropriate. (SLT)</p> <p>Parent Company Guarantees being monitored. (SAMS)</p>	<p>Impact</p>  <p>Likelihood</p>

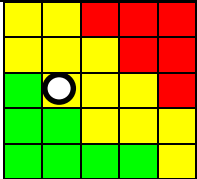
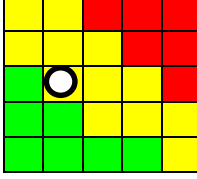
Risk Description	Possible Triggers	Possible Consequences	Risk Mitigation / Control / Future Action (in bold)	Residual Risk Rating
<b>Procurement Risks</b>				
9. Risk of improper procurement practices and legislative requirements not being complied with.	Weak governance arrangements. Ineffective procurement. Poor procurement function.	Reduced levels of service provision. Increased costs. Fines/penalties imposed.	Codes of Financial Practice and Procurement Practice. (HoFS) Training of staff. (HoFS/SLT) Monitoring of departmental procurement. (SLT) Procurement Strategy (incl. action plan). (HoFS) Code of Procurement Practice and related documents updated. (HoFS) Qualified internal procurement team. WCC providing additional support and expertise. (SLT)	 <p>Impact</p> <p>Likelihood</p>

Risk Description	Possible Triggers	Possible Consequences	Risk Mitigation / Control / Future Action (in bold)	Residual Risk Rating
<b>Asset Management Risks</b>				
<p>14. Risk of failing to provide, protect and maintain Council-owned property (buildings and equipment).</p>	<p>Poor management. Lack of finance. Ineffective asset management. Incomplete data on asset conditions. Lack of effective asset management planning. Insufficient resources to maintain assets. Inaction re multi-storey car parks. Failure of IT system. Major shock to the organisation due to a significant adverse national or international event.</p>	<p>Lack of a suitable and safe living or working environment for residents, staff, and visitors. Sub optimum asset decisions that are poor value for money. Building closure. Closure of car parks with resultant loss of income. Organisation ill-prepared to deal with impact on its assets.</p>	<p>Maintaining and delivering on of an Asset Strategy linked to Asset Database. (HoA) Corporate Asset Management Strategy covering all General Fund and HRA assets is in place for the period 2019 – 2023 at which point it will be reviewed and updated. The Action Plan will be reviewed and updated each year. (HoA) Maintenance of a comprehensive asset database in ActiveH – a comprehensive stock condition survey for all HRA properties has been commissioned and is currently underway and this will be used to remodel the Housing Investment Programme and Housing Business Plan. (HoA / HoH) Overall strategic review of the Council’s assets managed by multi-disciplinary Asset Strategy Group – chaired by Head of Assets and corporate compliance is part of the remit of that Asset Strategy Group. (HoA) Systems and contracts in place to manage electrical testing, asbestos management, fire safety, gas servicing, lift servicing and Legionella monitoring with appropriate systems to manage electric testing, gas servicing, asbestos management and removals, legionella testing, fire risks and health and safety assessments across all Council assets. (HoA/HoSACLE/HoH) Having sufficient reserves to be able to respond to unexpected issues. (HoFS) Inclusion of financing requirements within MTFS projections. (HoFS) Completion of the various elements of the Corporate Asset Management Strategy Action Plan. (HoA/HoH) Having appropriate structures to review compliance. SLT Regular monitoring of multi-storey block improvement programme through Corporate Fire Safety Group. (HoH)</p>	<p>Impact</p>  <p>Likelihood</p>



Risk Description	Possible Triggers	Possible Consequences	Risk Mitigation / Control / Future Action (in bold)	Residual Risk Rating
<b>Partnership Risks</b>				
10. Risk of partnerships not delivering stated objectives.	<p>Poor management. Failure to apply a robust process for entering partnerships. Lack of framework governing partnerships. Existing sub-regional partnerships disrupted or disbanded because of the regional focus resulting from the announcement of the West Midlands Combined Authority. Major shock to the partnership due to a significant adverse national or international event.</p>	<p>Required outcomes not achieved. Increased costs. Reduced level of service or failure to deliver service. Partnership ill-prepared to deal with impact on its objectives.</p>	<p>Normal management arrangements. (SAMS / SLT) Project Groups for significant services. (SLT) Involvement in and engagement with existing sub-regional partnerships such as CWLEP. (SLT) Partnership arrangements to review impact of pandemic and consider if any specific actions are required. (SLT)</p>	 <p>Impact</p> <p>Likelihood</p>
<b>Legal Risks</b>				
11. Risk of not complying with key legislation or legal requirements, including failure to protect data.	<p>Breakdown in governance. Bureaucratic mistake. For example – Not seeking legal advice; not implementing it; simply getting delivery wrong e.g. sending out wrong email. Lack of appropriate resources. Major shock to the organisation due to a significant adverse national or international event.</p>	<p>External censure. Financial loss. Litigation. Financial sanctions/penalties. Damage to reputation. Organisation ill-prepared to deal with impact on finances, service delivery and staff.</p>	<p>Constitution. (DCE(AJ)) External legal advice. (DCE(AJ)) Ongoing monitoring of all Executive recommendations. (DCE(AJ)) Ongoing professional training. (SLT) Implementation of arrangements to deal with GDPRs. (DCE(AJ))/SLT</p>	 <p>Impact</p> <p>Likelihood</p>

Risk Description	Possible Triggers	Possible Consequences	Risk Mitigation / Control / Future Action (in bold)	Residual Risk Rating
<b>Emergency Response and Business Continuity Risks</b>				
<p>15. Risk of a major incident not responded to effectively.</p>	<p>Numerous causes including loss of ICT facilities/data, loss of staff, absence of effective BCP.</p> <p>Major shock to the organisation due to a significant adverse national or international event.</p>	<p>Partial or total loss of resources such as staff, equipment, systems.</p> <p>Major media engagement.</p> <p>Major disruption to all Council services.</p> <p>Possible legal action for damages.</p> <p>Major shock to the organisation due to a significant adverse national or international event.</p>	<p>Emergency plan reviewed every year. (SLT) This has been reviewed in light of the Commonwealth games to ensure appropriate planning</p> <p>Business continuity plans are reviewed annually and have been reviewed before the games. (SLT)</p> <p>Ongoing training of councillors and officers named in MEP. (HoSCLE)</p> <p>Review of the MEP, named officers within MEP, associated SOPs. Gaps identification and appropriate updating. (HoSCLE)</p> <p>Operational testing and exercising of the MEP and vulnerability responses within Warwickshire. (HoSCLE)</p> <p>Safety Advisory groups of events held within the district &amp; command and control centres for major district events. (Development Services)</p> <p>Review completed of business continuity plans for service areas. The priorities contained within those plans consolidated into Council-wide Business Continuity Plan – Corporate (BCC). (HoSCLE)</p> <p>ICT Business Continuity contract, inc. annual off-site rehearsal. (ICT)</p> <p>Perimeter network protection (Firewall, 2 Factor Authentication, Spam filter, Antivirus, etc.), including penetration testing. (ICT)</p> <p>Backup and recovery procedures. (ICT)</p> <p>Provision of Counter Terrorism training. (HoSCLE)</p> <p>Preparation for the new Protect and prepare duty due later in 2022 (HoSCLE)</p> <p>Installation of Network Intrusion Detection/Intrusion Prevention solution. (ICT)</p> <p>Additional expert resource acquired to support organisation to support the organisation through alignment process in preparation for games delivery and its implications on emergency preparedness. (HoSCLE)</p>	 <p>Impact</p> <p>Likelihood</p>

Risk Description	Possible Triggers	Possible Consequences	Risk Mitigation / Control / Future Action (in bold)	Residual Risk Rating
<b>Corporate Governance Risks</b>				
<p>4. Risk of corporate governance arrangements not maintained effectively.</p>	<p>Ineffective political and senior management leadership.  Complacent attitudes.  Delays in making, or failure to make, key decisions by Council Members.  Breakdown of member-officer relationships.  Election of new members that may lack relevant experience and/or knowledge of local government.  Delays in making decisions due to no overall political control.  Major shock to the organisation due to a significant adverse national or international event.</p>	<p>Breakdown in internal controls leading to: non-achievement of objectives; high volumes of staff, customer, and contractor fraud; and loss of reputation.  Decision-making open to less officer and member scrutiny.  Decision-making postponed as organisation is not properly prepared.</p>	<p>Council’s constitution. (DCE(AJ))  Council’s strategies and policies, including Code of Financial Practice and Code of Procurement Practice. (SLT)  Strong scrutiny arrangements. (SLT)  Effective internal audit function. (HoFSS)  Annual Governance Statement. (DCE(AJ))  Codes of Conduct. (Members)  Effective Political Group discipline. (Group Leaders)  Councillor training (SLT)  New Member/Officer Protocol introduced. (DCE(AJ))  Local Code of Corporate Governance adopted. (DCE(AJ))  SLT/Group Leaders meetings.</p>	<p>Impact</p>  <p>Likelihood</p>
<b>Information Management Risks – Part II</b>				
<p>12. Risk of ineffective utilisation of information and communications technology.</p>	<p>Poor management of IT function.  Lack of specialist staffing.  Lack of finance.  Poor training of new and existing staff on ICT systems.  Poor data quality.  Resistance to change from various stakeholders.</p>	<p>Costly services.  Inefficient services.  Poor customer service.  Data disclosures.</p>	<p>ICT Strategy and Digital Transformation Strategy. (DCE(AJ))  Fully-resourced, effective and secure IT function. (DCE(AJ))  Training for staff. (DCE(AJ))  Monitoring of service plan and operational service reviews by SLT. (SLT)</p>	<p>Impact</p>  <p>Likelihood</p>

## Key:

New narrative (since previous quarter)

Narrative transferred (since previous quarter)

Deleted narrative (since previous quarter)

Control/mitigation that had been, in previous quarter, recorded as an action.

## Comment

○ = Current risk score

① ② etc = Previous risk scores

↑ → etc = trail (direction) of changes

HoA	:	Head of Assets – Steve Partner
CE	:	Chief Executive Warwick District Council – Chris Elliott
SLT	:	Senior Leadership Team – Chief Executive, Deputy Chief Executive and Heads of Services
DCE	:	Deputy Chief Executive – Andrew Jones
HoSCLE	:	Head of Safer Communities, Leisure and Environment – Marianne Rolfe
HoCT&LS	:	Head of Cultural, Tourism and Leisure Services – Rose Winship
HoD	:	Head of Development – Phil Clarke
HoFSS	:	Head of Financial Services (and S151 Officer) – Andrew Rollins (Acting)
HoH	:	Head of Housing – Lisa Barker
HoICT:	:	Head of ICT – David Elkington
HoP&C	:	Head of People & Communications – Tracy Dolphin
PDFCC	:	Programme Director for Climate Change – Dave Barber

### Summary of Significant Business Risks

Consequences ↓	Probability of Occurrence				
	Low	Low-Medium	Medium	Medium-High	High
High		Risk 3	Risks 16 & 17	Risks 2, 6, 7 & 13	Risk 7
Medium-High		Risks 10, 11 & 15	Risks 1 & 5 & 8	Risk 8	
Medium		Risks 4 & 12	Risks 9 & 14		
Low-Medium					
Low					

## Methodology for assessing risk: Criteria for scoring residual risk rating

### Probability of Occurrence

Estimation	Description	Indicators
<b>5: High (Probable)</b>	Likely to occur each year (e.g. considered as more than 50% chance of occurrence in any year).	<ul style="list-style-type: none"> <li>Potential of it occurring several times within the specified period (for example - ten years).</li> <li>Has occurred recently.</li> </ul>
<b>4: Medium to High</b>	Apply judgement	Apply judgement
<b>3: Medium (Possible)</b>	Likely to occur during a 10 year period (considered as between 5% and 25% chance of occurrence in any year).	<ul style="list-style-type: none"> <li>Could occur more than once within the specified period (for example - ten years).</li> <li>Could be difficult to control due to some external influences.</li> <li>There's a history of occurrence</li> </ul>
<b>2: Low to Medium</b>	Apply judgement	Apply judgement
<b>1: Low (Remote)</b>	Not likely to occur in a 10 year period (considered as less than 2% chance of occurrence in any year).	<ul style="list-style-type: none"> <li>Has not occurred.</li> <li>Unlikely to occur.</li> </ul>

### Consequences

Estimation	Description
<b>5: High</b>	<ul style="list-style-type: none"> <li>Financial impact on the organisation is likely to exceed £500K</li> <li>Significant impact on the organisation's strategy or operational activities</li> <li>Significant stakeholder concern</li> </ul>
<b>4: Medium to High</b>	Apply judgement
<b>3: Medium</b>	<ul style="list-style-type: none"> <li>Financial impact on the organisation likely to be between £100K and £250K</li> <li>Moderate impact on the organisation's strategy or operational activities</li> <li>Moderate stakeholder concern</li> </ul>
<b>2: Low to Medium</b>	Apply judgement
<b>1: Low</b>	<ul style="list-style-type: none"> <li>Financial impact on the organisation likely to be less than £10K</li> <li>Low impact on the organisation's strategy or operational activities</li> <li>Low stakeholder concern</li> </ul>

Title: Discretionary Housing Payments  
Lead Officer: Andrea Wyatt ext. 6831  
Portfolio Holder: Councillor Tracey  
Wards of the District directly affected: All

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## Summary

To request additional funding of £50,000 to top up the Discretionary Housing Payment (DHP) fund

## Recommendation(s)

- (1) That cabinet agrees to release funding of £50,000 from for Discretionary Housing Payments made by the Council to be met from The General Fund Reserve.
  - (2) That the current scheme is reviewed and the authority is delegated to the Head of Customer and Digital Services, in consultation with the Portfolio Holder, to agree a revised scheme.
- 

## 1 Background/Information

- 1.1 Discretionary Housing Payments (DHP) are payments made to residents who receive either Housing Benefit or the housing element of Universal Credit to help them pay their rent. Whilst the scheme is discretionary, the fund must be administered in accordance with The Discretionary Financial Assistance Regulations 2001 and the Department for Work and Pensions (DWP) Discretionary Housing Payments guidance manual.
- 1.2 The main criteria for eligibility is that the customer must have a shortfall between the benefit paid to help with their rent and the actual rent they have to pay. There are also a few exceptions where DHP can be considered in other circumstances.
- 1.3 Funding is provided twice yearly by the DWP and once the grant has been spent, no further DHPs can be awarded. Local Authorities can also top up the DHP fund if deemed necessary by a maximum of two and a half times their original DWP allocation.
- 1.4 In previous years topping up has not been necessary and the budget has been managed well. However, DWP funding has been significantly reduced for all Local Authorities this year, with WDC's allocation decreasing from £165,057 last financial year to £116,985 this year.
- 1.5 The Council's caseload has not decreased and to date we have spent £75,166.30 with a further £14,791.56 committed in ongoing payments. This leaves a balance of £27,027.14. Appendix 1 shows a summary of payments made during the 2021/22 financial year. Based on this information and previous experience, we do not expect our DHP budget will be sufficient to reach the end of the financial year.

## **2 Alternative Options available to Cabinet**

- 2.1.1 The Council could simply stop providing further DHP support once our existing budget is exhausted. However, doing this could have significant negative consequences, including increased homelessness or forcing more people to choose between paying their rent or paying for heat and food.
- 2.1.2 The reduction in DHP funding could not have come at a worse time for both those who need assistance or the Council; as we face our own financial challenges. However, with the cost of living increasing massively and as we enter the winter period, simply stopping support was not considered an appropriate response.

## **3 Consultation and Member's comments**

- 3.1 The portfolio holder for Customer and Digital Services has been consulted regarding this report.

## **4 Implications of the proposal**

### **4.1 Legal/Human Rights Implications**

- 4.1.1 None

### **4.2 Financial**

- 4.2.1 The funding of this proposal would need to be met from the general fund.
- 4.2.2 It should also be considered that not providing further DHP support could simply shift costs elsewhere. The Council has a statutory duty to provide shelter for those who are homeless and should DHP become unavailable, it is conceivable that more people will find themselves in this situation. The additional burdens of providing temporary accommodation could be significant.

### **4.3 Council Plan**

- 4.3.1 If the proposal is not agreed it could have a direct impact of the health and wellbeing of residents within our community.

### **4.4 Environmental/Climate Change Implications**

- 4.4.1 None

### **4.5 Analysis of the effects on Equality**

- 4.5.1 An EIA has not been undertaken, there are no proposals to change the DHP policy.

### **4.6 Data Protection**

- 4.6.1 None

### **4.7 Health and Wellbeing**

- 4.7.1 This is part of the Council's plan to assist with the cost of living crisis, we know that payment of DHP has prevented tenants from becoming homeless through not being able to afford to pay their rent and as the cost-of-living crisis continues, we expect to see a rise in the number of tenants threatened with eviction, which could ultimately increase homelessness across the district.
- 4.7.2 Tenants could use money allocated for food or utilities (such as gas or electricity) to fund the shortfall in their rent, but this would be directly detrimental to their health and wellbeing.
- 4.7.3 Residents could also borrow money to fund their shortfalls but pushing people



into potentially significant and unaffordable debt for essential expenses is not a sustainable prospect. Access to DHP funds can have a direct impact on reducing this risk.

## **5 Risk Assessment**

5.1 Two significant risks exist at this stage

- a) Top up funding is not agreed and additional DHP awards are not possible.
- b) Top up funding is agreed for this year, but DWP funding for next year is not sufficient for our caseload, resulting in further future requests.

## **6 Conclusion / Reason for the Recommendation**

6.1 This report requests additional funding of £50,000 to top up the DHP fund.

6.2 The DWP has significantly reduced the DHP grant this year by £48,072 from the previous financial year. This means there is less money available to help some of the most vulnerable residents in our community pay their rent and this could lead to them facing homelessness.

6.3 The Council should also review its DHP policy before the new financial year commences.

6.4 With DWP reductions to the DHP grant unlikely to be revised and the Council's limited fiscal ability to fund long term DHP top-ups, a revision of the policy may be necessary. This should be carried out as soon as possible so that any potential impacts can be understood and, if necessary, any affected individuals given notice at the earliest opportunity.

## **7 Background papers**

7.1 All documents referred to are published documents.

## **8 Supporting documents**

8.1 Discretionary Housing Payment Contributions FYE 2023:

<https://www.gov.uk/government/publications/housing-benefit-subsidy-circulars-2022/s12022-discretionary-housing-payment-government-contribution-for-english-and-welsh-local-authorities-for-financial-year-ending-march-2023> (accessed 05/10/2022)

8.2 Discretionary Housing Payment Contributions FYE 2022:

<https://www.gov.uk/government/publications/housing-benefit-subsidy-circulars-2021/s102021-mid-year-discretionary-housing-payments-government-contribution-for-english-and-welsh-local-authorities-for-the-financial-year-ending-march> (accessed 05/10/2022)

8.3. The Discretionary Financial Assistance Regulations 2001:

<https://www.legislation.gov.uk/uksi/2001/1167/contents/made>  
(accessed 05/10/2022)

8.4 Discretionary Housing Payments guidance manual:

<https://www.gov.uk/government/publications/discretionary-housing-payments->

[guidance-manual/discretionary-housing-payments-guidance-manual](#)

(accessed 05/10/2022)

### Report Information Sheet

Please complete and submit to Democratic Services with draft report

<b>Committee/Date</b>	3 <sup>rd</sup> November 2022	
<b>Title of report</b>	Discretionary Housing Payments	
<b>Consultations undertaken</b>		
<b>Consultee *required</b>	<b>Date</b>	<b>Details of consultation /comments received</b>
<b>Ward Member(s)</b>		
<b>Portfolio Holder WDC</b>	05/10/22	
<b>Financial Services *</b>	07/10/22	Budgetary information
<b>Legal Services *</b>		N/A
<b>Other Services</b>		N/A
<b>Chief Executive(s)</b>	06/10/22	Amendment to recommendations
<b>Head of Service(s)</b>	05/10/22	Amendment to wording of report
<b>Section 151 Officer</b>	07/10/22	Budgetary information
<b>Monitoring Officer</b>	06/10/22	Amendment to recommendations
<b>CMT (WDC)</b>		
<b>Leadership Co-ordination Group (WDC)</b>		
<b>Other organisations</b>		
<b>Final decision by this Committee or rec to another Ctte/Council?</b>		Recommendation to :Cabinet / Council .....Committee
<b>Contrary to Policy/Budget framework</b>		No/Yes
<b>Does this report contain exempt info/Confidential? If so, which paragraph(s)?</b>		No/Yes, Paragraphs :
<b>Does this report relate to a key decision (referred to in the Cabinet Forward Plan)?</b>		No/Yes, Forward Plan item – scheduled for ..... (date)
<b>Accessibility Checked?</b>		File/Info/Inspect Document/Check Accessibility

Appendix A – Breakdown of spend by reason for payment 2021/2022

	Benefit cap cases	Reduction in Benefit due to spare bedroom	Local housing allowance reforms	Combination	Other non welfare reform reasons
One-off payment to help secure a move to alternative accommodation		£300.00			£10,632.04
Ongoing payment to help with shortfall in rent whilst looking for alternative	£4,415.50	£31,457.42	£13,544.27		£4,290.30
Ongoing payment to help with shortfall in rent whilst seeking employment	£5,736.82	£22,012.10	£14,832.87		£5,292.86
Ongoing payment to help with shortfall for disabled people in specially adapted accommodation		£4,406.53	£1,828.89	£1,281.16	
Ongoing payment to help with shortfall in rent for any other reason	£7,108.16	£18,842.62	£3,069.07	£1,360.00	£12,687.93
<b>Totals</b>	<b>£17,260.48</b>	<b>£77,018.87</b>	<b>£33,275.10</b>	<b>£2,641.16</b>	<b>£32,903.13</b>

Title: Future Delivery of the Domestic Pest Control Service  
Lead Officer: Marianne Rolfe, Head of Safer Communities, Leisure, and Environment  
Portfolio Holder: Councillor Falp  
Wards of the District directly affected: All

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## Summary

This report proposes that the domestic pest control service as provided by Safer Communities, Leisure and Environment is **changed** to an advice and regulatory intervention only service following a three year review of the service and available options for alternative service delivery.

## Recommendation(s)

- (1) The cabinet agree to the **change** of the domestic pest control service as provided by Safer Communities, Leisure, and Environment to advice and regulatory intervention only.**
- 

## 1 Background/Information

### 1.1 Current Service:

- Warwick District Council (WDC) Safer Communities, Leisure and Environment provide a pest control service for domestic properties that are of public health significance (rats, mice, fleas, bedbugs, and cockroaches). The service occasionally treats WDC owned assets, but assets are more routinely treated by an engaged contractor through Assets and Neighbourhood **Services** or as a separate independent contractor in accordance with insurance requirements.
- Table 1 identifies the number of service requests received by the Health and Community Protection, Pest Control Service in the last four years (inc current). Not all of these requests moved on to a treatment phase.
- In response to the covid pandemic the service moved to a telephone advice service and then was only able to respond to emergencies, for example an identifiable extreme rat infestation. From October 2020 the service began treating rats in the external environment, this increased to treating rat infestations in internal environments over 2021 and into 2022. Unfortunately, and principally due to the council not being able to recruit to a vacant post, the service has never fully recovered. At the time of writing, we are still unable to

offer a full pest control service and can only respond to requests for advice regarding pests.

- 1.5 Table 2 demonstrates the 2020 & 2021 fees which were charged for Warwick District Council Pest Control Services and table 3 the fees introduced in 2022. Before 2022, there were agreed reduced charges for those customers identified as receiving a state pension, income support, job seekers allowance or those disabled. This was a common concession provided by councils pre covid. The 2022 fees for charged services were aligned with SDC as a first step in merging of the teams.
- 1.6 With the introduction of the 2022 fees, the service has moved to an online payment method which ensures payments are taken in advance of treatments and has negated the need for cash handling by staff.

*Table 1:*

Type of Pest	2019	2020	2021	2022
Fleas	25	11	7	1
Bedbugs	32	19	7	0
Cockroaches	3	1	3	0
Rats	896	640	569	41
Mice	76	48	33	2
Unknown/ Not confirmed/pest advice				2
Other pest advice (birds, squirrels, bees, badgers, spiders, flies, pesticides)				6
<b>Total Pest Control service requests received per year</b>	<b>1032</b>	<b>626</b>	<b>467</b>	<b>52</b>

*Table 2: Fees 2020 & 2021*

Pest	Fee	State pension/registered disabled fee	Income support/JSA fee
Rats	Free	Free	Free
Mice	£78	£39	Free
Fleas, bedbugs, cockroaches	£84	£42	Free

*Table 3: Fees 2022*

Pest	Fee
Rats	£100
Mice	£100
Fleas, bedbugs, cockroaches	£100

- 1.7 According to the establishment, there are 1.55FTE Pest Control Officers who deliver the service with support for call handling provided by 2FTE Service Support Officers and a managerial support from the Systems and Support Team Leader. The Pest Control Officers are managed by the Environmental Protection Team Leader. However, the service is being delivered by 0.95FTE pest control officer due to vacancies. There is also a reduction in the Service Support Officers resource available.
- 1.8 Requests for the service can be made online and the target timescale for responses is three working days with a completion target of 35 days. This completion date allows for humane eradication, minimising the risk of harm to other animals in accordance with legislative requirements for the use of poisons and phased treatment good practise (housekeeping, proofing, non-toxic, toxic baits). The service performance measure in 2021/22 shows this area of work averaging at 33 days resolution period for service requests. On average each service request receives a first response on the day of receipt and in July were resolved within 25 days.

Table 4 outlines the allocated budget and actual spend in 2021/22 for pest control. Table 5 identifies the 22/23 budget. This does not include the costs of the support officers or the team leaders as pest control is only a small portion of their function.

*Table 4:*

<b>2021/22</b>	<b>Proposed Budget</b>	<b>Actual Spend</b>
Employee Costs	£59,700	£46,136
Supplies	£10,500	£2778
Central establishment Charges	£32,700	£43550
Income from Fees	£2,100	£1,978
Other income (refunds)	£0	£325
<b>Total Expenses</b>	<b>£102,900</b>	<b>£92,546</b>

Table 5:

<b>2022/23</b>	<b>Proposed Budget</b>
Employee Costs	£51,400
Supplies	£10,700
Central establishment Charges	£32,700
<b>Total Expenses</b>	<b>£94,800</b>
<hr/>	
Income from Fees	£2,400
<hr/>	

- 1.9 The income generated from the pest control service over the last five years is described in table 6. The income has failed to meet the annual income target set. The 2022/23 has income amounts to £347.47+Vat with the reduced service being operated (two rat treatments and six advice requests).
- 1.10 The current MTFs assumes a recurrent saving of £50,000 by April 2023. This will not be possible with the current service delivery, and it remains unlikely in the event that the service becomes fully staffed in the next few months.

Table 6:

	<u>Total Income</u>	<u>Full fee</u>	<u>Reduced fee</u>	<u>Internal Recharge</u>
2022/23 (part year)	£526	£347.47	n/a	£0
2021/22 (reduced service)	£1,978	£0	£0	£1,978
2020/21 (reduced service)	£1,368.75	£0	£0	£1,368.75
2019/2020	£1,338.35	£135	£165.85	£1,037.50
2018/2019	£1,102.25	£390.82	£157.49	£553.94
2017/2018	£1,302.15	£449.19	£92.08	£760.88

- 1.11 Conversion rates from enquiries to requested treatment is currently 11% before the introduction of fees (pre covid was) 26%. Whilst this is less than pre-covid for the reduced service that is being operated, the reduced resources and the delay in service delivery this is thought to be good.
- 1.12 If the service were to continue with similar conversation rates for treatment and with similar numbers of requests for service. Full cost recovery for each treatment would be approx. £5,925+ vat for an advice visit and £17,775+ vat per treatment. Cost such as these would price the council out of the pest control market.



## **2 Legislation and Statutory Duty for Local Authorities**

- 2.1 Local authorities are not legally required to provide a pest control service. They have a statutory duty under the Prevention of Damage by Pests Act 1949 to:
- Take such steps as may be necessary to secure as far as practicable that their district is kept free from rats and mice.
  - In particular, keep the local authority's own land, and other land that the local authority occupies, free from rats and mice.
  - Ensure that other owners and occupiers of land comply with their similar duties under the Act.
- 2.2 Regardless of who is at fault for the infestation, the council has no obligation to provide pest control services to its tenants, tenants of private landlords, registered social landlords or housing associations, or those receiving benefits. The law only requires the treatment of council owned land for rodents.
- 2.3 The law provides for the service of enforcement notices for any landowner who does not keep their land free from rodents.

## **3 2019-2022 - Pest Control Service Review**

- 3.1 The pest control service review began in 2019 and has continued throughout the last three years. The initial piece of work identified seven service delivery options. These are further explained in appendix A.
- Option 1 Existing Service: Continue to run the pest control service as it is, serving domestic public enquiries only with cost recovery review of the fees charged.
  - Option 2 Existing Service plus additional treatments offered: Continue to run the pest control service as it is, serving domestic public enquiries only with cost recovery review of the fees charged and consideration of add on services i.e., wasp treatment introduction.
  - Option 3 Commercial Service: Run a full commercial service alongside an increased domestic service. A suitable model for Warwick District council would need to be developed.
  - Option 4 Outsourced Pest Control Operation – Private Company. This option ensures that another qualified pest control service delivers our statutory functions as part of a wider contract to assist in the pest control service we need as an organisation.
  - Option 5 Outsourced Pest Control Operation - Another Local Authority. This option ensures that another qualified pest control service within another local authority delivers our statutory functions as part of a wider contract to assist in the pest control service we need as an organisation under a service level agreement.
  - Option 6 Shared Pest Control operation – Local Authority. This option provides for a shared service delivery with another local authority i.e., Stratford upon Avon District Council to deliver our statutory functions and our wider contract commitments as a council to assist in the pest control service we need as an organisation.
  - Option 7 No domestic pest Control Service This option provides only for treatment of our own assets as required and would require enforcement for landowners failing to treat their land for rodents.

- 3.2 Following the discussion of the original report with the PAB officers began detailed exploration of option 5 – outsourced to another local authority. There are a number of available delivery partners in this category. In the original report, a partnership with Coventry City Council (CCC) was explored. They provided pest controls services to other neighbouring local authorities and as a result they were interested in providing both our council assets service and our domestic property services.
- 3.3 This option was explored in detail in early 2020 and unfortunately discussions were terminated in July 2020 due to us not being able to reach an agreement. Further details are included in paragraph XX
- 3.4 Following the conclusion of the alignment process, officers revisited the original options. **In particular those listed below.** The outcomes were presented to the PAB on the 27<sup>th</sup> of September 2022 in order to determine the appropriate service delivery option. (Appendix B)
- **Existing Service:** Continue to run the pest control service as it is, serving domestic public enquiries only with further review of the fees charged following the introduction of the new fees in 2022.
  - **Commercial Service:** Run a full commercial service alongside an increased domestic service: This report shows examples of other councils who have done so and the approaches they have taken, details in paragraphs 5.2 to 5.5. A suitable model for Warwick District council would need to be developed.
  - **Pest Control Operation run by another Local Authority.** This option ensures that another qualified pest control service within another local authority delivers our statutory functions as part of a wider contract to assist in the pest control service we need as an organisation under a service level agreement.
  - **No domestic pest Control Service** This option provides only for treatment of our own assets as required and would require enforcement for landowners failing to treat their land for rodents.

#### **4 Option: Existing Service:**

- 4.1 Under this option the council would continue to operate a domestic service only for the public health pests currently treated. The treatment of council owned assets would continue to be via a contractor.
- 4.2 In 22/23, the existing service is estimated to cost £94,800 (including £25,000 salary as outlined in MTFS) to operate whilst with the current fee structure generates an estimated £2,400 income.
- 4.3 The 2022 fees for charged services were aligned with SDC as a first step in merging the teams. Now that the merger is no longer going ahead the fees for

2023 would need to be reviewed to ensure that they recovered the costs for treatment and service whilst staying competitive with the market.

- 4.4 Concerns were raised that through the introduction of fees for rats and the removal of concession fees we would see a reduction in market share of pest treatments. This however does not appear to have been the case based on the enquiries received despite the clear messaging regarding service availability on the website.
- 4.5 In filling the vacant post the service could be delivered in full again and income could continue to be generated. For comparison, the estimated income figures outlined in appendix B have remained as identified in the original pest control service review.
- 4.6 It is recognised that there would need to be a period of onboarding for any new staff member which will prevent full income recovery and additional expenses related to that staff member including ensuring the second pest control van is roadworthy as it has not been used in 2 years. In addition, it should be noted that whilst the van as owned by WDC they are both in need of replacement and do not currently meet the council's green agenda
- 4.7 With this option there is a future opportunity, to increase the range of pests treated to those wider than just the public health pests. There are some additional equipment and training costs associated with any expansion which would be eventually outweighed by the income generated. The limit to this expansion would be time and availability staff resources.
- 4.8 In order to fully expand the service to treat the full range of pests an additional staff member, van and equipment etc would be required. The cost of this expansion is estimated at an additional £49,033. £45,033 of which would be recurring annually. The cost of these additional resources would need to be included in treatment fees in order to ensure the service could recover those costs over a period of years.

## **5 Option: Commercial Service**

- 5.1 This option built upon the provision of the existing service and proposed that a commercial service is run alongside a domestic service. There are a number of local authorities who have taken this approach. It would be sensible that as a first step the pest control service would treat council assets. This would keep any additional pest treatment spending within the council.
- 5.2 The ability to take on any additional commercial contracts with premises outside of the council's assets would require additional resources in terms of additional staffing, vehicles, and equipment. These would need to be costed into services delivered in order to ensure that the service expansion would recover its costs over a period of years.
- 5.3 If the council domestic treatment did not expand there would be capacity to provide some wider commercial sector contracts as well as the councils own

assets. This would however still require the additional investment in equipment, training and marketing but potentially could generate a greater income. Using the figure provided by the soft market testing undertaken in the original pest control service review report this could generate £750+ vat per premises under contract.

- 5.4 It is difficult to determine the market share we might be able to establish in a wider service. The fees currently charged for individual treatments by WDC appear to be competitive with the private market. The council has a reputation for a quality helpful service which would be a unique selling point for a commercial contract with the council.
- 6.5 It should be noted that the local authority cannot use the commercial contracts to subsidise any domestic pest services delivered, and the extent of commercial contracts would need legal advice to understand the implications for the council.

## **6 Option: Pest Control Operation delivered by another Local Authority**

- 6.1 **Coventry:** There are a number of available delivery partners in this category. In the original report, a partnership with Coventry City Council was explored. They provided pest controls services to other neighbouring local authorities and as a result they were interested in providing both our council assets service and our domestic property services.
- 6.2 This option was explored in detail in early 2020 and unfortunately discussions were terminated in July 2020 due to us not being able to reach an agreement. It became clear that Coventry did not require the WDC staff and were not prepared to enter into an agreement with WDC whilst there was a TUPE requirement. They were also not prepared to contribute to any costs WDC may incur as part of this process which were legally their liability.
- 6.3 Coventry held a contract with another local authority to provide a similar service at this time. It is understood that this has since been terminated due to service delivery differences. The neighbouring local authority will not be delivering a pest control service after the 6<sup>th</sup> July 2022.
- 6.4 **Stratford:** The Council also explored a shared service with SDC as part of the alignment process of the two councils. This was a significant opportunity to enhance the resilience of both teams, whilst providing a wider pest treatment service and commercial opportunity. This remains a viable option, however it should be noted that SDC are also carrying a vacancy and may wish to consider the future delivery of their service in light of the decision not to merge.
- 6.5 Initial work on bringing the teams together identified the need for supervisory capacity in addition to recruitment to the vacant posts, host local authority determination, alignment of ICT and infrastructure. The practicalities of such

arrangements would require further discussions. As a result, there would be remaining costs to associated with service delivery and a sharing of income arrangement which would need further work to resolve. Should this be politically acceptable further work would be needed to understand the suitable arrangement and its associated costs.

- 6.6 SDC have been approached to determine if they remained interested in a shared service. Whilst it is recognised that there were previously identified benefits of working together, they are in the process of considering their own service delivery and therefore are not interested in shared working with WDC.
- 6.7 **Rugby:** Of all of the remaining Warwickshire authorities only rugby continues to deliver a pest control service. Initial discussions with Rugby suggested that they would be interested in undertaking some kind of shared arrangement. However, upon review Rugby have advised that they are not interested in taking on a domestic pest control service for WDC and are also reviewing their service delivery options.

## **7 Option: No domestic service delivered**

- 7.1 The council can opt not to provide a domestic service and continue with arrangements to treat their own assets through a contractor in order to meet the requirements of legislation.
- 7.2 Under this option residents would be directed towards the private sector to address their pest control needs and failure to treat their land for pests could result in enforcement actions by the council. During Covid, the team were unable to deliver services, and this some generated complaints from both residents and councillors. However, since Covid restrictions were lifted, the service has been delivering at a reduced level due to staff vacancies. There have been no complaints generated as the service available has been readily communicated expectations managed within the available capacity of the team.
- 7.3 Currently, the council has been unable to recruit to the existing vacancy (internally, externally or contractor) and for a number of resource reasons have been unable to deliver a full pest control service since Covid restrictions were lifted.
- 7.4 This option would have no effect support officers and team leaders as pest control forms only a small percentage of their function. The level of support officer has already been reduced and can be accommodated due to the current position of the pest control service.
- 7.5 Neither North Warwickshire nor Nuneaton & Bedford deliver pest control services. Coventry, Rugby and Stratford currently deliver services. All three are able to accept requests for service within the Warwick boundary and there are a

large number of pest control companies who deliver services within the district and eight that are based within the district.

- 7.6 Council assets would continue to be treated through a contractor as per the existing arrangement.

## **8 Preferred Option:**

- 8.1 Appendix B seeks to compare and contrast the financial and quality benefits and drawbacks of the options in summary. The appendix makes a number of assumptions.

- Service support costs removed from all options as assumed would remain with the council.
- Estimated income is outlined as per the 2019 report.
- Internal organisations spend as per 2019 report
- Estimated costs for new staff member based on current employment costs, leasing of van over 4 years period, repair costs to existing vans, additional equipment, and training costs.

- 8.2 The appendix demonstrates which option provides the MTFs saving or income and the risk of the option to deliver as outlined the service described with the financial options. There is one option which provides the council with the required level of financial savings without the risk. However, the council would be providing a advice only pest service and would need to look at how local businesses could be promoted to deliver pest services to customers.

- 8.3 The PAB advised that officers progress a movement to a advice only pest control service.

## **9 Alternative Options available to (name of Committee/Cabinet etc.)**

- 9.1 As considered in section 3 above, the cabinet could choose an alternative option for the future delivery of the Safer Communities, Leisure, and Environment Domestic Pest Control service. However, Section 3 demonstrates that alternative options are either undeliverable or will result in significantly higher costs. Officers have therefore rejected the alternatives set out in 3.1 above.

## **10 Consultation and Member's comments**

- 10.1 Throughout the service review the Health and Community Protection PAB have been involved in advising the Portfolio Holder of their thoughts regarding next steps and option selection.
- 10.2 The PAB received an initial service options paper in October 2019, further updates as exploratory discussions were progressed with the first option selected, when merger discussions began with SDC, when merge discussions

concluded and most recently following the outcome of the further exploration works requested.

## 11 Implications of the proposal

**11.1 Legal/Human Rights Implications:** The proposed service will maintain the council's statutory duty.

**11.2 Financial:** Table 7 below outlines the budget savings excluding support costs which would be realised by the service alteration. In addition to these savings there would be additional savings made by the sale of the two pest control vehicles. This amounts to a possible further £3000.

Table 7:

	<b>Existing Service</b>	<b>No service</b>
<b>Community Protection Budget</b>	£62,100	£0
<b>Estimated Income - currently treated pests (reduced service)</b>	£1,041	£0
<b>Estimated Remaining Expenditure</b>	£61,059	£0
<b>Savings against existing spend</b>		£62,100

**11.3** There may be an impact on staffing of which our organisation policy for redundancy and redeployment will apply.

**11.4 Council Business Plan:** There are no implications for the council business plan in this report.

**Environmental/Climate Change Implications:** By reducing the service the council can dispose of two diesel vehicles. Reducing its carbon emissions from the mileage and the maintenance of these vehicles.

**11.5 Analysis of the effects on Equality:** There are no impacts on equality identified as services can still be accessed to treat pests in the wider community. There remain enforcement powers for those who do not treat properties/land for pests. The council will also continue to treat its own land in accordance with the legislation through the existing arrangements.

**11.6 Data Protection:** There are no data protection matters highlighted

**11.7 Health and Wellbeing:** There are no impacts on health and wellbeing identified as services can still be accessed to treat pests in the wider community. There remain enforcement powers for those who do not treat

properties/land for pests. The council will also continue to treat its own land in accordance with the legislation through the existing arrangements.

## **12 Risk Assessment**

**12.1** There is a risk that this could have adverse effects in terms of public health and customer satisfaction. If complaints rose (which has not been the case over the review period) officers would need to spend a greater part of their time and resource investigating and taking informal action to secure remedy of the pest infestation as per the requirements of the Prevention of Damage by Pests Act 1949.

**12.2** Review of the workloads have indicated that the current level advice and enforcement requests could be managed from within existing resources.

## **13 Conclusion/Reasons for the Recommendation**

13.1 Having explored all available options in order to provide a suitable pest control service. The most cost effective option for the service delivery given the council's budgetary situation, is the recommendation outlined in this report.

### **Background papers:**

Please provide a list of any papers which you have referred to in compiling this report and are not published documents. This is a legal requirement.

You must also supply these when submitting the report.

### **Supporting documents:**

This is not a legal requirement but may assist others in identifying documents you have referred to in producing the report.



### Report Information Sheet

Please complete and submit to Democratic Services with draft report

<b>Committee/Date</b>		
<b>Consultations undertaken</b>		
<b>Consultee *required</b>	<b>Date</b>	<b>Details of consultation /comments received</b>
<b>Ward Member(s)</b>		
<b>Portfolio Holder WDC &amp; SDC *</b>		Judy Falp
<b>Financial Services *</b>		Andrew Rollins
<b>Legal Services *</b>		
<b>Other Services</b>		Tracy Dolphin Lisa Barker Steve partner Phil Clarke
<b>Chief Executive(s)</b>		Chris Elliot
<b>Head of Service(s)</b>		Marianne Rolfe
<b>Section 151 Officer</b>		Andrew Rollins
<b>Monitoring Officer</b>		Andrew Jones
<b>CMT (WDC)</b>		Chris Elliot Andrew Jones Dave Barber
<b>Leadership Co-ordination Group (WDC)</b>		
<b>Other organisations</b>		
<b>Final decision by this Committee or rec to another Ctte/Council?</b>		Recommendation to: Cabinet / Council ..... Committee
<b>Contrary to Policy/Budget framework</b>		No/Yes
<b>Does this report contain exempt info/Confidential? If so, which paragraph(s)?</b>		No/Yes, Paragraphs:
<b>Does this report relate to a key decision (referred to in the Cabinet Forward Plan)?</b>		No/Yes, Forward Plan item – scheduled for ..... (date)

<b>Accessibility Checked?</b>		File/Info/Inspect Document/Check Accessibility
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Title: Election Count Venue – Code of Procurement Practice Exemption  
Lead Officer: Graham Leach (01926 456114)  
Portfolio Holder: Councillor Day  
Wards of the District directly affected: All

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### **Summary**

The report requests an exemption from the Code of Procurement Practice to enter a contract with Grandstand - Stoneleigh Events Limited for the provision of an election count venue (in May 2023, May 2024 and up to one other occasion) along with associated ancillary services for the venue hire.

### **Recommendation(s)**

- (1) That Cabinet approves an exemption to the code of procurement practice of up to £150,000 for the Council to enter into a contract with Grandstand Stoneleigh events for the provision of an election count venue (in May 2023, May 2024 and up to one other occasion) along with associated ancillary services for the venue hire.
- 

## **1 Background/Information**

- 1.1 The Council's Code of procurement Practice requires a competitive process for all contracted spend above £25,000. However, CPV code 75111200.9 for Legislative services within the Light Touch Regime of the Public Contract Regulations 2015 (PCR2015) provides flexibility procuring contracts with a total spend below £552,950 +VAT, giving discretion to the Council to award without going out to competition if it is deemed not beneficial to do so, as long as the decision-making process is fair, open and transparent.
- 1.2 The provision of the Count venue is the responsibility of the returning officer for each election. The elections project board has considered options for the delivery of the election count in both 2023 and 2024 and the potential venues for this.
- 1.3 The Returning Officer established a principle that they wish for the Count to be held in a single venue, that had significant experience in handling large events, good internet and power supplies and well-lit hard standing car parking, ideally supported by safe traffic routes for the delivery of ballot boxes (i.e. no impact on the highway from queues as previously experienced when at the town hall).
- 1.4 In 2023 the Returning Officer will have District Council and Parish /Town Council elections. These are the elections with the most candidates, agents and guests involved and equally, the ones where most space is required.
- 1.5 The Chief Executive has also agreed to be the Police Area Returning Officer in May 2024. This is the anticipated time for a General Election to be held as well. This requires additional space, but also a greater logistical challenge with one count expected overnight and the other to be combined across Warwickshire.

- 1.6 To secure such space as is required, advanced booking and discussions are required. This is because while elections are significant events for the District Council, other events at the same time provide significantly more income for the venue. An assessment of venues has been undertaken, based on working space for previous elections and the points requested by the Returning Officer. There is only one venue within or close to Warwick District which is capable of hosting the Count. While there are limited travel options to the venue (other than by car/taxi) there are very limited options available with the absence of an alternative suitable venue. In respect of journey time, it should also be noted that the average journey time from polling stations within Warwick District to the Count is just over 13 minutes and the longest is 23 minutes. Therefore, while it is set to one side of the District, overall the connections to it by car are relatively good.
- 1.7 In addition, the contract would make provision for a third election between its start and 2025 at the same basic rate. This is in allowance for the general election to be held on an alternative date. Unlike the contract for 2023 and 2024, the Council would not be bound to pay this unless a date and hall booking are required.

## **2 Alternative Options available to (name of Committee/Cabinet etc.)**

- 2.1 The Returning Officer had considered alternative venues and methods of operation, but these were not considered appropriate for the delivery of this significant event for the Council.

## **3 Consultation and Member's comments**

- 3.1 Councillor Day was content with the report but asked for the expenditure with the supplier for the 2021 election to be detailed in the report.

## **4 Implications of the proposal**

### **4.1 Legal/Human Rights Implications**

- 4.1.1 There are no further legal matters to consider other than those set out in the report.

### **4.2 Financial**

- 4.2.1 The budget for elections is set as a reserve that is built up over three years then spent. The costs for the hire (or part of) for non-Warwick District Council elections (i.e. Town/Parish, County Council, Parliament or any referendums) will be charged back to the relevant party. Those costs provided are on par with those of previous elections when recognising increases due to inflation.
- 4.2.2 For reference, the expenditure with the provider for the delivery of the WCC/PCC elections in 2021 was just over £42,000.

### **4.3 Council Plan**

- 4.3.1 The report does not directly contribute to the Council Plan.

### **4.4 Environmental/Climate Change Implications**

- 4.4.1 With the limited options available, it is challenging for the Council to draw benefit for the climate from using any specific venue. However, in the hired services there will be work on making these more sustainably sourced. For example, the Council moved away from single use plastic water bottles at the count to the provision of water fountains; and the majority of equipment (pens pencils, paperclips) is reusable for many elections.

### **4.5 Analysis of the effects on Equality**

4.5.1 The report does not impact on equality.

#### 4.6 **Data Protection**

4.6.1 There are no data protection considerations for this procurement.

#### 4.7 **Health and Wellbeing**

4.7.1 The report provides no direct benefit to the district in respect of health and wellbeing. The location is specifically chosen to provide sufficient working space as well as appropriate rest areas for both the officers and guests of the Returning Officer.

### **5 Risk Assessment**

5.1 The primary risk associated with the report is not having an election venue in place for May 2023. This on its own would require an exemption to the procurement code of practice based on total cost to the Council from the venue provider. The failure to secure an agreement for a venue would leave the Council without one for delivering the Count in May 2023.

### **6 Conclusion/Reasons for the Recommendation**

6.1 The proposals are lawfully sound and provide the only current venue for such an event that meet the criteria of the Returning Officer, hence the recommendation.

**Background papers:** Confidential detailed quotes from Grandstand - Stoneleigh Events Limited for the proposed period and invoices from previous election.

**Supporting documents:** - None

### Report Information Sheet

Please complete and submit to Democratic Services with report

<b>Committee / Date</b>	Cabinet 3 November 2022	
<b>Title of report</b>	Election Count Venue – Code of Procurement Practice Exemption	
<b>Officer / Councillor Approval *required</b>	<b>Date</b>	<b>Name</b>
<b>Ward Members(s)</b>		
<b>Portfolio Holder</b>	13/10/22	Andrew Day
<b>Financial Services *</b>	6/10/22	Chris Elliott
<b>Legal Services</b>		
<b>Other Services</b>		
<b>Chief Executive</b>	6/10/22	Chris Elliott
<b>Head of Service*</b>	3/10/22	Andrew Jones
<b>Section 151 Officer</b>	6/10/22	Chris Elliott
<b>Monitoring Officer</b>	3/10/22	Andrew Jones
<b>Leadership Co-ordination Group (WDC)</b>		
<b>Procurement</b>	30/9/2022	Rebecca Reading
<b>Final decision by this Committee or rec to another Cttee / Council?</b>	Yes	
<b>Contrary to Policy / Budget framework?</b>	No	
<b>Does this report contain exempt info/Confidential? If so, which paragraph(s)?</b>	No	
<b>Does this report relate to a key decision (referred to in the Cabinet Forward Plan)?</b>	Yes, Forward Plan item – 1,289	
<b>Accessibility Checked?</b>	Yes	

Title: Election Printing – Code of Procurement Practice Exemption  
Lead Officer: Graham Leach (01926 456114)  
Portfolio Holder: Councillor Day  
Wards of the District directly affected: All

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### **Summary**

The report requests an exemption to the Code of Procurement practice to extend the contract with Civica Electoral Services up to 30 June 2023 (and for any elections called by that date which may take place after 30 June 2023) .

### **Recommendation(s)**

That Cabinet approves an exemption to the code of procurement practice for extending the current elections and electoral registration printing contract for up to a value of £1,150,000 and up to 30 June 2023 (and for any elections called by that date which may take place after 30 June 2023).

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## **1 Background/Information**

- 1.1 The Council's Code of procurement Practice requires a competitive process for all contracted spend above £25,000. The Council had a contract in place for delivery of both elections and electoral registration printing. This was a multi year contract on a three plus two-year format which ended on 30 September 2022 (but covered the delivery of the Annual Canvas up to 1 December 2022).
- 1.2 Prior to the contract concluding, officers were preparing a new joint procurement exercise with Stratford-on-Avon District Council. When the merger with SDC ceased in April, a decision was taken to no longer progress this single tender, due to a number of complexities within it and long-term management of the contract.
- 1.3 Despite this change, a contract was still required to replace the contract that was ending, so the intention was still to produce and issue an ITT which would see the new contract deployed in time. However, delays arising from discussions on the final specification, followed by the need to include requirements of the Election Act 2022 (some of which are unknown at this time) took longer than expected. Although the final ITT is now ready to issue, it has been proposed to delay its publication until the expected final secondary regulations for the Elections Act 2022 in early November 2022. This delay is also to accommodate the fact that the Electoral Services Manager is leaving the Council at the end of December 2022 (of which Councillors will be aware), and to enable the new Electoral Services Manager, starting in January 2023, to input into the ITT and understand the new contract.
- 1.4 To accommodate the above, it has been proposed that the replacement contract for the elections and electoral printing contract that has expired will not be awarded until June 2023, with a start date of 1 July 2023.

- 1.5 With the delay to the replacement contract, options were considered with the procurement team on how best to procure work in the interim between the formal contracts. Rather than implementing a short-term contractual arrangement to cover the interim and the May 2023 election requirements, the lowest risk proposal was to provide a short-term extension to the contract that has just ended, until 30 June 2023, in accordance with the Public Contract Regulations 2015 using the justifications as outlined above. Informal discussions with the current supplier have indicated this would be acceptable to them.
- 1.6 While exploring the ability to apply the extension, it was also identified that the Council had already exceeded the value of the original contract. This was quickly justified due to the number of additional elections that had been called during the contract term that had not been anticipated at the time of letting the contract.
- 1.7 The original contract value was for £800,434, but to accommodate both the extension to the contract term and the original contract overspend, an exemption to extend and increase the contract value to £1,150,000 is required. This would be an increase of 43.6% which is lawful subject to 72.1(b) (PCR2015). This allowance will also provide for a £50k contingency just in case any other unforeseen requirements (for example a General Election is called in this time).

## **2 Alternative Options available to Cabinet**

- 2.1 The Returning Officer had considered the potential for initiating the procurement for a replacement earlier, however, the new contract would not begin until the end of February 2023 at the earliest, by which time printers would already have booked in slots for election printing and undertaken a number of other pre delivery project work.

## **3 Consultation and Member's comments**

- 3.1 Councillor Day was supportive of the proposal.

## **4 Implications of the proposal**

### **4.1 Legal/Human Rights Implications**

- 4.1.1 There are no further legal matters to consider other than those set out in the report

### **4.2 Financial**

- 4.2.1 The budget for elections is set as a reserve that is built up over three years, then spent. The costs for the hire (or part of) for non-Warwick District Council elections (i.e. Town/Parish, County Council, Parliament or any referendums) will be charged back to the relevant party.

### **4.3 Council Plan**

- 4.3.1 The report does not directly contribute to the Council Plan.

### **4.4 Environmental/Climate Change Implications**

- 4.4.1 Part of the delay in the work to deliver the new ITT was the emphasis on sustainability and how best to minimise the environmental impact of the contract. This was looking at areas from delivery of paperwork, associated packaging, the printing process and paper used, while ensuring the Council met its legislative requirements.

### **4.5 Analysis of the effects on Equality**



4.5.1 The report does not impact on equality.

4.6 **Data Protection**

4.6.1 There are no data protection considerations for this procurement.

4.7 **Health and Wellbeing**

4.7.1 The report provides no direct benefit to the district in respect of health and wellbeing.

**5 Risk Assessment**

5.1 The primary risk associated with the report is not having a robust contract in place to ensure delivery of elections printing in time. Officers have brought forward the approach, which in their view, best mitigates this at this time.

**6 Conclusion/Reasons for the Recommendation**

6.1 The proposals are lawfully sound and robust, hence the recommendation.

**Background papers:** Confidential detailed quotes from Civica Elections Services and invoices from previous election.

**Supporting documents:** - None

### Report Information Sheet

Please complete and submit to Democratic Services with report

<b>Committee / Date</b>	Cabinet 3 November 2022	
<b>Title of report</b>	Election Printing – Code of Procurement Practice Exemption	
<b>Officer / Councillor Approval *required</b>	<b>Date</b>	<b>Name</b>
<b>Ward Members(s)</b>		
<b>Portfolio Holder</b>	17/10/22	Andrew Day
<b>Financial Services *</b>	17/10/22	Chris Elliott
<b>Legal Services</b>		
<b>Other Services</b>		
<b>Chief Executive</b>	17/10/22	Chris Elliott
<b>Head of Service*</b>	17/10/22	Andrew Jones
<b>Section 151 Officer</b>	17/10/22	Chris Elliott
<b>Monitoring Officer</b>	17/10/22	Andrew Jones
<b>Leadership Co-ordination Group (WDC)</b>		
<b>Procurement</b>	14/10/22	Rebecca Reading
<b>Final decision by this Committee or rec to another Cttee / Council?</b>	Yes	
<b>Contrary to Policy / Budget framework?</b>	No	
<b>Does this report contain exempt info/Confidential? If so, which paragraph(s)?</b>	No	
<b>Does this report relate to a key decision (referred to in the Cabinet Forward Plan)?</b>	Yes, Exemption notice to the Forward Plan being produced.	
<b>Accessibility Checked?</b>	Yes	