

Executive

Wednesday 27 September 2017

A meeting of the Executive will be held at the Town Hall, Royal Leamington Spa on Wednesday 27 September 2017 at 6.00pm.

Membership:

Councillor A Mobbs (Chairman)
Councillor N Butler Councillor A Rhead
Councillor M Coker Councillor A Thompson
Councillor M-A Grainger Councillor P Whiting
Councillor P Phillips

Also attending (but not members of the Executive):

Chair of the Finance & Audit Scrutiny Committee	Councillor Barrott
Chair of the Overview & Scrutiny Committee and Whitnash Residents' Association (Independent) Group Observer	Councillor Mrs Falp
Labour Group Observer	Councillor Quinney
Liberal Democrat Group Observer	Councillor Boad

Emergency Procedure

At the commencement of the meeting, the Chairman will announce the emergency procedure for the Town Hall.

Agenda

1. **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 entered on the form to be circulated with the attendance sheet and declared 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.

2. **Minutes**

To confirm the minutes of the meetings held on 31 August 2017.

(Page 1 to 94)

Part 1

(Items upon which a decision by Council is required)

3. Fees & Charges 2018/19

To consider a report from Finance **(Pages 1 to 73)**

Part 2

(Items upon which the approval of the Council is not required)

4. Business Improvement District (BID) Leamington – Renewal Process

To consider a report from Development Services **(Pages 1 to 9)**

5. Weston Close Parking

To consider a report from Housing Services **(Pages 1 to 11)**

6. Shared Environmental Enforcement with Rugby Borough Council (RBC)

To consider a report from Neighbourhood Services **(Pages 1 to 33)**

7. Risk Management Annual Report 2016-17

To consider a report from **(Pages 1 to 25)**

8. 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 item 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 Nos.	Para Nos.	Reason
9	1	Information relating to an Individual
9	2	Information which is likely to reveal the identity of an individual
9	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

9. Confidential Minutes

To confirm the confidential minutes of the meeting held on 31 August 2017
(Pages 1 to 8)

General Enquiries: Please contact Warwick District Council, Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ.

Telephone: 01926 456114

E-Mail: committee@warwickdc.gov.uk

For enquiries about specific reports, please contact the officers named in the reports
You can e-mail the members of the Executive at executive@warwickdc.gov.uk

Details of all the Council's committees, Councillors and agenda papers are available
via our website www.warwickdc.gov.uk/committees

Please note that the majority of the meetings are held on the first floor at the Town Hall. If you feel that this may restrict you attending this meeting, please call (01926) 456114 prior to this meeting, so that we can assist you and make any necessary arrangements to help you attend the meeting.

The agenda is also available in large print, on request, prior to the meeting by calling 01926 456114.

Executive

Minutes of the meeting held on Thursday 31 August 2017 at the Town Hall, Royal Leamington Spa, at 6.00 pm.

Present: Councillor Mobbs (Leader); Councillors Butler, Coker, Grainger, Phillips, Rhead, Thompson and Whiting.

Also present: Councillors; Boad (Liberal Democrat Group Observer); Mrs Falp (Chair of Overview & Scrutiny Committee and Whitnash Residents' Association (Independent) Group Observer); Naimo (Labour Group Observer); and Quinney (representative of Finance & Audit Scrutiny Committee).

At the start of the meeting Councillor Mobbs reminded Councillors about the information circulated after the agenda had been published including the minutes of 28 June and 26 July; addendums to the Car Parks Fees and Charges, Budget Review to 30 June, Disposal of the Land off the Holt and Housing related Support Services; and comments made by the Scrutiny Committees.

38. **Declarations of Interest**

Minute 44 - 12 Month Waste Container Charging Update

Councillor Mrs Falp declared a personal interest because her son worked in the department.

Minute 46 and 52 - Disposal of WDC land off The Holt / Cubbington Road, Lillington, Leamington Spa

Councillor Boad declared a personal interest because the church organisation was known to him.

Minute 47 - Procurement Exemption for WDC VCS Commissioned Contracts 2015/2018

Councillor Boad declared a personal and prejudicial interest because he was the Chair of one of groups that received funding and left the room when this item was considered.

Minute 48 - Delivery of the proposed Hotel forming part of the St Mary's Lands Masterplan, Warwick

Councillor Grainger declared a personal interest because she was a member of the St Mary's Lands Working Party.

Minute 51 - Neighbourhood Services Redesign

Councillor Mrs Falp declared a personal and prejudicial interest because her son worked in the department and she left the room when this item was considered.

39. **Minutes**

The minutes of 28 June and 26 July 2017 were taken as read and signed by the Leader as a correct record.

Part 1

(Items on which a decision by Council on 20 September 2017 was required)

40. **Proposed Housing Financial Assistance Policy**

The Executive considered a report from Housing Services that sought support for the revised Housing Financial Assistance Policy.

On the 1 April 2017 Warwick District Council entered into a partnership agreement with the four other Warwickshire District and Borough Councils, Warwickshire County Council and Public Health to participate in the countywide HEART service (Home Environment Assessment and Response Team) for the delivery of home adaptations and related services.

The review into the Housing Financial Assistance Policy had been undertaken as a result of the creation of HEART and the increase in Disabled Facilities Grant funding.

In 2013 the Government introduced a single pooled budget for health and social care services, known as the Better Care Fund (BCF) which included Disabled Facilities Grant funding. The BCF required the NHS and local authorities to agree a joint plan to demonstrate how the funding would be best used within social care to achieve the best outcomes for local people. The funding included financial incentives to deliver services which prevented the need for: residential care; emergency admissions to hospital; or acute services.

The aims and objectives of the new Housing Financial Assistance Policy were:

- Create consistent types of financial assistance across Warwickshire for delivery by the HEART partnership.
- Align the policy with the objectives of the Better Care Fund which were to: assist with the prevention of admissions to hospital and social care; support hospital discharge; and reduce the need for social care interventions. (A summary of the proposed financial assistance was included in appendix one of the report.)
- Make effective use of the increased budgets from the Disabled Facilities Grant allocation to meet the Better Care Fund objectives.

The increase in Disabled Facilities Grant funding had created the opportunity to increase the amount and types of financial assistance available to local residents to help address conditions within the home environment. The council's Housing Financial Assistance Policy therefore needed amending to take advantage of this opportunity.

The revised policy would deliver consistent financial assistance across Warwickshire aligned with the Better Care Fund objectives.

It would support HEART to deliver a more holistic service and to be able to take advantage of the opportunity to assist with the prevention of, and reduction in the need for, health and care interventions.

It would further enable HEART to adapt and respond quickly to future needs and opportunities as it was proposed that delegated authority was given to the Head of Housing Services, in consultation with the Housing Portfolio Holder, to authorise minor changes to the policy which were in keeping with the objectives of the Better Care Fund. Major changes would be reported to Executive for approval in the usual way.

Alternatively, the Council could review the Council's current 2006 policy in isolation, without linking this to the countywide HEART service but this would miss an opportunity to provide an enhanced and consistent Housing Financial Assistance Policy throughout the county, linked to the objectives of the Better Care Fund.

The Finance & Audit Scrutiny Committee supported the recommendations in the report.

Recommended that

- (1) Council approves of the Housing Financial Assistance Policy, attached at appendix one to the minutes, to run concurrently with the agreement to participate in the countywide HEART service until 31st March 2022; and
- (2) any future minor changes to the policy that maintain the alignment with the Better Care Fund objectives are delegated to the Head of Housing Services in consultation with the Housing Portfolio Holder.

(The Portfolio Holder for this item was Councillor Phillips.)
Forward Plan reference 658

41. Car Park Fees and Charges 2018

The Executive considered a report from Neighbourhood Services which brought forward the proposed Council Car Park Fees and Charges for 2018.

There were significant challenges on the horizon for car parks in Warwick and Leamington and the increases to car park charges took in to account the individual towns parking needs and forthcoming car parking issues.

The changes to car park fees and charges detailed in this report were estimated to increase overall car park income by 2%. The additional income was to be generated from a review of season ticket rates,

increases to the pay & display rates in the Kenilworth car parks, Old Town Car Parks and the overnight charge.

Consultation on the proposed increases to car park charges had been undertaken by officers. Support for the proposed charges had been received from Royal Leamington Spa Town Council and Kenilworth Town Council. The comments from Warwick Town Council and local business Groups were received after the publication of the agenda and were circulated to all Councillors by way of an addendum.

The Comments received were as follows:

Warwick Town Council also supported the *move to bring parking charges in Kenilworth in line with Warwick. Councillors would like to see a joined-up strategy, WCC & WDC working together, with on and off-street parking reviews.*

Members of the Chamber of Trade had no issues with the proposed charges however expressed concerns over the situation at Linen Street MSCP and the potential loss of parking to the town centre.

The Council was required to update its Fees and Charges in order that the impact of any changes could be reflected in the setting of the budget for April 2018. Discretionary Fees and Charges for the forthcoming calendar year had to be approved by Council.

The provision of off-street car parking was an important service that Warwick District Council provided as it supported residents, town centre businesses and tourism.

The car park stock required substantial funds on an ongoing basis to maintain and improve it. All the costs of operating, maintaining and supporting the car park service had been brought together in a car parking Memorandum Account. This demonstrated that the car parks were operating at a substantial deficit. With continued financial restraint by Central Government upon Local Authorities there was a requirement for Warwick District Council to recover the full costs of the service. Charges for this year had been devised to take into account the need to reduce the net cost of the service whilst understanding the parking needs associated with each town.

The proposed Riverside House move would result in the closure of Covent Garden multi storey and surface car parks in late 2018, also the structural condition of Linen Street car park was under constant review and this car park could potentially close at any time. Both of these closures would have significant impacts on parking within Leamington Spa and Warwick. Ergo, there was ongoing work in relation to car park displacement planning which could necessitate the need for further changes to charges. This had been factored in to the new car park charges resulting in only minor changes to Warwick and Leamington Spa car parks rates.

All three towns were utilising the linear charging regime and, whilst this type of charge gave greater flexibility for customers, it limited the ability to increase prices. With nearly 55% of ticket sales being two hours or under, the option to increase the up to two hours off-street parking

charges was considered. This option had been discounted due to the District not being able to increase these lower band charges without the County Council increasing their up to two hours on-street charges.

During the consultation process, the increase of the overnight charge by 50p was considered high by the Town Councils. Officers looked at a lower increase to the overnight charge of 20p which would increase the charge to 70p for overnight parking and was estimated to generate £10,000. However, this option had been discounted because stakeholders accepted that the original 50p increase was still low in comparison to the charges on offer in the car parks.

The Finance & Audit Scrutiny Committee supported the recommendations in the report.

The Executive recognised the work from the Task & Finish Group that had been undertaken and while it would be considered for inclusion within the Fees and Charges for 2019, this could not be guaranteed because of the reduction in car parking spaces, due to Convent Garden being closed, in that time period.

The Executive also highlighted that the car parks managed by the Council were not a 'cash cow' used to support other services but that charges set by this Council were at a level to encourage a vibrant and viable town centre.

Recommended that

- (1) Council approves the increases to car park fees and charges as detailed in Appendix 2 to the minutes from 1st January 2018; and
- (2) the Head of Neighbourhood Services, in consultation with the Portfolio Holder for Neighbourhood Services, implements the car park fees and charges, in accordance with the Off-Street Parking Order Process.

(The Portfolio Holder for this item was Councillor Grainger.)

Forward Plan reference number 862

(Councillor Rhead arrived during this item)

41. Budget Review to 30 June 2017

The Executive considered a report from Finance that provided an update on the Council's budget for 2017/18/.

Since the Budgets were set in February of this year, various changes had been identified and were presented for their approval and informed of the latest financial position for both 2017/18 and in the medium term. The Medium Term Financial Strategy had subsequently been reported to the Executive in June 2017, as part of the Fit for Future Report.

There were various other sections within the report, covering exemptions to the Code of Procurement Practice, revised arrangements for the Enterprise Reserve, and proposals for other funding adjustments.

The latest variances to Budgets were shown in Appendix A to the report, which totalled a £31,200 favourable variance.

There were several stages to the Europa Way project which would be subject to a future Executive report. It had already been approved that the project costs of taking this forward would be funded from the Community Projects Reserve. This would not impact on the Council's overall finances for 2017/18. However, the purchase of the land and any further Capital Expenditure and subsequent purchase of the Football site would be funded in the short term from internal borrowing. For 2017/18 the "cost" in lost Investment interest was originally estimated at £13,600, although this would be reviewed to reflect the actual date of completion.

This had been factored into the Medium Term Financial Strategy along with assumed external borrowing costs should the project proceed to the next stages.

In the current year, this Council received a refund on the Business Rates for Newbold Comyn Leisure centre of £24,000. Other sites had one off increases of £23,000 which resulted in a £1,000 favourable variance. The 2017 Revaluation had increased costs of business rates on the Council's property on a recurrent basis by £45,100 for the General Fund, there had been some small HRA reductions amounting to £300. There would be further costs in future years as the transitional relief was phased out. This had been factored into the Financial Strategy.

Neighbourhood Services had forecasted the impact of property growth on the Council's Major Contracts. An additional £65,900 had been factored into 2017/18 Budgets.

Appendix B to the report detailed the allocations from this budget with a balance of £77,900, at 30 June, left for the rest of the year. The other contingency budgets had the following balances:-

Contract Cleaning	£22,300
Price Inflation	£64,500

With effect from 25 May 2018, the General Data Protection Regulations would apply to all businesses and public bodies in the UK. There would be a legal requirement for a specific officer to be responsible for adherence to the regulations. It would not be possible for the preparation, implementation and compliance work to be delivered from within current resources. It was therefore proposed that a new Data Protection Officer (DPO) post was shared with Stratford DC. The post could be funded from the Contingency Budget, with the likely cost to be £40,000. Members were asked to approve this, leaving a balance of £37,900 for the rest of the year. This was before any other requests, agreed by the August Executive.

Revenue slippage from 2016/17 had been added into the 2017/18 budget, totalling £288,600 for the General Fund, Appendix C to the report, as reported to Executive in July as part of the Final Accounts Report. This would be monitored separately and reported to Executive on a quarterly basis. As at the end of June £57,700 (20%) had been spent to date. In addition, £163,900 of revenue slippage was approved for the HRA and these could also be seen in Appendix C.

Appendix D to the report, detailed income against budget for the last three years for major income budgets. This included details of the income to date, and projected outturn. These figures were being closely monitored. Changes were factored into the Budget and Medium Term Financial Strategy.

Within the Housing Revenue Account (HRA) the Communal Safety Checks contracts required additional, ongoing, funding of £15,000. The budget was reduced in September 2015, but it was no longer sufficient for the works needed.

There were also minor variations within the HRA with an adverse variance from business rates of £2,400 (A) and Warwickshire Safeguarding Children Board - HRA contribution £1,500 (A). There were also the following favourable variances:

HRA Salary Variations	£
Head of Housing vacancy	20,000 (F)
H & PS Service Improvement - vacancies to date	5,600 (F)
Warwick Response - service under review.	7,000 (F)
H&PS Business support - recruitment ongoing	9,600 (F)
	42,200 (F)

The total of all these variances resulted in a net saving of £23,300. It was proposed these budgets were amended, resulting in an additional contribution to the HRA Capital Investment Reserve.

It was proposed that the Capital budget of £318,200 for the Leamington Spa One Stop Shop be deleted from the Capital Programme. It was no longer required due to the forthcoming office move to the new premises. This would result in additional funding being available within the Capital Investment Reserve.

It was proposed to increase the Play Area Improvements Budget by £1,100 for the Castle Farm access point which would be funded from Section 106 monies.

The Public Address System in Council Chamber, £45,000, was agreed as part of the February 2017 Budget report. Whilst it was funded from revenue, the scheme was now classed as capital, and so had now been included within the Capital Programme.

It was agreed to fund the St Nicholas Park Tennis Courts refurbishment, £30,000, from the Equipment Renewal Reserve. The latest estimated cost was £25,100. Any underspending would be returned to the Reserve.

Work on the refurbishment of Newbold Comyn and St Nicholas Park Leisure Centres was currently on-going following approval by Council to the project in November 2015. The total budget agreed within the Capital Programme for these works was £15,259,800. Both sites had experienced significant disruption to the construction programme as a result of delays and errors of utility companies and their contractors. Officers had instructed Warwickshire Legal Services to examine the history and documents relating to these matters and consequently Counsel's advice had been sought on the next steps the Council should take. The Portfolio Holder for Culture and more broadly the Executive were being kept up to date on an ongoing basis.

The delayed programme meant that currently the estimated cost of the works stood at £16,537,864, being £1,278,065 over budget. The vast majority of this amount (£1,237,158) had been caused by the aforementioned delays and disruption. At this point it must be emphasised that this revised budget was not agreed between the Council and its contractor, Speller Metcalfe. On the Council's behalf, Mace, the project manager, was challenging the claims made by Speller Metcalfe. This was normal process for a construction contract. However, it was clear that there would be a substantial amount that Speller Metcalfe would be able to claim under the terms of its contract with the Council.

As a result of the above, it was necessary to recommend that Members increase the Capital Budget for the refurbishments by £1.3m. This was proposed to be funded from the usable Right to Buy Capital Receipts. Currently the Council held £5.1m for which there were no specific plans for their use. As previously advised, other than the One for One element of these receipts, which was excluded from the figures quoted, the Council had total freedom as to how these receipts were used to fund the capital programme. Currently these receipts were invested to receive an investment return of approximately 0.5%. Alternatively, the Council could increase the borrowing already agreed for the leisure centres. With rates likely to be in excess of 2.5%, it was recommended that the use of the Right to Buy Receipts be agreed.

The Medium Term Financial Strategy (MTFS) was last presented to Members as part of the June Fit for the Future Report. This forecast a £536,000 Deficit by the end of 2022/23.

It had been updated to incorporate the rest of the variations outlined above, with the exception of the ICT Salary Top slice, Salary variations in Development Services and Finance. These had not been reflected in the Strategy as managers were not certain that these would change. The positions would be monitored as part of the Budget Review process.

The most significant changes since June were the incorporation of the increase in Member Allowances (£26,000) which was approved by Council in June 2017. This was being funded from the Contingency Budget for 2017/18, but would impact on future years.

The impact on the Council's Major Contracts from new property growth had been fully assessed and a trajectory produced until 2022/23. The full

impact on the forecast was an additional £288,000 including the £40,000 additional growth from 2016/17.

The additional savings required were partly mitigated by a greater increase in the Council Tax Base than forecasted in February of the year reflecting the increased housing developments across the District. In 2022/23, there was an increase in income approaching some £550,000.

The impact on the General Fund's Business Rates budget for the rates due on the Council's municipal properties from the 2017 Revaluation was included in the report. However, this year's increase was tapered by transitional relief. When this was phased out, there would be a further ongoing impact of £162,000.

It had been established that a lot of the land within the General Fund's Grounds Maintenance Budgets was HRA land. Approximately £82,600 was built into General Fund Budgets for this work. At the time of writing this report, Officers were confirming the full amount within the General Fund to enable these costs to be transferred to the HRA. General Fund Budgets would then be reduced. The HRA expenditure would be funded from Capital Investment Reserve. The Strategy included this estimate for now and both the Strategy would be updated in due course. It had not been included in the variations reported above.

The MTFS currently included 1% per annum for pay awards in line with Government expectations. With the National Living Wage due to increase in forthcoming years, there was a national review of spinal column points ongoing. The impact of this had not been reflected in the MTFS but it was expected to present an additional pressure as pay differentials were sought to be maintained.

From January 2018, organisations were no longer able to pass on the Credit Card Surcharges onto their customers. The amount recovered currently was £16,500 per annum. A proportion of this related to Council Tax (circa 8%). By January, the majority of this would have been paid, so the first quarter's impact would not be so great. Also, the £16,500 included the Leisure Centres. However, once the surcharge was abolished some customers currently paying by Debit Card, may then use their Credit Cards instead. Until the system was introduced the full impact could not be accurately assessed. This would be closely monitored and a prudent approach taken when the 2018/19 Budgets were set.

Having factored in all these changes, the MTFS forecasts an ongoing deficit of some £385,000 unless further savings could be identified and delivered. The Profile of these savings was

	2017/ 18	2017/18 Latest	2018 /19	2019 /20	2020 /21	2021/ 22	2022 /23
	£'000	£'000	£'00	£'00	£'00	£'000	£'00
Deficit-Savings Required(+)/Surplus(-) future years	0	-15	203	203	-546	212	385

Change on previous year	0	-15	218	0	-749	758	173
Current Year Surplus(-) Deficit (+)							

The 2017/18 forecast differed from that in the report and Appendix A to the report. Some of the Salary Variations reported were estimated and at this point in the year, it was considered prudent to report them but not as yet factor them into budgets until they were more definitive. A reconciliation of the two Surpluses was:

	£'000's
Surplus 2017/18 in Strategy	-15
Remove Grounds Maintenance Transfers to the HRA	82.6
Development Salaries	-9.1
Finance Salaries	-39.7
ICT Top slice	15.6
Housing Advice Salaries	-18
Building Surveying Salaries	-34.8
Property/Estates Salaries	-13
Rounding	0.2
Quarter One Report	-31.2

With substantial savings still to be agreed for 2018/19 and future years, it was proposed that a further Fit For the Future report would be presented to Executive ahead of the Budget setting process for 2018/19.

Spencer Yard, Althorpe Enterprise Centre and Court Street Arches Spencer Yard (West Wing and North Hall), Althorpe Enterprise Centre and Court Street Arches were all schemes partly funded by grants from Advantage West Midlands. The grant conditions included the condition that any surplus on the operating costs be re-invested in employment initiatives. The surpluses on these projects (excluding support services and capital charges) were allocated to the Enterprise Reserve.

26 Hamilton Terrace was funded by the Local Enterprise Partnership. In July 2014 Executive had agreed that 12% of the gross rental income for this scheme was used for sector specific business support initiatives. This allocation method was at variance to the AWM funded schemes. It was proposed that in future, 26 Hamilton Terrace was brought under the same regime as the other schemes, with the net surplus being allocated to the Enterprise Reserve. The net impact of this on budgets would be minimal (£100 based on 2017/18 Budget).

The Enterprise Reserve was originally created to "smooth" any surpluses and deficits on the Enterprise projects. The balance on the Reserve was £81,000, having built up over several years. It was proposed that in future the reserve was used to also fund specific business support initiatives. To enable this to happen, it was proposed that the Head of Development Services was granted authority to agree initiatives up to £20,000. Above this, funding requests would need to be determined by the Executive.

As part of the Final Accounts Process, annual contributions had been made to this Reserve from the surpluses from the Enterprise schemes; this had never been built into the Budgets. This would be redressed within the base budgets presented in November.

87.5% of the gross rental income from 26 Hamilton Terrace was being contributed to the Capital Investment Reserve. Due to the revised arrangements (subject to member Approval) this would no longer be appropriate.

Following consideration of a report in November 2016, it was agreed that the Council opted in to the appointing person arrangements made by Public Sector Audit Appointments (PSAA) for the appointment of external auditors from 2018/19 for a five year period. PSAA had now awarded the contracts under this tender process, with Grant Thornton, the Council's current auditors. Headline figures suggested that there would be a reduction of approximately 18% in the scale fees. The PSAA had recently proposed that Grant Thornton would continue as Warwick District Council's external auditors from 2018/19. It was recommended that Members accept this appointment.

Following the abolition of the Audit Commission, the Department for Communities and Local Government (DCLG) delegated statutory functions for the certification of Housing Benefit (HB) subsidy claims to PSAA for a temporary period. This included responsibility for the appointment of auditors to the local authorities (LAs). This temporary period would end in March 2018.

From the 2018/19 Housing Benefits Subsidy Audit, local authorities needed to appoint their own external accountants. The Department for Work and Pensions (DWP) would be responsible for the HB assurance framework instructions, and the control of grant payments based on the assurance reports supplied under the new arrangements.

Consequently, the arrangements for the appointment of auditors, by PSAA, did not include the HB Subsidy Audit, for which local authorities would need to make their own appointment. DWP needed to be notified of the selected auditors by 28 February 2018.

The annual value of the Benefits audit was approximately £10,000.

The audit needed to be carried out by a provider registered with the Institute of Chartered Accountants of England and Wales (ICAEW). However, given the detailed and technical nature of the work, only the auditors that had carried out recent local authority audits were likely to hold the required expertise that was limited to seven firms across the country. Based on how the contracts had been awarded geographically, different firms had greater representation in certain areas.

Discussions had been held with the other Warwickshire district/borough councils to consider a collaborative approach to the appointment of the auditors. Assuming this was to be for a five year period, the value would require a full EU procurement which did not find favour with all parties.

Given the value of the contract, it was believed the most pragmatic way, was that when the Council had been notified of the 2018/19 auditor, discussions were held with them with a view to agreeing their appointment for the HB audit. Given the synergies that should exist with the auditors carrying out the main audit also carrying out the HB audit, this approach was likely to present best value. The appointment was proposed to be initially for one year, with the arrangements reviewed annually.

It was therefore recommended that an exemption to the Code of Procurement be agreed to enable the Head of Finance, in consultation with the Finance Portfolio Holder, to agree the appointment of the Council's auditors for the Housing Benefits Subsidy from 2018/19.

In accordance with the Code of Procurement Practice exemptions granted to the Code of Procurement Practice were recorded within Appendix E to the report. The first part of the table primarily related to exemptions granted under paragraph 6.5.1 of the Code. These related to the renewal of software licenses. The other exemptions listed were those below £20,000 which could be agreed by the Head of Finance under paragraph 6.2 of the code.

The 2017 revaluation of all non-domestic rate properties came into force on 1 April 2017. Following the revaluation, the rateable value of businesses in the borough had gone up by 3.9% although nationally this figure was 9.6%. As with previous revaluations, the Government had introduced a five year transitional scheme to phase in increases and decreases in rates payable.

In the Spring Budget the Chancellor announced three measures to help reduce the impact of business rate increases from April 2017:

1. Supporting Small Business Relief (SSBR) - SSBR would help those ratepayers who, as a result of the revaluation, were losing some or all of their small business or rural rate and, as a result, were facing large increases in their bills. SSBR would ensure that the increase per year in the bills of these ratepayers was limited to the greater of:
 - A percentage increase per annum of 5%, 7.5%, 10%, 15% and 15% from 2017/18 to 2021/22, or
 - A cash value of £600 per year (£50 per month)

Initial investigations had shown that this would only affect 16 Businesses. Due to the complex nature of this relief, specific software enhancements were required to both identity cases and apply the relief. The DCLG had recognised this and new burdens would be given to software providers to meet the cost of these changes. Any relief awarded would be recompensed via a Section 31 grant from the Government.

2. Public House Relief Scheme - This was a new relief scheme that provided a discount of £1,000 for pubs with a rateable value of less than £100,000 subject to state aid limits. The scheme was for 2017/18 only. Government guidance as to what constituted an eligible

pub had been made available and it was estimated there would be approximately 100 properties eligible. This would require software changes that were currently being tested. Any relief awarded would be recompensed via a Section 31 grant from the Government.

3. Discretionary Rate Relief Scheme – The Government had made available a four year funding package to Each Billing Authority in order to set up its own local Discretionary Rate Relief Scheme (DRRS). The purpose of the fund was to provide support to some ratepayers facing an increase in their bills because of the revaluation. The DRRS would require software changes to implement the scheme and would be subject to consultation with Warwickshire County Council. The five Warwickshire billing authorities had been in close contact regarding each other's schemes and whilst it was recognised that there were differences between authorities it was anticipated that there would be a consistent approach across the county.

With all of the above the Government had announced its intention that it would not be altering legislation in order to effect these changes. Instead, local authorities were to use their discretionary powers (under section 47 of the Local Government Finance Act 1988) to implement these changes.

The Housing Services and Assets teams currently used the MIS ActiveH system for their day to day activities. While the ActiveH system was modular, MIS Limited did not provide a Choice Based Lettings module. This was because, apart from Warwick District Council, all their other ActiveH customers were housing associations who were not required to provide a Choice Based Lettings solution.

In the absence of an ActiveH Choice Based Lettings module, Warwick District Council developed a fully integrated in-house solution, to administer its HomeChoice policy.

Currently there was only one developer within ICT Services who had a complete understanding of the coding in HomeChoice and the business processes in Housing Services. Consequently there was a business resilience issue and a risk to the allocations and lettings service because of the over-reliance upon a single officer. Furthermore, ICT Services now required the officer concerned to work on other aspects of the council's digital inclusion strategy and, as a result, support on HomeChoice would no longer be possible.

This meant that it might not be possible to make changes required as a result of recommendations, changes to legislation, or corrections to policy/process errors discovered during day-to-day operations. Hence, a new support provider was required and a tender process was currently underway.

While Housing Services initially considered purchasing an 'off the shelf' Choice Based Lettings solution, they discovered that this functionality was only available if they procured a replacement for the entire ActiveH system, which was neither practical nor required.

Housing Services briefly considered the standalone Abris system, which initially looked promising. However, Abris had now been acquired by Civica plc to integrate directly with their own housing software.

It was proposed to secure a company to provide ongoing support and future development of our HomeChoice software solution. One major advantage of providing the successful company with our existing in-house solution was that this software was fully integrated with our MIS ActiveH system.

The upfront development costs were anticipated to be in the range £35,000-£50,000, with ongoing revenue implications of £28,000. Most of the one off costs could be funded from the 'RSL contributions towards advertisements' reserve where there was currently an unallocated balance of £35,000, with further funding available from the HRA. It was proposed that the on-going running costs from 2018/19 be included in the Medium Term Financial Strategy.

Alongside the Grounds Maintenance works on HRA Land, a further £17,500 of works relating to Gypsy and Traveller to Encampments was approved to be funded from the Community Projects Reserve by the Executive in June.

In total £182,700 (£174,000 plus a 5% contingency) of work was approved to come from this Reserve. However, the HRA element would need to be funded from the HRA Capital investment Reserve in order to abide by the ring-fencing regulations relating to GF/HRA charges. £17,500 could therefore be returned to the Community Projects Reserve.

It had been established that the General Fund element was now forecast to be £152,500, so a further £12,700 could also be returned to the Community Projects Reserve, a total reduction of £30,200.

There were no proposed alternative options to the recommendations because monitoring expenditure and income and maintaining financial projections was good financial management and part of good governance. Accordingly, to propose otherwise was not considered

Following the publication of the agenda, an addendum to the report was published that brought forward a proposed Discretionary Rate Relief Scheme using four year funding agreed by the Government. It had been planned to bring details of the proposed scheme to September Executive, with a view to it being subsequently agreed by Council in November. However, it had been possible to bring the proposed scheme to Members now. By bringing the scheme now, the scheme should be able to be actioned following September Council.

The Finance & Audit Scrutiny Committee supported the recommendations in the report, including those detailed in the addendum.

The Executive highlighted that the report detailed a modest surplus after Quarter 1 which was a reasonable place to be at for the time of year. The report overall was good financial housekeeping but recognised that next year the Council anticipated a deficit and therefore officers were encouraged to come forward with further ideas to mitigate against this.

They reminded Councillors that even if the general fund budget was balanced the Council would need to fund the capital works. They also highlighted that it would be dangerous for any Council to believe that there would be a net benefit from Business Rate retention proposals from central government.

Recommended that:

- (1) Council approves the Capital Programme, the use of Right to Buy Receipts and other funding adjustments as detailed in the report;
- (2) authority be delegated to the Head of Development Services to draw down up to £20,000 from the Enterprise Reserve, and for amounts above this to do so in conjunction with the Development Portfolio Holder, beyond this threshold;
- (3) that it approves the proposed Local Discretionary Business Rate Relief, as detailed at Appendix 3 to the minutes, for those businesses adversely impacted by the 2017 revaluation; and
- (4) The scheme should be reviewed in year, for each of the 4 years of the scheme, by the Section 151 Officer in consultation with the Finance Portfolio Holder to ensure that the maximum amount of funding is spent.

Resolved that

- (1) the latest variances for the General Fund budget, the projected outturn on budget be noted and approves the budget changes detailed in paragraph 3.1 of the report;
- (2) the latest variances for the Housing Revenue Account and the projected outturn be noted and approves the budget changes detailed in paragraph 3.5;
- (3) a Data Protection Officer (DPO) post, to be shared with Stratford District Council (SDC), be funded for two years from the Contingency Budget, noting that the post will sit on SDC's staffing establishment operating as a shared service;
- (4) the spend to date on Earmarked Reserves brought forward from 2016/17, be noted;

- (5) the savings required as shown within the Medium Term Financial Strategy be noted and that a further Fit For the Future report be brought to them recommending how these savings can be made;
- (6) 26 Hamilton Terrace be accounted for in the same way as the other enterprise schemes, with the allocation to the Enterprise Reserve being the net surplus (excluding support services and capital charges) on the scheme;
- (7) Grant Thornton (UK) LLP, be appointed, as the Council's external auditors for the five year period commencing from 2018/19;
- (8) an exemption to the Code of Procurement Practice to enable the Head of Finance, in conjunction with the Finance Portfolio Holder, to agree the appointment of the Council's auditors for the Housing Benefits Subsidy from 2018/19, be approved;
- (9) the use of the Council's local discretionary powers to introduce the Business Rate Relief scheme for Pubs from 01 April 2017, be approved;
- (10) the use of the Council's local discretionary powers to introduce the supporting Small Businesses Relief scheme from 01 April 2017, be approved;
- (11) the Government announcement of a package of Funding which local authorities are to use to implement a local discretionary business rates relief scheme, be noted and; that this scheme is currently under design and will require software updates to implement. The scheme will be subject to consultation and will require member approval. A further report will follow in due course;
- (12) the funding of the Home Choice system support as detailed in paragraph 3.12 of the report, be approved;
- (13) the changes to the Gypsy and Travellers Site Works discussed in Section 3.13, be noted.

Part 2

(Items on which a decision by Council was not required)

42. **Corporate Asset Management Strategy – Update Report**

The Executive considered a report from the Deputy Chief Executive (BH) which updated them on the Corporate Asset Management Strategy.

The Council's Medium Term Financial Strategy (MTFS) was considered in detail as part of the Fit for the Future Update report approved by Executive in June 2017 with a further update being provided in the Budget Review report elsewhere on this agenda. When considering the MTFS the Council's S151 Officer always stressed that there were a number of financial liabilities that were not fully funded in the medium term, including the maintenance and improvement of corporate assets.

The Council had made significant strides towards the creation and adoption of an integrated and funded corporate asset management strategy to address this issue and this report provided the latest progress update.

It was intended that a final report, presenting a strategy for approval, would be brought to Executive in February 2018 as part of the budget setting process.

Officers had been working on the development of a Corporate Asset Management Strategy for all of the assets owned by the Council other than those held in the Housing Revenue Account (HRA) for a number of years. This would set out the Council's strategic approach to the consideration of the alternative uses, future improvements and the funding of all maintenance liabilities for the corporate asset base, issues that were dealt with in respect of the HRA assets through the HRA Business Plan.

The corporate assets which the strategy would cover could be categorised as:

- Operational assets – required to deliver the services that the Council provided to the public, e.g. HQ offices, Leisure Centres, Art Gallery & Museum, Spa Centre, Jubilee House, Edmonscote Track, Crematorium and cemeteries etc.
- Car Parks – multi-storey and surface car parks, which were separated from the other operational assets above due to the relationship between car park charge income and car park maintenance.
- Non-operational assets – the buildings and structures owned by the Council that were held for community benefit or income generation e.g. offices, shops, club buildings and other community facilities, public conveniences, memorials etc.
- Land assets – Parks, gardens, open spaces, sustainable drainage schemes and other parcels of land held in the General Fund.

Since an initial Asset's Review in 2012, a range of initiatives had been developed to improve and enhance the corporate asset base including the:

- HQ relocation project
- Creative Quarter project
- Leisure Development programme
- St. Mary's Lands strategic programme
- Town Hall alternative use project
- Pump Room Gardens 'Parks for People' improvement scheme
- Development of the Enterprise Assets, including the creation of 26HT
- Multi-storey car park improvement programme, including Linen Street and Covent Garden re-provision
- Projects to support the delivery of the new Local Plan, including the Europa Way project and the relocation of sports clubs to enable the Thickthorn housing development schemes
- Security enhancements to open spaces
- Spa Centre improvement scheme
- Pump Rooms and Museum/Art Gallery foyer improvement scheme
- Crematorium improvement project

These initiatives had addressed, or had begun to explore, many of the issues affecting the operational, land and car park assets including how the future maintenance liabilities of high cost assets such as the HQ building, Covent Garden multi-storey car park, St. Nicholas & Newbold Comyn Leisure Centres could be funded. Whilst not all of these initiatives had been completed and the issues relating to one category of asset, the non-operational properties had yet to be fully explored, significant progress had been made towards the development of a fully funded and integrated corporate asset management strategy.

The current year's programme of activity in respect of the corporate assets was set out in the 2017/18 Asset Management Plan, attached as Appendix One to the report. All the works included within this Plan were fully funded. In future, it was proposed that an annual report setting out the Asset Management Plan for the corporate assets for the forthcoming financial year be brought to the March Executive, incorporating and replacing the current Corporate Property Repair and Planned Maintenance programme report.

It was now proposed to engage an external partner to explore the issues relating to the non-operational asset base, focussing initially on the properties listed at Appendix Two to the report. A number of other Council's had developed programmes to utilise this category of asset to deliver an enhanced revenue stream and officers believed that the development of a programme of disposals and acquisitions within this category of assets could be used to minimise future (non-funded) asset maintenance liabilities and generate additional revenue returns to support the asset management strategy across all four categories of the corporate asset base. However, the Council lacked the internal expertise and detailed understanding of the commercial property market within the District to undertake this work and its private sector partner within the Limited Liability Partnership, Public Sector Plc, whilst potentially possessing the expertise, was fully committed to delivery of the HQ Relocation Project but lacked the capacity to do so in the short to medium term.

Soft market testing had identified that it should be feasible to secure the proposed work for a maximum cost of £30-40,000. The proposal to release funding of this level would allow a fully compliant procurement exercise to be undertaken under delegated authority. Completion of this exercise and the establishment of actual costs would allow any non-required funding to be returned to the Capital Investment Reserve. The appointment of an external partner to undertake the proposed work would allow the final element of the staged approach towards the development of the corporate asset management strategy to be completed. A final, fully integrated strategy, complete with proposals for the future funding of all known liabilities would then be brought to the February 2018 Executive so that it could be considered in conjunction with the 2018/19 Budget report.

A considerable amount of work had gone into the development of a comprehensive asset management strategy. Members could decide not to pursue the recommended approach of exploring how the Council's non-operational property base could be reconfigured but this had been discounted because it would detract from the ambition of having a strategy that encompassed all elements of the corporate asset base.

The Executive could choose not to receive and approve an annual Asset Management Plan but this was not recommended as the intention of producing one was to ensure that Council was aware of the totality of the work being undertaken in relation to the corporate assets and for this knowledge to inform future decision making.

The Finance & Audit Scrutiny Committee supported the recommendations in the report.

The Executive thanked officers for the report that identified and quantified the maintenance not captured within the budget setting process. The work on this would ensure improved financial planning for this area of work. It also outlined those non-operational assets and this in turn helped the Council to consider what could be done with them. This was the starting block for the next steps in effective asset management.

Resolved that

- (1) the contents of the report and the progress made in developing a corporate asset management strategy, be noted;
- (2) the Asset Management Plan for 2017/18, as set out in Appendix One to the report, be approved;
- (3) from 2018/19 an annual Asset Management Plan be presented to Members for approval, replacing and incorporating the current annual Corporate Property Repair and Planned Maintenance programme report;

- (4) the release of a maximum of £40,000 from the Capital Investment Reserve, be approved, to allow the engagement of a partner to develop a tailored programme of disposals and acquisitions that reconfigures the Council's non-operational asset base, generates additional revenue returns for the General Fund and enables the Council to ensure its assets liabilities are fully funded in the medium term;
- (5) authority is delegated to the Deputy Chief Executive (BH) and Interim Asset Manager and Business Manager – Projects, in consultation with the Business and Finance Portfolio Holders, to procure a partner for the proposed work, in compliance with the Code of Procurement Practice; and
- (6) a Corporate Asset Management Strategy Property be presented to the Executive in February 2018 for approval.

(The Portfolio Holder for this item was Councillor Butler)
Forward Plan reference 641

43. **Development Brief – East of Kenilworth**

The Executive considered a report from Development Services that set out the proposals to prepare a Development Brief for land to the east of Kenilworth and sought to draw down funds from the Local Plan Delivery Reserve to support this work.

The Local Plan allocated land for the development of 1400 dwellings, a secondary school and eight hectares of employment land on land to the east of Kenilworth (sites H06, H40, E2, ED2). Policy DS15 of the Plan required that applications for these allocations be brought forward in the context of comprehensive development proposals, either through a Development Brief or a Layout and Design Statement.

Kenilworth Town Council was preparing a Neighbourhood Plan to support development across the Town. Consultation on the pre-submission Plan closed earlier in August. This draft of the Plan included policy (KP4) which sought to support the comprehensive master-planning of this area and included a number of key principles that should underpin this work.

The Local Plan and the emerging Neighbourhood Plan together provided a clear, strong framework for the preparation of a more detailed Development Brief to address the following:

- Access and configuration of key roads through the sites
- Pedestrian and cycle routes through the site including linkages to the wider network and other local facilities
- Strategic approach to landscaping
- Approach to green space and ecological corridors, including where appropriate retention of existing features

- High level flood alleviation measures
- Approach to addressing heritage issues, including the Scheduled Ancient Monument of the Glasshouse Roman Settlement
- How different uses across the site interlink, including the housing, employment, secondary school and existing uses (such as the Woodside Conference Centre)
- Infrastructure requirements including primary school(s), open space, local centre and community facilities
- Linkages with existing communities and facilities including routes to the town centre
- Linkages with adjacent areas including open Countryside and the Golf Course
- Issues relating to potential development phasing

The process for preparing the Development would draw on the following:

- The Local Plan and emerging Neighbourhood Plan policies
- An evidence base taking account of key environmental constraints and opportunities and strategic infrastructure requirements
- Collaborative working with Kenilworth Town Council (linked to the Neighbourhood Plan)), the emerging Kenilworth Forward Partnership, developers (including Kenilworth School) and infrastructure providers
- Representations made during a period of public consultation

The work would be led by the Policy and Projects Section in Development Services and specifically by the newly appointed Kenilworth Site Delivery Officer.

The Development Brief would need to draw robust evidence regarding infrastructure, constraints and opportunities. The evidence base prepared for the Local Plan provided a high level starting point for this. However, it was likely that more local and detailed evidence would be required to support the development brief. This could include:

- Access and localised traffic generation studies
- Environmental constraints and opportunities (such as heritage, noise, flooding, ground conditions, ecology etc.)
- Layout and design proposals
- Infrastructure requirements and costs

Until the work commenced, the likely costs associated with these studies could not be fully appraised. However, based on experience of similar work from elsewhere in the District, design parameters work was likely to cost in the region of £15,000. On top of that, in this case, it was likely to be necessary to fund a number of specialist studies around constraints. Together these may well cost £10-15,000. It was therefore proposed that £30,000 be made available from the Local Plan Delivery Reserve to support the preparation of the development brief, including consultations and expert advice, but that authority was delegated to Deputy Chief Executive (AJ), in consultation with the Development Portfolio Holder, to draw down further funding should it be required. This would ensure that the process could move along at speed without the need for a further report to Executive and any studies not currently anticipated could be commissioned as the work progressed.

One alternative option would be to leave the preparation of the framework for the comprehensive development of the area to developers through the preparation of a comprehensive layout and design statement. Whilst this option would reduce the costs to the Council it had significant disadvantages, notably difficulties in coordinating work between different development interests all of whom could be working to different timescales and different objective. The recommendations would ensure the Council led the process to take account of all interests. The approach also ensured momentum towards delivery was generated.

Another alternative would be to broaden the scope of the brief to include the redevelopment of the school sites and/or the development of land at Warwick Road and/or the provision of the sports facilities. Each of these development proposals was interlinked with the land east of Kenilworth and the development brief would certainly need to be brought forward with an understanding of the position associated with these proposals. However, by broadening the scope, there would be a significant risk of delay resulting from the Development Brief having to specifically address some complex issues such as the relocation of the sports clubs to Castle Farm and Warwick Road and the redevelopment of the existing school sites. In addition, this scope would go beyond the scope of the Policy DS15 in the Local Plan and Policy KP4 in the emerging Neighbourhood Plan. For these reasons this alternative was not recommended.

The Executive explained that this would put the Council in a strong position with a co-ordinated strategy for a number of pieces of land. This would also mirror the work of Kenilworth Neighbourhood Plan. The Executive also noted that the development brief would also cover design standards along with mix and type of housing.

Resolved that

- (1) a Development Brief of the land east of Kenilworth, detailed at Appendix I to the report, is prepared to support the development of the proposed housing, education and employment allocations to the east of Kenilworth; and
- (2) £30,000 is made available from the Local Plan Delivery Reserve to enable relevant studies and consultations to be undertaken but with authority delegated to Deputy Chief Executive (AJ), in consultation with the Development Portfolio Holder, to draw down further funding should it be required to deliver the brief and/or associated work considered essential by officers.

(The Portfolio Holder for this item was Councillor Rhead)
Forward Plan Reference 891

44. **12 Month Waste Container Charging Update**

The Executive considered a report from Neighbourhood Services that updated them on the first 12 months of charging for waste containers.

On 6 June 2016 Warwick District Council (WDC) introduced a new policy to charge households for the provision of waste containers. Prior to this, WDC was spending £165k per annum on waste container provision and there was a significant budget shortfall.

This report provided an update on the first 12 months of the policy using information gathered from the Council's customer relationship management (CRM) system and other sources.

The first 12 months of the charging scheme had generated £77k to contribute to the cost of waste container provision. In addition, the contribution required from WDC's General Fund had reduced dramatically due to reduced container demand and more effective procurement of containers. In effect, this meant that the cost of waste container provision was almost being covered by the contribution from residents.

A recommendation from Legal Services at Warwickshire County Council was that the policy should have a level of flexibility to ensure it was operated fairly and with equality in mind. A criteria was therefore required to ensure a clear and transparent framework on which decisions were made.

The alternative was to revert back to the previous free provision of waste containers; however, this had been discounted due to the impact on the Council's Medium Term Financial Strategy.

The Overview & Scrutiny Committee supported the recommendations in the report. In addition, Councillor Mrs Falp highlighted there was some concerns that; the recycling rate had decreased; street bins were overflowing and that the waste containers were about to become life expired.

The Executive thanked the Scrutiny Committee for their discussion the previous evening and welcomed the work that Councillors would be taking back to their communities. They reassured the Committee that work would continue in challenging the contractor to ensure they met the requirements of the contract, to this end mapping work was being undertaken to spot any recurring themes in the standard of service provided when waste/recycling was collected. It was noted that some people were unhappy but it had stopped people just applying for bags and boxes. The Executive were mindful that the green bins were most likely to become life expired soon. There was, however, the positive that most developers were buying the green and grey bins along with two boxes and bags for each new property. The largest reduction in recycling was due to the change in habit with less people buying a daily newspaper.

Resolved that

- (1) there is no change to the waste container charging policy;

- (2) the Head of Neighbourhood Services in consultation with the Portfolio Holder for Neighbourhood Services agrees a criteria for waiving the replacement waste container charge where there are special personal circumstances such as financial hardship;
- (3) as part of the fees and charges report in September 2017, the fees for waste container charging be amended to enable them to be waived in line with (2).

(The Portfolio Holder for this item was Councillor Grainger)
Forward plan 857

45. **Leisure Development Programme – Extension of Temporary Contracts**

The Executive considered a report from Cultural Services that sought approval to extend the fixed term contracts of the Programme Manager and the Project Officer associated with the Leisure Development Programme. The extension was required as a result of the delays to the construction works at Newbold Comyn and St Nicholas Park leisure centres. It would ensure the effective completion of Phase I (Newbold Comyn and St Nicholas Park leisure centres) and also allow work to commence on the feasibility of Phase II of the Leisure Development Programme i.e. the improvements to leisure provision in Kenilworth.

In March 2016, the Executive approved the extension of the Programme Manager post to March 2018. At this point it was anticipated that the leisure centre construction works would be completed in late 2017 and that the extension would allow for completion of the construction phase and the inevitable “snagging” that would follow. The construction works, as previously reported had been delayed and the works at Newbold Comyn and St Nicholas Park were scheduled to be completed in late Spring 2018. The March 2016 report committed to further reports being brought to the Executive should they be necessary as the Programme developed.

Both officers referred to in the report had been essential in the progress made on the two elements of the Leisure Development Programme i.e. the complex issues faced in the construction works and the appointment of the external partner to manage the District’s leisure centres on behalf of the Council. The officers had led on development of the new dual use site agreements with Myton and Kenilworth schools, and were ensuring that the Sport England grant conditions were met to allow the Council to draw down the £2 million at the earliest opportunity.

Looking ahead, the Programme Manager and Project Officer’s involvement with the construction projects would continue through to completion in Spring 2018, undertaking the following:

- Client role for Mace project management on both sites
- Coordination of WDC actions as required from various service areas (Neighbourhood, Development, Property, Finance, and Warwickshire Legal Services)
- Management of scheduled project meetings and ad hoc meetings as required.
- Liaison between the construction projects and leisure centre operator
- Monitoring of spend against budget and regular reporting with Finance

The retention of the Project Officer role would allow a continued day to day link between Mace Ltd and the Council, enabling the Programme Manager to focus on Phase II. It was therefore considered essential to retain the post to work alongside the Programme Manager to the end of September 2018.

The Executive report in November 2015 which approved the appointment of the Programme Manager, referred to Phase II of the Leisure Development Programme which would focus on leisure provision in Kenilworth. Work on Phase II had yet to commence, as all efforts had been focussed on Phase I, and this further extension of the Programme Manager contract would provide the professional input into the scoping, planning and feasibility of this work which was expected to start in late summer 2017. The work on Phase II would need to recognise the key findings that emerge from the update of the Indoor Facilities Strategy and Playing Pitch Strategy. Members had approved the appointment of NAA to undertake this work which would commence in September 2017 with a refresh of the Sport England Facilities Planning Model (FPM) for the north of the district, which would have a specific relevance to Phase II of the Leisure Development Programme. An outline timeline for Phase II was detailed in the report.

As identified above, a further report would be brought forward in early summer 2018 with recommendations for Phase II. This report would include any requirement for project management resources to progress Phase II to delivery.

Alternatively, the Executive could chose not to extend the contracts or just extend one of the posts and consider alternative solutions to the management of any over-run of Phase I and the work required for Phase II.

The Executive highlighted that work had not started on Phase II and when it did, consideration would need to be given to a number of factors including what was required, what could be afforded and what could be accommodated. There were currently three sites in Kenilworth and all three presented challenges, for example Abbey Fields was a scheduled ancient monument and any alterations needed to take this into consideration and have appropriate approvals. Therefore, any ground work would be challenging but with the project officer being involved the Ground work would be able to be started.

The Executive also confirmed that with any proposals that came forward, there would be consultation but it was important that the Council had proposals in place to enable discussions to take place and at this time there were no proposals to be considered.

Resolved that subject to Employment Committee agreement to the extension of the Programme Manager and Project Officer posts to the end of September 2018, the release of £55,800 from the Leisure Options Reserve, be approved, to ensure the posts are fully funded.

46. **Disposal of WDC land off The Holt / Cubbington Road, Lillington, Leamington Spa**

The Executive considered a report from the Chief Executive's Office that sought approval for the disposal of a parcel of Council owned land off The Holt, Lillington, Royal Leamington Spa.

The piece of land in question was owned by Warwick District Council (WDC), and hatched on Plan 1 as appended to the report, and covered an area of approximately 1,356 square metres, or 0.35 acres.

The site previously accommodated a local Scout Hut. This hut was removed in the late 1980's due to a decline in the numbers of scouts using the facility, combined with its overall poor condition. The poor condition of the hut had attracted instances of vandalism that had occurred as a consequence of its location (being hidden away from public surveillance by the neighbouring Church and residential development).

Since then, the site had been absorbed into (and now formed part of) the current wider area of open space. It should be noted that, as a consequence of its particular location, it had periodically been subjected to fly tipping and the location for occurrences of anti-social behaviour. This element of the open space was an ongoing liability as it had cost implications to WDC as part of the Council's Grounds Maintenance contract. In the context of its value to the overall public open space, it was considered as an underutilised / marginal element of the land available to the local population for play and recreation.

The land immediately to the south of the land in question was currently the subject of a planning application W/17/0823 by Lillington Free Church. This planning application was still to be determined. The proposal comprised of the development of 25 affordable homes, for Orbit Housing Association (OHA) and a new (replacement) Church/ Community Hall for the Lillington Free Church.

More recently OHA had approached WDC with a view to purchasing the land that was the subject of this report to enable its addition to their development proposal. Subject to planning approval, this would enable them to deliver additional affordable housing units. Discussions with WDC's 'Development Services' and 'Neighbourhood Services' teams had concluded that the inclusion of the land in question in the proposed OHA development site would make good use of an otherwise underused site.

This was considered a good rationalisation of the site whilst also assisting WDC in its ambition to assist in the delivery of affordable homes in the District.

Terms & conditions for the sale of the land in question had been negotiated between WDC and OHA. These were private & confidential as they fell within the provision of information that related to the financial or business affairs of any particular person, including the authority holding that information. Consequently, they were set out in full in the Private & Confidential Appendix One.

The area of land in question was of marginal operational value in the context of the wider parcel of important open space, known as 'The Holt Play Area', and was considered to add little in terms of quality to the overall open space that was available to the public.

In this context, the proposed disposal of this area of open space was deemed appropriate, as the attainment of seven additional affordable dwellings could be delivered and achieved without prejudicing the overall functionality of what would be the residual area of open space.

The land sale would be predicated on the receipt of a proportionate s106 contribution from the additional OHA development towards enhancement projects that were already itemised to improve the enjoyment and utilisation of what would be the remaining area of open space at The Holt Play Area (after disposal of this parcel).

A footpath connecting The Holt residential area to The Holt Play Area would be incorporated in the future development in order to retain the connection that was currently in place.

This disposal was seen to be appropriate in the context of Policy HS2 (Protecting Open Space, Sport and Recreational Facilities) of the emerging Local Plan as this particular proposal was considered to be of sufficient benefit to clearly outweigh the loss of this underutilised element of the open space.

The only caveat to the recommendation and hence the "in principle" element, was that South Warwickshire Clinical Commissioning Group had also expressed an interest in acquiring the land in question, this time for a surgery, and would want to discuss with OHA and the Council whether a mixed development scheme could be brought forward.

Whilst this was late in the day, officers considered the approach should be explored but did not wish to stymie OHA's ambitions should the discussions come to nought.

Alternatively, WDC could refuse the proposal, leaving the current landscaped open space in place over which WDC would need to pay the annual grounds maintenance costs.

The Overview and Scrutiny Committee accepted the recommendations in principle but formally recommended that these were subject to a public

consultation if it transpired this was a legal requirement when disposing of open space public land.

An addendum circulated at the meeting explained that the land in question was currently held by this Council as 'Open Space' (as defined in the 1972 Local Government Act). Therefore, prior to completing the sale of the land, this Council would be required to serve notice to the General Public of its intention to do so (to be advertised in two consecutive weeks in a newspaper circulating in the area in which the land was situated) and consider any objections to the proposed disposal which may be made to them. The costs of carrying out this Public Notice would be paid for by the potential purchaser of the land. As a result of which, it was proposed that the recommendation in the report should be amended to reflect this.

The Chairman of the Overview & Scrutiny Committee welcomed this and supported the amendment.

The Executive welcomed the revised recommendation and thanked the Scrutiny Committee for highlighting this matter. They were in agreement with the proposed terms and conditions of the sale as set out within the confidential report on the agenda.

The revised recommendation was proposed by Councillor Grainger, duly seconded and

Resolved the disposal of land, "in-principle", as set out on the terms contained in the Private and Confidential Appendix One, with agreement to the ultimate sale of the land being delegated to Deputy Chief Executive (AJ), in consultation with the Portfolio Holder for Neighbourhood Services who will, among other things, ensure that Section 123 of the Local Government Act 1972 is adhered to.

(The Portfolio Holder for this item was Councillor Grainger)

47. **Procurement Exemption for WDC VCS Commissioned Contracts 2015/2018**

The Executive considered a report from Health & Community Protection that sought approval for an exemption to the Code of Procurement Practice to allow the extension of the Voluntary & Community Sector (VCS) contracts for three months.

Following approval by the Executive in March 2017, officers set out to procure consultants to project-manage the re-commissioning process and review of VCS spend. Unfortunately this first attempt proved unsuccessful at finding someone appropriately qualified and experienced to meet requirements, specifically identifying social return on investments and achieving savings targets.

Having gone through a second procurement process, Inspira Consulting had now been appointed and inception meetings had taken place. However this delay had meant the re-commissioning process was now

three months behind where it should be. As it stood the re-commissioning process had been constricted as far as practicable in order to minimise the required time period for extension.

An alternative option would be to go out to tender in October 2017 and terminate the contracts as originally planned on 31 March 2018. However this would not allow time for full stakeholder consultation and pre market engagement which was essential to inform the re-commissioning process and to develop a tender specification that was going to deliver the Council's objectives and meet community needs.

Another option was to terminate the current contracts on 31 March 2018, whilst conducting the full re-commissioning process, but that would leave a gap in service provision of three months until the new contracts commenced on 1 July, thus having a negative impact on both the voluntary and community sector organisations and the service recipients.

The Finance & Audit Scrutiny Committee supported the recommendation in the report.

The Executive noted the support from the Scrutiny Committee because it was aware of the important and specific situation for requiring an exemption at this time.

Resolved that Executive agrees to an exemption to the Code of Procurement Practice to allow the extension of the VCS Contracts until 30 June 2018

(The Portfolio Holder for this item was Councillor Thompson)

48. **Delivery of the proposed Hotel forming part of the St Mary's Lands Masterplan, Warwick**

The Executive considered a report from the Chief Executive that sought approval for the process and funds to help the Council deliver the proposed hotel forming part of the adopted Masterplan for the St Mary's Lands area of Warwick. In addition, an exemption from the Code of Procurement was sought to procure the services needed to conduct the process.

The process required the preparation of a constraints brief for the site and for discussions to be undertaken and concluded on the relationship, if any, with the Jockey Club.

At its meeting on 28 June 2017, the Executive had agreed to recommend to Council that the Masterplan for St Mary's Lands should be adopted as policy. This was then confirmed by Council at its meeting on 9 August 2017. The Masterplan contained within it a proposal for a hotel at the southern end of the Grandstand area on Hampton Road, Warwick. The Masterplan formed part of the Council's planning policy framework used for determining planning and related applications as well as providing a framework for investment decisions by the Council and its partners.

The hotel proposal had been supported by the research that the Council had commissioned on the need and demand for a hotel in the Warwick area. This research had been presented to the Council at its meeting on 28 June to accompany the report on the Masterplan. Following a procurement exercise, GL Hearn and Bridget Baker Consulting had been jointly appointed to undertake that research work. Their research demonstrated very clearly that there was a significant gap in the hotel market for Warwick which a hotel on the St Mary's Lands area could fill. The research further demonstrated that there would be a significant economic benefit locally from such a proposal.

However, bringing forward a hotel on the site would not be straight forward. A land use allocation within a Masterplan did not of itself guarantee delivery of the proposal. It was agreed by the Executive at its meeting on 28 June that a report be brought back to the Executive on how the hotel proposal could be brought forward for implementation.

A proposal was set out at Appendix 1 from Bridget Baker Consulting (BBC) (which had had the proposed costs redacted on the grounds of commercial sensitivity) and GL Hearn on how this could be achieved. In summary:

- The first part of the next steps would be to turn the previous report into a market demand and financial feasibility study which would show the impact of the new supply, and we could include the above project. It would also have financial estimates for the first five years of operation. This report could then be presented to interested parties (developers, hotel groups, investors). If done relatively soon it would reduce the time it would take as there would be no need to have to do additional research in the local market.
- Based on the needs assessment report for the site, prepare a market demand and financial feasibility study, this would be a re-ordered report but would also include more information on recommended facilities and would take out some of the references to 'need'. It would also have a section on the likely revenue and costs for the first five years of operation to EBITDA level.
- GL Hearn would provide planning advice on any issues that may impact the location, size, design of the hotel etc.
- BBC would then prepare a summary document of the report that could be used as a 'taster' for hotel companies/operators, investors, developers etc. The full report would be given to interested parties subsequently.
- BBC could assist in identifying potential developers/operators and approach them to gauge their interest, this may include site visits.
- BBC could assist in the selection process to identify the most suitable developer/operator/brand and then provide support to bring the hotel to completion.

- The proposal would include assessing the option of the Council funding the construction of the hotel.

This process set out at Appendix one to the report for bringing the Hotel forward, would cost £15,000 plus VAT as rounded and allowing for a small contingency element. If the approach was successful then a further £18,000 would be payable plus VAT and reasonable expenses. It was suggested that the first element was funded from the Contingency Budget. The latter would be funded from the proceeds of a successful outcome.

An exemption from the Council's Code of Procurement Practice, was required, under Clause 6.4. The Procurement Manager had been consulted and agreed that in this case additional services were required which were not included in the original contract and which were strictly necessary to continue the process. Given that the original award was the outcome of a tendering process officers were aware that the cost proposal was reasonable from a market perspective. In addition it was probable that to go out to the market would be likely to cost the Council more as any other company would need to undertake the steps the Council had already paid for. Therefore, the Council would in that respect pay for the same work twice. Whilst with hindsight it would have been better to seek a commission for this element of work at the beginning given the contentious nature of the hotel proposal, officers did not want to give any impression of a presumption about whether a hotel proposal could in fact be justified, especially as it was not known at that stage that it would be.

The proposal would also need a constraints development brief to illustrate the capabilities and limitations of the site to integrate. This was already proposed to be done and the Council had already agreed to fund this work from Plincke.

Part of the proposed hotel site was subject to a lease with the Jockey Club and it hosted facilities that formed part of its operation. This would need to be considered and provided for discussions/negotiations were undertaken with the Jockey Club. The Jockey Club was aware of the proposal and viewed it favourably but detailed discussions and agreements would be necessary. A further report on the proposed agreement would be necessary.

There was the "interesting" legal situation regarding the leases applying to St Mary's Lands arising from the Warwick District Council Act 1984. A summary of the situation was set out at Appendix 2 to the report. It would be against this legal background that discussions with the Jockey Club and the market at large would need to be conducted.

The Council could decide not to pursue the hotel proposal further but that would be contrary to its own policy adopted in the form of the Masterplan and of its revised FFF Strategy of supporting a more enterprising approach.

The Council could decide to put the supporting process out to tender. This was likely to cost the Council more since it would of necessity repeat work already undertaken and paid for. Since the original work was subject to

tendering exercise officers were aware that the companies involved provided good quality service at a good value price. Part of any fee was entirely dependent on the success of the project.

The Overview & Scrutiny Committee supported the recommendations in the report.

The Executive took the opportunity to thank the Chief Executive and Portfolio Holder for their work on this.

The Portfolio Holder posed the recommendations as laid out with an amendment to recommendation 2.1 so that after the word "forward" it read "and that further reports be brought back to the Executive at the end of 1-2 and 3".

Resolved that

- (1) the proposal at Appendix 1, to the report, is agreed as the way to bring the hotel proposal forward and that further reports be brought back to the Executive at the end of 1-2 and 3;
- (2) the cost of the proposal (as rounded up and allowing for a small contingency) of £15,000 be agreed, to be funded from the Contingency Budget;
- (3) an exemption from the Code of Procurement Practice under clause 6.4 be agreed;
- (4) a constraints development brief is prepared for the proposed hotel site; and
- (5) discussions/negotiations are undertaken with the Jockey Club.

(The Portfolio Holder for this item was Councillor Butler)

49. **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 paragraphs of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006, as set out below.

Minute Nos.	Para Nos.	Reason
51 & 53	1	Information relating to an Individual
51 & 53	2	Information which is likely to reveal the identity of an individual
50 & 52	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

(The details of the following items will be recorded within the confidential minutes of the meeting.)

Part 1

(Items on which a decision by Council on 20 September 2017 was required)

50. Mallory Grange affordable housing

The Executive considered a report from Housing Services.

The Finance & Audit Scrutiny Committee supported the recommendations in the report.

Resolved that the recommendations in the report be approved.

(The Portfolio Holder for this item was Councillor Phillips)

Part 2

(Items on which a decision by Council was not required)

51. Neighbourhood Services Redesign

The Executive considered a report from Neighbourhood Services.

Resolved that the recommendations in the report be approved.

(The Portfolio Holder for this item was Councillor Grainger)

52. Disposal of WDC land off The Holt / Cubbington Road, Lillington

The Executive considered Appendix One to Agenda Item 10.

Resolved that the proposed terms and conditions be approved.

(The Portfolio Holder for this item was Councillor Butler)

53. **Housing Related Support Restructure – Potential Redundancy Costs**

The Executive considered a report from Housing Services.

Resolved that the recommendations in the report be approved.

(The Portfolio Holder for this item was Councillor Phillips)

(The meeting ended at 6.57pm)

Warwickshire
Housing
Authorities



Housing Financial
Assistance Policy
2017

Date of Issue :	30/6/2017	Next Review :	Last Review:	Updated to reflect board comments from 26 th May 2017 plus comments From WDC 3 rd June 17
		1/7/2019	N/A	
Last Reviewed by	David Baxendale / Paul Coopey			
Policy Owner	Housing Authorities / HEART Management Board			Page 2 of 64
Approval Date	To be confirmed			
Author	David Baxendale			
Version Control	v 1.01			
Document ID.	HEART MB - HFAP			

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Key definitions, references and abbreviations

RRO – Regulatory Reform (Housing Assistance) (England and Wales) Order 2002

<http://www.legislation.gov.uk/uksi/2002/1860/article/3/made>

The 'Act' (1996) – Housing Grants, Construction and Regeneration Act 1996

<http://www.legislation.gov.uk/ukpga/1996/53/contents>

The 'Guidance' (2003) – Circular 05/2003 from the Office of the Deputy Prime Minister (ODPM)

<http://webarchive.nationalarchives.gov.uk/20120919132719/www.communities.gov.uk/documents/corporate/pdf/145088.pdf>

DFG – Disabled Facilities Grant.

DDFA – Discretionary Disabled Facilities Assistance

BCF – Better Care Fund

WCC – Warwickshire County Council

NBBC – Nuneaton & Bedworth Borough Council

NWBC – North Warwickshire Borough Council

RBC – Rugby Borough Council

SoADC – Stratford on Avon District Council

WDC – Warwick District Council

HEART – Home Environment Assessment and Response Team

DBEIS – Department for Business, Energy and Industrial Strategy

HHSRS – the Housing Health & Safety Rating System, the prescribed system under the Housing Act 2004 for measuring hazards associated with housing conditions

ECO – Energy Company Obligation

Certified Date – the date certified by the service on behalf of the Council as that on which the execution of eligible works is completed to the Councils (HEART) satisfaction. In this instance being the works complete date.

Dwelling – a building or part of a building occupied or intended to be occupied as a separate dwelling, together with any yard, garden, outhouse and appurtenance belonging to it or usually enjoyed with it.

Exempt disposal – a disposal or transfer of the whole or part of the premises to a person whose main residence is the property and who is (a) one of the joint owners of the dwelling, or (b) the wife, husband or partner (including same sex) of the owner or one of the joint owners of that property.

Relevant disposal – a conveyance of the freehold or an assignment of the lease, or the granting of a long lease (one of over 21 years, otherwise than at rack rent)

Member of family – a person is a member of the applicant’s family if they are the spouse of the applicant or living together as partners, or is the grandparent, parent or dependent child of the applicant or their spouse or partner (inclusive of same sex partners, step-children, adopted and foster children).

Owner-occupier – whilst this term is self-explanatory, where appropriate it will include certain tenants with repairing type leases (sometimes called FRI or Full Repairing and Insuring Leases, of a suitable duration) who would otherwise be unable to insist their ‘superior landlord’ undertake renovations. Repairing lease tenants would qualify for DFG in their own right, with permission.

1 Introduction

1.1 HEART is a delivery body, a partnership between Warwickshire County Council (the 'welfare' authority) and the five District and Borough Councils of Warwickshire (the 'housing' authorities);

Nuneaton and Bedworth Borough Council
North Warwickshire Borough Council
Rugby Borough Council
Stratford on Avon District Council
Warwick District Council

1.2 Each of the five District & Borough Councils are obliged, under the 2002 RRO, to publish a policy addressing any non-mandatory forms of private sector housing assistance, and only to deliver assistance in accordance with that policy.

1.3 Each Council developed local policies independently, though there will have been consultation between neighbours. Policies were then revised in different directions and at different times, being delivered in a variety of ways and with a distinct local focus. Not surprisingly, though the general aims of many policies may have similar roots, in practice they look quite different.

1.4 However, the HEART partnership is the delivery body for many of the forms of assistance which Councils can offer, and in order to do so effectively it is necessary to harmonise the aims and some of the details of those partner Councils.

1.5 This policy is being prepared by all five Councils for them to consider mutual adoption and consistent delivery through HEART. Once appropriate approvals have been given and delegated, the HEART service will act on behalf of the partner Councils and will take decisions on matters within this policy on their behalf. A decision by HEART will be a decision of the partner Council in that regard, and the HEART service will be responsible and accountable to the partner Councils and other authorities for the decisions and actions it takes. In this policy, therefore, unless stated otherwise any reference to a Council or Councils includes or means HEART.

1.6 The policy has been prepared as much as possible in accordance with withdrawn government guidance ODPM Circular 05/2003 ('the guidance'), which was not replaced but which still reflects best practice and thinking on the subject.

2 Context

2.1 Housing is in short supply, with a backlog of unmet demand exceeding supply, and first time buyers facing competition against buy to let investors in a harsh lending environment with slow wage growth. This has contributed to an increase in private rented accommodation which now stands as the second largest tenure in England, with social housing in third place. Property values (prices) and rents have also risen, increasing pressure on domestic finances. Changes in benefits rules are also contributing to an increase in the development of smaller shared accommodation. Central public funds for the renovation of private sector housing were cancelled in 2010, with limited local provision.

2.2 A changed definition of fuel poverty reduced the number of households falling into that group (without affecting the circumstances of those no longer counted), but whilst domestic SAP (the energy efficiency) ratings gradually improve, increasing fuel costs offset some of that progress and some families continue to struggle to achieve affordable warmth. Public investment in domestic energy efficiency including that required from utility companies has reduced, though ECO funding has been further extended to late 2018. Being 'hard to heat' is a feature of many older and solid-wall type properties and those not on mains gas networks, some of which are rented and/or occupied by vulnerable people who may be retired or with young children and few resources or choices. Some families find themselves overcrowded, whilst other older couples or single people find themselves in under-occupied homes which may be expensive to heat and difficult to clean, decorate and maintain, but are unwilling or unable to downsize.

2.3 With an ageing population, and people living longer with illness, disabilities and frailty, many homes are in need of some form of adaptation such as a stair-lift or wet room (level access shower) to reduce social care costs and the risks of unnecessary GP visits, expensive hospitalisation or supported care.

2.4 Nationally, housing legislation and finance has leaned towards new build for private sale and rent, and away from public provision, with little attention to the condition of existing privately owned homes as evidenced by the recent housing White Paper. Some other recent and current developments are looking to try to improve the rental market and specifically to address the most extremely inefficient homes in energy terms. Resources for joined up health based housing projects via the Better Care Fund has recently increased, with recognition of the true value of spend-to-save intervention measures in health, home safety and adaptations.

2.5 At a local level:

2.5.1 Nuneaton and Bedworth Borough Councils Housing Strategy plays a vital role in determining the council's vision and priorities for housing in the future. The current Housing Strategy covers 2017-2022 and consists of a number of pledges, namely:-

To rise to the challenge of the changing legislation and maximise its use to improve housing conditions

To make best use of the capital resources available to address poor housing conditions or personal needs

To complete a Council Housing stock condition survey of all of our properties

To build more Council homes on Housing Services land to add to our social housing stock

To review and monitor housing needs in the Borough in order to keep our stakeholders informed and enable the appropriate delivery of housing types for our current and future population of the Borough

To continue to work in partnership with our statutory and third sector colleagues to deliver housing and housing related support to those vulnerable residents of our borough that require it

To endeavour to maximise the resources available to deliver these services by ensuring close and ongoing liaison with all partner agencies

2.5.2 North Warwickshire Borough Council is looking to adopt a Housing Strategy that complies with the vision required for the Borough and which fits in with our Sustainable Community Strategy 2009-2026.

Rural North Warwickshire is a community of communities. A place where people want to live, work and visit, now and in the future, which meets the diverse needs of existing and future residents, is sensitive to the local environment and contributes to a high quality of life. A place which is safe and inclusive, well planned, built and run and which offers equality of opportunity and good services to all. With this in mind, we are working towards the following aims:

- Encouraging the development of housing that meets the needs of our future population. Therefore making sure that there is a mix of open market, shared ownership, starter homes and affordable/social rent.
- Looking at where we can regenerate properties to bring them up to a good standard and in some cases, bring empty properties back into use.
- To help reduce/prevent homelessness by looking at triggers and seeing if there is any support that can bring about preventative measures.

2.5.3 Rugby Borough Council's private housing priorities are to improve:

- The quality of the private sector.
- Access for households to live in private-sector properties

Sitting under this are the following themes:

- Bring empty homes back into use
- Improved private-sector housing conditions (both private-rented and owner-occupied)
- Working more closely with private-sector landlords
- Increased support and housing options for potentially vulnerable home-owners and tenants.

The Strategy will help to meet the strategic objectives of the Council. The overall objective of the council is to achieve a *borough that is clean, green and safe*. Our priorities are to achieve outcomes for: People, Business, The environment, and how the council operates.

The outcomes which are sought by the Corporate Strategy that are most relevant to the private-sector housing strategy are:

- High standards of existing and future housing stock
- Regeneration of our priority neighbourhoods
- Improved health and wellbeing for all age groups

2.5.4 Stratford-on-Avon District Council has adopted a Housing Strategy that has a vision of being “a District of sustainable communities offering more people the opportunity to live in good quality housing of their choice”. As part of this, three key aims have been developed:

1. To support communities including the supply and choice of good quality affordable homes for local people
2. To improve existing housing and help people to live as independently as possible
3. To prevent homelessness and reduce the harm caused by it.

The Council’s financial assistance is primarily focused on the second of these, but does help support the other objectives too. The Council employs an Independent Living Officer, who signposts people to grant assistance. The Council also has an Empty Property Officer, who calls upon grant funding to deliver the Council’s aims.

2.5.5 The key objectives for Warwick District Council's Housing Strategy are:

- Providing suitable accommodation, information and advice for the homeless in an effort to prevent and reduce homelessness
- Meeting the need for housing across the District by addressing the need for new home provision
- Improving the management and maintenance of existing housing
- Ensuring people are supported to sustain, manage and maintain their housing

Our vision is to make Warwick District a great place to live, work and visit.

2.5.6 HEART Business Case

The HEART Business Case was adopted by all partner Councils during 2016. The business case can be found on each Council's web site within the Council report sections. The following aims were included within the document:

- A. To enable customers with multiple and complex conditions to maximise their potential and live in their chosen home environment.
- B. To reduce pressure on other expensive services e.g. residential homes, hospitals, and home care by postponing the need or reducing the amount of care and support required.
- C. To improve quality of life for older and disabled people and their carers (improved dignity, less stressful, empowering, and improved flexibility in daily tasks).
- D. To be proactive and avoid where possible, crisis situations for customers and carers in regards to managing in their chosen home environment.
- E. To promote positive health and well-being styles of living, prevention of falls, and reduce hypothermia in older people.
- F. To improve living conditions by reducing hazards in the home.
- G. To reduce demand elsewhere in the housing, health and care system.
- H. To prevent hospital admissions and/or facilitate timely hospital discharges.
- I. To develop practitioners with the skills and capabilities that enables them to provide the appropriate intervention, to minimise risk to their customers and carers, be outcome focussed and able to 'get it right first time'.
- J. To contribute to the following strategic drivers:
 - § Integration & Partnership working.
 - § New legislation – Care Act.
 - § Safety, Well-being & Prevention.
 - § Preventing & Facilitating hospital discharges.
 - § Better outcomes for customers & carers in their home environment (Public Health, Social Care & NHS Outcomes Frameworks for 2015-16).
 - § Maximising capacity to meet demand within existing or less resources, e.g. Avoidance of growth in Non-Elective Admissions.
- K. Potential for strategic thinking and planning in building accessible new homes, refurbishment programmes, and best use of stock with registered social landlords.

2.5.7 Better Care Fund Principles

The £5.3bn Better Care Fund was announced by the Government in the June 2013 spending round, to ensure a transformation in integrated health and social care.

The Better Care Fund (BCF) is one of the most ambitious programmes across the NHS and local government to date. It creates a local single pooled budget to incentivise the NHS and local government to work more closely together around people, placing their wellbeing as the focus of health and care services, and shifting resources into social care and community services for the benefit of the people, communities and health and care systems

National conditions are applied the BCF. In 2016/17 these conditions were:

NHS England will also require that Better Care Fund plans demonstrate how the area will meet the following national conditions:

- Plans to be jointly agreed;
- Maintain provision of social care services;
- Agreement for the delivery of 7-day services across health and social care to prevent unnecessary non-elective (physical and mental health) admissions to acute settings and to facilitate transfer to alternative care settings when clinically appropriate;
- Better data sharing between health and social care, based on the NHS number;
- Ensure a joint approach to assessments and care planning and ensure that, where funding is used for integrated packages of care, there will be an accountable professional;
- Agreement on the consequential impact of the changes on the providers that are predicted to be substantially affected by the plans;
- Agreement to invest in NHS commissioned out-of-hospital services, which may include a wide range of services including social care;
- Agreement on local action plan to reduce delayed transfers of care.

As DFG is allocated through the BCF then Housing authorities are included in agreeing the local plans and using the funding to work towards delivery of BCF metrics.

For Housing this included where feasible:

Contributing to the transfer of care from the NHS to Social Care – delayed discharge.

Contributing to preventing admissions to hospital – through prevention of accidents and ill health from unsuitable housing conditions.

2.6 Councils are obliged, under the 1996 Housing Grants, Construction and Regeneration Act, to facilitate the delivery of the last remaining mandatory grant for private housing assistance – the Disabled Facilities Grant (DFG). However, if they wish to go further, they are required to do so under an adopted and published policy via the 2002 RRO (see above). Whilst reference to the mandatory DFG is not required in this policy, it provides useful context through which some of the other forms of assistance can be framed and understood.

2.7 The context of this policy is therefore to deliver safer and appropriate housing which is affordable to heat, and which reduces the risks of ill health, accidents and the costs of their impacts on residents and wider society. Further, it is to do so in a county-wide consistent and harmonised way, through a joint delivery partnership – HEART.

3 Priorities and capital resources

3.1 The following capital financial resources are available to apply and deliver through this policy:

Capital grants from central government distributed through the Better Care Fund or otherwise.

Where capital monies are provided through the BCF they will be allocated for spending in line with decisions regarding capital expenditure agreed with the Warwickshire Cares Better Together Board and the Capital Annex of the HEART partnership agreement.

Local capital from the Boroughs and Districts which each Council may provide for any specified purpose.

Monies from national schemes such as energy company obligations.

Money provided from partners or other public sector organisations to address specified problems.

Money obtained from charitable or other sources on behalf of customers.

3.2 The above will be targeted in accordance with the following priorities;

Local Housing Authorities are obliged first and foremost to deliver mandatory DFGs either via the 1996 Act route or an equally effective parallel pathway. Alternative discretionary assistance should not normally be promoted at the expense of delays to the statutory grant. They may then consider measures which will prevent injury or ill health, and/or limit harmful effects, reduce risks, reduce care costs and negative impacts etc., to promote recovery and improve quality of life and support carers.

3.3 In addition to mandatory DFGs, Councils will therefore determine their local priorities to offer;

- Discretionary Disabled Facilities Assistance (DDFA)
- Relocation assistance
- Hospital discharge support
- Home Safety Check Scheme
- Warm and Safer Homes (WaSH) Grant
- Energy efficiency support

3.4 Not all of the above forms of financial aid can or will be delivered or deliverable via HEART, and some partner Councils may pick and choose from the discretionary menu to suit

their local circumstances, priorities and resources. However, those partner Councils wishing to deliver assistance outside of HEART and not contained in this policy will need their own local policy to do so. Partner Councils may choose to NOT offer any of the assistance types detailed in this policy – with the exception of mandatory DFG – or to modify conditions, criteria, limits etc. ONLY IF they have provided a codicil to this policy if they require the HEART service to act differently in their local area.

3.5 Budgets will be set for each form of assistance based on available resources and some forms of assistance may not be funded in any particular year. To ensure the delivery of mandatory DFGs and maximum impact of resources the budgets for each form of assistance will be transferrable. Each Councils funding will be ring fenced for spending within their local areas.

4 Assistance types – details

4.1 Mandatory Disabled Facilities Grants (included for context and for a small number of variable options)

4.1.1 The Council will award mandatory Disabled Facilities Grant (DFG) according to the governing legislation – principally the 1996 Act and subordinate Regulations and Orders as amended - and guidance issued by central Government, and which details amongst other matters the types of work that are to be funded, the maximum grant payable (currently £30,000), and the test of financial resources where applicable. A more detailed information leaflet is available on request, along with online materials.

4.1.2 Qualifying criteria – all owner-occupiers and tenants, licensees or occupiers who are able to satisfy the criteria in sections 19-22 of the 1996 Act are eligible to *apply* for DFG, but applicants must be aged 18 or over (this does not apply to the disabled person, who may be younger). Tenants of Council and other Social Housing are also eligible to apply, but Councils and some social landlords (Registered Providers) may have parallel and equally effective systems which can be no less effective or generous than DFG. Being eligible to apply does not automatically confer approval – some cases will not meet statutory tests as described below, and others may have significant means tested contributions in excess of the cost of works. Other (private) landlords may also apply for mandatory DFG on behalf of their disabled tenants.

4.1.3 As a part of the application process, the Councils will require certificates relating to property ownership and future occupation, and will request permission from the owner as standard legislation does not specify owner's permission for grant aided works to tenanted property. The Council would reasonably want to ensure the tenant has the right to carry out the works and that the landlord would not object or attempt to reinstate the property and evict the client. The Council can also waive the owner's certificate requirement if it is considered 'unreasonable in the circumstances'.

4.1.4 Qualifying works – eligible works for mandatory DFG are set out in section 23(1) of the 1996 Act, as amended. These are;

(a) facilitating access by the disabled occupant to and from the dwelling, qualifying houseboat or qualifying park home, (now including the garden) or

(b) making the dwelling, qualifying houseboat or qualifying park home safe for the disabled occupant and other persons residing with him;

(c) facilitating access by the disabled occupant to a room used or usable as the principal family room;

(d) facilitating access by the disabled occupant to, or providing for the disabled occupant, a room used or usable for sleeping;

- (e) facilitating access by the disabled occupant to, or providing for the disabled occupant, a room in which there is a lavatory, or facilitating the use by the disabled occupant of such a facility;
- (f) facilitating access by the disabled occupant to, or providing for the disabled occupant, a room in which there is a bath or shower (or both), or facilitating the use by the disabled occupant of such a facility;
- (g) facilitating access by the disabled occupant to, or providing for the disabled occupant, a room in which there is a wash hand basin, or facilitating the use by the disabled occupant of such a facility;
- (h) facilitating the preparation and cooking of food by the disabled occupant;
- (i) improving any heating system in the dwelling, qualifying houseboat or qualifying park home to meet the needs of the disabled occupant or, if there is no existing heating system or any such system is unsuitable for use by the disabled occupant, providing a heating system suitable to meet his needs;
- (j) facilitating the use by the disabled occupant of a source of power, light or heat by altering the position of one or more means of access to or control of that source or by providing additional means of control;
- (k) facilitating access and movement by the disabled occupant around the dwelling, qualifying houseboat or qualifying park home in order to enable him to care for a person who is normally resident and is in need of such care;

4.1.5 The Councils will include as part of the mandatory DFG the cost of a maintenance agreement for a period of five (5) years from the certified date for stair lifts, through-floor lifts, Clos-o-mat type toilet, step-lifts and similar equipment installed with the assistance of that grant. Where installing a reconditioned stair lift, any unspent warranty will be increased to a full 5 years if possible and affordable.

4.1.6 A DFG will only be made if the works are both 'necessary and appropriate' and 'reasonably practicable', where the housing authority has consulted the welfare authority or its agents. Where an applicant prefers a different scheme of works to that approved by the Councils, the Council may offer to 'offset' the value of the original scheme towards those greater works with appropriate safeguards. This is at the discretion of the Council (HEART).

4.1.7 Works which have been commenced prior to the approval of an application will not be eligible for financial assistance without prior written consent from the Local Authority/HEART by a person authorised to give such consent.

4.1.8 Unexpected works which arise during the carrying out of eligible works will be considered for assistance if the works could not have been reasonably foreseen before commencement and if they are vital to the completion of a safe and effective scheme. Unforeseen works carried out without prior approval of the Council will not be eligible for assistance. Approval should always be sought in writing, timed and dated with details of the

extra items and costs. Where unforeseen works are necessary these will be added to the grant up to the specified maximum for mandatory DFG. Costs above the mandatory grant maximum may be supported as discretionary DDFA in accordance with this policy. Care must be taken when agreeing to schemes of works on third-party property such as tenanted accommodation, that the property owner is fully engaged with the decision process. This is also particularly important where an architect or similar is acting on the customers behalf, and where issues such as planning permission, building control and other regulation are involved. Specialist advice from a private occupational therapist may be necessary to ensure that the objectives of the original scheme are being effectively met.

4.1.9 Councils are funding the HEART service in part through agency fees which have been harmonised at 12.5%. Where those fees take the cost of works above the specified maximum, then these will be paid as Discretionary DFA. HEART fees have no impact on an applicant's assessed contribution – the applicant does not contribute towards the fees. An applicant's actual costs may exceed their assessed contribution if the works cost exceeds the maximum, or the applicant has arranged for a wider scope or better quality of works or product, or has chosen a more expensive contractor.

4.1.10 The Council's DFG award is for a sum of funding only, and is not inclusive or exclusive of using particular contractors or products. Customers may specify and choose their own contractors, agent, products and design – but take responsibility for those choices which may fall outside of the remit of any HEART contractors, as long as the result meets the Council's and Occupational Therapist's requirements.

4.1.11 Financial Assistance - Mandatory DFG will be subject to a means test in accordance with the regulations made under the 1996 Act, as amended. The maximum mandatory DFG award is £30,000 minus any contribution required by a 'means test' (test of financial resources). Successive applications may be awarded for those persons whose condition is degenerative, or they develop additional needs, or the delivered scheme fails to meet the needs. Where successive applications are awarded, the applicants contribution to the first grant award will be taken into account if within the time period of the contribution originally calculated (10 years if owner, 5 years if tenant). NOTE: where an applicant is in receipt of a recognised, qualifying, means tested benefit they will not be further means tested and they will have no calculated contribution to make. Where works are for the benefit of a child or young person of 19 years age or younger at the date of application – they too will be exempt a means test.

4.1.12 Where works are being carried out to Council properties, the Council will carry out or arrange those works directly without a formal DFG application based on the recommendation of the welfare authority directly or through HEART). Local policies and procedures will determine whether that recommendation can be approved and how.

4.1.13 Public and private DFG applications or recommendations will usually be processed in chronological order, excepting in emergency circumstances at the discretion of the Council or HEART service. Enquiries for DFG will initially be assessed to determine if alternative services, equipment, support or advice are more appropriate as well as or initially instead of more significant works. The purpose of the screening assessment is to support residents to improve or maintain their capability and to reduce, delay or otherwise avoid creating dependency where independence is a viable, healthier and better long-term option.

4.1.14 Recovery of Assistance Awarded – Some mandatory DFG may be recoverable in accordance with permitted values. Where the customer is an owner-occupier and not a tenant, a sum of up to £10,000 may be recovered for works in excess of £5,000. This sum would only be recovered if the property was sold or title otherwise transferred within 10 years of the certified (completion) date of works, subject to the Council's discretion to reduce or waive in the case of financial hardship. NOTE: this is separate and different to the potential repayment of grant in the event of a breach of occupancy conditions or detected fraud. Also, Councils are entitled to recalculate grant awards in limited circumstances, such as for example if any relevant insurance claims are pending, and to cease making payments and to seek repayment in some cases as detailed in sections 40-42 of the 1996 Act.

4.1.15 The Council will also impose a standard condition that it may recover specialised equipment, such as stair lifts, where no longer required. For clarity – the equipment is the property and responsibility of the customer, both during and after any warranty period, but in the event it is no longer required for the customer the Council have an automatic first right to recovery for re-use, subject to the condition of the equipment and any making-good costs. Such equipment recovery, assessment, repair, refurbishment, cleaning, storage and reinstallation is at the Councils discretion, cost and risk, and not at the customers. The customer or their family, executor or heirs should notify the Council in such circumstances, and the Council will endeavour to provide a swift assessment and decision. The Council may also waive this recovery requirement if it considers it appropriate to do so, and is not obliged to remove or dispose of unwanted equipment.

4.1.16 Conditions relating to Contractors, Standard of Works and Invoices –

- In approving an application for financial assistance, the Council will require as a condition that the eligible works are carried out in accordance with any specification it has decided to impose.
- An applicant must take all reasonable steps to pursue any relevant legal or insurance claim (e.g. medical negligence or accident) which can be made in relation to the eligible works and must notify the Council of the outcome of such a claim and repay the equivalent financial assistance so far as is appropriate, in the Councils view.
- The eligible works must be carried out by the contractor(s) upon whose estimate the financial assistance is based, or if two estimates were submitted, by one of

those contractors. The Council's consent must be obtained prior to the works if a contractor who did not submit an estimate is to carry out the works, and if an agreement is given, an estimate from the new contractor must be submitted to the Council (this does not automatically convey a difference in revised grant award – any additional costs must be separately financed by the client).

- An invoice, demand or receipt will not be acceptable if it is given by the applicant or a member of the applicant's family. Where works are carried out by the applicant or a member of their family, only the cost of materials used will be eligible for financial assistance.
- It is a condition of the financial assistance that the eligible works are carried out within 12 months of the date of approval of the application. This period may be extended by the Council if it thinks fit, particularly where it is satisfied that the eligible works cannot be completed for good cause – requests for additional time must be made in writing before the 12 month period ends, and approved extra time will be confirmed in writing by the Council.
- The payment of the financial assistance to the applicant will be dependent upon the works being carried out to a standard that is satisfactory to the Council and upon receipt of a satisfactory invoice, demand or receipt for the works and any preliminary or ancillary services or changes.
- The Council will usually make payments direct to the contractor on behalf of the client, and not usually to the applicant. Where the applicant disagrees with a payment made direct to a contractor, no payment shall be made until any dispute is resolved. Legislation permits the Council to make payment by delivering to the applicant an instrument of payment in a form made payable to the contractor, OR by making payment direct to the applicant in accordance with information provided prior to grant approval. NOTE: Contractors receiving direct payment may be required to provide sufficient information to be set up on the Council's financial systems – BUT this should not frustrate the client's choice, as the mandatory DFG grant (only) is an award of funds and not an award tied to a specific contractor with additional financial conditions. Other discretionary awards and forms of assistance may allow different rules on payment in kind etc.

4.1.17 Recovery of compensation – it is a condition of the grant that the applicant must take all reasonable steps to pursue any relevant claim for personal injuries which caused the applicant to apply for a DFG or related assistance, and to repay to the Council the grant or assistance, so far as is appropriate, out of the proceeds of any claim, or to use that award directly to fund the adaptations work.

4.1.18 Future occupation of the dwelling – it is a condition of the grant that throughout the grant condition period (that is 5 years from the date of certification) the dwelling is occupied in accordance with the intention stated in the certificate of owner occupation or availability for letting, or intended tenancy. NOTE: There are no provisions regarding the possible

repayment of a mandatory DFG in the event of an exempt disposal of the property. No conditions apply in respect of future occupation of a dwelling where a DFG is approved for works to the common parts of a dwelling.

4.1.19 Recovery of specialised equipment –

- Where a mandatory DFG is approved for the installation of a stairlift, or a through-floor lift, or other specialist equipment the applicant shall notify the Council if, and as soon as, the equipment is no longer needed within a period of 5 years after the certified date.
- The Council, HEART service or its agents shall be entitled upon reasonable prior written notice given to the applicant or their representative either following the giving of notification above, or at any time during the 5 year period after the certified date, to inspect the equipment and to remove it at their discretion.
- The Council agrees, within a reasonable time following an inspection of the equipment, to:
 1. notify the applicant in writing whether the equipment is to be removed, and
 2. if the equipment is to be removed, to remove it or arrange for it to be removed and forthwith make good any damage caused to the property by its removal by the Council or its agents,
- the Council agrees that where the applicant has contributed to the cost of installing equipment which the Council intends to remove, to pay him/her within a reasonable time of that removal the proportion of the reasonable current value of its original cost (residual value – at time of removal) which represents the proportion of their contribution to the cost of the installation.
- Subject to the Council giving prior written notice in accordance with the above, the applicant agrees, within their power, to give reasonable access to the property to the Council and its agents for the purposes of inspection and removal of equipment, and will not act to prevent, delay, prohibit or frustrate such activity.

4.1.20 Where a charge (repayable grant or loan) is due for recovery, on receipt of a written request from the responsible person the HEART or Private Sector Housing Manager will consider the options to reduce or waive repayment in particular circumstances to be determined in accordance with the following criteria;

- (i) the extent to which the recipient of the grant would suffer financial hardship were he to be required to repay all or any of the grant;
- (ii) whether the disposal of the premises is to enable the recipient of the grant to take up employment, or to change the location of his employment;

- (iii) whether the disposal is made for reasons connected with the physical or mental health or wellbeing of the recipient of the grant or of a disabled occupant of the premises;
- (iv) whether the disposal is made to enable the recipient of the grant to live with, or near, any person who is disabled or infirm and in need of care, which the recipient of the grant is intending to provide, or who is intending to provide care of which the recipient of the grant is in need by reason of disability or infirmity.

If that initial decision is not accepted and further appealed, details of that appeal will be determined by the Head of Home Environment Services as the head of the HEART service, together or in consultation with the appropriate Head of Housing from the Council for that address or area.

4.1.21 Where funds are repaid, they will return to the home Council for that property who may determine to redirect back into their local HEART capital resources, or otherwise.

4.1.22 All recoverable charges will be recorded as local land charges. Any Council wishing to record charges on the national Land Registry may do so directly themselves, either at their expense or added to the repayment cost ONCE HAVING INFORMED THE LIABLE PARTY. Residents will need to seek permission from their mortgage provider and potentially seek independent financial advice prior to agreeing to charges placed against their property.

4.2 Discretionary Disabled Facilities Assistance (DDFA)

4.2.1 The Council will consider applications for discretionary Disabled Facilities Assistance (DDFA), subject to terms and conditions. A means test of financial resources similar to that applied to mandatory DFG will be applied to all applications for DDFA, excepting applications where the works are for the benefit of a disabled child or young person as defined by the relevant regulations.

4.2.2 DDFA may be awarded and will be subject to the availability of resources. An extra £10,000 may be available as a top-up to owner occupiers* with sufficient equity (works costing £30-40,000). A further £10,000 may be available as a 0% repayable loan (charge) for when works cost £40-50,000 and there is no viable alternative such as relocation support.

*tenant cases depending on particular circumstances – as tenants have no equity and landlords may decline charges, Registered Social Landlords (RSL's) may be requested to accept charge against property. Whilst tenants should not be disadvantaged, nor should their landlords be rewarded with improved properties with no security of tenure for the tenant. Offers should represent good value, but be prudent and low risk.

Where the landlord is a private landlord or Registered Social Landlord, options will be explored with the owners of the property depending on circumstances.

4.2.3 DDFA will be registered as a local land charge against the property and any sum over £40,000 will be recovered on the sale or transfer of the property, subject to rules regarding exempt sales. Note – this is separate to the £10,000 recoverable DFG which expires at 10 years from certification of works completion.

4.2.4 Councils are required first to consult the ‘welfare authority’ to consider what assistance would be necessary and appropriate for the client, and then apply a test of what is reasonable and practicable in the circumstances of the property (as at 4.1.6). The service must consider viable alternative solutions which appear more cost effective. Such solutions may include contributions towards alternative house purchase and moving costs to an adapted or more economically adaptable and suitable property.

Moving and house purchase finance will be determined on a case by case basis determined by:

- the tenure and location of the original and new properties,
- the residual equity and any increased mortgage debt,
- whether moving within the District/Borough, or the County, or beyond,
- whether the original property is unadaptable, unaffordable or poor value to adapt,

or that moving is purely an occupier choice or as a result of a landlords refusal to permit adaptation – see examples at 4.2.14.

DFG of up to £30,000 is available for adaptations in properties residents have moved to (within the local or County area only), but may be reduced by any contributions to moving costs and purchase contributions.

DDFA is available to owner-occupiers with sufficient equity, but also to tenants subject to individual determination and equitable opportunities dependent on the attitude of RSL or private landlords as regards repayable charges as above. Note – neither tenants nor owner occupiers will be disadvantaged and the system will be equitable as far as possible, to be ‘tenure blind’. Tenants, however, with works projected to cost in excess of £30,000 will be encouraged or required to consider housing options such as relocation in priority to actual works to their rented home. Case workers may have similar options conversations with owner-occupiers.

As there are too many variables to set a fixed policy on awards for moving or buying property, each case will be determined on its merits subject to resources by recommendation from the Case Officer to the HEART Manager with sufficient discretionary authority to approve works of that value.

4.2.5 Qualifying criteria – these are the same as for mandatory DFG.

4.2.6 Qualifying works – applications within this heading will be considered for the following purposes;

To top up the financial assistance for adaptation works where the reasonable cost of the required work exceeds the set maximum for mandatory DFG (currently £30,000). The amount of DDFA in such circumstances shall be reasonable. The Council reserves the right to consider alternative solutions where they appear more cost effective, reasonable, practicable or appropriate. NOTE: Welfare Authorities (Warwickshire County Council) also have resources and responsibility for adaptations and equipment under other legislation, e.g. the Care Act. HEART service staff may also assist with charitable applications.

Assist the disabled person to move to a more suitable property where it is impracticable to adapt or more cost effective than adapting the current home of a disabled person to make it suitable for his or her present or future needs, even though the new property may need some adaptation.

4.2.7 Rehousing options include trying to identify and offer suitable accommodation in the social rented sector. The Council will, however, bear in mind that for many disabled people the location of their home is a key consideration – often they have an established support system and network of friends, family and local organisations that, understandably, they will wish to maintain.

4.2.8 Works which have been commenced prior to the approval of an application, and unforeseen works – the same conditions apply to DDFA as to DFG.

4.2.9 Financial Assistance – all DDFA will be subject to a means test the same as that for mandatory DFG, including the exemptions for young people. DDFA to meet the difference between the maximum mandatory grant that can be awarded and the total eligible cost of the qualifying works, inclusive of HEART fees, will not incur any interest charges to maintain or increase its value over time (i.e. the liability will not grow).

4.2.10 Unless specified below, where properties are owner occupied the DDFA awarded will be placed as a charge on the property and will be recoverable on the sale or transfer of the property title, subject to the rules regarding exempt sales.

4.1.11 Circumstances where DDFA it may be considered NOT to be registered as a charge against the property;

- Applicants for DDFA who are not owner occupiers will be referred for a financial assessment for a commercial loan. If it is not possible for the applicant to obtain affordable loan finance, then the DDFA may be in the form of a grant award, subject to conditions.
- Applicants who have transferred ownership of a property to others within the previous 10 years or where the transfer did not involve a sale at market value, or those who are not owners but who are living with family, then the family will be

asked to register the DDFA loan as a charge which may or may not be a viable option depending on the family circumstances.

4.2.12 Conditions relating to contractors, standards of work and invoices – as for mandatory DFG

4.2.13 Conditions restricting future use and ownership of the property – the following additional conditions will apply where the Council has made an award of DDFA;

- The owner will notify the Council in writing if a relevant disposal of the property is proposed.
- The owner of the property will provide, within 21 days of a written notice from the Council, a statement confirming the ownership and occupancy of the dwelling. If the property has been sold or transferred the statement will include the date of transfer of ownership.
- DDFA will be registered as a charge against the property and will be repayable on sale or transfer of the property, subject to exempt sales. The charge will be binding on successors in title.
- It is a condition of DDFA that where an owner makes a relevant disposal of the dwelling, other than an exempt disposal, the DDFA shall be repayable subject to above.
- If a relevant disposal takes place after a period of 5 years after the certified date of completion of works, no amount shall be recovered which, after repayment of all charges registered against the property, results in owner(s) having a residual equity of less than £10,000. No account will be taken by the Council of charges subsequent to the charges registered by the Council.
- If the property is transferred, or the sale price does not reflect the market price, the Council will have the right to seek an independent valuation of the market value, which will be binding on both parties, in order to recover the grant repayable.

4.2.14 Criteria for consideration in cases of help-to-buy/move; (this is not an exclusive or exhaustive list, as other factors may become apparent with experience):

- The disabled person may wish or need to move to give or receive care, or to receive medical treatment.
- The disabled person may wish or need to move to maintain or gain employment.
- The cost of works to the property may exceed the benefit to the client.
- The cost of works may exceed the available grant and loan maximum and any available client or third party contribution.
- The client's calculated contribution may be unaffordable and moving/buying is a better financial solution.

- The client may need to move to reduce rent and/or release spare bedrooms which they can no longer afford (e.g. benefits cap and/or the spare room subsidy).
- A different property may provide a greater benefit for the client for the funds.
- The current property may not be adaptable, and another property may be more amenable to adaptation.
- The current property may contain hazards or defects which would not be sufficiently addressed by the works or otherwise by the client or owner.
- The property owner (landlord) refuses to permit the adaptation.
- The property is for sale, or pending foreclosure, bankruptcy (as security against debt) or repossession.
- The tenancy is due to end and not be renewed, or is otherwise unstable.
- Relationship breakdown.
- The client wishes to downsize and/or release equity (some of which could be used towards adaptation and moving costs).
- The client wishes to move to or purchase in another Council area and may be entitled to mandatory DFG in addition to support to move or buy (this may be within or outside of Warwickshire).

4.3 Hospital Discharge Grant

4.3.1 Hospital Discharge Grant (HDG) of up to £10,000 will be payable where housing defects or adaptation works are preventing discharge from hospital as assessed by professionals attached to either Social Services, Acute or Primary Care Trust, or a senior officer working in the recognised hospital discharge process, or to reduce the risk of re-admission or address significant difficulties in providing safe and dignified home based care. Works may include adapting the living environment to accommodate a disability, remedying defects including safety hazards including security, and thermal comfort measures (insulation, heating).

4.3.2 Hospital Discharge Grants will NOT be subject to a test of applicant's financial resources (i.e. NOT means tested) where it facilitates rapid discharge and the release of a hospital or care bed resource. In such cases, clients may be assessed ahead of date order and as a priority – which will impact on other less urgent cases. Contractors may also be asked to prioritise or re-schedule works to accommodate the need for a rapid adaptation, and may charge a premium for such. Additional works that may assist with reducing re-admission may also be included within the considered works, or other forms of assistance included within this policy.

4.3.3 Conditions;

The works must be necessary in order to facilitate discharge from hospital or care or reduce readmission, to save or reduce hospitalisation or residential care costs or to facilitate safe and dignified home care and avoid or reduce the cost of a care package,

Assessment for HDG will take priority over other casework at the discretion of the HEART Team Manager or Head of Home Environment Services.

The Council reserve the right to refuse this award if there is doubt or another form of assistance is more appropriate, or where the primary responsibility lies with an alternative organisation.

All other conditions e.g. relating to repayment, contractors, standards of work and invoices etc. that apply to DFG will apply to HDG.

4.3.4 HEART and Councils will work with other agencies including Health and Social Care to provide a flexible and rapid offer for genuine and needy cases where other assistance types are likely to be ineffective. This will include exchange of information, getting approval of the customer and family / carers, access to the property for assessment, completion of appropriate records, liaison with contractors and the conduct of work. The form of this flexible package cannot be prescribed in greater detail – each case will have its own merits and opportunities, some of which may be fluid in any event.

4.4 Home Safety Grant and ‘Handyperson’

4.4.1 A free home safety check (inspection) will be offered to any qualifying resident assessed by HEART for other services or as a stand-alone request or referral. Qualifying criteria defining the vulnerable target group are; available to those of any tenure aged 55 or over, or a household containing a disabled person.

4.4.2 Assessment may indicate a need below the level that qualifies for statutory intervention through Social Care, for equipment (aids), and/or minor works or adaptations (half step, grab rail, ramp, key safe, smoke and CO alarms etc.). Assessed minor works are not means tested, up to financial limits.

4.4.3 If NO Care Act need is assessed but preventative works are strongly indicated, equipment and minor works of up to £500 can be funded, reimbursed if agreed prior to works being commenced or otherwise provided via any approved ‘handy-person’ scheme or directly purchased by or on behalf of the customer if suitability is agreed. This can fund both labour and materials – see examples at 4.4.7. Fees on the value of each works / equipment will be applied by HEART and in addition to the maximum award where necessary. Cases costing more than the maximum sum may be referred if eligible for DFG, or WaSH grant and subject to means test. Provision of assistance is a *spend-to-save* measure intended to reduce more expensive accidents and their consequences.

4.4.4 HEART processing fees for handy-person type works and services will be 12.5% (2017) or whatever standard fee rate applies.

4.4.5 To facilitate a better service, it is proposed to explore the options to establish, procure or contract one or more Handy-person services. To fully explore the opportunities

would delay the agreement of the principal tools of this policy, and thus will be addressed retrospectively.

4.4.6 The service will make award(s) to a maximum of the £500 of Home Safety Grants within a 3 year period. The awards are per household, not per person.

4.4.7 The safety check aims to provide a free Home Environmental risk assessment to identify potential hazards, such as -

- Falls Prevention; Advise on safe clear floor pathways, ill-fitting carpets, trailing electrical wires, uneven floors, furniture obstructions, garden paths and shed / garage access, access to main doors (front, side, rear), bins etc.
- Mobility and use of facilities; Freedom of movement within home, identify ill-fitting doors and windows, stair & grab rails, steps, lighting, switches and sockets, changing a lightbulb, putting up or adjusting curtains / blinds and fittings,
- Hazards from hot surfaces and materials; Radiators, gas fires, hot water cooker arrangements,
- Warm Home Assessment; Identify damp & mould, insulation (cavity & loft), lack of central heating, draught proofing, water cylinder jacket, fuel poverty assessment, tariff/supplier choice, meter position and readability
- Security checks; Window & door locks, fitting key safes,
- Fire Safety; Smoke alarms, carbon monoxide detectors.

Provision of remedial work once agreed by the Service User

- Grab rails
- Stairs rails
- Internal ramps (half steps)
- Refitting and/or easing doors
- Easing windows
- Key safes
- Fit smoke alarms
- Door safety chains
- Access to property (minor trip hazards)
- Change & fit light bulbs
- Tack loose fitting carpets
- Re-route trailing wires
- Fixing loose floor boards (or refer on to others)
- Relocate small items of furniture
- Remove minor slip trip or fall hazards within the home or garden.

4.5 Warm and Safer Homes (WaSH)

4.5.1 The Decent Homes Standard contains four elements, that dwellings¹;

1. meet the current statutory minimum standard for housing (that a property is free of category 1 hazards as identified by an appropriately trained professional under the Housing Health and Safety Rating System - Housing Act 2004)
2. are in a reasonable state of repair
3. have reasonably modern facilities and services
4. provide a reasonable degree of thermal comfort

4.5.2 Further detail is available at section 4 of the linked document;

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/7812/138355.pdf. This standard was originally introduced for social housing, then adopted as an aspirational target for private housing – but not as an enforceable standard excepting the first element.

4.5.3 All partner Councils agree that reducing category 1 HHSRS hazards is a key aim along with element 4 on thermal comfort, which has significant crossover with fuel poverty and health risks particularly to vulnerable groups. Elements 2 and 3 are important but less vital, and in the context of existing budgets, staffing and priorities there is no intention to include them in any current discretionary scheme as stand-alone items (i.e. excepting where they also meet element 1, HHSRS hazard). Element 4, thermal comfort, would be treated under the separate Energy Efficiency support (details following) except where it also constitutes a category 1 hazard which takes priority. Offers may be combined at the discretion of the service. NOTE: at the discretion of HEART, a category 2 hazard that will deteriorate over time or adversely affect the occupant due to health conditions will be considered for assistance. See 4.5.6 below for an indicative list of HHSRS hazard categories and circumstances which should be recognisable to Housing Assessment Officers, and circumstances suggesting escalation to more experienced surveyors.

4.5.4 For **owner-occupiers** partner Councils will award SUBJECT TO RESOURCES a discretionary sum for works identified or agreed by the service, as follows;

1. Grant of up to £10,000 for works agreed by service.
2. Full costs awarded if a member of the household is in receipt of a qualifying means tested benefit, otherwise
3. where the applicant has a qualifying health risk (to be agreed and varied as appropriate by HEART Board members) which can be alleviated or improved by works to the home, subject to the DFG test of financial resources – an

¹ excludes certain mobile homes, houseboats as defined in legislation (Housing Act 2004)

applicant's calculated contribution is offset against the cost of works. Where Board members agree to provide assistance based on designated health conditions such as dementia, then they will agree the specific details and criteria of any assistance under this section.

4. Minimum property ownership period of 3 years before award, no repeat application or further award within 3 years of certification (completion)
5. An expectation of reasonable care, not due to deliberate or negligent damage, use of insurance award

Qualifying means tested benefits;

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part IV of the Immigration and Asylum Act 1999 (? or perhaps not)
- The Guarantee element of State Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit, and your annual gross income does not exceed £16,190 as assessed by Her Majesty's Revenue and Customs)
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit (during the initial roll-out of this benefit) – or equivalent

4.5.5 For **private sector landlords**, there is not just an expectation but a legal obligation for their properties to be free of category 1 HHSRS hazards. Action on category 1 and relevant category 2 hazards will be referred to local private sector housing teams for enforcement consideration in accordance with their policies.

4.5.6 The Housing Health & Safety Rating System classifies 29 hazard types, split into four broad groups; physiological, psychological, protection against infection, and protection against accidents. Within each hazard profile (see HHSRS Operating Guidance), properties are allocated an average risk rating dependent - in some cases - on property age, tenure, HMO or non-HMO, house or flat. Certain hazard profiles identify a 'vulnerable client group', based on age. The top four hazards, by average HHSRS score, are excess cold, falls on level surfaces, falls on stairs and entry by intruders. The remaining 25 hazards score on average very low, and conditions would have to be severe to escalate towards a category 1 score. A numerical score is calculated by a function of the probability of an incident occurring within the next 12 months (based on observable or reported data), together with the severity of harm types resulting from the incident, and range from zero to several thousands. The cut-off between category 2 hazards and the more severe category 1 hazards is a score of 1000

points or more. Councils have discretion to act on category 2, but MUST act on category 1 hazards, and can do so regardless of tenure – but not in the Council’s own stock.

The other 25 hazards are;

- Damp and mould growth
- Excess heat
- Asbestos and manmade fibres (MMF)
- Biocides
- Carbon monoxide, Nitrogen Dioxide and Sulphur Dioxide
- Lead
- Radiation, including Radon
- Un-combusted fuel gas (asphyxiation, not explosion of fire)
- Volatile Organic Compounds (VOCs)
- Crowding and Space
- Lighting
- Noise
- Domestic hygiene, pests and refuse
- Food safety
- Personal hygiene, sanitation and drainage
- Water supply
- Falls with baths
- Falls between levels
- Electrical hazards
- Fire
- Flames and hot surfaces
- Collision and entrapment, including low architectural features
- Explosions
- Position and operability of amenities
- Structural collapse and falling elements

Housing Assessment Officers may consider the following to be likely category 1 hazards;

1. Excess cold - ineffective or lack of heating systems, occupier(s) unable to maintain comfortable temperatures, lack of radiators or central heating to commonly used rooms, sole means of heating to a room is electric on-peak fires or convector heaters, uncontrollable draughts, exacerbating factors such as broken window(s), windows which cannot be closed, lack of insulation (loft, cavity wall or hot water tank).
2. Slips, trip, falls - Very uneven or unstable flooring or external yards/pathways, holes and/or rot to floorboards, dangerous changes in level, poor slip resistant surfaces to external steps, missing balustrading/guarding to stairs or external steps.
3. Lack of security - Insecure windows and doors, faulty/broken locking mechanisms or glazing, if high crime rate area.

4. Electrical hazards – live bare wires at accessible level, water/moisture ingress to electrical fixtures and fittings, damaged lighting/power fixtures or fittings, missing blanking plates or circuit breakers to consumer units.
5. Lack of electric supply.
6. Lack of hot and cold water to washing and bathing facilities or other disrepair.
7. Smell of natural gas, signs of incomplete combustion to gas appliances, gas appliances marked as do not use by gas safety engineers, open flue gas fires within sleeping rooms.
8. Lack of food storage, preparation areas and water supply available for preparing/cooking food.
9. Fire risk within properties where occupier exhibits behavioural problem leading to high fire loading – such as hoarding.
10. Structural collapse – falling brickwork, defective chimney stacks/pots, other building elements either at risk of falling from height or being heavy (window frames etc.).
11. Falls on stairs - no handrail, handrail not extending to full length of flight, steep stairs, narrow stairs, twisting stairs, gaps in balustrades / spindles, poor lighting.

Housing Assessment Officers may also consider the following cases likely category 2 hazards that need to be rectified, as they will deteriorate over time:

1. Damp and mould - Extreme condensation and mould growth, resulting from lack of natural or mechanical extract ventilation, inadequate heating or insulation, penetrating dampness from holes in the roof etc.
2. Toilets blocked due to defects or other defective foul or surface water drainage such as gullies, pipework, guttering etc.
3. Operation of windows/doors - difficult to open/close, external doors swollen, missing door/window handles
4. Collapse of internal elements such as falling plasterwork, fixtures and fittings etc.

4.6 Energy efficiency support

4.6.1 Fuel poverty, or ‘affordable warmth’, is a key health issue as it impacts severely and directly on the most vulnerable sections of our communities – from the very young to the oldest. Around 30,000 excess winter deaths are attributed to cold related illness annually. These can include flu, pneumonia and chest infections as well as strokes and heart attacks. It can also contribute to increased risk of falls. Those impacts which are not fatal may nonetheless be debilitating with severe and permanent effects, and all may bear upon stretched medical and social care services. Increases in allergies and asthma from exposure to mould spores from condensation and damp are also harmful, and in the very young can

develop into whole lifetime conditions which can affect educational achievement and employment prospects. NICE guidelines advocate action to address fuel poverty and excess cold.

4.6.2 Funding for domestic energy efficiency improvements via national schemes like ECO (Energy Companies Obligation) and the Green Deal have lacked stability and are under review or early stage implementation. Phase 2 of ECO was due to expire on 31.3.2017 but is being extended in a modified form until September 2018. Exact details of modifications and guidance are awaited from the Department of Business Energy and Industrial Strategy. Energy companies are still delivering schemes, in some cases nationwide and in others bespoke with local partners such as Councils.

4.6.3 Councils can play an important role in delivering schemes, particularly in partnership with energy companies, as they have a track record of delivery along with local data, knowledge and networks of connections and communications, and can act as a trusted brand and bridge between communities and the private sector. Councils can generate publicity and capture potential leads for onward referral, and also act as intermediaries and ambassadors of their constituents in dealings with other funders or providers. Councils can also 'top up' energy company offers and fill gaps where certain customers, properties or works may not be covered by ECO-type schemes.

4.6.4 As schemes and relationships with funders and their delivery infrastructure may change on a rapid cycle – and it would not be possible or prudent to re-write this policy every time such a change occurred – only a generic description of the types of assistance which may be offered can be given at this point. This policy may be supplemented by codicils from time to time which capture more specific offers, but in general the service will offer appropriate grants and/or loans, materials and the provision of works directly or otherwise with partners to the criteria, limits and terms & conditions as are negotiated and agreed to provide maximum impact and benefit. This is likely to include a Statement of Intent under new ECO2 rules to target flexible eligibility provision and declare households as qualifying under Fuel Poor (FP) or LVC (living on a low income and vulnerable to the effects of cold housing), and any solid wall in-fill insulation scheme, pending DBEIS guidance.

4.7 Other forms of assistance

4.7.1 Councils may from time to time wish to consider grants or other financial and non-financial assistance for purposes not aligned to the Better Care Fund, or to address local issues, either directly or via HEART. These matters may include; empty homes, conversions / HMOs, assistance to down-size and release larger family housing.

4.7.2 As those issues are not directly associated with the HEART harmonisation agenda, they are not explored here further and await development at the discretion of the Councils or HEART Management Board.

NOTE: If a Council is going to offer or deliver any RRO qualifying assistance directly or through HEART, it should be included either in their own stand-alone policy or in this policy as an appendix/codicil.

5 Assistance process, and access

5.1 Customers may refer themselves or be referred to the HEART service either directly or indirectly by all appropriate channels – telephone, email, regular mail (post) or at appropriate offices (main office at Town Hall, Nuneaton – satellite offices at Bedworth and partner Councils offices and satellites). Satellites, partners and switchboards will have been briefed to channel all relevant enquiries to the HEART duty desk at Nuneaton Town Hall (for the North – NBBC, NWBC and RBC) and Warwick District Council HEART duty desk at Riverside House, Leamington Spa for the South (WDC/SoADC), which serve to screen incoming contacts to either immediately signpost or redirect or to conduct initial enquiries for processing onwards. Other District/Borough Council offices and sites may be used by staff as drop-in offices and for occasional meetings.

5.2 The HEART duty desk operates from 0900-1700, Monday to Friday excluding Bank and Public holidays. There is no emergency out of hours service or contact (messages can be left), but staff will sometimes have to arrange home or other visits or make contact with customers outside of those hours by agreement to deliver better and more effective service. Enquiries will usually be addressed in chronological order as received, excepting cases as detailed further under prioritisation (section 9).

5.3 All information received and processed will be treated in accordance with confidentiality and data protection rules, as agreed in the HEART Data Sharing Protocol.

5.4 Staff have all had additional training in equalities and diversity, and on the safeguarding of both adults and children. In appropriate circumstances, staff may be legally obliged or directed by a supervisor to refer cases of ‘concern for welfare’ to other appropriate agencies for investigation in line with agreed policies.

5.5 Once initial screening has occurred, unless referred to other services, each case will be allocated to an Occupational Therapist, Housing Assessment Officer, or Home Improvement Officer as appropriate to the needs and circumstances. Those staff will normally make contact by telephone or otherwise as directed, and will then usually arrange for a home visit to view the property and discuss the customer’s wishes and needs. The outcome of that visit will inform any schedule or specification of works, and the staff will provide and assist the customer to complete any necessary application documentation. Customers may be asked to sign a customer agreement for some types of work, but HEART fees for financially assisted works are all grant aided and are not paid by the customer.

5.6 Once customers have been supported to apply for assistance, they should receive written notification of a decision in due course. Prior to that, the HEART service can arrange for contractors to visit and view the property and quote for the identified works, and can also engage a design professional who may draw plans and assist with the process for more major, complex and expensive adaptations which may require planning permission and which may need refinement from an initial brief. An asbestos testing contractor may also be engaged to check if works require special protection. Other professionals such as structural engineers etc. may also be necessary from time to time. The value of some works may dictate that two or even three different quotes are obtained to compare value. (Note- see section 8 – contractors are a customer choice, customers may choose contractors other than those working with the HEART service, and are not obliged to use the least cost contractor but may be liable for additional costs outside of any award).

5.7 The customer's key worker will contact the customer regularly with updates, and will visit during works and on completion as appropriate. Some cases require one or more pre-start meetings, as some customers may have to make temporary arrangements to facilitate the works.

5.8 During and on completion of works, contractors may make requests for interim or final payments, which will be checked by the service before approval with the customer's permission only. In the case of dispute over value, work quality or otherwise, the HEART service will mediate towards mutual satisfaction and a fair outcome for all. After completion and final payment, customers should receive any appropriate warranty, guarantee, certificate or similar. If customers have any contribution to pay towards works, for extra works or other purposes, the customer should pay the contractor directly and up front i.e. before Council funds, and in any event for works outside of grant scope. The Council is not responsible for chasing applicants for money and receiving it and then paying it out to a contractor. Contractors should be responsible for obtaining the money owed to them by clients

5.9 Stairlifts and similar are usually provided with a standard 5 year warranty. Whilst the lift becomes the property of the customer, if the customer no longer requires it or can no longer use it, the HEART service has 'first call' to survey and remove any reusable lift for other customers. 'Make good' works will be offered (or compensation to the value of any decor), together with the proportional residual value of any original customer contribution. See 4.1

5.10 Customers are able to make repeat or successive applications if their needs change and within the specific assistance type conditions. If customers are concerned or unhappy with any issue and wish to speak with a supervisor, they may ask for the Senior Housing Assessment Officer or Senior Occupational Therapist, and may then escalate to the HEART Team Manager as appropriate in advance of options to appeal or complain.

5.11 ALL applicants for and beneficiaries of financial assistance must have a valid UK National Insurance number, a UK address and the right to reside in the UK and to receive the benefit of public funding. Grants and assistance will be provided for works to Warwickshire properties only, but relocation support (costs) may be provided for moves outside Warwickshire County.

6 Assistance conditions, and advice

6.1 Assistance conditions will be particular to each assistance type and will be provided in writing with any application form, paperwork, and approval or otherwise. Customers may ask their key worker for clarification or further detail as necessary.

6.2 Approvals of grant or loan will usually relate to a sum of money and not be specific to a particular contractor or set of contractors the customer must use. However, the Council must have received and be satisfied with quotes from alternative contractors in advance of works.

6.3 An approval may be for less than 100% of the cost of the works, and the customer should be informed of their contribution or shortfall and should not instruct the commencement of works until that sum can be covered. Customers should also be aware of the possibility of unforeseen works which may fall outside of the scope of further financial aid, and may require a reasonable contingency.

6.4 Customers may be assisted by their key worker to seek charitable finance for any shortfall or assessed contribution, but should seek professional independent financial advice for any commercial loan or equity release type product.

6.5 Certain assistance types may require a minimum period of occupation or ownership to avoid the partial or complete repayment of funds. Some assistance types may have a non-expiring obligation to repay funds, and unless otherwise stated will usually be in the form of a zero-interest loan or charge not requiring periodic repayment, but terminal settlement. Mandatory DFGs may require up to £10,000 to be repaid if circumstances are triggered within 10 years of the certified (completion) date.

7 Fees and Ancillary Charges

7.1 The Council will consider reasonable fees for financial assistance. The following fees will be eligible for financial assistance if they have been properly incurred in making an application or seeking approval for the proposed works, or to ensure the satisfactory completion of works assisted under this policy;

- Confirmation, if sought by the Council, that the applicant has a relevant owners interest
- Relevant legal fees
- Technical and structural surveys

- Design and preparation of plans and drawings
- Preparation of schedules of relevant works
- Assistance in completing forms
- Advice on financing the costs of the relevant works which are not met by grant
- Applications for building regulations approval (including application fee and preparation of related documents), planning permission, listed building consent and conservation area consent (and similar)
- Obtaining of estimates
- Advice on contracts
- Consideration of tenders
- Supervision of the relevant works
- Disconnection and reconnection of utilities where necessitated by relevant works
- Payment of contractors
- In a case where the application is for DFG or DDFA, the reasonable services and charges of a (private) occupational therapist in relation to the relevant works

7.2 HEART fees – The HEART service charge fees for the services they provide which are in excess of the statutory minimum necessary to approve the grant application. Currently the fees are set at 12.5% of cost of grant / loan funded works. This can be amended by the agreement of the HEART Management Board.

7.4 In order to streamline the process, these fees will be deducted at source by HEART. Any HEART fees will be excluded from any repayable element of financial awards, and in any case these fees will be in addition to the maximum amounts specified for any particular award. The fees will be based on the maximum grants amount.

Examples

DFG Grant	(£30,000 Max)	Home Safety Grant	(£500 max)
Cost of works	£10000	Cost of Works	500
Fee	£1250	Fee	62.5
Total Award	£11250	Total Award	£562.5
10 year charge for works between £5000 and £15000	£5000		
Amount excluded from charge	£1250		

7.5 Where the Council / HEART service is not assisting the works with grant or financial award, but the customer still requires technical or professional services to support their project, the customer will be responsible for paying HEART fees accordingly. Customers will

need to sign an appropriate customer agreement form. Dispute resolution will be between customers and their chosen contractors, but with appropriate support from HEART staff.

7.6 The HEART Management Board will set the level for technical and professional services for privately funded customers.

8 HEART Contractors

8.1 The HEART service currently operates an open list of contractors which can be joined on successfully meeting the requirements of the contractor's standards and code of conduct. In addition some contractors may be accessed through framework agreements provided by external organisations.

8.2 All Councils are keen to promote the economy within their local areas and as such capital spending can contribute towards this objective. Where feasible and not to the detriment of the service provided then local contractors will be given the opportunity to tender for works.

8.3 HEART has a number of types of contractors and specialist services within its supply chain. These include

- Architects
- Structural engineers
- Asbestos surveying companies
- Stair lift manufacturers and installers
- Bathroom installers
- General builders
- Specialist builders
- Gas and electricity contractors

As HEART effectively links contractors and suppliers with grant applications it is recognised that a responsibility and relationship exists between the contractor and HEART. It is therefore the commissioning intention of HEART to procure and manage the supply chain through a series of appropriate tenders and frameworks. Some of these frameworks may be national public sector frameworks that the Council can access. Further commissioning may be necessary to create more local frameworks where effectively contractors are working for HEART and HEART is making its own contractors available to customers. Procurement will seek to ensure a suitable legal relationship between HEART and contractors where each body is responsible for their work and actions and suitable arrangements are in place to ensure poor performance is rectified.

8.4 Each job that is intrusive will be subject to an asbestos survey to determine if specialist removal or precautions are necessary to complete the job. This survey will be paid

via the capital grant irrespective of whether work progresses as will other specialist survey or design works where the grant works do not progress.

9 Prioritisation

9.1 Where possible the Council will commence consideration of an enquiry for assessment for financial support or other services within this policy in chronological order of receipt of enquiry, subject to the following provisions;

- With the agreement of HEART senior supervisor, an enquiry must be considered as urgent if the customer would be unable to remain in their home safely unless the works are expedited, notwithstanding that care in the home is provided, OR that required works are necessary to facilitate discharge from hospital or nursing or residential care,
- Any priority scheme agreed for DFGs
- The property subject of the enquiry is in such a condition as to present an immediate and significant danger to the occupants or visitors.
- For the purposes of budgetary control a category of financial assistance may be given priority over another, or sums may be switched between categories but NOT to the detriment of mandatory DFGs
- For the purposes of policy or project implementation a category of financial assistance may be given priority over another
- Where staff resources are employed to work in a specialist area e.g. Home Improvement Officers dealing with complicated WaSH grants, then the enquiries generated for those specific work areas will be considered within their own chronological priority order, irrespective of the wider enquiries dealt by the wider team.
- NOTE: devolved budgets are NOT pooled – if a budget for an area is fully committed, budgets from other areas will not be transferred but sub-budgets for different assistance types in that local area may be reallocated at the discretion of the home partner Council. This means that some enquiries or applications may be suspended pending identification of local funds, whilst later cases from other areas go ahead.

9.2 Where resources (financial, staffing or other) are limited, those services which are provided for vulnerable groups or most vulnerable individuals will take priority over other types of assistance or cases.

9.3 Where a property, case, customer or category of service is to be considered outside of chronological order the Head of Service or HEART Team Manager / Private Sector Housing Manager or Team Leaders will sanction the action and a written record will be retained on file in justification of that decision.

10 Enforcement Policies

10.1 Although this Financial Assistance Policy is designed to support and encourage the co-operation of owners and landlords to maintain and improve their homes, it must be borne in mind that the Council may have to resort to statutory action. This may be necessary:

- To comply with legislation compelling the Council to act, as a mandatory duty or statutory function
- To protect the living conditions of private tenants, particularly those living in shared accommodation or houses in multiple occupation (see separate local HMO licensing policies)
- To protect the conditions of owner occupiers where necessary and appropriate, or those of their neighbours affected by poorly maintained property

10.2 Each Council has adopted its own enforcement policy to ensure that their actions are carried out with clearly understood principles, practices and standards, in a consistent way, proportional to the issues being addressed, and with a courteous and helpful approach by the Council staff involved. Councils will seek to act with an open, transparent and honest approach. Each Councils policies and actions should reflect the principles of the Regulators Code; <https://www.gov.uk/government/publications/regulators-code>.

10.3 A copy of each Council's housing enforcement policy will be available online and at each principal office of the Councils at reasonable time and without charge. Printed copies can be provided for a nominal charge, but free copies will be available on request to voluntary organisations and partners, particularly those representing customer groups who may receive assistance under this policy, Warwickshire County Council Social Services (Adult and Children's Social Care), the Library Service and the National Health Service.

10.4 Each Council's policy may be updated from time to time.

11 Complaints

11.1 Whilst each partner Council has its own separate formal complaint process, HEART has a process which should be used regardless of the location of the service provided or requested, or the particular employing organisations involved.

Note – if Councils have opted to provide any assistance within this policy directly and outside of HEART then their own process should be followed – details via their individual websites, main offices or contact centres which can be referred onwards by HEART or for which HEART can give details.

11.2 Any member of the public who is dissatisfied with the performance of the HEART service in administering this policy may make a formal complaint through the HEART procedure. However, we would encourage both the public and the staff (and their

supervisors) to try to address any misunderstandings or disagreements by mutual agreement – within the jurisdiction of the staff to do so – to avoid the need for a matter to escalate to formality. Staff should still make supervisors and managers aware of such issues even if resolved, in order to facilitate learning and service improvement.

11.3 Complaints that amount to a disagreement with the Council about its decisions, or the Policy, rather than the way in which the decisions or policies have been implemented, cannot be considered under this (HEART) Complaint Procedure:

https://www.nuneatonandbedworth.gov.uk/info/19999/feedback/201/customer_feedback

Where appropriate an appeal can be made to the Appeals Panel to consider the merits of a decision on whether a case outside of policy should receive assistance – see ‘Appeals and out of policy cases’ – section 12.

11.4 Examples of the type of complaint that will come within this complaints procedure are:

- Failure of HEART to provide the service to an appropriate level or standard as described in this policy
- Unhelpful attitude of a HEART service employee
- Neglect or delay in answering a query or responding to a request for service outside of that which is reasonable
- Failure to follow the services agreed policies, rules or procedures
- Failure to take account of relevant matters when coming to a decision
- Failure to inform people of their rights
- Malice, bias or the non-application of Equal Opportunities policies or principles

11.5 Complaints, compliments and feedback are made through the NBBC web site as above.

11.6 The complaints procedure is not a substitute or alternative to any person’s right to complain to their elected representatives or to the appropriate Ombudsman, but the latter will usually insist on the customer using the service complaints process first.

12 Appeals and out-of-policy cases

12.1 The appeals process has been designed to incorporate the following key principles:

- Accessibility
- Simplicity and clarity
- Promptness of action and speed of resolution
- Objectivity and independence
- Confidentiality
- Comprehensiveness

12.2 There are two forms of appeal which may occur:

- a. Issues of a professional or technical nature, e.g. where an applicant disagrees with the assessment of conditions or needs,
- b. 'special case' issues where the works, social or financial circumstances of the applicant or type of assistance required are not accounted for within the policy or where the customer believes the policy to be wrong or unfair.

12.3 In order to properly consider appeals, there will be two levels of escalation: The Supervisors Panel (Private Sector Housing Manager and Heart Service Manager), and the Senior Management Panel (Head of Home Environment Service and the local Head of Housing or equivalent).

12.4 Technical / professional appeals may be in relation to:

- Hazards determined under the HHSRS
- The perceived condition of any building element
- The remedial works determined by the Council

12.5 Special Case Appeals – where the works, social or financial circumstances of the applicant or type of assistance requested for are not accounted for within the policy, the applicants will be able to appeal.

12.6 Where the Supervisors Panel declines an appeal then the appellant (client, disabled person or applicant – directly or via an advocate or agent) may escalate to the next level (Senior Management).

12.7 Appellants will be eligible to appeal where it is argued that their special circumstances are not adequately reflected through the existing policy. The claim can only be successful if they establish to the satisfaction of the Panel that their case falls within the following criteria:

- Failure to carry out works will place the applicants or existing family's health and safety at immediate risk
- The applicant or member of their family has a specific and serious medical condition or disability – including mental health – which is being aggravated by the existing condition of the property and the provision of assistance would significantly improve the condition
- The condition of the house will imminently prevent the ability of the existing family to continue to live together
- The condition of the property will lead to the intervention of other statutory services, thereby causing additional expenditure from other public sources e.g. children being taken into care

- The work would be of wider benefit than to the applicant and their family e.g. where other properties are affected.

12.8 In all of the above cases:

- The applicant has no means by which they could reasonably be expected to fund the work, either privately or with 'welfare' assistance, and
- The assisted works must significantly reduce the problems under the above criteria, described by the applicant or identified by the Council

12.9 Where the applicant does not fulfil the above criteria, they will be notified and they may then appeal to the Senior Management Panel to decide their case. Where a Panel agrees that the case fulfils the above criteria, then the assistance may be agreed.

12.10 Initial assessments – a form will be provided to the applicant in order for them to document their case, along with the criteria listed above. It will be for the applicant to provide sufficient detail concerning their case. Where the applicant requires support to make an appeal submission, the HEART service may assist with the form.

12.11 Initial assessments will be carried out by the Supervisors Panel based on the evidence provided on the form. Clients will not be requested to attend an initial hearing, but submit written representations only. If the Supervisors Panel require further information from the client, they will make appropriate arrangements.

12.12 Written notification of the Supervisors Panel decision will be given to the applicant along with information concerning their legal rights or how the claim will progress.

12.13 The initial assessments will be recorded along with reasons for the decision.

12.14 Where the medical criterion is being used it may be appropriate for independent medical advice to be sought which may require revenue funding.

12.15 Upon escalation, the Supervisors Panel will provide reasons for refusing the appeal and will provide information regarding the implications of a positive decision and further information required, and will act to keep the applicant informed of progress.

12.16 The appellant will provide any additional information requested and may be invited to attend or address a **hearing** of the Senior Management Panel if appropriate, or to provide further information to clarify their case. The appellant may bring with them a representative to help or present their case if invited. The Panel will listen to the available evidence and will be able to question both Officers and the Appellant, if in attendance. The applicant may also request a written hearing of the Senior Management Panel and to make representations in person.

12.17 Written notification of the Panel decision will be given to the applicant and where the decision is negative or conditional information concerning their legal rights will also be given.

12.18 The Panels although acting independently are advised that the guidelines described at paragraphs above may also be used to determine any case, however they may also want to consider any individual circumstances that do not fall within the guidelines.

12.19 Decisions to grant appeals and continue and application will then be dealt with in date order from initial enquiry unless the Panel decides to deal with the case urgently, i.e. the appeal will not delay the process excepting for the unavoidable time taken to hear and determine the matter.

12.20 Due to the personal nature of the appeals process, none of the reports will be published unless all methods of identifying the applicant including their address have been removed from the report.

12.21 Outcomes – if the Panel finds in favour of the appellant then it may decide to:

- Offer one of the standard forms of assistance contained in this policy or as so modified, or
- Decide a special form of assistance which would address the issues raised, imposing any terms and conditions as thought appropriate, which nonetheless comply with the spirit of legislation and Council policies.

13 Service standards, Key Performance Indicators and Targets

13.1 There is no national standard for aspects of the above matters excepting a statutory requirement for Councils to determine valid and fully made applications for mandatory DFG within six months. This does not account for pre-application activities such as the screening process and the ‘application support’ and administration including occupational therapy assessment, means testing, producing specifications, finding contractors etc. In practice, when an application is received by the HEART service it is practically complete and ready for an almost instant decision. In a few cases there may be details to pursue, such as proof of property ownership, landlord or owner’s permission etc., and if there are alternative schemes under consideration or issues to do with financing the customers contribution. However, the service records all key activities and dates and can report on a variety of measures, including date enquiry received, date application submitted, date determined, date works started, value of works and contributions, date works finished, and completed as in signed-off.

13.2 There is also a national standard for giving 12 months for works to be completed, but this can be extended by negotiation if there are valid reasons to do so, such as the customer receiving care or wanting works deferred, occasional changes in contractor or specification,

complex snagging etc. Generally, for most cases not involving additional building or conversions e.g. level access showers and straight stairlifts, works are complete within one week of starting (time between approval and start is dependent upon outside factors). Curved stair lifts have a longer manufacturing lead time, but a short installation time once produced. Conversions and extension buildings take longer but usually within 4 months from start. All key dates and any delays, and the reasons for them, are recorded on a case by case basis. Cases with delays are individually considered to identify any causes which could be avoidable or to pass on any service improvement learning. General Service process times on an officer by officer and HEART wide basis are also considered for any variable factors affecting efficient delivery, as all front line service staff are supervised and monitored frequently.

13.3 Locally, the service aims to apply the funding it receives fully each year with minimal waiting lists and with maximum benefit to customers. All HEART KPIs and measures have been agreed through the partnership agreement which are reported on a quarterly basis to the Management Board. Other forms of assistance may require the development of further KPIs which will be agreed via the HEART Management Board. HEART Partnership Agreement Measures and Indicators are set out below in 3.15 but may be subject to change as the partnership develops.

13.4 Minor changes to this policy will be made by the Head of Housing or equivalent within each authority whereas more substantial changes will be made in consultation with relevant elected members of each partner authority.

3.15 HEART Partnership Measures and Indicators

	Outcomes – number of instances where the service has helped customers to:
KPI 1	Managing and maintaining nutrition and hydration
KPI 2	Maintaining personal hygiene
KPI 3	Managing toilet needs
KPI 4	Being appropriately clothed
KPI 5	Being able to make use of the home safely
KPI 6	Maintaining a habitable home environment
KPI 7	Developing and maintaining family or other personal relationships
KPI 8	Accessing and engaging in work, training, education or volunteering
KPI 9	Making use of necessary facilities or services in the local community, including public transport, and recreational facilities or services
KPI 10	Carrying out any caring responsibilities the adult has for a child.
	Major Adaptations
KPI 11	Number of Private Sector DFG's Approved within the quarter
KPI 12	Number of Private Sector DFG's where works are completed within the quarter
KPI 13	Number of Private Sector DFG's where the case was closed in the quarter
	Demand
KPM 1	Number of enquiries within the quarter

KPM 2	Total number of Telephone Assessments in period	
KPM 3	Total enquiries on Intake list with no telephone assessment at period end	
KPM 4	Total number on list waiting for face to face visit at period end	
KPM 5	Total number that had face to face visit at period end	
KPM 6	Total number closed within period	
KPM 7	Number of cases closed within period that had received a visit	
	Interventions – the number of instances that the service delivers the activities.	
KPI 11 a	Finance Support	Charity support
KPI 11 b		Direct payment – social care
KPI 11 c		Maximising income - Benefits
KPI 12 a	Energy Efficiency	Energy efficiency survey
KPI 12 b		Energy efficiency referral
KPI 13 a	Falls and Safety	Falls prevention assessment
KPI 13 b		Falls prevention works carried out
KPI 13 c		Home safety survey
KPI 13 d		Home Safety works carried out
KPI 14 a	Housing Hazards (statutory)	Full Housing Hazards Assessment
KPI 14 b		Housing Hazards Identified
KPI 14 c		Housing hazards removed – grants / loans
KPI 15 a		Housing hazards removed – other means
KPI 15 b		Social housing repairs
KPI 15 c		Social Housing Fast Track
KPI 16 a	Advice	Information & Advice – Health promotion / prevention
KPI 16 b		Information & Advice – Housing related
KPI 16 c		Information & Advice – general
KPI 17 a	Activities of Daily Living	Major Adaptations – Disabled Facilities Grant
KPI 17 b		Major Adaptations – Social Housing
KPI 17 c		Minor Adaptations – ICESS
KPI 17 d		Minor Adaptations – other
KPI 18 a	Alternative Accommodation Support	Rehousing support
KPI 18 b		Suitability of property assessment
KPI 18 c		Specialist Professional support – self funding adaptations
KPI 19 a	Referrals	Referral to Social Care
KPI 19 b		Referral to Health
KPI 19 c		Referral to Housing – Private Sector
KPI 19 d		Referral to Housing - Allocations
	Council Housing Major Adaptations	
KPM 8	Total number of Major Adaptation Assessments for Council Housing referred within quarter per authority.	
	Average costs of Major Adaptations	

KPM 9	Average cost of a private sector major adaptation within the quarter per local authority area.
	End to End Time and Key Stage Times (for major adaptations closed within the quarter)
KPM 10	Time from enquiry to the service to completion of building works.
KPM 11	Enquiry to Telephone Assessment (all cases)
KPM 12	Telephone Assessment to Face to Face Assessment (all cases)
KPM 13	Face to Face Assessment to Contractor visit
KPM 14	Contractor visit to Quotation
KPM 15	Quotation to DFG Approval
KPM 16	DFG Approval to Start of Works
KPM 17	Start of Works to Completion of works
	Timeframe (enquiry to works complete) & Cost for Each type of Major Adaptation (north / south split)
KPM 18	Type
KPM 19	Number
KPM 20	Average duration
KPM 21	Best time
KPM 22	Poorest time
KPM 23	Average cost
	Drop out rate
KPI 20	Customers who are identified as requiring a major adaptation but the case is closed without it being delivered.
	Compliments and Complaints (north / south split)
KPI 21	Number of compliments received by the service within the quarter.
KPI 22	Number of formal complaints received by the service in the quarter.
KPI 23	Number of times the service was found to be at fault following a formal complaint.
	Customer Satisfaction Survey (percent of customers reporting the service performance at good or better on the agreed satisfaction survey under the following themes)
KPM 24	Respect and Dignity
KPM 25	Communication
KPM 26	Responsiveness
KPM 27	Reliability
KPM 28	Contractors
KPM 29	Overall experience

14 Policy implementation plan

14.1 The policy will be implemented from a date to be agreed by Partner Councils and the Service once it has received the necessary political approvals. HEART is already delegated to approve and vary financial assistance offers on behalf of partner Councils, and – where budgets have been devolved – to make and claim payments for such. Systems will be in place to record at each Council each transaction which may require recording as a Local Land Charge, which could trigger notification of liability for repayment, recovery of specialised equipment, or similar including the appropriate legal authority to pursue such claims if any and to write-off, waive or reduce any unrecoverable claims or those accepted as inappropriate or hardship cases.

14.2 This policy will be reviewed no less frequently than five years from commencement, with interim annual reports to partner Councils and KPI reports on a more frequently agreed basis as per the agreed HEART partnership agreement and as directed by the Management Board.

14.3 Notwithstanding the above, if circumstances require the policy to be reviewed then the HEART service will report to the Management Board or each partner authority may request the Management Board to review the policy.

15 Signatories and key dates

This document must be ratified by each partner Housing Authority by its own process, and duly minute as agreed and adopted. The effective date of the policy is that of each partner Council.

Minute reference number Date

Representing (organisation) **Nuneaton & Bedworth Borough Council**

Minute reference number Date

Representing (organisation) **North Warwickshire Borough Council**

Minute reference number Date

Representing (organisation) **Rugby Borough Council**

Minute reference number Date

Representing (organisation) **Stratford on Avon District Council**

Minute reference number Date

Representing (organisation) **Warwick District Council**

Appendix A

Contacts for HEART service and partner organisations

HEART

- Main office base – Town Hall, Coton Road, Nuneaton, Warwickshire CV11 5AA
- Telephone – 02476 376294
- Email – customer.services@nuneatonandbedworth.gov.uk
- Website - https://www.nuneatonandbedworth.gov.uk/info/21036/heart/353/heart_%E2%80%93_helping_you_live_independently_at_home

Warwickshire County Council

- Main office base – Shire Hall, Warwick CV34 4RL
- Telephone – 01926 410410
- Email - customerservicecentre@warwickshire.gov.uk
- Website - <http://www.warwickshire.gov.uk/>

Nuneaton & Bedworth Borough Council

- Main office base - Town Hall, Coton Road, Nuneaton, Warwickshire CV11 5AA
- Telephone – 02476 376376
- Email – customer.services@nuneatonandbedworth.gov.uk
- Website - <https://www.nuneatonandbedworth.gov.uk/site/>

North Warwickshire Borough Council

- Main office base – Council House, South Street, Atherstone, Warwickshire CV9 1AD
- Telephone – 01827 715341
- Email - customerservices@northwarks.gov.uk
- Website - <https://www.northwarks.gov.uk/site/>

Rugby Borough Council

- Main office base – Town Hall, Evreux Way, Rugby, Warwickshire CV21 2RR
- Telephone – 01788 533533
- Email - contact.centre@rugby.gov.uk
- Website - <https://www.rugby.gov.uk/site/index.php>

Stratford on Avon District Council

- Main office base - Elizabeth House, Church Street, Stratford-upon-Avon, Warwickshire, CV37 6HX
- Telephone – 01789 267575

- Email – info@stratford-dc.gov.uk
- Website - <https://www.stratford.gov.uk/index.cfm>

Warwick District Council

- Main office base - Riverside House, Milverton Hill, Leamington Spa, CV32 5HZ
- Telephone – 01926 450000
- Email - contactus@warwickdc.gov.uk
- Website - <https://www.warwickdc.gov.uk/site/>

Service Contacts:

Contact Details – To help us deal with your enquiry please choose the correct team to contact for your property address.

Residents of **Rugby, Nuneaton and Bedworth and North Warwickshire Borough Councils** – contact:

HEARTNorth@nuneatonandbedworth.gov.uk 02476376294

Residents of **Warwick District and Stratford on Avon District Councils** – contact:

southhat@warwickdc.gov.uk 01926 456422

For informal Service Complaints, Press and Partner Enquiries, Councillor and MP Enquiries contact:

HEART@nuneatonandbedworth.gov.uk

Formal complaints, compliments and comments can be made through NBBC web site at:

https://www.nuneatonandbedworth.gov.uk/info/19999/feedback/201/customer_feedback

Appendix (b1) – Local Scheme of Policy Variation – North Warwickshire Borough Council

Appendix (b2) – Local Scheme of Policy Variation – Nuneaton & Bedworth Borough Council

Appendix (b3) – Local Scheme of Policy Variation – Rugby Borough Council

Appendix (b4) – Local Scheme of Policy Variation – Stratford on Avon District Council

Appendix (b5) – Local Scheme of Policy Variation – Warwick District Council

Appendix (C) - Articles 3 & 4 of The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002

Power of local housing authorities to provide assistance

3.—(1) For the purpose of improving living conditions in their area, a local housing authority may provide, directly or indirectly, assistance to any person for the purpose of enabling him—

- (a) to acquire living accommodation (whether within or outside their area);
- (b) to adapt or improve living accommodation (whether by alteration, conversion or enlargement, by the installation of any thing or injection of any substance, or otherwise);
- (c) to repair living accommodation;
- (d) to demolish buildings comprising or including living accommodation;
- (e) where buildings comprising or including living accommodation have been demolished, to construct buildings that comprise or include replacement living accommodation.

(2) The power conferred by paragraph (1)(a) may be exercised to assist a person to acquire living accommodation only where the authority—

- (a) have acquired or propose to acquire (whether compulsorily or otherwise) his existing living accommodation; or
- (b) are satisfied that the acquisition of other living accommodation would provide for that person a benefit similar to that which would be provided by the carrying out of work of any description in relation to his existing living accommodation.

(3) Assistance may be provided in any form.

(4) Assistance may be unconditional or subject to conditions, including conditions as to the repayment of the assistance or of its value (in whole or in part), or the making of a contribution towards the assisted work; but before imposing any such condition, or taking steps to enforce it, a local housing authority shall have regard to the ability of the person concerned to make that repayment or contribution.

(5) Before a local housing authority provide assistance to any person, they shall—

- (a) give to that person a statement in writing of the conditions (if any) to which the assistance is to be subject; and
- (b) satisfy themselves that that person has received appropriate advice or information about the extent and nature of any obligation (whether financial or otherwise) to which he will become subject in consequence of the provision of assistance.

(6) A local housing authority may take any form of security in respect of the whole or part of any assistance.

(7) Where any such security is taken in the form of a charge on any property, the local housing authority may at any time reduce the priority of the charge or secure its removal.

(8) This article is subject to articles 4 and 5.

(9) Nothing in this article affects any power of a local housing authority under Part 14 of the 1985 Act (loans for acquisition or improvement of housing).

Provision of assistance: supplementary

4. A local housing authority may not exercise the power conferred by article 3 in any case unless—

(a) they have adopted a policy for the provision of assistance under that article;

(b) they have given public notice of the adoption of the policy;

(c) they have secured that—

(i) a document in which the policy is set out in full is available for inspection, free of charge, at their principal office at all reasonable times; and

(ii) copies of a document containing a summary of the policy may be obtained by post (on payment, where a reasonable charge is made, of the amount of the charge); and

(d) the power is exercised in that case in accordance with that policy.

Appendix D1 –Assistance Measures – summary

Mandatory: Disabled Facilities Grant (DFG) - Maximum £30,000 grant, partial repayable element (owner occupiers), means tested except children's cases and/or qualifying means tested benefits, stairlift recovery, no limit on repeats.

Discretionary:

Discretionary Disabled Facilities Assistance (DDFA) – Further grant of up to £10,000 and loan of up to £10,000 for works exceeding maximum mandatory DFG or for removal costs and/or purchase cost difference to move to more suitable property. Extra loan element repayable. Means tested INCLUDING child cases.

Hospital Discharge Grant (HDG) – Maximum up to £10,000 to overcome delayed hospital discharge, reduce (re)admission risk enabling safe and dignified home based care. NOT means tested where facilitating rapid hospital discharge, else may be referred for DFG.

Home Safety Grant / Handy-person (HSG) – Free home safety check for those 5+ or with disabled person in household. Minor aids, equipment and adaptations / works of up to £500 (cumulative in 3 years) for non Care Act cases, and £1000 for Care Act assessed needs (via Community Care <Delayed Discharges etc.> Act 2003 funding stream). Not repayable.

Warm & Safer Homes Grant (WaSH) – Maximum up to £10,000 for removal of HHSRS category 1 and key category 2 hazards for owner occupiers, not further/repeat means tested for those already on a qualifying means tested benefit (i.e. passported), OR vulnerable (agreed medical need) and then subject to DFG test of financial resources. Owner occupiers 3 year minimum ownership, no repeat award for 3 further years.

Energy Efficiency Support – not specified, in accordance with offers from utility companies and national schemes which change from time to time, such as the ECO Energy Companies Obligation initiative.

Other – The service may from time to time amend the above offers, including revocation and/or additional measures, along with LOCAL schemes which may be applied directly by relevant Councils in their own areas (see appendices b1 – b5 above).

Appendix D2 –Assistance Measures – tabulated

Assistance Name	Mandatory (M) / Discretionary (D)	Value (max. £)*	Purpose(s)	Criteria	Repayable / other notes
Disabled Facilities Grant – DFG	M	£30,000 Means tested except for child cases <19 years, otherwise means tested benefit passported qualification)	Specified purposes in 1996 Housing Grants Construction & Regeneration Act, section 23 (as amended)	Owner occupier, landlord or tenant, for disabled person. Necessary & appropriate, reasonable & practicable.	Up to £10,000 for works over £5,000 if disposal within 10 years – owner occupiers only. Repeat applications OK.
Discretionary Disabled Facilities Assistance (DDFA)	D	£10,000 grant £10,000 loan / charge (means tested including child cases)	Top-up to DFG, plus and relocation assistance (purchase and move costs)	DFG costs in excess of £30,000 plus agreed move value on case by case basis	Grant not repayable, loan repayable (0%, charge against property – not time expiring)
Hospital Discharge Grant (HDG)	D	£10,000 (not means tested)	Facilitate rapid hospital discharge, prevent or reduce risk of (re)admission	Agreed as urgent, cost saving, best option given alternatives	Not repayable
Home Safety Grant / Handy-Person (HDG)	M/D	£500 over 3 years Not means tested	Minor aids, equipment, repairs and adaptations	Over 55 or disabled person in household	Not repayable
Warm and Safer Home Grant (WaSH)	D	£10,000 <u>Either</u> qualifying means tested benefit OR vulnerable (agreed medical need) with DFG means test	Removal of HHSRS category 1 and key category 2 hazards	Owner-occupiers, 3 years minimum ownership	Not repayable, no re-award for 3 years
Energy Efficiency Support	-	n/a – tba (ECO etc.)	Reduction in fuel poverty, improve domestic energy efficiency	n/a	n/a
Other – revisions, revocations, additions and local schemes as indicated	D	n/a	Tba – including local		

- NOTE: all above for owner-occupiers and private tenants only except where detailed, notwithstanding £500 Home Safety Grant for equipment and minor aids also available to Council tenants.

Detailed Season Ticket Table

Area	Car Parks	Maximum Permits Available	Current Annual Charge	Proposed New Charge	Current Monthly Charge	Proposed New Charge
Leamington, Warwick and Kenilworth	District wide Long Stay Car Parks (includes Adelaide Bridge, Rosefield Street, Court Street, Packington Place, Bath Place, West Rock, St Nicholas Park, St Marys Lands Area 2 & 4, Myton Fields, Abbey End and Square West)	25	£735.32	£787.50	£76.60	£81.00
Royal Leamington Spa	St Peters multi-storey car park	170	£592.34	£607.50	£66.38	£72.00
	Covent Garden multi-storey car park	250	£357.44	£330.00	£49.02	£48.00
	Royal Priors multi-storey car park	50	n/a	n/a	£112.34	£128.00
	Adelaide Bridge	10	£482.55	£495.00	£56.17	£72.00
	Rosefield Street	20	£482.55	£495.00	£56.17	£72.00
Leamington Old Town	Packington Place, Court Street and Bath Place	45	£375.83	£495.00	£40.85	£72.00
Warwick	St Nicholas Park	100	£428.94	£495.00	£45.96	£72.00
	West Rock	40	£428.94	£495.00	£45.96	£72.00
	St Mary's Lands Area 2 - (The Racecourse)	150	£199.15	£110.00	£20.43	£16.00
	St Mary's Lands Area 4	60	£428.94	£495.00	£45.96	£72.00
	Linen Street multi-storey car park	100	£674.04	£607.50	£81.70	£72.00
	Priory Road	10	£428.94	£495.00	£45.96	£72.00
Kenilworth	Square West	75	£375.32	£440.00	£40.85	£64.00
	Abbey End	75	£375.32	£440.00	£40.85	£64.00
	Abbey Fields	30	£375.32	£440.00	£40.85	£64.00

Proposed Pay and Display Tariff Tables for 2018

CAR PARK	Tariff Structure for Leamington Car Parks								
	Linear charge of £0.10 for 6 minutes								Over night
	12 mins	24 mins	30 mins	1 hour	2 hours	3 hours	4 hours	All Day	
ROSEFIELD STREET	n/a	n/a	£0.50	£1.00	£2.00	£3.00	£4.00	£4.50	£1.00
ADELAIDE BRIDGE	n/a	n/a	£0.50	£1.00	£2.00	£3.00	£4.00	£4.50	n/a
ST PETERS (MSCP)	n/a	n/a	£0.50	£1.00	£2.00	£3.00	£4.00	£4.50	£1.00
COVENT GARDEN (MSCP)	n/a	n/a	£0.50	£1.00	£2.00	£3.00	N/A	£3.00	£1.00
COVENT GARDEN (SURFACE)	n/a	n/a	£0.50	£1.00	£2.00	£3.00	£4.00	n/a	£1.00
CHANDOS STREET	n/a	n/a	£0.50	£1.00	£2.00	£3.00	£4.00	n/a	£1.00
BEDFORD STREET	n/a	n/a	£0.50	£1.00	£2.00	£3.00	£4.00	n/a	£1.00
BATH PLACE	n/a	n/a	£0.30	£0.50	£1.00	£1.50	£2.00	£4.50	£1.00
PACKINGTON PLACE	n/a	n/a	£0.30	£0.50	£1.00	£1.50	£2.00	£4.50	£1.00
COURT STREET	n/a	n/a	£0.30	£0.50	£1.00	£1.50	£2.00	£4.50	£1.00
STATION APPROACH (LOWER ROAD)	n/a	n/a	£0.30	£0.50	£1.00	£1.50	£2.00	£4.50	£1.00

CAR PARK	Tariff Structure for Kenilworth Car Parks						
	Linear charge of £0.10 for 10 minutes						Over night
	30 mins	1 hour	2 hours	3 hours	4 hours	All Day	
ABBAY END	£0.30	£0.60	£1.20	£1.80	£2.40	£4.00	£1.00
SQUARE WEST	£0.30	£0.60	£1.20	£1.80	£2.40	£4.00	£1.00
ABBAY FIELDS	Free	Free	Free	£1.80	£2.40	£4.00	£1.00

CAR PARK	Tariff Structure for Warwick Car Parks								
	Linear charge of £0.10 for 6 minutes								Over night
	12 mins	24 mins	30 mins	1 hour	2 hours	3 hours	4 hours	All Day	
LINEN STREET	n/a	n/a	£0.50	£1.00	£2.00	£3.00	£4.00	£4.50	£1.00
CASTLE LANE	n/a	n/a	£0.50	£1.00	£2.00	£3.00	£4.00	£4.50	£1.00
THE BUTTS	n/a	n/a	£0.50	£1.00	£2.00	£3.00	£4.00	£4.50	£1.00
PRIORY ROAD	n/a	n/a	£0.50	£1.00	£2.00	£3.00	£4.00	£4.50	£1.00
WEST ROCK	n/a	n/a	£0.50	£1.00	£2.00	£3.00	£4.00	£4.50	£1.00
ST NICHOLAS PARK	n/a	n/a	£0.50	£1.00	£2.00	£3.00	£4.00	£4.50	n/a
WESTGATE	n/a	n/a	£0.50	£1.00	£2.00	£3.00	n/a	n/a	£1.00
NEW STREET	n/a	n/a	£0.50	£1.00	£2.00	£3.00	n/a	n/a	£1.00
MYTON FIELDS	n/a	n/a	n/a	n/a	n/a	n/a	£3.00	£4.50	£1.00
ST MARYS LANDS AREA 2	n/a	n/a	£0.50	n/a	n/a	n/a	n/a	£1.00	£1.00
ST MARYS LANDS AREA 3	Free	Free	Free	Free	Free	£2.00	£3.00	n/a	n/a
ST MARYS LANDS AREA 4	n/a	n/a	£0.50	£1.00	£2.00	£3.00	£4.00	£4.50	£1.00
BARRACK STREET	n/a	n/a	n/a	£0.70	£1.20	£2.00	£2.80	£4.00	n/a

Warwick District Council – Local Discretionary Business Rate Relief
Scheme 2017/18-2020/21

The following document sets out the Council's Local Discretionary Relief Scheme 2017/18 – 2020/21 arising from the March 2017 Budget targeting those ratepayers financially impacted by the 2017 business rates revaluation.

Background

- 1.1 In March 2017, Central Government announced that it would make available a discretionary fund of £300 million over 4 years from 2017-18 to support those businesses that face the steepest increases in their business rates bills as a result of the revaluation. Government determined that Councils would be best placed to determine how this fund should be targeted and administered to support those businesses and locations within their area that are in the greatest need.
- 1.2 Every authority within England is to be provided with a share of a £300 million fund to support local businesses. This is to be administered through billing authorities' discretionary relief powers under section 47 of the Local Government Act 1988.
- 1.3 The funding is not provided equally over the 4 year period but in the following approximate proportions;

Year 1 (2017/2018) 58%

Year 2 (2018/2019) 28%

Year 3 (2019/20) 12%

Year 4 (2020/21) 2%
- 1.4 The Government have granted Warwick District Council funding up to £469,000 as profiled in the table below and it is expected that Authorities must use their annual allocation within each year as they will not be allowed to carry forward any unspent allocation.

Year	2017/18	2018/19	2019/20	2020/2021	Total
Funding	£273,000	£133,000	£55,000	£8,000	£469,000

- 1.5 Councils will be compensated for any relief granted under section 31 of the Local Government Act 2003.

Consultation

- 2.1 A key criteria of reimbursement will be that all Billing Authorities will consult with their major precepting authority.
- 2.2 The Council has consulted with Warwickshire County Council and has taken their comments into account when determining the eligibility criteria.
- 2.3 It has been ascertained via discussions with the County that all 5 Warwickshire billing authorities are proposing very similar schemes ensuring a degree of consistency across the County.

Criteria for granting relief

- 3.1 The Council has proposed that relief under the scheme will be awarded using the following criteria:
 - a) The scheme is designed to assist ratepayers who have suffered significant increases in rate liability due to the revaluation and the subsequent increase to their rateable value.
 - b) In assessing any potential entitlement to an award under this scheme, the Council will compare the following:
 - i) the rate liability of the ratepayer at 31st March 2017 after any reliefs and reductions; and
 - ii) the rate liability of the ratepayer at 1st April 2017 taking into account any transitional relief or any other discretionary relief.
 - c) Relief will be awarded where the calculation in b) above would result in an increase of more than £100 per annum.
 - d) Relief will not be awarded where the rateable value of the property at 01st April 2017 is greater than or equal to £100,000.
 - e) Relief will only be given to premises which are liable for occupied rates. No relief within this scheme will be granted for unoccupied premises.
 - f) Relief will only be granted to ratepayers who were in occupation at 31st March 2017 and in occupation on 1st April 2017. Ratepayers taking up occupation on or after 1st April 2017 will not be eligible for relief on the basis that new ratepayers would not have suffered from increases due to a revaluation.
 - g) Relief will be apportioned on a daily basis where ratepayers subsequently vacate a property after 01 April 2017.

h) Relief may be awarded for more than one premises as long as all other criteria are met

i) Increases and reductions in rateable values subsequent to 01 April 2017 will be ignored for the purposes of the relief awarded however relief will be adjusted to ensure that relief is not granted in excess of the new liability.

Amount of relief

4.1 The amount of relief is tapered and percentages used seek to maximise the available funding. The amount per year is calculated as follows:

2017/18 – Award = Increase in rate liability (as calculated in 3.1b) x 40%

2018/19 – Award = Increase in rate liability (as calculated in 3.1b) x 20%

2019/20 – Award = Increase in rate liability (as calculated in 3.1b) x 8%

2020/21 – Award = Increase in rate liability (as calculated in 3.1b) x 1%

4.2 At the outset of the scheme the amount of relief awarded will match the available funding. However during the year typically ratepayers will vacate premises and relief will be apportioned accordingly and, as a consequence, an underspend is likely to occur. Given that the Government have said that underspent money cannot be rolled into the following year the Section 151 officer, in consultation with the Finance Portfolio holder, will review the scheme in year, for each year, and increase the relief percentage accordingly to ensure total funding is spent.

Application and state aid

5.1 In order to ensure relief is efficiently targeted and ratepayers do not lose out, the relief will be automatically awarded and letters issued advising of the relief given. Ratepayers therefore will not be required to complete an application form.

5.2 The award of relief is considered likely to amount to state aid. However, it will be state aid compliant where it is provided in accordance with the De Minimis Regulations EC 1407/2013. The De Minimis Regulations allow an undertaking to receive up to €200,000 'de minimis' aid over a rolling three year period. In writing to ratepayers advising them of their relief a reminder will be included of their state-aid obligations in that they should contact and notify the Council immediately if they should be excluded from relief because they breach the 'de -minusus' threshold.



Title	Fees and Charges 2018/19
For further information about this report please contact	Andy Crump (01926 456810) Mike Snow (01926 456800)
Wards of the District directly affected	N/A
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No
Date and meeting when issue was last considered and relevant minute number	
Background Papers	Executive 28 September 2016 - Fees and Charges 2017/18

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	849
Equality Impact Assessment Undertaken	Yes/No (If No state why below)
Yes – waste receptacle waiver	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive		
Head of Service	7/9/17	Mike Snow
CMT	5/9/17	
Section 151 Officer	7/9/17	Mike Snow
Monitoring Officer	12/9/17	Andrew Jones
Finance		Finance Report
Portfolio Holder(s)	5/9/17	Councillor Whiting
Consultation & Community Engagement		
Local Business Groups and Town Councils have been updated on the revised charges.		
Final Decision?		Yes/No
Suggested next steps (if not final decision please set out below)		

SUMMARY

- 1.1 The report details the proposals for Fees and Charges in respect of the 2018 calendar year. It also shows the latest Fees and Charges income 2017/18 budgets, initial 2018/19 and the actual out-turn for 2016/17.

2. RECOMMENDATIONS

- 2.1 Executive recommends to Council the Fees and Charges proposals set out in Appendix A, to operate from 2nd January 2018 unless stated otherwise.
- 2.2 Executive recommends to Council that 'any resident who is unable to pay for waste containers shall have the charges waived if they are eligible for maximum council tax reduction as well as being in receipt of either Attendance Allowance, Disability Living Allowance or Personal Independence Payment'. This will be subject to any request being limited to one every two years. Outside of this, charges may only be waived where the Council is satisfied that the household would experience exceptional financial hardship.
- 2.3 That Executive recommends to Council to approve Everyone Active's request to increase 'Core' fees and charges by 2% in the 2018 calendar year.

3. REASONS FOR THE RECOMMENDATION

- 3.1 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 2018/19. Discretionary Fees and Charges for the forthcoming calendar year have to be approved by Council.
- 3.2 In the current financial climate, it is important that the Council carefully monitors its income, eliminates deficits on service specific provisions where possible and therefore minimises the forecast future General Fund revenue deficit.
- 3.3 Some additional fees have been created to generate additional income for the service areas concerned and others in response to new legislation. These are highlighted in Appendix A. Other charges have been deleted due to legislation changes or changes in the way the service is provided. A 2% increase in Fees and Charges income has been allowed for in the Medium Term Financial Strategy (MTFS). Estimates suggest that the changes recommended in this report will increase the related income by 3.25% (see 5.2 and Appendix A).
- 3.4 The Regulatory Manager has to ensure that licensing fees reflect the current legislation. The fees charged should only reflect the amount of officer time and associated costs needed to administer them.
- 3.5 Bereavement – new cremation fees are proposed to meet potential new or differing customer requirements.
- 3.6 Land Charges and Building Control fees are ring fenced accounts: Income levels for Land Charges are still high and it is recommended that fees

should not increase to avoid creating a large surplus on the Building Control Account, which should break even. Building Control is subject to competition from the private sector and has to set charges that are competitive otherwise they will lose customers.

- 3.7 A report was submitted to August’s Executive detailing proposals for the Parking Service and the findings from that report have been incorporated into this report.
- 3.8 Management of the Council’s Leisure Centres is now by Everyone Active. The contract definition states that ‘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”)’. The prices are shown at Appendix B.

4. **POLICY FRAMEWORK**

4.1 **Financial Strategy**

This report is in accordance with the Council’s Financial Strategy as last approved by the Executive in February and the proposed increases outlined in the Budget Review Report in August 2017.

4.2 **Fit for the Future**

“The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council’s FFF Strategy.”

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/ productivity of local economy Increased employment and income levels
Impacts of Proposal		
Fees and Charges provide income towards the cost of providing excellent services which support, for example, health, sporting and cultural activities for which this District is renown.	The introduction of Environmental Enforcement charges will ensure that litter, fly tipping etc. is reduced, making open spaces more attractive to residents and visitors.	Markets help to contribute to our vibrant town centres and this is taken into account when stall charges are set. The Enterprise team is active in encouraging local employment.

Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
<i>None</i>	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.	This has always been one of the key drivers of the fees and charges process and this continues to be the case.

4.3 **Community Engagement**

4.3.1 Local Councils and Chamber of Trades have been consulted as part of the Fees and Charges process. Some fees are only meant to cover the cost of providing the service and these are reviewed on a regular basis and the cost recovery analysis is available to the user if required.

4.4 **Changes to Existing Policies**

4.4.1 There are no changes proposed to existing policies, however the introduction of the waste receptacle waiver and the introduction of environmental enforcement charges are additions to existing policies.

4.5 **Impact Assessments**

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. The proposed introduction of a waste receptacle waiver confirms that impact assessments are undertaken on a regular basis.

5. **BUDGETARY FRAMEWORK**

5.1 The Council's Medium Term Financial Strategy assumes an increase of 2% in income from discretionary fees and charges for 2018/19, £139,500. The actual estimated increase from the charges proposed within this report is some £215,100, an additional £75,600 for the General Fund.

5.2 The revenue effects of the proposed Fees and Charges are summarised in the following table.

	Actual 2016/17	Original Estimate 2017/18	Latest Estimate 2017/18	Estimate 2018/19	Change 2017/18 Original to 2018/19
	£	£	£	£	
GENERAL FUND SERVICES					
Chief Executive's Office	56,000	45,000	35,000	45,000	0.0%
Culture	229,688	240,300	237,500	235,500	-2.0%
Development	1,138,925	1,209,700	1,259,300	1,263,700	4.5%
Health & Community Protection	228,066	219,100	221,000	220,500	0.6%
Housing	74,600	84,000	84,000	84,000	0.0%
Neighbourhood	4,827,139	4,824,400	4,827,100	4,988,900	3.4%
TOTAL GENERAL FUND SERVICES	6,554,418	6,622,500	6,663,900	6,837,600	3.25%
HOUSING REVENUE ACCOUNT					
Housing	247,200	239,100	239,100	245,000	2.5%

5.3 Increased income from Fees and Charges will reduce the net cost of General Fund Services to the Council Tax Payer and seek to generate income to cover the costs of the provision of respective services. Any increases above the 2% per annum assumed within the Strategy will reduce the ongoing savings target. This was expected to be £385,000 as reported to the August Executive as part of the Budget Review Report.

- 5.4 The current forecasts for 2017/18 and 2018/19 will be reviewed within both the Base Budget Report (November) and Budget setting Report (February 2018). Managers will also continue to review their projections on a monthly basis.
- 5.5 As members will be aware, a Memorandum Account has been produced to bring all the costs of the Parking service together so as to show the full cost of the service, and to what extent the service is subsidised. One of the main changes introduced in this account was in respect of the capital charges so as to ensure that these reflected the full value of the assets being used in the provision of the service. The external auditors have confirmed their agreement to the memorandum account in reflecting full costs. Consideration is now being given to how this approach can be applied to all services, especially those where the service should operate on a break-even basis. This is intended to be reflected in the Base Budget report in November 2017, with all service budgets reflecting the full cost of asset usage.

6 RISKS

- 6.1 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.
- 6.2 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 2018, with the Council's costs of providing the service increasing more than inflation.
- 6.3 Future economic changes cannot be foreseen. Any potential future recession would probably see a decline in the Council's income, which if not replaced, would have implications for the MTFS. However, there may be opportunities to be grasped that could also generate extra income.
- 6.4 Mitigation - Managers will review activity levels over the next few months, with any revised forecasts being built into the Final 2018/19 Budgets presented to Members in February 2018. Budgets are monitored and reviewed by Managers on at least a monthly basis during 2017/18.

7 ALTERNATIVE OPTION CONSIDERED

- 7.1 The various options affecting individual charges are outlined in the main body of the report, sections 8 to 16.
- 7.2 Fees and Charges for 2018/19 remain static i.e. remain at the same level as for 2017/18, which would increase the savings to be found over the next five years unless additional activity could be generated to offset this.

8. BACKGROUND

8.1 Fees and Charges Preparation

- 8.1.1 Alongside these pieces of work, Managers also undertook fee comparisons as part of the usual annual Fees and Charges review.

8.1.2 Managers also spoke to users of their services to ascertain their views on price increases.

9. FEES AND CHARGES GUIDELINES

9.1 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:

- (a) The impact of the Fees and Charges levels on the implementation of Fit for the Future.
- (b) The level of prices the market can bear including comparisons with neighbouring and other local authorities.
- (c) The level of prices to be sufficient to recover the cost of the service.
- (d) The impact of prices on level of usage.
- (e) The Council's aspirations.
- (f) The impact on the Council's future financial projections.

10. HEALTH AND COMMUNITY PROTECTION

10.1 Licensing and Registration

10.1.1 Licensing income fees and charges have been subject to some significant amendments due to recent legislation changes. Exercises continue to be undertaken, to cost each fee individually and this means that some increase, some stay the same and some reduce. Each fee should now be based on what it costs, in officer time and support costs, to produce that licence. Each licence should not contain a profit element and should breakeven over 3 years. This is a similar methodology to that for Building Control and Land Charges.

11 CHIEF EXECUTIVE'S DEPARTMENT

11.1 The GIS section of ICT has proposed amendments to the Street Name Numbering charges so as to ensure consistency. Details are shown in Appendix A.

12. CULTURAL SERVICES

12.1 Appendix A now reflects that the fees and charges for the Pump Room Annexe fees are under the control of the contractor and are not set by the Council.

12.2 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 B. The Contractor has requested that they be allowed to increase them by 2% in 2018 (in line with most of the charges controlled by the Council).

12.3 Victoria Park Tennis

This is now operating as a concession with the operator setting the charge, after consultation with this council. The concession fee is greater than the income being previously received from the operator and the administration of this service is now less cumbersome.

13. DEVELOPMENT

13.1 Building Control

13.1.1 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. This is why they are proposing not to change them for 2018 for domestic properties as they are considered to be fair 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.

13.2 Local Land Charges

13.2.1 This account is also a ring-fenced account, similar to Building Control, and should break even over a rolling three year period. The income levels shown for Land Charges for 2018/19 will be close to the estimated level of expenditure incurred in running this service for that year. It is not proposed to increase these fees because tight control over costs has been maintained. Increasing fees would potentially cause the Land Charges Account to run at a significant surplus.

14. HOUSING

14.1 Houses in Multiple Occupation Licensing

14.1.1 HMO licensing fees are required to be set to recover costs. It is proposed to increase these charges by inflation to ensure that income generated meets the cost of providing the service, whilst not making a profit.

15. NEIGHBOURHOOD

15.1 Car Parking

15.1.1 Car Park Charges were agreed by members in September 2017 (following August's Executive report) to be increased from 2nd January 2018. The table below shows the following situation with car park income:

Income Summary: (Net of V.A.T.)	Actual 2016/17 £	Estimate 2017/18 £	Latest 2017/18 £	Estimate 2018/19 £	%
Car Parking	2,755,800	2,632,000	2,680,000	2,735,000	2.4
Season Tickets	257,500	225,000	255,000	270,000	20.0
Excess Charges	99,100	105,000	105,000	105,000	0
Other Income	42,000	48,000	48,000	48,000	0

Total Income	3,154,400	3,010,000	3,088,000	3,158,000	4.9
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15.1.2 For 2018/19 car park income levels are forecast to increase by 4.9% on the 2017/18 original estimate.

15.1.3 In accordance with the resolution of Council in February 2016, any surplus income over the amounts budgeted will be allocated to the Car Parks Repairs and Maintenance Reserve.

15.1.4 The car park stock requires substantial funds on an ongoing basis to maintain and improve it. All the costs of operating, maintaining and supporting the car park service have been brought together in a car parking Memorandum Account. This demonstrated that the car parks are operating at a substantial deficit. With continued financial restraint by Central Government upon Local Authorities there is a requirement for Warwick District Council to seek to recover the full costs of the service. Charges for this year have been devised to take into account the need to reduce the net cost of the service whilst understanding the parking needs associated with each town.

15.1.5 The estimates here assume that the current car park stock will continue to operate, and do not make any allowance for the potential closure of any car parks. As and when such proposals are considered, the full financial implications will be considered, alongside how any shortfall can be made up.

15.2 Season Tickets and Penalty Charge Notices

15.2.1 Season ticket income has performed well and this trend is expected to continue but may not match the performance of 2016/17, which was excellent.

15.2.2 Penalty Charge Notices (PCN) did not meet its target for 2016/17 but is expected to in 2017/18.

15.3 Bins

15.3.1 This was subject of a recent report to Executive. At that meeting it was agreed that Neighbourhood Services would produce a set of criteria for waiving the replacement waste container charge where there are special personal circumstances such as financial hardship.

15.3.2 Legal Services, at Warwickshire County Council, have recommended that in relation to charging for waste receptacles the policy should have a level of flexibility. This would mean that residents, who are suffering financial hardship, are not disproportionately disadvantaged by the operation of this policy.

15.3.3 Executive recommends to Council that 'any resident who is unable to pay for waste containers shall have the charges waived if they are eligible for maximum council tax reduction as well as being in receipt of either

Attendance Allowance, Disability Living Allowance or Personal Independence Payment. This will be subject to any request being limited to one every two years. Outside of this, charges may only be waived where the Council is satisfied that the household would experience exceptional financial hardship.

15.3.4 The Council Tax Reduction Scheme is means tested, and takes into account a number of considerations that would impact on someone's ability to pay for waste receptacles. The advantage of referring to this scheme is that it enables decisions to be made quickly without further evaluations of someone's ability to pay.

15.4 Bereavement

15.4.1 Interment and Cremation fees

The main changes which will require explanation are the charges for babies' funerals, in both the burial and cremation sections. It is proposed not to charge for babies and up to 16 years where the funeral is arranged by the parent (or person with parental responsibility) who lives in WDC. There will still be a charge for non-residents and for babies whose funerals are arranged by a statutory authority. This ensures that it is truly bereaved parents of our district that benefit from this change and no other publicly or privately funded organisations/departments. Sale of burial rights will still apply.

15.4.2 Details of some minor changes in charges are shown in Appendix A -these have been done to remove anomalies and to respond to market conditions.

15.4.3 Income details (exclusive of surcharge premium) for, both the Cemeteries and Crematorium for, 2017/18 & 2018/19 are shown below.

	Original 2017/18	Latest 2017/18	Original 2018/19
	£	£	£
Cemeteries	365,400	370,100	385,700
Crematorium	1,334,500	1,251,000	1,326,200
Total	1,699,900	1,621,100	1,711,900

15.4.4 The burials policy has been updated and is attached in Appendix C.

15.5 Enforcement Charges – Waste /Litter Related

15.5.1 A report (Shared Environmental Enforcement with Rugby BC), from Neighbourhood Services, to September's Executive details its proposal to introduce a shared enforcement service arrangement with Rugby Borough Council. The proposed charges for this regime are included within that report and Appendix A to this report.

HOUSING REVENUE ACCOUNT

16 Warwick Response

16.1 Lifelines and other charges

16.1.1 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. The numbers and type of services offered were significantly increased last year and have generated additional income to reduce the cost of service. The charges were also increased significantly last year and the Manager proposes they should stay the same this year as there is strong competition from other providers (which they confirmed by a benchmarking exercise).

FEES and CHARGES 2018/19

		Actual 2016/17 £	Estimate 2017/18 £	Latest Estimate 2017/18 £	Estimate 2018/19 £
GENERAL FUND SERVICES					
CHIEF EXECUTIVE'S DEPT (App A2)		56,000	45,000	35,000 -22.22%	45,000 0.00%
CULTURE (App A3)		229,688	240,300	237,500 -1.17%	235,500 -2.00%
DEVELOPMENT (App A17)		1,138,925	1,209,700	1,259,300 4.10%	1,263,700 4.46%
HEALTH & COMM PROT (App A30)		228,066	219,100	221,000 0.87%	220,500 0.64%
HOUSING (App A38)		74,600	84,000	84,000 0.00%	84,000 0.00%
NEIGHBOURHOOD (App A40)		4,827,139	4,824,400	4,827,100 0.06%	4,988,900 3.41%
TOTAL GENERAL FUND SERVICES		6,554,418	6,622,500	6,663,900	6,837,600
HOUSING REVENUE ACCOUNT					
HOUSING & PROPERTY (App A55)		247,200	239,100	239,100 0.00%	245,000 2.47%

NOTES :

- i) Recommended charges to operate from 2nd January 2018 (unless otherwise stated).
- ii) Charges inclusive of VAT where applicable (unless otherwise stated).
- iii) Juniors are regarded as persons under 18 years of age (unless otherwise stated)

CHIEF EXECUTIVE'S DEPARTMENT**ICT - GIS section****Street Naming and Numbering**

	Current Charge	Proposed Charge	
	£	From 2/1/18 £	
Rename/number existing property	38.00	39.00	2.63%
Amend a Development Layout	75.00	77.00	2.67%
Add a name to existing numbered property	Nil		
Naming of a New Street	125.00	128.00	2.40%
<u>Numbering of New Development -</u>			
1-10 plots	£75 per plot	£77 per plot	
11+plots	£750 plus £22 per plot	£770 plus £22 per plot	
Additional copies of 'Confirmation of Address' letters	25.00	30.00	20.00%
Renaming of a street	Price upon request	Price upon request	

**Actual
2016/17
£**

**Estimate
2017/18
£**

**Latest
Estimate
2017/18
£**

**Estimate
2018/19
£**

ICT - GIS section**Street Naming and Numbering****Total ICT GIS Section**

56,000

45,000

35,000

45,000

56,000**45,000****35,000****45,000**

CULTURE

	Actual 2016/17 £	Estimate 2017/18 £	Latest Estimate 2017/18 £	Estimate 2018/19 £
Culture and Heritage:				
Royal Spa Centre	80,152	72,000	77,000	77,000
Royal Pump Room	0	100	100	100
Town Hall Room Hire	66,800	77,500	77,500	77,500
	<hr/>	<hr/>	<hr/>	<hr/>
Total Culture and Heritage	146,952	149,600	154,600	154,600
	<hr/>	<hr/>	<hr/>	<hr/>
Recreation and Sport:				
Tennis	793	4,200	2,700	2,700
Bowls	14,542	16,600	15,400	15,700
Football, Rugby, Hockey Pitches	10,963	16,500	14,300	14,700
Parks - Car Parking	14,022	16,700	16,700	16,000
Edmondscote Track	22,391	15,500	15,900	16,200
Miscellaneous Charges	14,600	15,100	15,100	15,100
Lillington Recreation Centre	5,425	6,100	2,800	500
	<hr/>	<hr/>	<hr/>	<hr/>
Total Recreation and Sport	82,736	90,700	82,900	80,900
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL CULTURE	229,688	240,300	237,500	235,500
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

CULTURE

CULTURE and HERITAGE

ROYAL SPA CENTRE

(Free of V.A.T. unless otherwise stated)

AVON HALL:

**Charge
From 2/1/17**

**Proposed
Charge
From 2/1/18**

With the exception of below, all charges are by negotiation

Catering:

When light refreshments are required, these shall be provided by the Arts Section's Customer Services Team , with whom arrangements should be made

When the premises are booked for functions requiring licensed refreshments, the Bar be provided by and . under the control of the Council.

MAIN AUDITORIUM

by negotiation

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

by negotiation

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

STUDIO/CINEMA

	Actual 2016/17	Estimate 2017/18	Latest Estimate 2017/18	Estimate 2018/19
INCOME (Net of V.A.T.)	£	£	£	£
Events	78,018	71,000	75,000	75,000
Additional Facilities	2,134	1,000	2,000	2,000
Total Royal Spa Centre	80,152	72,000	77,000	77,000

CULTURE
CULTURE and HERITAGE

ROYAL PUMP ROOM	Charge	Proposed
(All prices inclusive of V.A.T. unless otherwise stated)	From 2/1/17	Charge
	£	From 2/1/18
		£

ASSEMBLY ROOM:**(Charges for Local Community Groups non-commercial hire)**

- Private hire (per hour or part thereof)	72.00	N/A
- Preparation / rehearsal (per hour or part thereof)	58.00	N/A
- Commercial hire (per hour or part thereof)	130.00	N/A
- Preparation / rehearsal (per hour or part thereof)	100.00	N/A

ANNEXE:**(Charges for Local Community Groups non-commercial hire)**

- Private hire (per hour or part thereof)	46.00	N/A
- Preparation / rehearsal (per hour or part thereof)	36.00	N/A
- Commercial hire (per hour or part thereof)	95.00	N/A
- Preparation / rehearsal (per hour or part thereof)	72.00	N/A

Saturdays, Sundays and Bank Holidays + 50%

All commercial promotions by negotiation in first instance

Minimum 2 hour hire charge for evening events

Non-returnable deposit of 25% or all of any minimum income

Commercial Hire is defined as private individuals or private sector commercial promotions.

Kudos manage the Assembly Room and Annexe on behalf of the Council and offer a full range of catering services. They will negotiate all-inclusive rates for special events, dinners and conferences.

EDUCATION ROOM:

Schools, Colleges & Educational Groups:

- per day	38.00	40.00	5.26%
- per session (Half day)	30.00	30.00	0.00%

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)	78.00	78.00
	+ VAT	+ VAT

ART GALLERY AND MUSEUM:

Art Exhibitions :

- commission on pictures sold	10%
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	Actual	Estimate	Latest	Estimate
INCOME (Net of V.A.T.)	2016/17	2017/18	Estimate	Estimate
	£	£	2017/18	2018/19
			£	£
Assembly Room, Annexe, Education Ro	0	0	0	0
Art Exhibitions - Commission on sales	0	100	100	100
Total Royal Pump Room	0	100	100	100

CULTURE
CULTURE and HERITAGE

<u>TOWN HALL ROOM HIRE</u> (Free from V.A.T.)	Charge From 2/1/17 £	Charge From 2/1/18 £
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All charges are by negotiation

PRIVATE, NON-COMMERCIAL BOOKINGS:	80%	100%
COMMERCIAL BOOKINGS:	100%	100%
VOLUNTARY ORGANISATIONS:	65%	65%

INCOME (Net of V.A.T.)	Actual 2016/17 £	Estimate 2017/18 £	latest Estimate 2017/18 £	Estimate 2018/19 £
Town Hall Room Hire	66,800	77,500	77,500	77,500

CULTURE

RECREATION and SPORT

	Charge From 2/1/17 £	Proposed Charge From 2/1/18 £	
<u>TENNIS</u>			
Per court per hour (Excluding All Weather Pitch)			
Casual Usage	4.30	4.00	-6.98%
Senior Citizens	2.15	2.00	-6.98%
Under 18's / Disabled / Unemployed	2.15	2.00	-6.98%
Under 5s			
Floodlit Tennis Hire - Victoria Park			
Casual Usage	6.40	6.50	1.56%
Senior Citizens	4.30	4.50	4.65%
Under 18's / Disabled / Unemployed	4.30	4.50	4.65%
Club Member	2.70	2.75	1.85%

	Actual 2016/17 £	Estimate 2017/18 £	latest Estimate 2017/18 £	Estimate 2018/19 £
INCOME (Net of V.A.T.)				
Total Tennis	793	4,200	2,700	2,700
		no longer fee related income wef 1/4/17		

	Charge From 2/1/17 £	Proposed Charge From 2/1/18 £	
<u>BOWLS</u>			
Per person - per hour	4.40	4.50	2.27%
Senior Citizens	2.20	2.25	2.27%
Under 18's / Disabled / Unemployed	2.20	2.25	2.27%
Under 5s	Free		
Season Ticket	66.00	66.50	0.76%
Club Season Ticket	33.00	33.50	1.52%
Club Member Season Ticket	33.00	33.50	1.52%

Hire of Green (for morning, afternoon or evening session) by negotiation

Club Bookings Subject to negotiation and agreement by Heads of Finance and Cultural Services

CULTURERECREATION and SPORT

INCOME (Net of V.A.T.)	Actual 2016/17 £	Estimate 2017/18 £	latest Estimate 2017/18 £	Estimate 2018/19 £
Individuals	1,175	2,200	2,200	2,300
Clubs, bookings etc.	4,367	4,200	4,200	4,400
Local club rentals	9,000	9,000	9,000	9,000
Total Bowls	14,542	15,400	15,400	15,700

FOOTBALL	CHARGE		PROPOSED CHARGE	
	2017/18 SEASON		2018/19 SEASON	
	Adult	Junior	Adult	Junior
	£	£	£	£
Hire of Pitch:				
a) Pitch only	36.50	20.00	37.00	20.50
b) With Dressing Room / Showers	59.00	35.75	60.00	38.50
Hire of Pitch for Season (Once a week):				
a) Pitch only *	520.00	270.00	534.00	278.00
b) With Dressing Room / Showers *	940.00	470.00	965.00	484.00
Hire of Pitch for Season (Once fortnightly):				
a) Pitch only *	262.00	138.00	267.00	139.00
b) With Dressing Room / Showers *	475.00	237.00	482.50	242.00

Rounders Pitch N/A

	Actual	Estimate	latest	Estimate
INCOME (Net of V.A.T.)	2016/17	2017/18	2017/18	2018/19
	£	£	£	£
Total Football, Rugby, Hockey Pitches:	10,963	14,300	14,300	14,700

* 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.

<u>PARKS - CAR PARKING</u>	Charge From 2/1/17 £	Proposed Charge From 2/1/18 £	
Victoria Park:			
Car Parking:			
- National Championship Bowls Events - per day	5.00	5.00	0.00%
- 5 Day Parking Pass	20.00	20.00	0.00%

INCOME (Net of V.A.T.)	Actual 2016/17 £	Estimate 2017/18 £	latest Estimate 2017/18 £	Estimate 2018/19 £
Car Parking - Victoria Park -Bowls	14,022	16,700	16,700	16,000

CULTURE
RECREATION and SPORT

<u>EDMONDSCOTE ATHLETIC TRACK</u>	Charge From 2/1/17 £	Proposed Charge From 2/1/18 £	
Athletic Track:			
Day Tickets:			
- Adults	4.45	4.60	3.37%
- Juniors / Senior Citizens	2.55	2.60	1.96%
Season Tickets:			
- Adults *	117.00	120.00	2.56%
- Juniors / Senior Citizens *	58.50	60.00	2.56%
* 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	50.00	51.00	2.00%
- Schools / Junior	40.00	40.50	1.25%
Sports Meetings - per session of four hours or part thereof:			
Weekdays:			
- Schools / Junior	59.00	60.00	1.69%
each additional hour or part thereof	20.00	20.50	2.50%
- Others	87.50	89.50	2.29%
each additional hour or part thereof	30.00	30.50	1.67%
Saturdays:			
- Schools / Junior	85.00	86.00	1.18%
each additional hour or part thereof	30.00	30.50	1.67%
- Others	126.00	130.00	3.17%
each additional hour or part thereof	44.50	45.00	1.12%
Sundays:			
- Schools / Junior	105.00	108.00	2.86%
each additional hour or part thereof	38.00	40.00	5.26%
- Others	163.00	165.00	1.23%
each additional hour or part thereof	57.00	58.00	1.75%
Use Of Floodlighting - per hour or part thereof	39.00	40.00	2.56%
Use of P.A. System - per period	24.50	25.00	2.04%
Use of Pavilion Facilities - per 4 hour period	43.00	44.00	2.33%
- each additional hour (or part)	18.00	18.00	0.00%

INCOME (Net of V.A.T.)	Actual 2016/17 £	Estimate 2017/18 £	latest Estimate 2017/18 £	Estimate 2018/19 £
Total Edmondscote Track	22,391	15,900	15,900	16,200

RECREATION and SPORT

		Charge From 2/1/17 £	Proposed Charge From 2/1/18 £	
<u>MISCELLANEOUS CHARGES</u>				
<u>CRICKET :</u>				
(Exclusive of VAT. However, if bookings do not fulfil Customs and Excise criteria for VAT free charge, VAT must be added)				
Newbold Comyn)) Including	N/A	N/A	
Castle Farm &)) Dressing			
Victoria Park -)) Room and	N/A	N/A	
Harbury Lane)) Showers			
<u>PAVILION HIRE:</u>				
Victoria Park Tennis Pavilion Per day - external hirers		150.00	N/A	
Victoria Park Tennis Pavilion Per day - internal hirers		38.00	N/A	
Hire of Vic Park Bowls Pavilion -external hirers per hr up to 3		40.00	41.00	2.50%
Hire of Victoria Park Bowls Pavilion - internal hirers per day		50.00	51.00	2.00%
Hire of Victoria Park Bowls Pavilion - internal hirers up to 3 h		38.00	39.00	2.63%
<u>EVENTS WITHIN PARKS AND OPEN SPACES</u>				
Charitable, community and non-commercial events: (Exempt from VAT)				
Anticipated attendance <100	Daily charge	60.00	62.00	3.33%
Anticipated attendance 101-250	Daily charge	105.00	108.00	2.86%
Anticipated attendance 251-500	Daily charge	135.00	138.00	2.22%
Anticipated attendance >500	Daily charge	180.00	185.00	2.78%
Non-ticketed commercial events: (Exempt from VAT)				
1-15 Trading units - High demand parks	Daily charge	300.00	310.00	3.33%
16-35 Trading units - High demand parks	Daily charge	700.00	720.00	2.86%
35-60 Trading units - High demand parks	Daily charge	1,200.00	1,230.00	2.50%
High demand Parks are as follows:- Jephson Gardens, Pump Rooms Gardens, Victoria Park, St.Nicholas Park and Abbey Fields				
1-15 Trading units - Other Parks	Daily charge	180.00	185.00	2.78%
16-35 Trading units - Other Parks	Daily charge	420.00	430.00	2.38%
35-60 Trading units - Other Parks	Daily charge	720.00	735.00	2.08%
Other Charges:				
Corporate/Commercial promo stands (Exempt from VAT)	Daily charge	600.00	610.00	1.67%
- Waste/cleansing charge at cost (if required) (VAT should be added)				

RECREATION and SPORT

<u>MISCELLANEOUS CHARGES</u>	Charge From 2/1/17 £	Proposed Charge From 2/1/18 £	
Ticketed Commercial Events (Exempt from VAT)	By negotiation	By negotiation	
Set-up and break-down days- percentage of day rates above (Exempt from VAT)	35%	35%	0.00%
Additional cleansing recharged at cost			
- per 6 cubic yard skip	55.00	56.00	1.82%
	+ VAT	+ VAT	
- per additional litter pick	20.00	20.50	2.50%
	+ VAT	+ VAT	
Deposits: (VAT not applicable)			
Charitable/Community events <250 people	100.00	100.00	0.00%
Other Charitable/Community events	250.00	250.00	0.00%
Commercial with 15 or under trading units	250.00	250.00	0.00%
Commercial with over 15 trading units	500.00	500.00	0.00%
Fairs with 5 or fewer rides	500.00	500.00	0.00%
Fairs with over 5 rides	1,000.00	1,000.00	0.00%
Deposits should be paid in advance and repaid after the event less cleaning/reinstatement costs (if appropriate)			
<u>CIRCUSES AND FAIRS - up to seven days</u>	1,900.00	2,000.00	5.26%
(Exempt from V.A.T.)			
Each additional day or part thereof (subject to negotiation and agreement by Heads of Finance and Cultural Services).	332.00	340.00	2.41%
<u>PUMP ROOM GARDENS CORNER SITE (per day):</u>	169.00	175.00	3.55%
(Exempt from V.A.T.)	minimum		
(Subject to negotiation and agreement by Heads of Finance & Cultural Services)			
Hire of North and South Lodges, Jephson Gardens (Per 3 Hours) (V.A.T. not applicable)	by negotiation	by negotiation	

COMMUNITY SPORTS DEVELOPMENT

Various courses of a variety of durations and 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.

RECREATION and SPORT

INCOME (Net of V.A.T.)	Actual 2016/17 £	Estimate 2017/18 £	latest Estimate 2017/18 £	Estimate 2018/19 £
Events in Parks & Open Spaces	9,900	10,500	10,500	10,500
Circuses and Fairs	4,700	4,600	4,600	4,600
Total Miscellaneous Charges	14,600	15,100	15,100	15,100

CULTURE
RECREATION and SPORT

<u>LILLINGTON RECREATION CENTRE</u>	Proposed Charge From 2/1/17 £	Proposed Charge From 2/1/18 £	
Sporting and Youth Organisations:			
- per morning / afternoon	20.50	21.00	2.44%
- per evening / weekend (per 2 hour session)	20.50	21.00	2.44%
- each additional hour or part thereof	10.25	10.50	2.44%
Other Organisations:	by negotiation	by negotiation	

INCOME (Net of V.A.T.)	Actual 2016/17 £	Estimate 2017/18 £	latest Estimate 2017/18 £	Estimate 2018/19 £
Total Lillington Recreation Centre	5,425	6,100	2,800	500

CULTURE

RECREATION and SPORT

**FACILITIES FOR PERSONS IN RECEIPT OF UNEMPLOYMENT BENEFIT AND INCOME
SUPPORT AND STUDENTS**

1. Facilities available free of charge during times shown. If no time is shown it is during all normal hours the activity is available.

Tennis (Beauchamp Gardens)

Edmondscote Athletic Track - Monday to Thursday: 9 a.m. to 5.30 p.m., Friday : 9 a.m. to 4.00 p.m.
(sometimes restricted by bookings)

Newbold Hall / Jephson Room, Spa Cer

2. Facilities available at reduced charges during times shown.

Bowls - Casual usage 10 a.m. to 5 p.m.

Table Tennis* - 9 a.m. to 5 p.m. Monday to Sunday

Edmondscote Athletic Track - Monday to Thursday 5.30 onwards
and Sunday mornings

Aerobics

Coaching Courses

Art Gallery / Craft Courses

Royal Spa Centre

* At least 50% of players must fulfil eligibility criteria

CULTURE

RECREATION and SPORT

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

DEVELOPMENT

	Actual 2016/17 £	Estimate 2017/18 £	latest Estimate 2017/18 £	Estimate 2018/19 £
Building Control				
Building Control Fees	710,617	720,000	720,000	720,000
Total Building Control	710,617	720,000	720,000	720,000
Development Control				
Development Control	31,057	34,800	34,800	35,000
Total Development Control	31,057	34,800	34,800	35,000
Enterprise Team				
Enterprise Team	207,542	242,900	298,700	302,700
Total Enterprise Team	207,542	242,900	298,700	302,700
Markets				
Markets	30,792	37,000	30,800	31,000
Total Markets	30,792	37,000	30,800	31,000
Land Charges				
Local Land Charges	158,916	175,000	175,000	175,000
Total Land Charges	158,916	175,000	175,000	175,000
TOTAL DEVELOPMENT	<u>1,138,925</u>	<u>1,209,700</u>	<u>1,259,300</u>	<u>1,263,700</u>

DEVELOPMENT**THE BUILDING (LOCAL AUTHORITY CHARGES) REGULATIONS 2010****TABLE 1: NEW BUILD OF HOUSES OR FLATS (Dwellings / flats up to 300m²)****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	Charge From 1/4/17 £	Proposed Charge From 1/4/18	
<u>Full Plans Application: Submission</u>			
1	£300.00	£300.00	0.00%
2	£360.00	£360.00	0.00%
3	£420.00	£420.00	0.00%
4	£480.00	£480.00	0.00%
5	£540.00	£540.00	0.00%
6	£600.00	£600.00	0.00%
<u>Full Plans Application: Inspection Fee</u>			
1	£540.00	£540.00	0.00%
2	£696.00	£696.00	0.00%
3	£852.00	£852.00	0.00%
4	£1,008.00	£1,008.00	0.00%
5	£1,164.00	£1,164.00	0.00%
6	£1,320.00	£1,320.00	0.00%
<u>Building Notice</u>			
1	£840.00	£840.00	0.00%
2	£1,056.00	£1,056.00	0.00%
3	£1,272.00	£1,272.00	0.00%
4	£1,488.00	£1,488.00	0.00%
5	£1,704.00	£1,704.00	0.00%
6	£1,920.00	£1,920.00	0.00%

For sites with more than 6 dwellings please contact us.

For the fee for 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 -the latter option will incur a £25 admin fee.

DEVELOPMENT**THE BUILDING (LOCAL AUTHORITY CHARGES) REGULATIONS 2010****TABLE 2: CERTAIN BUILDING WORK IN DWELLINGS****Notes:**

1. 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.
2. 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.
3. 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 .
4. 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. However the inspection fee could be paid when the application is made therefore avoiding an additional invoice fee of £25.
5. The floor area is internal, not including the area of the external walls.

DEVELOPMENT**TABLE 2: CERTAIN BUILDING WORK IN DWELLINGS (Continued)**

	Charge From 1/4/17 £	Charge From 1/4/18	
<u>Full Plans Application: Submission Fee</u>			
1	Full (or part) garage conversion	£276.00	£276.00 0.00%
1	Replacement windows	£120.00	£120.00 0.00%
1	Domestic Re-roofing up to £10,000 value	£180.00	£180.00 0.00%
	Solar panels and replacement thermal elements	£180.00	£180.00 0.00%
2	Erection of a garage or car port up to 60m ²	£276.00	£276.00 0.00%
	Domestic extensions up to 40m ²	£168.00	£168.00 0.00%
3	Domestic extensions from 40m ² - 60m ²	£198.00	£198.00 0.00%
3	Loft or basement conversions up to 40m ²	£168.00	£168.00 0.00%
3	Loft or basement conversion from 40m ² - 60m ²	£198.00	£198.00 0.00%
4	Underpinning	£360.00	£360.00 0.00%

Full Plans Application: Inspection Fee (+£25 per invoice)

1	Full (or part) garage conversion	nil	nil	
1	Replacement windows	nil	£120.00	
1	Domestic Re-roofing up to £10,000 value	nil	£180.00	
	Solar panels and replacement thermal elements	nil	£180.00	
2	Erection of a garage or car port up to 60m ²	nil	nil	
	Domestic extensions up to 40m ²	£264.00	£264.00	0.00%
3	Domestic extensions from 40m ² - 60m ²	£366.00	£366.00	0.00%
3	Loft or basement conversions up to 40m ²	£264.00	£264.00	0.00%
3	Loft or basement conversion from 40m ² - 60m ²	£366.00	£366.00	0.00%
4	Underpinning	nil	nil	

Building Notice

1	Full (or part) garage conversion	£276.00	£276.00	0.00%
1	Replacement windows	£120.00	£120.00	0.00%
1	Domestic Re-roofing up to £10,000 value	£180.00	£180.00	0.00%
	Solar panels and replacement thermal elements	£180.00	£180.00	0.00%
2	Erection of a garage or car port up to 60m ²	£276.00	£276.00	0.00%
	Domestic extensions up to 40m ²	£432.00	£432.00	0.00%
3	Domestic extensions from 40m ² - 60m ²	£564.00	£564.00	0.00%
3	Loft or basement conversions up to 40m ²	£432.00	£432.00	0.00%
3	Loft or basement conversion from 40m ² - 60m ²	£564.00	£564.00	0.00%
4	Underpinning	£360.00	£360.00	0.00%

- 1 There is a 50% discount for replacement windows, replacement roof, garage conversion or other works up to £5,000 value (not including loft or basement conversions) if these works are taking place at the same time as a domestic extension
- 2 Garages in excess of 60m² should be calculated using Table 3.
- 3 Domestic extensions over 60m² should be calculated using Table 3. There is a minimum fee of £470.
- 4 The fees for loft and basement conversions in excess of 60m² should be calculated using Table 3.
- 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 could be paid with the submission fee therefore avoiding the additional invoice of £25

DEVELOPMENT**THE BUILDING (LOCAL AUTHORITY CHARGES) REGULATIONS 2010****TABLE 3: ALL OTHER BUILDING WORK****Notes:**

1. For loft / basement conversions there is a minimum fee of £470
2. For domestic extensions over 60m² there is a minimum fee of £470
3. If a 'full plans' application is being made for work requiring a fee of £270 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, at the additional cost of £25, will be sent on commencement of the work for the remaining 60%, which forms the 'inspection fee'.
4. The estimated cost should be in line with recommended RICS rates, not including VAT or fees paid to architects, etc.
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
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.

DEVELOPMENT**THE BUILDING (LOCAL AUTHORITY CHARGES) REGULATIONS 2010****TABLE 3: ALL OTHER BUILDING WORK (Continued)**

Estimated Cost of Building Work	Charge From 1/4/17 £	Charge From 1/4/18 £	
<u>Full Plans Application: Submission Fee</u>			
£0 to £2,000	£144.00	£144.00	0.00%
£2,001 to £5,000	£216.00	£216.00	0.00%
£5,001 to £10,000	£276.00	£276.00	0.00%
£10,001 to £15,000	£132.00	£132.00	0.00%
£15,001 to £20,000	£156.00	£156.00	0.00%
£20,001 to £30,000	£180.00	£180.00	0.00%
£30,001 to £40,000	£204.00	£204.00	0.00%
£40,001 to £50,000	£228.00	£228.00	0.00%
£50,001 to £60,000	£252.00	£252.00	0.00%

For works valued over £60,000 please contact us

Full Plans Application: Inspection Fee + £25 per invoice

£0 to £2,000	nil	nil	
£2,001 to £5,000	nil	nil	
£5,001 to £10,000	nil	nil	
£10,001 to £15,000	£204.00	£204.00	0.00%
£15,001 to £20,000	£240.00	£240.00	0.00%
£20,001 to £30,000	£276.00	£276.00	0.00%
£30,001 to £40,000	£312.00	£312.00	0.00%
£40,001 to £50,000	£348.00	£348.00	0.00%
£50,001 to £60,000	£384.00	£384.00	0.00%

For works valued over £60,000 please contact us

Building Notice

£0 to £2,000	£144.00	£144.00	0.00%
£2,001 to £5,000	£216.00	£216.00	0.00%
£5,001 to £10,000	£276.00	£276.00	0.00%
£10,001 to £15,000	£336.00	£336.00	0.00%
£15,001 to £20,000	£396.00	£396.00	0.00%
£20,001 to £30,000	£456.00	£456.00	0.00%
£20,001 to £40,000	£516.00	£516.00	0.00%
£40,001 to £50,000	£576.00	£576.00	0.00%
£50,001 to £60,000	£636.00	£636.00	0.00%

For works valued over £60,000 please contact us

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

Fees exclude V.A.T.

Demolition Fee	£110.00	£110.00	0.00%
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	Actual 2016/17 £	Estimate 2017/18 £	Latest Estimate 2017/18 £	Estimate 2018/19 £
INCOME (Net of V.A.T.)				
Building Control Fees	710,617	720,000	720,000	720,000

DEVELOPMENT

DEVELOPMENT CONTROL

	Charge From 2/1/17 £	Proposed Charge From 2/1/18 £
Permitted Development Enquiries (Self Assessment online free)	36.00	50.00
Local Plan 2011-2029 Publication Draft	15.00	N/A
NEW: Written requests relating to the Planning History of a Site		150.00
<u>Pre-Application Advice Fees</u>		
Tier 1: Self service advice via the WDC website	No Charge	No charge
Tier 2A Request for a written response as to whether planning	35.00	50.00
Tier 2B Request for a written response a: Householders	50.00	65.00
Other proposals	150.00	200.00
Tier 2C Provision of verbal advice at the Development Management / Building Control householder drop in session	No Charge	No charge
Tier 3: Provision of pre-application advice for small scale non-householder proposals which do not fall with tiers 4 - 6		
per meeting	150.00	200.00
written response	150.00	200.00
both	300.00	400.00
Tier 4: Provision of pre-application advice for proposals which fall within the "minor" development category: i.e. residential proposals of 1 - 9 dwellings or involving a site area up to 0.5 ha; commercial proposals involving less than 1,000 sq. m of floor space or a site area of less than 1 ha		
per meeting	300.00	400.00
written response	300.00	400.00
both	600.00	800.00
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	600.00	800.00
written response	600.00	800.00
both	1,200.00	1,600.00
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	900.00	1,200.00
written response	900.00	1,200.00
both	1,800.00	2,400.00

DEVELOPMENT**DEVELOPMENT CONTROL**

All fees are inclusive of V.A.T.

A fee will be charged for advice which:

- and 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 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.

INCOME (Net of V.A.T.)	Actual 2016/17 £	Estimate 2017/18 £	Latest Estimate 2017/18 £	Estimate 2018/19 £
Development Control	31,057	34,800	34,800	35,000

DEVELOPMENT**ENTERPRISE TEAM**

	Charge From 1/4/17 £	Proposed Charge From 1/4/18 £
<u>Court Street Creative Arches</u>		

Annual Rent Excluding V.A.T. - which should be added at the prevailing rate.

All Units Single or Double Arch by negotiation by negotiation

Althorpe Enterprise Hub

Office Tariff: Monthly Licence Fee (excluding V.A.T. - which should be added at the prevailing rate)
Includes Service Charge

Unit Number	No of Desks			
1	3	450	460	2.14%
2	3	471	481	2.07%
3	4	576	587	1.99%
4	3	513	523	1.97%
5	2	376	383	1.96%
6	2	343	350	1.94%
7	2	343	350	1.94%
8	2	343	350	1.94%
9	2	376	383	1.96%
10	3	513	523	1.97%
11	4	576	587	1.99%
12	3	429	438	2.04%
13	12	1,771	1,809	2.15%
14	3	506	516	2.01%
15	3	492	502	2.12%
16	3	506	516	2.01%
17	12	1,805	1,844	2.13%

Fees include service charge and 1 parking space - except Unit 12 which does not have parking allocated

Conference Room Hire Charges (excluding V.A.T. - which should be added at the prevailing rate)**Althorpe Enterprise Hub Tenants:**

Per Hour		15.00	16.00	6.67%
Half Day	Morning 9.00 am to 12.30 pm	45.00	46.88	4.17%
	Afternoon 1.00 pm to 4.30 pm	45.00	46.88	4.17%
Full Day	9.00 am to 5.00 pm	90.00	93.75	4.17%

DEVELOPMENT**ENTERPRISE TEAM**

		Charge From 1/4/17 £	Proposed Charge From 1/4/18 £	
<u>Althorpe Enterprise Hub Other Organisations:</u>				
Half Day	Morning 9.00 am to 12.30 pm	60.00	62.50	4.17%
	Afternoon 1.00 pm to 4.30 pm	60.00	62.50	4.17%
Full Day	9.00 am to 5.00 pm	120.00	125.00	4.17%

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

Work Station Tariff (excluding V.A.T.- which should be added at the prevailing rate)

Daily Licence	20	21	5.00%
Weekly Licence	75	78	4.00%
Monthly Licence	275	284	3.27%

Subscription Packages (including V.A.T.)

Option 1 (16 hours per month)	32	33.00	3.13%
Option 2 (32 hours per month with added facilities)	70	72.00	2.86%
Option 3 (Unlimited hours with added facilities)	235	242.00	2.98%

	Actual 2016/17 £	Estimate 2017/18 £	Latest Estimate 2017/18 £	Estimate 2018/19 £
INCOME (Net of V.A.T.)				
Enterprise Team	207,542	242,900	298,700	302,700

DEVELOPMENT

26 H.T.

Includes service charge		Charge From 1/4/17 £	Proposed Charge From 1/4/18 £	
Unit Number	No. of Desks			
1	8	824.50	853.52	3.52%
2	8	894.00	925.32	3.50%
3	3	373.65	386.90	3.55%
4	10	976.90	1,011.29	3.52%
5	5	486.60	503.75	3.52%
6	4	471.60	488.23	3.53%
7	4	471.60	488.23	3.53%

**DEVELOPMENT
MARKETS**

MARKETS

(Free of V.A.T. unless otherwise stated)

Farmers' Market charge per stall per market to stallholders:

	Proposed Charge From 2/1/17 £	Proposed Charge From 2/1/18 £	
- Warwick (4-5 per year)	33.00	33.00	0.00%
- Leamington	33.00	33.00	0.00%

Market Contractor charge per stall per market to stallholders:

	Proposed Charge From 2/1/17 £	Proposed Charge From 2/1/18 £	
- Leamington and Warwick	33.00	33.00	0.00%
- Kenilworth	29.25	29.25	0.00%

% of stall income due to Warwick District Council:

Number of Stalls:	%	%
Up to 29	20%	20%
Up to 39	25%	25%
Up to 49	30%	30%
Up to 59	35%	35%
60-79	40%	40%
Over 80	50%	50%

INCOME (Net of V.A.T.)

	Actual 2016/17 £	Estimate 2017/18 £	Latest Estimate 2017/18 £	Estimate 2018/19 £
Total Markets	30,792	37,000	30,800	31,000

DEVELOPMENT**LOCAL LAND CHARGES**

	Actual 2016/17 £	Estimate 2017/18 £	Latest Estimate 2017/18 £	Estimate 2018/19 £
Local Land Charges				
Local Land Charges	158,916	175,000	175,000	175,000
TOTAL LOCAL LAND CHARGES	<u>158,916</u>	<u>175,000</u>	<u>175,000</u>	<u>175,000</u>

	Charge From 2/1/17 £	Proposed Charge From 2/1/18 £	
<u>Search Fee (non-electronic)</u>			
Full Search Fee (LLC1 & CON29R) LLC1	15.00	15.00	0.00%
CON29R Official Search (includes VAT)	96.00	96.00	0.00%
<u>Part II - Optional Enquiries</u>			
CON290 (PARTII)	12.00	12.00	0.00%
CON290 (PARTII) Enquiry 22 (refer direct to County Council)	0.00	0.00	0.00%
<u>Other Work</u>			
Additional (Non-standard) Questions	24.00	24.00	0.00%
Additional land parcel (all search types)	12.00	12.00	0.00%

All of the above fees are outside the scope of V.A.T. unless otherwise stated.

	Actual 2016/17 £	Estimate 2017/18 £	latest Estimate 2017/18 £	Estimate 2018/19 £
INCOME (Net of V.A.T.)				
Local Land Charges	158,916	175,000	175,000	175,000

DEVELOPMENT**LEGAL SERVICES**

	Charge From 2/1/17 £	Proposed Charge From 2/1/18 £	
<u>CHARGES FOR LOCAL AUTHORITY LEGAL WORK</u>			
<u>Disposals, Licences, Easements, etc.</u>			
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)			
<u>Mortgages</u>			
Supply of Epitome and Abstract of Title: Photocopyin	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	84.00	85.00	1.19%
Release of one party to mortgage	235.00	240.00	2.13%
Applic for retrospective consents to Property Alteratic	60.00	62.00	3.33%

Miscellaneous Agreements concerning the Development of Land

Sect 106 Agreements - Town & Country Plan Act 19	0	available via website	
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Photocopying (Inclusive of V.A.T.)

A4 Single sided	0.10	0.10	0.00%
A4 Single sided - colour	0.80	0.80	0.00%
A4 Double sided	0.20	0.20	0.00%
A4 Double sided - colour	1.45	1.45	0.00%
A3 Single sided	0.20	0.20	0.00%
A3 Single sided - colour	1.65	1.65	0.00%
A3 Double sided	0.40	0.40	0.00%
A3 Double sided - colour	2.80	2.80	0.00%
A0 Plans	16.00	16.00	0.00%
A0 Plans - colour	58.25	58.25	0.00%

HEALTH & COMMUNITY PROTECTION**LICENSING**

	Actual 2016/17 £	Estimate 2017/18 £	latest Estimate 2017/18 £	Estimate 2018/19 £
Licensing and Registration				
Licensing and Registration	211,031	202,700	204,700	203,700
Total Licensing and Registration	211,031	202,700	204,700	203,700

HEALTH & COMMUNITY PROTECTION**LICENSING**

	current Charge £	Propose Charge £	deficit recovery charge from 2/1/18 £	Total Charge From 2/1/18 £
<u>LICENSING and REGISTRATION:</u>				
(V.A.T. not applicable)				
Hackney Carriage / Private Hire Licence +Horse Drawn Vehicles:				
Vehicle Licence (PH) - Annual				
Vehicle Licence (PH) - Application Fee	40.50	33.00	0.00	33.00
Vehicle Licence (PH)	174.50	81.60	46.00	127.60
Vehicle Licence (PH) Renewal- Application Fee	40.00	32.30	0.00	32.30
Vehicle Licence Renewal (PH)	174.00	78.10	46.00	124.10
Vehicle Licence (HC) - Application Fee	40.50	33.30	0.00	33.30
Vehicle Licence (HC)	205.00	97.30	46.00	143.30
Vehicle Licence (HC) Renewal- Application Fee	40.00	32.30	0.00	32.30
Vehicle Licence Renewal (HC)	204.50	93.70	46.00	139.70
Vehicle Licence (PH) with Dispensation- Application F	54.50	45.90	0.00	45.90
Vehicle Licence with Dispensation (PH)	174.00	81.60	46.00	81.60
Vehicle Licence (HC) Renewal with Dispensation- App	54.00	46.10	0.00	46.10
Vehicle Licence Renewal with Dispensation (HC)	173.50	78.10	46.00	124.10
Vehicle Licence - Transfer of Vehicle	48.00	35.70	0.00	35.70
Medical Administration fee (included with new/renew	7.00	7.70	0.00	7.70
Annual Medical (without Application)	11.50	12.20	0.00	12.20
HC/PH driver licence - grant 3years (new) -application	81.00	87.00	0.00	87.00
HC/PH driver licence - grant 3years (new) - licence	406.50	150.10	124.30	274.40
HC/PH driver licence - renewal 3years (new) -applicati	39.00	73.00	0.00	73.00
HC/PH driver licence - renewal 3years (new) - licence	407.00	150.00	124.30	274.30
HC/PH driver licence - renewal 1year (new) -applicati			N/A	
HC/PH driver licence - renewal 1year (new) - licence			N/A	
Replacement Driver's Badge	20.00	22.30	0.00	22.30
Replacement Driver's or Vehicle's Paper Licence	9.00	9.80	0.00	9.80
Replacement Vehicle Plate	14.00	15.00	0.00	15.00
New Driver's Knowledge Test	60.00	65.20	0.00	65.20
Private Hire Operator's Licence (5year) - New Application	88.00	98.00	0.00	98.00
Private Hire Operator's (5year) -Licence	993.00	515.70	391.90	907.60
Private Hire Operator's Licence (5year) -renew Applicatio	59.00	37.40	0.00	37.40
Private Hire Operator's (5year) - Renew Licence	993.00	515.70	391.90	907.60
CRB Check	55.50	55.50	0.00	55.50

Local Government (Misc. Provisions) Act 1982				
Sex Establishments Licence - new Application	6,310.00	3,079	0.00	3079.00
Sex Establishments Licence - new Licence	10,270.00	4,785	6,398.00	11183.00
Sex Establishments Licence -renewal Application	6,310.00		0.00	0.00
Sex Establishments Licence -renewal Licence	10,270.00	4,785	6,398.00	11183.00
Transfer	6,322.00	3,080	0.00	3080.00
Variation	6,322.00	3,080	0.00	3080.00

HEALTH & COMMUNITY PROTECTION
LICENSING

	current Charge	Propose Charge	deficit recovery charge from 2/1/18	Total Charge From 2/1/18
	£	£	£	£
<u>LICENSING and REGISTRATION:</u>				
(V.A.T. not applicable)				
Street Trading Consent Licence:				
Static Pitch - new application	58.00	66.00	0.00	66.00
Static Pitch - licence	270.00	150.00	0.00	150.00
Touring Pitch - new application	34.50	45.00	0.00	45.00
Touring Pitch - licence	270.00	140.00	0.00	140.00
Day Trading	44.00	49.00	0.00	49.00
Group Trading				
Category 1 (up to 20)	73.00	74.00	0.00	74.00
Category 2 (21 to 49)	94.50	85.00	0.00	85.00
Category 3 (50 to 75)	113.50	95.00	0.00	95.00
Category 4 (76 to 99)	131.00	104.00	0.00	104.00
Category 5 (over 100 traders)	139.00	108.00	0.00	108.00
Transfer of Consent	30.50	34.00	0.00	34.00
Variation to Consent	45.50	52.00	0.00	52.00
Replacement Badge	10.50	11.00	0.00	11.00
Replacement Paper Consent	9.50	11.00	0.00	11.00
Additional Employee	30.00	34.00	0.00	34.00
Small Lotteries - renewal	20.00	20.00	0.00	20.00
Small Lotteries -new	40.00	40.00	0.00	40.00
Scrap Metal				
Site Licence (3 year)	530.40	722.00	0.00	722.00
Additional Site licence	198.90	605.00	0.00	605.00
Renewal of Site licence	530.40	612.00	0.00	612.00
Variation of Site licence	137.70	51.00	0.00	51.00
Collectors licence (renewal) -	183.60	572.00	0.00	572.00
Collectors Licence (3 year)	183.60	605.00	0.00	605.00
Variation Collectors Licence	137.70	255.00	0.00	255.00
Replace or copy licences	25.50	39.00	0.00	39.00
Change of licence details (trading name, address etc.)	45.90	10.00	0.00	10.00
Change of site manager	71.40	56.00	0.00	56.00
Change of site	178.50	145.00	0.00	145.00
Replacement ID Badge		10.70	0.00	10.70

HEALTH & COMMUNITY PROTECTION

INCOME (Net of V.A.T.)	Actual 2016/17 £	Estimate 2017/18 £	latest Estimate 2017/18 £	Estimate 2018/19 £
Sex Establishments	9,191	9,200	16,200	11,200
Consent for Street Trading	14,400	8,500	3,500	3,500
Small Lotteries	2,800	3,800	3,800	3,800
Hackney Carriages / Private Hire	183,927	180,000	180,000	184,000
Scrap Metal	713	1,200	1,200	1,200
Total Licences	211,031	202,700	204,700	203,700

HEALTH & COMMUNITY PROTECTION

	Actual 2016/17 £	Estimate 2017/18 £	latest Estimate 2017/18 £	Estimate 2018/19 £
Licensing	211,031	202,700	204,700	203,700
Environmental Health:				
Pest Control	2,600	3,100	3,100	3,100
Food Safety	0	100	100	100
Pollution Control	1,535	1,500	1,500	1,500
Licensing	12,900	11,700	11,600	12,100
Total Environmental Health	17,035	16,400	16,300	16,800
TOTAL HEALTH & COMM PROT	228,066	219,100	221,000	220,500

HEALTH & COMMUNITY PROTECTION**ENVIRONMENTAL HEALTH**

<u>PEST CONTROL</u> (Inclusive of V.A.T.)	Charge From 2/1/17 £	Proposed Charge From 2/1/18 £	
<u>RODENT CONTROL:</u> (Control of Rat & Mice Infestation)			
<u>Non Domestic Premises (without contract):</u>			
- One man and van per hour	83.00	85.00	2.41%
- Two men and van per hour	110.00	113.00	2.73%
<u>Domestic Premises:</u>			
<u>Rat Infestation</u>	Free	Free	
<u>Mice Infestation:</u>			
- Standard Charge	72.00	74.00	2.78%
- Persons in receipt of Inc Support or Job seekers Allowance	Free		
Persons in receipt of a State pension/Pension Credits	36.00	37.00	2.78%
Persons Registered Disabled	36.00	37.00	2.78%
<u>TREATMENT FOR OTHER PESTS:</u>			
- Standard Charge			
- Bedbugs	77.00	79.00	2.60%
- Fleas and Cockroaches	77.00	79.00	2.60%
- Persons in receipt of Inc Support or Job seekers Allowance	Free	Free	
Persons in receipt of a State pension/Pension Credits	38.50	39.50	2.60%
Persons Registered Disabled	38.50	39.50	2.60%
<u>STRAY DOGS:</u>			
- Administration charge for processing stray dogs	25.00	25.00	0.00%
- Dog fouling fixed penalty	50.00	50.00	0.00%

	Actual 2016/17 £	Estimate 2017/18 £	latest Estimate 2017/18 £	Estimate 2018/19 £
INCOME (Net of V.A.T.)				
Pest Control	1,600	2,000	2,000	2,000
Stray Dogs processing- administration	900	800	800	800
Dog Fouling Fixed Penalty	100	300	300	300
Total Pest Control	2,600	3,100	3,100	3,100

HEALTH & COMMUNITY PROTECTION**ENVIRONMENTAL HEALTH**

<u>FOOD SAFETY:</u>	Charge From 2/1/17 £	Proposed Charge From 2/1/18 £	
Food Inspection: - Non-Statutory Inspections	115.00	120.00	4.35%

INCOME (Net of V.A.T.)	Actual 2016/17 £	Estimate 2017/18 £	latest Estimate 2017/18 £	Estimate 2018/19 £
Total Food Safety Charges	0	100	100	100

<u>POLLUTION CONTROL:</u>	Charge From 2/1/17 £	Proposed Charge From 2/1/18 £	
Contaminated Land Search	99.00	99.00	0.00%

INCOME (Net of V.A.T.)	Actual 2016/17 £	Estimate 2017/18 £	latest Estimate 2017/18 £	Estimate 2018/19 £
Total Pollution Control Charges	1,535	1,500	1,500	1,500

HEALTH & COMMUNITY PROTECTION**ENVIRONMENTAL HEALTH**

LICENSING	Charge From 2/1/17 £	Proposed Charge From 2/1/18 £	
(V.A.T. not applicable)			
Animal Boarding Establishments Act 1963	175.00	180.00	2.86%
Animal Boarding Establishments Act 1963 - Day boarding	150.00	153.00	2.00%
Breeding of Dogs Act 1973	175.00	180.00	2.86%
Pet Animals Act 1951	175.00	180.00	2.86%
Dangerous Wild Animals Act	410.00	420.00	2.44%
Riding Establishments Act	335.00	345.00	2.99%
Riding Establishments Act variation fee	25.00	25.00	0.00%
Zoo Licence (plus Vets inspection fees)	565.00	580.00	2.65%

	Charge From 2/1/17 £	Propose Charge From 2/1/18 £	deficit recovery charge from 2/1/18	Total Charge From 2/1/18 £
<i>Local Government (Misc. Provisions) Act 1982</i>				
Premises Registration Ear Piercing, Tattooing (Registration)				
Premises Registration Ear Piercing, Tattooing (Application)	79.50	81.00	0.00	81.00
Premises Registration Ear Piercing, Tattooing (Licence Fee)	102.50	105.00	0.00	105.00
Personal Registration Electrolysis, Acupuncture (Application)	85.50	88.00	0.00	88.00
Personal Registration Electrolysis, Acupuncture (Licence Fee)	103.50	106.00	0.00	106.00
Temporary Tattoo Events - Cost per Day			0.00	
Temp Event Premises registration (per business) -Applic	44.00	46.00	0.00	46.00
Temp Event Premises reg (per business at event) -Licence	103.00	105.50	0.00	105.50

INCOME (Net of V.A.T.)	Actual 2016/17 £	Estimate 2017/18 £	latest Estimate 2017/18 £	Estimate 2018/19 £
Total Licensing - Skin Piercing/Tattooing	3,600	2,600	2,600	2,700
Total Licensing - Animal Estab./Motor Sa	9,300	9,000	9,000	9,400
Total Licensing	12,900	11,700	11,600	12,100

Proposed CCTV Fees (see Appendix B)

HOUSING

	Actual 2016/17 £	Estimate 2017/18 £	latest Estimate 2017/18 £	Estimate 2018/19 £
Private Sector Housing Renewal				
Improvement Grants Admin	74,600	84,000	84,000	84,000
TOTAL HOUSING and PROPERTY	74,600	84,000	84,000	84,000

	Proposed Charge From 2/1/17 £	Proposed Charge From 2/1/18 £
Charges for The Administration of Improvement Grants	at cost	at cost
Home Improvement Agency fee	12.5% of cost of works (w.e.f 1/4/17)	12.5% of cost of works (w.e.f 1/4/17)
Immigration Inspection Fee	£131.2 + VAT	£131.2 + VAT
Statutory Notice Administrative Fee	at cost	at cost

	Actual 2016/17 £	Estimate 2017/18 £	latest Estimate 2017/18 £	Estimate 2018/19 £
INCOME (Net of V.A.T.)				
Improvement Grant Admin. Charges	74,600	84,000	84,000	84,000

HOUSING

Housing in Multiple Occupation Licensing

		Charge From 2/1/17 £	Charge From 2/1/18 £	
<u>New Applications:</u>				
	<u>Number of Occupants</u>			
Full Fee	5 only	800.00	816.00	2.00%
	6 to 12	925.00	944.00	2.05%
	13 to 20	1,060.00	1,081.00	1.98%
	21+	1,225.00	1,250.00	2.04%
Multiple Discounted Fee *	5 only	770.00	785.50	2.01%
	6 to 12	888.00	906.00	2.03%
	13 to 20	1,025.00	1,046.00	2.05%
	21+	1,185.00	1,209.00	2.03%
<u>Licence Renewal Fees:</u>				
Full Fee	5 only	592.00	604.00	2.03%
	6 to 12	680.00	693.00	1.91%
	13 to 20	782.00	798.00	2.05%
	21+	900.00	918.00	2.00%
Multiple Discounted Fee *	5 only	555.00	566.00	1.98%
	6 to 12	645.00	658.00	2.02%
	13 to 20	747.00	762.00	2.01%
	21+	865.00	882.00	1.97%
* Payable for any application beyond initial application				
Late Licence Application Fee (after initial reminder letter)		103.00	105.00	1.94%
Appointment of Manager Fee:	Manager Fee	53.50	54.50	1.87%
	Discounted Fee**	28.50	29.00	1.75%
** Payable where manager has been 'fit and proper person' checked in the last 5 years				
<u>Administrative Charges:</u>				
	Repeat requests for documents	51.75	52.80	2.03%
Finder's Fee for unlicensed HMO (penalty)		153.00	156.00	1.96%
(If the landlord/owner has failed to notify wdc of the licensable HMO)				
Photocopying Charges:	Additional copying	5.20	5.30	1.92%
	(Per Document)			
<u>Mobile Homes Act 2013 Fees</u>				
<u>Mobile Home Site New Application/Variation Fee</u>				
	sites with up to 10 units	266.00	269.00	1.13%
	sites with 11 to 50 units	297.00	300.00	1.01%
	sites with 51 to 100 units	329.00	332.50	1.06%
	sites with more than 100 units	at cost	at cost	
<u>Mobile Home Site Annual Inspection Fee</u>				
	sites with up to 10 units	213.00	215.00	0.94%
	sites with 11 to 50 units	245.00	247.50	1.02%
	sites with 51 to 100 units	275.00	278.00	1.09%
	sites with more than 100 units			
Mobile Home Site Re-inspection Fee		79.00	80.00	1.27%
Mobile Home Site Administrative Fee		31.50	32.00	1.59%

NEIGHBOURHOOD

	Actual 2016/17 £	Estimate 2017/18 £	latest Estimate 2017/18 £	Estimate 2018/19 £
Car Parking				
Car Parking	3,154,400	3,010,000	3,088,000	3,158,000
Total Car Parking	<u>3,154,400</u>	<u>3,010,000</u>	<u>3,088,000</u>	<u>3,158,000</u>
Waste Collection:				
Refuse Collection	135,431	114,500	118,000	119,000
Total Waste Collection	<u>135,431</u>	<u>114,500</u>	<u>118,000</u>	<u>119,000</u>
Bereavement Services:				
Cemeteries	364,126	365,400	370,100	385,700
Crematorium	1,173,182	1,334,500	1,251,000	1,326,200
Total Bereavement Services	<u>1,537,308</u>	<u>1,699,900</u>	<u>1,621,100</u>	<u>1,711,900</u>
TOTAL NEIGHBOURHOOD	<u>4,827,139</u>	<u>4,824,400</u>	<u>4,827,100</u>	<u>4,988,900</u>

BEREAVEMENT SERVICES

	Charge From 2/1/17 £	Proposed Charge From 2/1/18 £	
<u>CEMETERIES</u>			
(Free of V.A.T. unless otherwise stated)			
<u>SALE OF BURIAL RIGHTS * (For a period of 50 years)</u>			
Each Grave - Area without kerbstones	see below		
Each Grave - Area with kerbstones	see below		
Standard grave with/without kerbstone for coffin/casket 6'9" x 25"	1,100.00	1,150.00	4.55%
Large Grave	1,350.00	1,450.00	7.41%
Selection Fee (Grave space chosen out of rotation)	335.00	350.00	4.48%
Selection Fee (Grave space chosen out of rotation) for child	125.00	130.00	4.00%
Child's grave	500.00	520.00	4.00%
Half size grave for Cremated Remains	500.00	520.00	4.00%
Exclusive Burial Rights - Garden of Remembrance	150.00	200.00	33.33%
Extension of expired rights (standard* grave 5 year extension)	110.00	115.00	4.55%
* 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			
<u>INTERMENT *</u>			
Person aged 17 years and above :			
Adult interment (irrespective of depth)	775.00	810.00	4.52%
Cremated Remains	130.00	150.00	15.38%
Cremated Remains - St. Nicholas Church Yard	130.00	150.00	15.38%
Interment in Existing Vault	200.00	210.00	5.00%
Children :			
Still-born to not exceeding 1 month	100.00	see below	
Child aged between 1 month and 16 years	130.00	see below	
Woodland Burial (Oakley Wood)	1,225.00	1,250.00	2.04%
Surcharge of 50% for non-residents			
Still-born to not exceeding 1 month (Parents are resident in WDC area)		No charge	
Still-born to not exceeding 1 month (Parents are NOT resident in WDC area)		100.00	
Child aged between 1 month and 16 years (parents are resident in WDC area)		No charge	
Child aged between 1 month and 16 years (parents are NOT resident in WDC area)		100.00	
<u>MEMORIAL FEES :</u>			
Headstone and other memorials up to 3' 6" - incl 1st inscript	180.00	200.00	11.11%
Vase and other memorials under 1' 0" - incl 1st inscript	180.00	200.00	11.11%
Additional Inscription	65.00	75.00	15.38%
Kerbstones			
Kerbset memorials (including the first inscription)	380.00	400.00	5.26%
<u>OTHER CHARGES:</u>			
Manual search of Burial Registers (per30mins or part thereof)			
	25.00	30.00	20.00%
- Includes email confirmation of details.			
	35.00	40.00	14.29%
- Includes confirmation of details sent by post			

BEREAVEMENT SERVICES

<u>CEMETERIES</u>	Charge From 2/1/17	Proposed Charge From 2/1/18	
Use of Kenilworth Cemetery Chapel	100.00	105.00	5.00%
Late arrival(charged after 10mins + for every subsequent 15i	130.00	135.00	3.85%
Transfer exclusive right of burial	60.00	65.00	8.33%
Preparing documents for relinquish of grant (new fee)	60.00	65.00	8.33%
Marking out grave (new fee)	35.00	40.00	14.29%
Temporary grave marker (request delegated authority to Head of Service in conjunction with portfolio holder)			
* Surcharge of 200% for non-residents on sale of burial rights and interments			

INCOME (Net of V.A.T.)	Actual 2016/17 £	Estimate 2017/18 £	latest Estimate 2017/18 £	Estimate 2018/19 £
Burial Rights	181,635	178,900	180,900	188,500
Interments	150,477	154,700	156,800	163,100
Memorials	32,014	31,800	32,400	34,100
Total Cemeteries	364,126	365,400	370,100	385,700
	=====	=====	=====	=====

BEREAVEMENT SERVICES

<u>CREMATORIUM</u> (Free of V.A.T. unless otherwise stated)	Charge From 2/1/17 £	Proposed Charge From 2/1/18 £	
<u>CREMATION FEE: (Including use of music system and/or Organ)</u>			
Foetal remains and still-born to 1 month	100.00	130.00	30.00%
Child - aged between 1 month and 16 years	130.00	130.00	0.00%
Person aged 17 years and above	650.00	685.00	5.38%
Person aged 17 years and above - non-resident	650.00	685.00	5.38%
Body Parts	100.00	130.00	30.00%
Additional Service Time - per half hour	110.00	115.00	4.55%
late arrival	130.00	135.00	3.85%
Communal cremation of foetal remains	130.00	130.00	0.00%
Cremation where there is no service - NEW	500.00	525.00	5.00%
Premium on top of cremation fee for Saturday service - NEW	150.00	155.00	3.33%
Foetal remains and still-born to 1 month (arranged by parent resident in WDC)		No charge	
Foetal remains and still-born to 1 month (arranged by parent NOT resident in WDC)		130.00	
Child - aged between 1 month and 16 years (arranged by parent resident in WDC)		No charge	
Child - aged between 1 month and 16 years (arranged by parent NOT resident in WDC)		130.00	
<u>CASKETS AND CONTAINERS</u>			
Full size caskets (excluding name plate)			
Miniature keepsake urns (From)			
Request delegated authority to Head of Service in conjunction with Portfolio Holder			
<u>OTHER SERVICES</u>			
Disposal of remains from other Crematoria	75.00	76.00	1.33%
Certified copy of an entry in the Cremation register	10.00	10.00	0.00%
Temporary retention of Cremated Remains (per month) - chargeable from the third month following Cremation service	25.00	25.00	0.00%
Despatch of Cremated Remains by courier	185.00	185.00	0.00%
Duplicate certificate for cremated remains	New fee for 2017	10.00	
<u>BOOK OF REMEMBRANCE (inclusive of VAT)</u>			
2 Line Inscription	85.00	90.00	5.88%
5 Line Inscription	120.00	130.00	8.33%
8 Line Inscription	155.00	160.00	3.23%
Crests, etc.	75.00	75.00	0.00%
<u>REMEMBRANCE CARDS (inclusive of VAT)</u>			
With 2 Line Inscription	45.00	45.00	0.00%
With 5 Line Inscription	60.00	65.00	8.33%
With 8 Line Inscription	80.00	80.00	0.00%
Crests, etc.	75.00	75.00	0.00%

BEREAVEMENT SERVICES

<u>CREMATORIUM</u> (Free of V.A.T. unless otherwise stated)	Charge From 2/1/17 £	Proposed Charge From 2/1/18 £	
<u>MEMORIAL GARDEN (inclusive of VAT):</u>			
Sanctum 2000 Unit	- Supply and 10 year lease including inscription of up to 80 letters	800.00	820.00 2.50%
	- Additional 10 year lease	250.00	255.00 2.00%
	- New plaque (up to 80 letters	250.00	255.00 2.00%
	- Inscribed designs A	135.00	140.00 3.70%
	- Inscribed designs B	190.00	195.00 2.63%
	- each additional letter	2.50	2.55 2.00%
	- refurbish existing plaque	125.00	135.00 8.00%
	- 2nd interment -80 letters insc	250.00	250.00 0.00%
Refurbished columbaria with new plaque and 10 year lease	NEW FOR 2018		620.00
Vase Block and Inscribed relief tablet -Supply and 10 year le		430.00	450.00 4.65%
	- Additional 10 year lease	130.00	135.00 3.85%
	New plaque (relief)	130.00	140.00 7.69%
	new plaque (gilded)	140.00	145.00 3.57%
	- refurbish existing plaque	100.00	110.00 10.00%
Refurbished vase with new plaque and 10 year lease	NEW FOR 2018		280.00
Wooden Memorial Benches		1,200.00	1,210.00 0.83%
Granite Memorial Benches (with one plaque)		1,000.00	1,100.00 10.00%
Granite Memorial Bench (with two plaques)		1,100.00	1,200.00 9.09%
Granite Memorial Bench (with three plaques)		1,200.00	1,300.00 8.33%
Plaque on communal memorial bench		280.00	290.00 3.57%
Refurbish memorial bench	cost + 20%		
Memorial tree	cost + 20%		
Habitat memorial (eg bird or bat box) from		95.00	98.00 3.16%
Sustainable plaque scheme		280.00	285.00 new
Any other type of commemoration			
Request delegated authority to Head of Service in conjunction with Portfolio Holder			

BEREAVEMENT SERVICES

INCOME (Net of V.A.T.)	Actual 2016/17 £	Estimate 2017/18 £	latest Estimate 2017/18 £	Estimate 2018/19 £
Cremation	1,137,798	1,297,000	1,217,900	1,292,400
Book of Remembrance & Remembrance	18,913	22,900	20,200	20,800
Memorial Garden	16,471	14,600	12,900	13,000
Total Crematorium	<u>1,173,182</u>	<u>1,334,500</u>	<u>1,251,000</u>	<u>1,326,200</u>
Bereavement Services:				
Cemeteries	364,126	365,400	370,100	385,700
Crematorium	1,173,182	1,334,500	1,251,000	1,326,200
Total Bereavement Services	<u>1,537,308</u>	<u>1,699,900</u>	<u>1,621,100</u>	<u>1,711,900</u>

NEIGHBOURHOOD
PARKING SERVICES

LEAMINGTON

	Charge From 1/4/17 £	Proposed Charge From 2/1/18 £	
Linear charges - - 6 minutes for £0.10 still active from minimum vend			
Bedford St, Chandos St, Covent Garden Surface			
7 Day a week charges			
30 minutes	0.50	0.50	0.00%
1 Hour	1.00	1.00	0.00%
2 hours (new minimum charge)	2.00	2.00	0.00%
3 hours	3.00	3.00	0.00%
4 hour Maximum	4.00	4.00	0.00%
Overnight Charge	0.50	1.00	100.00%
Adelaide Bridge has no overnight charge and free on Sundays			
Rosefield St except free on Sundays			
30 minutes	0.50	0.50	0.00%
1 Hour	1.00	1.00	0.00%
2 hours	2.00	2.00	0.00%
3 hours	3.00	3.00	0.00%
4 hours	4.00	4.00	0.00%
4.5 to all day	4.50	4.50	0.00%
Overnight Charge	0.50	1.00	
Linear charges -old town - 12minutes for £0.10			
(Bath Place, Court St, Packington Place car parks, free on Sundays)			
30 minutes	0.30	0.30	0.00%
1 Hour	0.50	0.50	0.00%
2 hours	1.00	1.00	0.00%
3 hours	1.50	1.50	0.00%
4 hours	2.00	2.00	0.00%
24 hours	3.50	4.50	28.57%
Overnight Charge	0.50	1.00	100.00%
Sundays	Free	Free	
Multi-storey: Royal Priors			
up to 3 hours	2.00	2.00	0.00%
3 to 4 hours	3.50	3.50	0.00%
4 to 6 hours	5.50	5.50	0.00%
15-24 hours	8.00	8.00	0.00%
Sundays	1.20	1.20	0.00%

PARKING SERVICES

	Charge From 1/4/17 £	Proposed Charge From 2/1/18 £	
Linear charges - Pay on foot			
Pay on Foot: Covent Garden multi-storey car park - 7 days a week charging			
30 minutes	0.50	0.50	0.00%
1 Hour	1.00	1.00	0.00%
2 hours	2.00	2.00	0.00%
All day charge	3.00	3.00	0.00%
Overnight Charge	0.50	1.00	100.00%
Linear charges - Pay on foot - 30 minutes for £0.50			
Pay on Foot: St. Peter's multi-storey car park - 7 days a week charging			
30 minutes	0.50	0.50	0.00%
1 hour	1.00	1.00	0.00%
2 hours	2.00	2.00	0.00%
3 hours	3.00	3.00	0.00%
4 hours	4.00	4.00	0.00%
4.5 to 24 hours	4.50	4.50	0.00%
Overnight Charge 6pm until 8am	0.50	1.00	100.00%
Station Approach (Lower Road)			
30 minutes	n/a	0.30	
1 Hour	n/a	0.50	
2 hours	n/a	1.00	
3 hours	n/a	1.50	
4 hours	1.50	2.00	33.33%
4.5 to all day	3.00	4.50	50.00%
Overnight Charge	n/a	1.00	

PARKING SERVICES

	Charge From 1/4/17 £	Proposed Charge From 2/1/18 £	
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KENILWORTH

Linear charges - Kenilworth - was 12minutes for £0.10 now 10minutes for 10p

Abbey End & Square West car parks - Free on Sundays

30 minutes	0.30	0.30	0.00%
1 Hour	0.50	0.60	20.00%
2 hours	1.00	1.20	20.00%
3 hours	1.50	1.80	20.00%
4 hours	2.00	2.40	20.00%
All day	4.00	4.00	0.00%
Overnight Charge 6pm to 8am	0.50	1.00	100.00%
Sundays	Free	Free	

ABBEY FIELDS (Linear Charge was 12 minutes for 10p now 10minutes for 10p) Free on Sundays

Up to 2 hours	Free	Free	
3 hours	1.50	1.80	20.00%
4 hours	2.00	2.40	20.00%
All day	4.00	4.00	0.00%
Overnight Charge 6pm to 8am	0.50	1.00	100.00%
Sundays	Free	Free	

WARWICK

St. Nicholas Park: (Charges apply 8am - 6pm)

Linear charges: 6 minutes for £0.10

30 minutes	0.50	0.50	0.00%
1 hour	1.00	1.00	0.00%
2 hours	2.00	2.00	0.00%
3 hours	3.00	3.00	0.00%
4.5 hours	4.00	4.00	0.00%
4.5 to 24 hours	4.50	4.50	0.00%

Castle Lane, The Butts, Priory Road and West Rock

Linear Charges: 6 minutes for £0.10

30 minutes	0.50	0.50	0.00%
1 hour	1.00	1.00	0.00%
2 hours	2.00	2.00	0.00%
3 hours	3.00	3.00	0.00%
4 hours	4.00	4.00	0.00%
4.5 to 24 hours	4.50	4.50	0.00%

Linen Street, West Rock, West Gate, New Street, The Butts, Priory Road, Castle Lane car parks:

Overnight charges (6pm - 8 am)	0.50	1.00	100.00%
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PARKING SERVICES

	Charge From 1/4/17 £	Proposed Charge From 2/1/18 £		
SHORT STAY: Linen Street				
Linear charges: 6 minutes for £0.10				
30 minutes	0.50	0.50	0.00%	
1 hour	1.00	1.00	0.00%	
2 hours	2.00	2.00	0.00%	
3 hours	3.00	3.00	0.00%	
4 hours	4.00	4.00	0.00%	
4.50 to 24 hours	4.50	4.50	0.00%	
Overnight charges (6pm - 8 am)		1.00		
LIMITED STAY (up to 3 hours): New Street / Westgate				
Linear charges - - 6 minutes for £0.10				
30 minutes	0.50	0.50	0.00%	
1 hour	1.00	1.00	0.00%	
2 hours	2.00	2.00	0.00%	
3 hours	3.00	3.00	0.00%	
4 hours	4.00	4.00	0.00%	
Overnight charges (6pm - 8 am)		1.00		
St. Mary's Lands Area 2				
30 minutes	0.50	0.50	0.00%	
24 hours	1.00	1.00	0.00%	
Overnight Charge	0.50	1.00	100.00%	
ST. MARY'S LANDS - Area 3				
2 hours	Free	Free	0.00%	
3 hours	2.00	2.00	0.00%	
3 to 4 hours	3.00	3.00	0.00%	
ST. MARY'S LANDS - Area 4				
30 minutes	0.50	0.50	0.00%	
1 hours	1.00	1.00	0.00%	
2 hours	2.00	2.00	0.00%	
3 hours	3.00	3.00	0.00%	
4 hours	4.00	4.00	0.00%	
All day -	4.50	4.50	0.00%	
Overnight Charge	0.50	1.00	100.00%	
MYTON FIELDS PICNIC AREA				
up to 4 hours	3.00	3.00	0.00%	
All day	4.50	4.50	0.00%	
Overnight charges (6pm - 8 am)		1.00		
Barrack Street				
1 hours	0.70	0.70	0.00%	
2 hours	1.20	1.20	0.00%	
3 hours	2.00	2.00	0.00%	
4 hours	2.80	2.80	0.00%	
All day -	4.00	4.00	0.00%	
<u>COACHES</u>	- Designated Car Parks only	5.00	5.00	0.00%

PENALTY CHARGE NOTICES (Exempt from V.A.T.)**(Set by Central Government)**

Higher Rate (50% disc if paid in 14 days)	70.00	70.00	0.00%
Lower Rate (50% disc if paid in 14 days)	50.00	50.00	0.00%

NEIGHBOURHOOD**PARKING SERVICES**

	Charge From 2/1/17 £	Proposed Charge From 2/1/18 £	
<u>SEASON TICKETS</u> (One vehicle registration per ticket)			
Charges exclude V.A.T. which should be added at the prevailing rate			
<u>Leamington Spa, Warwick & Kenilworth</u>			
Long Stay ONLY (Excluding Pay on Foot Car Parks)			
- Per Annum	612.77	656.25	7.10%
- Per Month	63.83	67.50	5.75%
<u>Leamington Spa Restricted Locations</u>			
St. Peter's Pay on Foot (200 spaces only)			
- Per Annum	493.62	506.25	2.56%
- Per Month	55.32	60.00	8.46%
<u>Leamington Spa Restricted Locations</u>			
Covent Garden Pay on Foot (200 spaces only)			
- Per Annum	297.87	275.00	-7.68%
- Per Month	40.85	40.00	-2.08%
Royal Priors Multi Storey (50 spaces only)			
-Per Month	93.62	106.67	13.94%
Adelaide Road (20 passes only)			
- Per Annum	402.13	412.50	2.58%
- Per Month	46.81	60.00	28.18%
Rosefield Street (20 spaces only)			
- Per Annum	402.13	412.50	2.58%
- Per Month	46.81	60.00	28.18%
<u>Leamington Spa Old Town (Packington Place, Court St & Bath Place)</u>			
- Per Annum	313.19	412.50	31.71%
- Per Month	34.04	60.00	76.26%
<u>Warwick Restricted Location Car Parks</u>			
St. Nicholas Park, Warwick (100 spaces only)			
- Per Annum	357.45	412.50	15.40%
- Per Month	38.30	60.00	56.66%
West Rock (40 spaces only)			
- Per Annum	357.45	412.50	15.40%
- Per Month	38.30	60.00	56.66%
St Mary's Lands Area 2 (150 spaces)			
- Per Annum	165.96	91.67	-44.76%
- Per Month	17.02	13.33	-21.68%
St Mary's Lands Area 4 (60 spaces)			
- Per Annum	357.45	412.50	15.40%
- Per Month	38.30	60.00	56.66%
Linen Street Multi Storey (100 spaces)			
- Per Annum	561.70	506.25	-9.87%
- Per Month	68.08	60.00	-11.87%

**NEIGHBOURHOOD
PARKING SERVICES**

	Charge From 2/1/17 £	Proposed Charge From 2/1/18 £	
<u>SEASON TICKETS</u>			
Priory Road, Warwick (10 spaces only)			
- Per Annum	357.45	412.50	15.40%
- Per Month	38.30	60.00	56.66%
<u>Kenilworth Restricted Location Car Parks</u>			
Square West (75 spaces only)			
- Per Annum	312.77	366.67	17.23%
- Per Month	34.04	53.33	56.67%
Abbey End (50 spaces only)			
- Per Annum	312.77	366.67	17.23%
- Per Month	34.04	53.33	56.67%
Abbey Fields (50 spaces only)			
- Per Annum	312.77	366.67	17.23%
- Per Month	34.04	53.33	56.67%
-resident 12 month permit	25.00	25.00	0.00%
<u>Overnight Parking Permits</u> -Park specific (Available for car parks -excludes Royal Priors/Myton Fields/The Brays)			
- Overnight Parking: 6 pm to 9am only	41.66	41.66	0.00%
Administration charge for Season Ticket Amend / Refunds	6.00	6.00	0.00%
Release of vehicles from Multi-Storey car parks	50.00	50.00	0.00%
Special Event Charge	6.00	6.00	0.00%
Skips and Scaffolds on car parks:			
per day	50.00	50.00	0.00%
per week	200.00	200.00	0.00%

Disabled Drivers

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.

All of the above charges are inclusive of V.A.T. unless otherwise stated

**NEIGHBOURHOOD
PARKING SERVICES**

Income Summary: (Net of V.A.T.)	Actual 2016/17 £	Estimate 2017/18 £	latest Estimate 2017/18 £	Estimate 2018/19 £
Car Parking Charges	2,755,800	2,632,000	2,680,000	2,735,000
Season Tickets	257,500	225,000	255,000	270,000
Excess Charges	99,100	105,000	105,000	105,000
Other Income	42,000	48,000	48,000	48,000
Total Income	<u>3,154,400</u>	<u>3,010,000</u>	<u>3,088,000</u>	<u>3,158,000</u>

NEIGHBOURHOOD**WASTE COLLECTION**

<u>REFUSE COLLECTION:</u>	Charge	Proposed	
(V.A.T. not applicable)	From 2/1/17	Charge	
	£	From 2/1/18	
		£	
Standard wheeled bin (grey and green)	25.00	25.00	0.00%
Recycling box and lid	5.00	5.00	0.00%
Recycling box lid only	1.50	1.50	0.00%
Recycling bag	2.50	2.50	0.00%
Food caddy	0.00	0.00	
Delivery charge	5.00	5.00	0.00%
Bulk Bin 660litre	250.00	250.00	0.00%
Bulk Bin 900litre	275.00	275.00	0.00%
Bulk Bin 1100litre	275.00	275.00	0.00%

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)

Bulky Refuse Tickets:

Collection of 1 item	35.00	35.00	0.00%
Collection of 2 items	35.00	35.00	0.00%
Collection of 3 items	35.00	35.00	0.00%
Collection of 4 items	45.00	45.00	0.00%
Collection of 5 items	45.00	45.00	0.00%

- Senior Citizens / Persons in receipt of Income Support or addition to state pension and Registered Disabled Persons

Collection of 1 item	17.00	17.00	0.00%
Collection of 2 items	20.00	20.00	0.00%
Collection of 3 items	23.00	23.00	0.00%
Collection of 4 items	26.00	26.00	0.00%
Collection of 5 items	31.00	31.00	0.00%

Income Summary:	Actual	Estimate	latest	Estimate
(Net of V.A.T.)	2016/17	2017/18	Estimate	Estimate
	£	£	2017/18	2018/19
			£	£
Additional Bins/Bags etc	78,631	78,000	78,000	78,000
Bulky Refuse Tickets	56,800	36,500	40,000	41,000
Total Refuse Collection	135,431	114,500	118,000	119,000

NEIGHBOURHOOD
WASTE COLLECTION

Fixed Penalty Notices	Legislation	Fixed Penalty Maximum		Discount
Depositing Litter -	S87/88 Env Protection Act (EPA) 1990	£80	£2,500	£50
Graffiti & fly-posting -	S3-47 Anti-Soc Behaviour Act 2003	£80	£2,500	£50
Failure to Furnish documentation - (Waste Carriers Licence)	s5B(2) Control of Pollution(Amend) Act 1989	£300	£5,000	none
Failure to Produce authority (Waste Transfer Notes)	S34A(2) EPA 1990	£300	£5,000	none
Failure to comply with Waste Receptacle Notice	S46 & S47 EPA 1990	£100	£1,000	£60
Community Protection Notices	-S52 ASB Crime& Policing Act 2014	£100	(14 days to pay)	£75 if paid in 10 days
Fly-Tipping -Unauthorized deposit of Waste(Fixed Penalties) Regulations 2016		£400		£300

HOUSING REVENUE ACCOUNT

	Charge	Proposed	
	From 2/1/17	Charge	
	£	From 2018	
		£	
<u>WARWICK RESPONSE</u>			
(V.A.T. not applicable)			
			Weekly charges
Monitoring Service only	1.80	1.80	0.00%
Monitoring Service and Equipment Rental	3.60	3.60	0.00%
Discretionary services (New Tenants only):			
Supply and Install Lifeline	Cost + £50	Cost + £50	
Supply and Install Keysafe	Cost + £35	Cost + £35	
Moving Lifeline (i.e. to a different room)	35.00	35.00	
Service call out (faults) *	35.00	35.00	
per hour			
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	
Replace Lifeline	Cost + £35	Cost + £35	

* Charge will be made once the product's warranty expires

Lifeline Services Equipment and Products:

<u>Lifeline Vi and My Amie pendant</u>			
posted	125.00	125.00	
installed	150.00	150.00	
<u>My Ami</u>			
posted	60.00	60.00	
installed	75.00	75.00	
<u>Neck Cord</u>			
posted	3.00	3.00	
<u>Thin wrist strap</u>			
posted	3.00	3.00	
<u>Thick wrist strap</u>			
posted	3.00	3.00	
<u>Easy press adapter</u>			
posted	15.00	15.00	
<u>Belt clip</u>			
posted	3.00	3.00	
<u>Key ring</u>			
posted	3.00	3.00	
<u>Minuet watch</u>			
posted	95.00	95.00	
installed	125.00	125.00	

HOUSING REVENUE ACCOUNT

£	Charge From 2/1/17 £	Charge From 2/1/18 £		
<u>Lifeline Services Equipment and Products:</u>				
<u>Ivi Intelligent Pendant Fall detector</u>				
posted	95.00	95.00		
installed	130.00	130.00		
<u>Cair pendant</u>				
posted	50.00	50.00		
installed	70.00	70.00		
<u>Cair brooch adapter</u>				
posted	3.00	3.00		
<u>Cair clip adapter</u>				
posted	3.00	3.00		
<u>Cair wrist strap</u>				
posted	12.00	12.00		
<u>Cair neck chain</u>				
posted	12.00	12.00		
<u>Oysta 'Just in case'</u>				
configured and posted	150.00	150.00		
<u>Oysta Lone worker</u>				
configured and posted	125.00	125.00		
	Actual	Estimate	latest	Estimate
	2016/17	2017/18	2017/18	2018/19
	£	£	£	£
	247,200	239,100	239,100	245,000
<u>Guest room</u>				
Guest/Relatives of residents - per night	9.50	10.00		
Homelessness - per night	15.00	15.00		

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 in paragraph 10.2 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; ie 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
- 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.

Current 2017 Core Controllable Prices

Concession Swim To the following groups at the facilities		Newbold and St Nix's	With EA concession card	Abbe y Fields	With EA concession card
	Those in receipt of disability benefit	£3.50		£3.10	
	Those in receipt of Job Seekers allowance or	£3.50		£3.10	

	universal credit				
	Juniors 5 -17yrs	£3.00	£2.25	£2.50	£1.90
	Individuals in receipt of state pension	£3.00	£2.25	£3.00	£1.90
	Students fulltime any age, any student under 25years	£3.50		£3.10	
	Exercise Referral Session	As per fitter futures scheme			
Swim Lesson Fee	Junior Lesson Fee	£5.95		£5.95	
	Concessionary Junior Lesson fee	£4.45		£4.45	
	School swimming lesson	£35	half pool £17.50	£35	half pool £17.50
Fitness	Casual Concession Gym Session	£4.35		CFarm £4.35	
	Casual concession fitness class	£4.50		C Farm £3.90	
Exercise Referral	Exercise Referral Session	As per fitter futures scheme.			

Note: (School Swimming - WDC used to charge per child plus lifeguard = £1.25. Everyone Active charge per average class of 25 =£31.25 but also offer the flexibility of half pool for £17.50)

Bereavement services non-resident fee policy

Cemeteries General principles

The provision of burial land by the council is discretionary. However, even when all of the land has been used and no further burial income is forthcoming, the council must maintain all of the burial land in the district.

Whether directly through the acquisition and development of land, or indirectly due to the reduction of the contribution from the crematorium, cemeteries in the district are supported by the general fund.

Based on the concept that residents contribute to the council's funds during their residency and to reflect the ongoing maintenance costs of the cemetery to which the deceased has not contributed, any person who is not resident in the district at the time of their death will be charged a premium for their burial.

To reflect the scarcity of land for future burials residents of the district and the need to identify new burial grounds any person from outside the district who wishes to purchase an exclusive right of burial will be charged a premium.

To reflect there being no exclusive right of burial granted for graves in Oakley Wood natural burial ground the premium has been set at 50% more than that charged to residents, this prevents disproportionately high non-resident fees being charged for natural burial and reflects the reduced financial liability of maintaining the natural woodland compared to the ongoing financial liability of maintaining the cemeteries.

Extract from the cemetery regulations

Fees & Charges

47. The fees and charges prescribed for the use of the Cemetery shall be those specified in the table of fees, as amended from time to time subject as follows:
- a) Where two or more interments from one family take place in the same grave at the same time the fee for one interment as prescribed in the table of fees will apply.
 - b) The fee for interment shall be trebled where the deceased, within one year of death, was not ordinarily resident within the area of Warwick District Council.
- 48 All fees and charges payable to the Council are due in advance except in the case of tradesmen dealing continuously with the Council when a monthly account will be operated.

Fees and charges are payable to the Council's treasury unless otherwise directed.

Definition of resident

It is up to the deceased's family members to supply information to support resident eligibility, e.g. Council Tax Bill or child benefit payments. Close relatives of the deceased generate no entitlement for the burial of their non-resident relatives.

Any person whose normal residence is in the district at the time of their death is entitled to burial at single fees, irrespective of their duration of residency in the district.

Any person of no fixed abode whose death occurred within the district and funeral arrangements are made under the Public Health (control of disease) Act 1984 is entitled to burial at single fees, irrespective of previous residency in other districts.

Any child under the age of 16, who has one parent or a person with parental responsibility (this would generally be the person who receives Child Benefit for that child) residing in the district is entitled to burial at single fees, irrespective of that child's residence at the time of their death.

Exemptions for former residents

It is up to the deceased's family members to supply information to support a claim for exemptions for former residents.

Where a person has been resident in the district for a period of 10 years or more and during the 12 months prior to their death moved out of the district, they shall be entitled to burial at single fees.

Where a person was resident in the district at the time they purchased an exclusive right of burial; providing they have during their lifetime been resident in the district for a period of 10 years or more they shall be entitled to burial in that grave at single fees, irrespective of the length of time they have left the district.

The 10 year period of qualifying residency will date from the recorded residence on electoral registers/council tax databases.

No premium will be levied on the transfer of exclusive right of burial to a non-resident if the transfer is subsequent to the burial of the deceased registered owner in that grave.

Non-resident burial premium will be applied

N.B. Close relatives generate no entitlement for their non-resident relatives.

Persons who reside outside the district at the time of their death are subject to a premium charge for burial fees. Close relatives of the deceased generate no entitlement for the burial of their non-resident relatives.

Grant or Transfer of Exclusive Right of Burial to non-residents

Persons who reside outside the district and purchase an exclusive right of burial are subject to a premium charge for the granting of those rights, because owning those rights automatically entitles that person to be buried in that grave. Close relatives (even when it is the deceased person being buried) generate no entitlement for the purchase of the exclusive right of burial by non-resident relatives.

Where the exclusive right of burial has been purchased by a resident of the district "for future use" and the rights are assigned to a person who resides outside the district, and did so at the time of the original grant, a premium based on the original purchase price shall be levied.

Where the exclusive right of burial has been purchased by a resident of the district at the time of the burial for a non-resident and are subsequently assigned to a person who resides outside the district, will be levied a premium based on the original purchase price, unless the new owner can prove they were resident at the time of the initial purchase.

Multiple burials

Where two or more burials take place in the same grave at the same time and where one is a full burial and other(s) are burials of cremated remains the fee charged will reflect the residential status of the full burial.

Where two or more full burials take place in the same grave at the same time the fee charged will reflect the residential status of the first person to pass away.

Where two or more burials of cremated remains take place in the same grave at the same time the fee charged will reflect the residential status of the first person to pass away.

Cremation


There is no premium added to the adult cremation fee for non-residents.

There is no charge for the cremation of any child who has one parent or a person with parental responsibility (this would generally be the person who receives Child Benefit for that child) residing in the district and the funeral arrangements are being made by the parent.

The term "child" is used to describe any foetal remains, stillborn baby, infant or child aged under 17. This is not applicable where the funeral arrangements are being made under a statutory duty, e.g. NHS, Social Services, etc

APPENDIX D**Rugby Borough Council – Fixed Penalty Notice Fines**

Offence	Legislation	Fixed Penalty	Maximum	Discount
Depositing Litter	Section 87/88 - Environmental Protection Act 1990	£80	£2,500	£50
Graffiti & Fly-Posting	Section 43-47 – Anti-Social Behaviour Act 2003	£80	£2,500	£50
Failure to furnish documentation (Waste Carriers Licence)	Section 5B(2) – Control of Pollution (Amendment) Act 1989	£300	£5,000	None
Failure to produce authority (Waste Transfer Notes)	Section 34A(2) Environmental Protection Act 1990	£300	£5,000	None
Failure to comply with waste receptacle notice	Sections 46 & 47 of Environmental Protection Act 1990	£100	£1,000	£60
CPN's	Section 52 – Anti-Social Behaviour Crime and Policing Act 2014	Tbc	Tbc	Tbc
Fly-Tipping	The Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016	Tbc	Tbc	Tbc

 Executive Committee 27th September 2017		Agenda Item No. 4
Title	Business Improvement District (BID) Leamington – Renewal Process	
For further information about this report please contact	Suzee Laxton – Strategic Economic Development Officer 01926 456015 Suzee.laxton@warwickdc.gov.uk	
Wards of the District directly affected	Clarendon and Milverton	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	Executive meeting 12 th December 2012 Item 13	
Background Papers		

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	Yes – Ref 899
Equality and Sustainability Impact Assessment Undertaken	No (If No state why below)
Not applicable	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	24.08.17	Chris Elliott/Bill Hunt
Head of Service	24.08.17	Tracy Darke
CMT	24.08.17	Bill Hunt
Section 151 Officer	24.08.17	Mike Snow
Monitoring Officer	24.08.17	Andrew Jones
Finance	24.08.17	Jenny Clayton
Portfolio Holder(s)	24.08.17	Cllr Noel Butler
Consultation & Community Engagement		
This will be carried out by the BID for the renewal		
Final Decision?	Yes	
Suggested next steps (if not final decision please set out below)		

1. **SUMMARY**

- 1.1 To update Executive on the process for the renewal ballot for the Business Improvement District (BID) within Leamington town centre and to seek delegated authority to deal with elements of the process.

2. **RECOMMENDATIONS**

- 2.1 That Executive notes that BID Leamington Ltd will serve notice of their intention to seek a renewal ballot to the Secretary of State and Warwick District Council (WDC) in November 2017, triggering the proposed process and timelines set out at Appendix One.
- 2.2 That Executive approves the proposed Baseline Agreement, set out at Appendix Two, and delegates authority to the Heads of Development Services and Neighbourhood Services, in consultation with the Business and Neighbourhood Portfolio Holders, to agree any minor changes to the Agreement.
- 2.3 That Executive notes that the Chief Executive will be the Returning Officer for the ballot, the cost of which will be borne by the Council, and approves the engagement of the Electoral Reform Services (ERS) to carry out the renewal ballot on behalf of the Council in accordance with the BID Regulations (2004).
- 2.4 That Executive approves in principle that the Council will continue to act as the collection authority for the BID levy in the event of a yes vote, subject to the future agreement of an Operating Agreement with the BID.
- 2.5 That Executive delegates authority to the Deputy Chief Executive (BH), in consultation with the Business Portfolio Holder, to agree an appropriate Operating Agreement with the BID.
- 2.6 That Executive notes that a further report will be presented to the January 2018 Executive providing details of BID Leamington's proposal document and Business Plan.

3. **REASONS FOR THE RECOMMENDATIONS**

- 3.1 BID Leamington Ltd was initially established in 2008 with Warwick District Council acting as the billing authority. The current term concludes in June 2018. The Board of BID Leamington has decided it wishes to proceed with a renewal ballot and will notify WDC and the Secretary of State accordingly in November. This is in line with the mandatory notice period of 126 days before the ballot date.
- 3.2 The board of BID Leamington Ltd, having made a decision to proceed to renewal, are currently developing a new business plan that will be presented to the business community and other occupiers in 2018. This will be for another five year term (running 2018 – 2023). Appendix One shows the timeline for the renewal process for the BID.
- 3.3 The BID Regulations (2004) require every BID to have a Baseline Agreement with the local authority for the area that sets out the services that the Council will deliver. This Agreement ensures that the BID Levy is only used to provide 'additional value' services for the business community and is not used to pay for core services provided by the Council. The Baseline Agreement put in place for the 2013 renewal covered the provision of street cleansing, Christmas Lights

and grounds maintenance. It is proposed that a broader Baseline Agreement, covering the full range of council services, is put in place at this time. The proposed Baseline Agreement is set out at Appendix Two but delegated authority is requested in the event that there is a need to make any minor changes prior to the commencement of the ballot process.

- 3.4 Electoral Reform Services (ERS) are an independent supplier of ballot and election services. They are the contractor for printing of Electoral Registration and elections materials (e.g. ballot papers and postal votes) for this Council and were the supplier that was used in 2008 for the original vote that created BID Leamington Ltd, albeit on behalf of the Council as the electoral authority for which it remains. The Chief Executive would remain the Returning Officer.
- 3.5 Previously, BID Leamington Ltd reimbursed the District Council for all costs incurred by ERS being retained to deliver the voting process. This isn't in line with BID Legislation (2004) Regulation 20, which stipulates that the Local Authority must pay for the voting costs.
- 3.6 The BID Legislation (2004) requires that the proposal document and Business Plan must be submitted to the local authority (as the Accountable authority) for sign-off, ensuring the Plan is legal compliant.
- 3.7 The Operating Agreement has been reviewed by WCC Legal Services and amended to reflect the actual steps of the BID levy process. The Operating Agreement forms part of the BID Business Plan and, although good progress is being made, it is not yet agreed and there is insufficient time to bring the Operating Agreement to Executive for separate approval prior to needing to be incorporated into the Business Plan. As such, delegated authority is sought to approve the Operating Agreement.
- 3.8 A final report will be brought to Executive in January 2018 with the completed Business Plan, a review of the completed milestones and a recommendation regarding the Council's voting position.

4. POLICY FRAMEWORK

4.1 Fit for the Future (FFF)

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy.

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all	<u>Intended outcomes:</u> Area has well looked after public spaces	<u>Intended outcomes:</u> Dynamic and diverse local economy

met Impressive cultural and sports activities Cohesive and active communities	All communities have access to decent open space Improved air quality Low levels of crime and Anti-Social Behaviour (ASB)	Vibrant town centres Improved performance/ productivity of local economy Increased employment and income levels
Impacts of Proposal		
None	None	BID Leamington's existence has a marked impact on the vibrancy of Leamington Town Centre given the level of investment (£1.5 million) and the amount of work (promotion, campaigning, events) it provides for the town centre. It also works to make members more efficient and productive thereby improving the performance of the local retail economy.
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
None	None	As per 6.1 and 6.2 below, failure for the BID to be renewed may result in decreased income or increased cost to the Council.

4.2 Supporting Strategies

Each strand of the FFF Strategy has several supporting strategies and the relevant ones for this proposal are explained here. The continuation of a BID for Leamington town centre is consistent with the Council's Sustainable Community Strategy position of support for the town centres of the District. All town centres are experiencing a change in shopping habits and we need to be providing as much support to organisations such as BID Leamington Ltd to

ensure that Leamington town centre continues to thrive at the heart of our district.

5. BUDGETARY FRAMEWORK

- 5.1 WDC's BID Levy for the last 2 years has been £4,005 although the Budget Provision is £5,600. It is anticipated that future Levy charges, in the event of a yes vote, could be accommodated within the existing budget.
- 5.2 The Council is obliged through the BID Regulations (2004) to cover the expenditure properly incurred by the ballot holder in relation to the holding of the ballot. ERS carried out the renewal ballot in 2013, and are the selected supplier for the 2018 renewal. Their work will cost £2,090 (excluding VAT), which can be accommodated within existing Economic Development budget provision.
- 5.3 Warwick District Council currently charges BID Leamington £8,500 per annum (before VAT) per annum to collect the BID Levy on their behalf. A revised figure would be negotiated with BID Leamington for the next BID period as part of the Operating Agreement, ensuring the Council makes full cost recovery.
- 5.4 The current collection rate for the BID Levy is over 98%.

6. RISKS

- 6.1 The most significant risk faced is if BID Leamington is not successful in their renewal as Leamington town centre would lose investment in the region of £1.5million over the course of the five years.
- 6.2 Warwick District Council would lose £8,500 of income should the renewal not be successful or should BID Leamington decide against Warwick District Council being the Collection Authority for the Levy. However, in the event of a no vote the Council would not be required to pay its BID Levy charges so the overall negative impact on the Council would reduce to c£4,500 per annum.

7. ALTERNATIVE OPTION(S) CONSIDERED

- 7.1 To not approve the renewal: not considered because of the significant impact on the business community and the Council's reputation.

8. BACKGROUND

- 8.1 A Business Improvement District (BID) is a business-led and controlled partnership in a given area such as Leamington Town Centre, which delivers an agreed set of services and projects. These are agreed, and formally voted for, by all businesses in the BID and are in addition to what the public agencies provide.
- 8.2 A BID typically lasts for five years with the bottom-line being that it improves the trading environment and public domain. BIDs are governed by legislation contained in the Local Government Act 2003 and the BID Regulations (2004).
- 8.3 BIDs can deliver any projects or services that are agreed by the relevant businesses. In Royal Leamington Spa, these are marketing & promotional activities, improved way-finding and higher profile events. The actual projects

and services are determined as a result of detailed consultation with all the business in the BID area and are set out in the Business Plan.

- 8.5 BID Leamington Ltd is set up as a Company Limited by Guarantee. This is a business controlled, not-for-profit company that is responsible for the delivery of the BID Business Plan and is accountable to the BID Board and ultimately its levy payers.
- 8.6 Those businesses that are located within the Leamington BID area and whose property has a rateable value of £15,000 and over pay 1.5% of their rateable value towards the BID. This is called a BID Levy. The BID Levy is normally paid by the occupiers of a property. The BID Levy is collected in July on an annual basis and invoices are issued by the collection agent. Properties with a rateable value below the threshold that are located within Leamington Town Centre can be included as a voluntary member of BID Leamington for a fee of 1.5% of their rateable value with a minimum voluntary contribution of £100.00 per year. This means that the property will receive the same benefits e.g. inclusion on the Royal Leamington Spa website, Mini-Maps & Guides, Little Book of Offers advertising and more.
- 8.7 BIDs can only carry out projects or services in addition to those that public agencies have to provide. However, a BID can agree to provide additional resources to deliver a higher level of local authority service over the current benchmarked level. An example of this might be a Christmas Lights contribution whereby BID funding has been used to enhance the lighting in the BID area, but the Local Authority continue to fund the installation, take-down and power.
- 8.8 BID Leamington is governed by a board of directors consisting of 15 elected members that represent a cross section of skills, experience and sectors including: Independent Retail (4), Property Owners (2), Major Retail (2), Leisure (2), Local Authority (2), Tourism (1), Marketing (1) and Finance (1). Within this, two positions can be filled by a voluntary member (i.e. whose business is below the rateable value threshold).
- 8.9 Royal Leamington Spa continues to face increasing competition from resurgent local towns and cities, out of town retail parks and the internet. BID Leamington has made significant achievements but for the town to remain competitive it needs to continue to generate additional levels of funding in order to attract more shoppers and visitors.

APPENDIX ONE – BID Leamington Renewal Timescales


Time period	Activity
June- August	Local Authority Consultation about Baseline Agreement
	Cleaning voter list
	Business consultation by BID
October	Completion of draft Business Plan/Proposal Document
November	Notification to Secretary of State & Billing Authority
	Agree final Business Plan/Proposal Document
	Business Plan/Proposal Document submitted to WDC for approval
January	Letter from WDC to check voter list
	Cleaned voter list supplied to ERS
1 February	Final documents sent to ERS
14 February	Notice of ballot sent to all businesses by WDC
28 February	Ballot papers issued by WDC
3 April	Announce ballot result

APPENDIX TWO - BID Leamington Baseline Statement

This baseline agreement sets out the services that will be provided by the Council to the local community and which will be excluded from the BID Business Plan and Levy. This statement will be reviewed on an annual basis with the BID.

Service area	Service
Neighbourhood Services	<ul style="list-style-type: none"> • Cleansing of streets, highways, housing and amenity land, open spaces, paths, roads, public areas, car parks, cycle tracks, play areas, bridleways and alleyways. • Emptying and cleansing of litter bins. • Installation, maintenance and fitting of litter bins. • Removal of rubbish following fly-tipping. • Removal of graffiti and fly-posting where practicable. • Removal of leaf and blossom fall. • Weed control through weed spraying and/or other methods for removal of weeds and other unwanted vegetation. • Removal of shopping trolleys. • Emergency cleansing of roads following spillages or an accident. • Removal of chewing gum where practicable. • Provision of grass mowing; meadow management; shrub bed maintenance; flower bed maintenance. • Provision of litter/waste enforcement – commercial and residential. • Management and maintenance of parks/horticultural features within public areas. • Provision of Animal welfare, including dog wardens. • Delivery of the Ranger Service. • Testing of brackets, putting up and watering of hanging baskets.
Cultural Services	<ul style="list-style-type: none"> • Operation of Museum, Art Gallery and Visitor Information Centre. • Commitment to Green Flag. • Management of the leisure centre contracts.
Asset Management	<ul style="list-style-type: none"> • Asset management and maintenance of Council owned properties/sites.
Health, Community Protection & Community Safety	<ul style="list-style-type: none"> • Licensing and regulation of licensed premises - public houses/restaurants etc where the sale of alcohol or regulated entertainment takes place. • Licensing of late night (after 11pm) food

	<p>providers.</p> <ul style="list-style-type: none"> • Provision of street trading consents • Licensing of taxis. • Monitoring of pollution matters which include noise (industrial and commercial noise/licensed premises), air and land pollution. • Ensuring of health and safety at work • Provision of the food safety scheme: carrying out inspections in terms of food safety compliance. • Management of council owned taxi ranks. • Monitoring and maintenance of CCTV and related communication systems in public areas. • Commitment to Purple Flag.
Finance	<ul style="list-style-type: none"> • Collection of Business Rates, BID levies, administration of reliefs and exemptions.
Development Services	<ul style="list-style-type: none"> • Provision of building control and conservation • Administering and determining of planning applications • Provision of pre-applications service. • Enforcement of planning non-compliances. • Determining of planning policy • Promotion of the town for business investment, including partnership work with Invest in Warwickshire. • Delivery of strategic business engagement. • Working with businesses to identify skills gaps and providing employment support services, including organised Jobs Fairs, work placements, job coaches and customised pre-employment training courses. • Management of market permissions. • Delivery of the Christmas lights switch-on event. • Maintenance, installation, storage and power of Christmas lights. • Operation of Event Day Licence procedure to enable events.
Housing Services	<ul style="list-style-type: none"> • Licensing of Houses in Multiple Occupation in the private rented sector. • Ensuring private rented sector accommodation meets minimum housing standards.

 Executive 27 September 2017		Agenda Item No. 5
Title	Weston Close Parking	
For further information about this report please contact	Simon Brooke Sustaining Tenancies Manager Tel 01926 456433 simon.brooke@warwickdc.gov.uk	
Wards of the District directly affected	Saltisford	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number		
Background Papers		

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	Yes
Equality Impact Assessment Undertaken	Yes

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	5.9.17	Bill Hunt
Head of Service		
CMT	5.9.17	Bill Hunt
Section 151 Officer	5.9.17	Mike Snow
Monitoring Officer	5.9.17	Andy Jones
Finance	5.9.17	Andrew Rollins
Portfolio Holder(s)	9.9.17	Peter Phillips
Consultation & Community Engagement		
Parking survey of all residents of Weston Close was carried out in July 2017, the results of the survey are reported back in the report		
Final Decision?		Yes

1. Summary

- 1.1 This report is to consider the results of a survey of residents in Weston Close, Warwick following concerns raised about parking in the Close and in particular about parking bays adjacent to the highway that are owned by Warwick District Council and managed by Housing Services.

2. Recommendation

- 2.1 Executive are asked to note the results of the survey carried out in Weston Close.
- 2.2 That Executive agree to proceed with option 1 which is to improve the signage and marking of 3 parking bays in Weston Close.

3. Reasons for the Recommendation

- 3.1 Over the past two years Warwick District Council have received a number of complaints from residents about the parking in Weston Close. See appendix 1 for a plan of the site. The County Council have added some double yellow lines on corners to improve the situation. Warwick District Council have done some work to improve signage.
- 3.2 Officers from Warwick District Council have been working with officers from Warwickshire County Council and have met with them on a number of occasions to discuss the situation and options for improvement.
- 3.3 Checks have also been undertaken earlier this year to count the availability of spaces in the parking bays over a two week period, this checked availability on different days and different times of the day. The survey of available parking spaces indicated that there were on average 4.4 available spaces in Weston Close parking bays during the mornings and on average 8.1 spaces in the evening. This would be in addition to any space available for parking on the road. This would indicate that although the parking can be difficult and on some occasions very difficult, on average you can usually find spaces to park in the street. The Council are aware of other locations where the parking situation is more severe.
- 3.4 Following the meetings with Warwickshire County Council and the survey of available spaces; Warwick District Council commissioned a survey of residents of Weston Close. This was to seek residents' views and three options were put to residents. The options for improvement were considered deliverable and could improve the parking situation. However, we also put the option of no works required as the suggested works that we could undertake could have a negative effect in that any restriction to the use of the parking bays could lead to more parking on street and overall make matters worse.

The options that were included in the survey were as follows:

Option1: Improved signage and marking of the parking bays.

Option2: Introduce a controlled parking scheme in the parking bay areas

Option3: No works are required

- 3.5 The full results of the survey are attached in appendix 2. In summary, we sent out 53 survey forms, that is to all residents of Weston Close. 23 residents completed the survey and a further 6 residents refused to complete the survey saying that they supported an alternative action.
- 3.6 Warwick District Council also have a sheltered scheme at James Court in the street, these residents have their own parking facilities. Only one resident of the scheme currently has a car. Plans to improve the marking and signage in Weston Close will also include improved parking signage to the scheme.
- 3.6 Of the 23 respondents to the survey 20 responded to the options question.

Option 1	Improved signage and marking of the parking bays	15	75%
Option 2	Introduce a controlled parking scheme in the parking bay areas	3	15%
Option3	No works are required	2	10%
Total		20	100%
Skipped this question		3	

Given that 75% of respondents to the survey support improved signage and marking of the parking bays it is recommended to move ahead with this option.

- 3.7 6 residents sent in letters saying that they would not complete the survey. This follows a long correspondence with two residents of Weston Close who have argued that the parking bays should solely be used by the the residents of the properties that are directly adjacent to the parking bays. Whilst this approach would benefit a small number of residents, some of whom do not have a car nor have visitors with a car, it would mean that other residents of Weston Close would not be able to find a parking space. This suggestion would also leave Housing Services with the enforcement of the parking bays and Housing Services would have difficulties to police parking in the area. Therefore, one of the options, option 2 proposed a controlled parking scheme where Warwick District Council's parking enforcement team could control the parking with permits and enforcement with fines as part of a parking control order. As can be seen from the survey results this was only supported by 3 residents. If the 6 residents who sent in letters were added then this is still many less than supported option 1.
- 3.8 All residents have been sent the survey results and have been advised that the results would be considered by Executive at its next meeting. Housing Services will write again to all residents with the decision by Executive.

3.9 Once approved the Council would look to complete the works this financial year.

4. Policy Framework

- 4.1 **Fit for the Future** – The recommendations look to improve residents parking and address concerns raised. This will contribute to the vision of making Warwick District a great place to live work and visit as set out in the Sustainable Community Strategy.

- 4.2 **Impact Assessments** – Given the number of elderly and disabled residents we have completed an Equalities Assessment. The proposals that are recommended will address the needs of elderly and disabled residents. In particular the improved signage and marking of the bays will further discourage parking in the bays from shoppers and office workers ensuring improved parking provision and our plans also include better parking facilities for disabled drivers with marked bays specifically for disabled drivers. The average age of our tenants in Weston Close is 69 years old.

5. Budgetary Framework

- 5.1 Funds are available within current budgets within the Housing Revenue Account for these works to be completed. It is expected that the costs would be less than £20,000.

6. Risks

- 6.1 Not responding to the concerns of residents could mean dissatisfaction with Warwick District Council generally and Housing Services in particular. These proposals seek to ensure a proper response.
- 6.2 The Council need to be aware of our responsibilities under the Equalities Act 2010 and in particular to ensure that none of the groups with protected characteristics are discriminated against due to a failure to consider their needs. These are addressed within the Equalities Assessment and the improvements suggested to disabled provision.
- 6.3 It is recognised that in Weston Close there are some residents with strong views and that we will not be able to fully meet the demands of all residents.

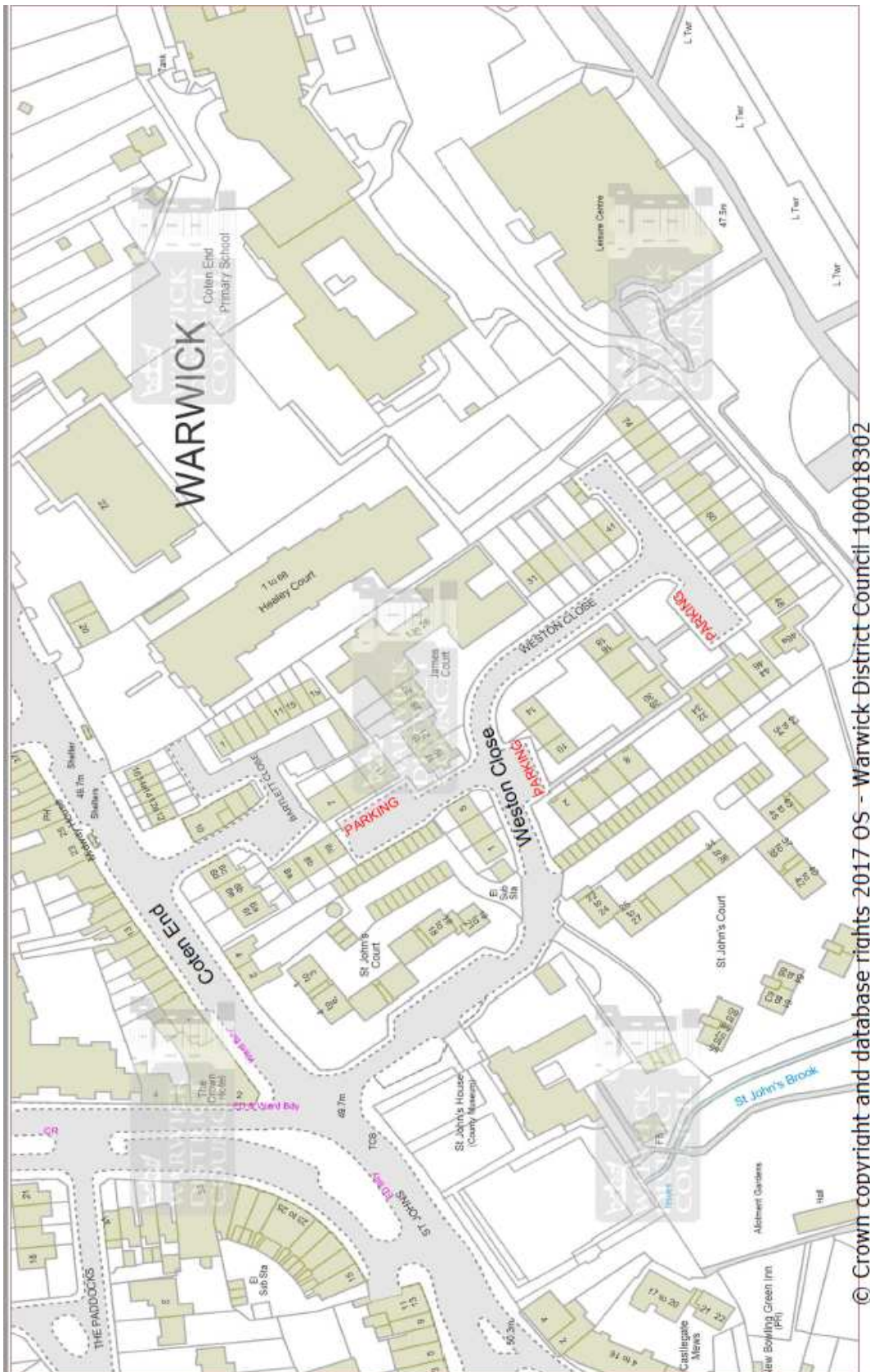
7. Alternative Option(s) considered

- 7.1 A range of actions have been considered these have been discussed with Warwickshire County Council. The concerns and opinions of residents have been sought and considered. 3 options have been suggested to residents and the Council are recommended to accept the majority opinion, believing that the proposal will improve matters and responds proportionately to the problems identified.

8. Background

- 8.1 Parking issues in residential streets are an ongoing issue for residents in areas adjacent to town centres within the District. Weston Close is one street affected by shoppers, workers and railway users parking on the residential street.
- 8.2 Warwickshire County Council are responsible for on-street parking enforcement. In Weston Close, there are also a number of parking bays that are owned by Warwick District Council and are managed by Housing Services, these are not part of the adopted highway and hence are not the responsibility of the County.
- 8.3 Of the 53 properties in Weston Close, 47 of these are tenants of Warwick District Council, the other 6 properties are private having been sold. There are 19 houses, 20 maisonettes and 14 bungalows.

Appendix 1: plan of site



Produced from Warwick District Council's online mapping system

Date: 14th September 2017

Scale: 1:1000



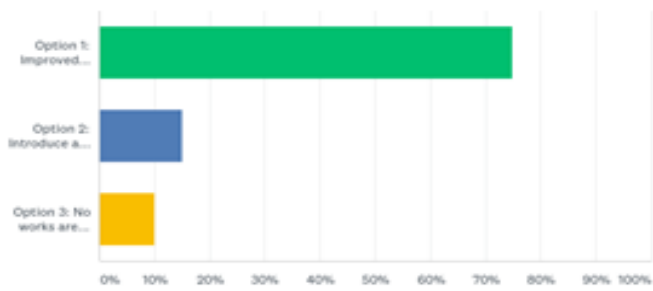
Appendix 2: survey results

Weston Close Parking Consultation July 2017

Deadline for return: 11th August 2017

Powered by  SurveyMonkey

Q1: Which of the three options would you prefer?



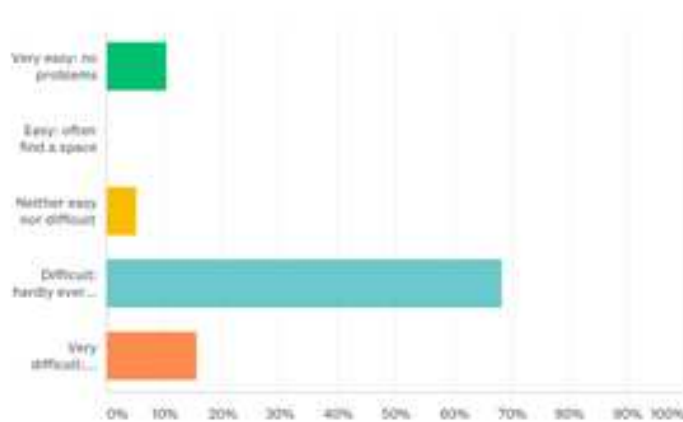
Powered by  SurveyMonkey

Q1: Which of the three options would you prefer?

ANSWER CHOICES	RESPONSES
Option 1: Improved signage and marking of the parking bays	75.00% 15
Option 2: Introduce a controlled parking scheme in the parking bay areas	15.00% 3
Option 3: No works are required	10.00% 2
TOTAL	20

Powered by  SurveyMonkey

Q3: How easy is it to find a space to park?



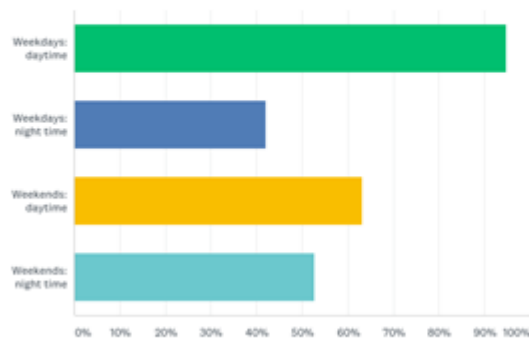
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Q3: How easy is it to find a space to park?

ANSWER CHOICES	RESPONSES	
Very easy: no problems	10.53%	2
Easy: often find a space	0.00%	0
Neither easy nor difficult	5.26%	1
Difficult: hardly ever find a space	68.42%	13
Very difficult: virtually impossible	15.79%	3
TOTAL		19

Powered by  SurveyMonkey

Q4: if you have problems finding a parking space, when do you have the problem?



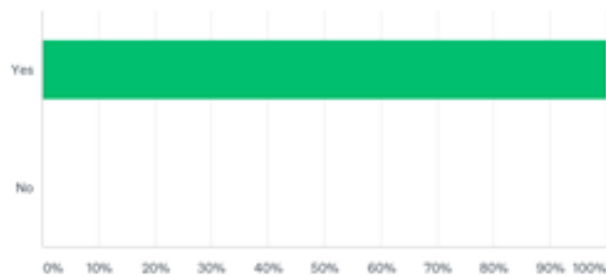
Powered by  SurveyMonkey

Q4: if you have problems finding a parking space,when do you have the problem?

ANSWER CHOICES	RESPONSES	
Weekdays: daytime	94.74%	18
Weekdays: night time	42.11%	8
Weekends: daytime	63.16%	12
Weekends: night time	52.63%	10
Total Respondents: 19		

Powered by  SurveyMonkey

Q5: if you have visitors, do they have problems finding a parking space?



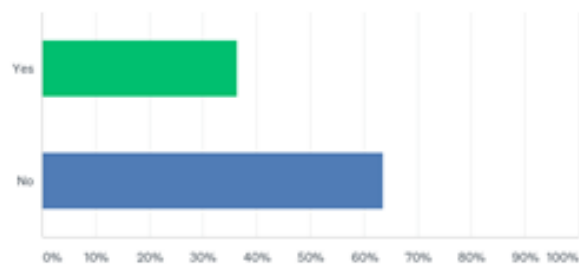
Powered by  SurveyMonkey

Q5: if you have visitors, do they have problems finding a parking space?

ANSWER CHOICES	RESPONSES	
Yes	100.00%	22
No	0.00%	0
TOTAL		22

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Q6: Are you a blue-badge holder (disabled driver)?




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Q6: Are you a blue-badge holder (disabled driver)?

ANSWER CHOICES	RESPONSES	
Yes	36.36%	8
No	63.64%	14
TOTAL		22

Powered by  SurveyMonkey

 Executive Meeting – 27 September 2017		Agenda Item No. <h1 style="text-align: center;">6</h1>
Title	Shared Environmental Enforcement with Rugby Borough Council (RBC)	
For further information about this report please contact	Graham Folkes-Skinner Waste Policy and Performance Officer Graham.folkes-skinner@warwickdc.gov.uk 01926 456337	
Wards of the District directly affected	All	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	Executive report - 26 th July 2017. Item 07	
Background Papers	Executive Report – 26 July 2017: Environmental Enforcement Service Delivery Options	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	Yes
Included within the Forward Plan? (If yes include reference number)	Yes 893
Equality Impact Assessment Undertaken	Yes

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	07/09/17	Chris Elliot/Bill Hunt
Head of Service	07/09/17	Rob Hoof
CMT	07/09/17	Bill Hunt, Andrew Jones, Chris Elliot
Section 151 Officer	07/09/17	Mike Snow
Monitoring Officer	07/09/17	Andrew Jones
Finance	07/09/17	Mike Snow
Portfolio Holder(s)	07/09/17	Moira-Ann Grainger
Consultation & Community Engagement		
Final Decision?	Yes	
Suggested next steps (if not final decision please set out below)		

1. **Summary**

- 1.1 A report entitled "Environmental Enforcement Service Delivery Options" was presented to the July 2017 Executive Committee. The report stated that it was clear, that following a review of the legislation actively used within Warwick District Council, the areas dealing with waste offences are not presently actively enforced and recent increases in the levels of these incidents has prompted a review of this position.
- 1.2 The Executive agreed that the preferred option to be pursued was a shared service with a neighbouring local authority.
- 1.3 This report sets out the details of a shared service approach, the indicative cost, the time scale, and the scope of the enforcement activities.
- 1.4 The shared service will effectively be a trial for 18 months up until April 2019, with a further report provided to Executive in October 2018, providing an update on actions, costs etc. alongside a proposed way forward.
- 1.5 The proposal allows for the shared service to start almost immediately pending approval.

2. **Recommendations**

- 2.1 That Executive agrees to the Council entering into an agreement with Rugby Borough Council (RBC) for an 18 month period to undertake a range of enforcement activities, with the power to undertake investigations delegated to that Council. Under the terms of section 1 of Local Authorities (Goods and Services) Act 1970 RBC can contract with WDC to provide, among other things, administrative, professional or technical services
- 2.2 That Executive agrees the adoption of fines for the appropriate Fixed Penalty Notices (FPN's) as set out in Table 2 of Appendix A.
- 2.3 That Executive notes the cost of the shared service will be £62,000 for the 18 month period which can be accommodated within existing budgets for the remainder of 2017/18 and would be built into an increased base budget for 2018/19 as set out in paragraph 5.5.
- 2.4 That Executive notes that a further report will be presented in October 2018 to review effectiveness of shared service to date and making recommendations as to future arrangements from April 2019 when it is due to end.

3. **Reasons for the Recommendation**

- 3.1 The option of a shared service with RBC will enable enforcement activities within WDC to commence in a shorter period of time and is cost effective as it enables services to be called upon when required. The shared service can be trialled without any long term commitment to allow other options to be considered if it is unsuccessful. The collaborative approach between WDC and RBC will be formalised through a signed Service Level Agreement (SLA).
- 3.2 The legislation allows WDC to arrange for functions to be discharged by another authority, therefore with this delegation RBC will have the ability to undertake environmental enforcement within Warwick District. Through this delegation RBC would enforce on behalf of WDC and make recommendations in line with

the "Regulators Code." This code is referred to by both RBC's and WDC's Enforcement Policy and allows for consistency of approach across both Councils.

- 3.3 A Fixed Penalty Notice (FPN) is a means to give a person who has committed a relevant offence the opportunity to pay a fine and in so doing discharge their liability to conviction. The FPN legislation gives local authorities the flexibility to set the level of a fixed penalty charge. RBC already has agreed penalty charges for FPN's and for clarity and consistency it is appropriate that Warwick District Council approves the same level of charges for the relevant FPN's. This allows RBC to issue the same notices and payment options without developing a bespoke process for WDC that would come at a cost.
- 3.4 If the above recommendations are approved, there is an expectation that the shared service with RBC will start immediately. The requested budget is an estimate based on discussions with RBC, their hourly rate and an anticipation of the potential workload. It also includes an amount for set up costs and legal fees. Every investigation that RBC carries out will be different and the approach is to monitor the value of money that WDC are receiving and report back to the Executive committee in October 2018. The payment of fines associated with FPN's will be managed by RBC and payments will be deducted from the charge for delegation, which is £75 per hour.
- 3.5 Guidance by DEFRA, entitled "Fixed Penalty Notices – Guidance on the Fixed Penalty Notice Provisions of the Environmental Protection Act 1990, the Clean Neighbourhoods and Environment Act 2005 and other legislation", recommends that "authorities considering issuing fixed penalty notices for the first time allow a well-publicised lead-in period before any notices are issued. This should help ensure public support for fixed penalties. During this time, when an offence is committed, enforcement officers should not issue any fixed penalties; if the offence is serious they should report the offender with a view to prosecution; in other cases they should issue a warning that in future similar offences may lead to fixed penalty notices (or prosecution) This will help raise awareness within the community and should help to manage the public perception" This approach will be reflected in the proposed Communication Strategy.
- 3.6 The resource available from RBC will be limited and therefore any enforcement will need to be targeted and intelligence led. There will be regular liaison meetings between the two authorities to agree the way forward.
- 3.7 The issue of fly-tipping and untidy alleyways/front yards have been identified as the priority for the delegated enforcement to RBC and this will be led by the number of complaints received by Neighbourhood Services. The approach to these issues is detailed in section 7 of Appendix A. Although these are the priorities, the nature of such infringements can also include other offences, such as breaches of the waste duty of care. Table 2 in Appendix A reflects this possibility in covering other FPN's that potentially could be served during this trial period.
- 3.8 The confidence to delegate the appropriate enforcement powers to RBC is based on the fact that the enforcement policies of both authorities are based on the Regulators Code and as such any investigation and/or enforcement on issues is based on nationally recognised standards. Approval is sought on reflecting the same level of Fixed Penalty Notice (FPN's) that RBC has into the WDC statute and this again provides continuity in enforcement and allows the same levels of fines and notices to be issued.

3.9 Any charges raised as a result of FPN's will be deducted from the routine delegation payments.

4. Policy Framework

4.1 Fit for the Future (FFF)

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy.

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/productivity of local economy Increased employment and income levels
Impacts of Proposal		
Local neighbourhoods may benefit from an improved environment	Residents, visitors and local businesses may benefit from an improved environment	Local businesses may benefit from an improved environment
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
There will be training/awareness training for staff and	The enforcement will be intelligence led and locally focused.	Utilising existing resources and expertise from another authority

contractors alongside job shadowing as part of the shared service		and the ability to draw down services when required will make this the most cost effective option
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4.2 Supporting Strategies

There are a number of supporting strategies that are relevant to this proposal and they are:-

Communication Strategy

The proposed shared enforcement service will need to be communicated to various stakeholders and any communications around this proposal will follow the principles of the Communication Strategy.

Equality Objectives 2016-2020

This proposal is in line with these objectives and can be seen highlighted in the Equality Impact Assessments.

WDC Enforcement Policy

This is fundamental to the proposal and will be used as a reference document for the shared service with RBC

4.3 Changes to Existing Policies

There are no changes to existing policies as a result of this proposal.

4.4 Impact Assessments

Please see Appendix B

5. Budgetary Framework

- 5.1 The cost of the service is estimated to be £21K for the first 6 months (October 2017 – April 2018) and then a further £41K for the 2018/19 financial year. This is based on an hourly rate of £75 per hour from RBC and an expected resource availability of approximately 1 day/week. (See Table 3 of Appendix A.)
- 5.2 The legal costs are an estimate based on their hourly rate and there will be initial set up costs for equipment etc. Mallard Consultancy is a recognised local authority regulatory support network in England and is also used by RBC. It provides a source of legal expertise and training alongside active email support, network support and web based resources.
- 5.3 The initial proposal of financial backing for 18 months is based on the potential that given the appropriate resources, training etc. the enforcement role could potentially be delivered by WDC
- 5.4 Whilst it is expected that there will be some income raised from the penalties that will be enforced, these are not expected to be significant. However this will ultimately depend on the type and number of incidents. The proposed FPN fines are highlighted in Table 2 of Appendix A.
- 5.5 For 2017/18 it is proposed that the cost can be met out of the savings currently forecast for the year, as reported to within the Quarter 1 Budget Report to Executive in August. For future years, the cost will need to be factored into the Medium Term Financial Strategy. This will serve to increase the level of savings

needed to be found by the Council, estimated at over £0.5m within the August report.

- 5.6 As part of the update report proposed in Para 2.4 above, a financial summary will be produced as part of the Executive Report in October 2018.

6. Risks

- 6.1 The expectations of residents and other stakeholders cannot be delivered within the resources available.
- 6.2 RBC is not able to deliver the level of service agreed within the Service Level Agreement.
- 6.3 An investigation/evidence collected may not lead to a successful prosecution
- 6.4 Residents, businesses and visitors are unhappy about the enforcement activities or about receiving a fine.
- 6.5 Members of the public continue to commit environmental offences regardless of enforcement and associated fines.

The mitigations to the risks identified above are covered either directly or indirectly within Appendix A.

7. Alternative Option(s) considered

- 7.1 Alternative options considered were set out in the previous Executive Report entitled "Environmental Enforcement Service Delivery Options" dated 26 July 2017.

8. Background

Legislation

- 8.1 Paragraph 3.7 highlights the enforcement priorities identified by the proposed shared service and paragraphs 8.2 – 8.5 below illustrates the main legislation that is directly or indirectly associated with the issues. Local authorities are responsible for clearing waste from public land only and it may investigate incidents on private land but they have no obligation to clear the waste from private land. This will depend on the discretion of the local authority.
- 8.2 Fly-Tipping is the illegal deposit of waste on land. The offence of fly-tipping and the additional offences of "knowingly causing" or "knowingly permitting" fly-tipping are set out in Section 33(1)(a) of the Environmental Protection Act 1990. Section 33 is enforceable by both the Environment Agency and local authorities. It is not an offence under this Act to treat, keep or dispose of household waste from a domestic property within the curtilage of that property. This means that the Environmental Protection Act 1990 cannot be used to deal with waste from property left in front gardens or yards.
- 8.3 Community Protection Notices (CPNs) were introduced by the Anti-Social Behaviour Crime and Policing Act 2014 and are intended to stop individuals, businesses or organisations from committing anti-social behaviour which spoils the quality of life of the local community. The CPN is intended to deal with particular, ongoing problems or nuisances which negatively affect the

community's quality of life by targeting those responsible. A CPN can be issued by a council if it is satisfied on reasonable grounds that the conduct of the individual, business or organisation:

- Is having a detrimental effect on the quality of life of those in the locality;
- Is persistent or continuing in nature; and
- Is unreasonable

A person issued with a CPN has a right of appeal to the Magistrates Court within 21 days of issue.

- 8.4 Decisions on whether the anti-social behaviour is persistent should be taken on a case by case basis by officers. With untidy front yards for example, where an individual is storing rubbish on their property inappropriately for many months, proving persistence may be simple, but there may be examples where a behaviour is continuing over a short period but has been warned about it, but refused to stop behaviour and this could be considered continuing in nature.
- 8.5 The powers to issue Fixed Penalty Notices are in the Environmental Protection Act 1990; Anti-Social Behaviour Act 2003; the Clean Neighbourhoods and Environment Act 2005 and other relevant legislation.
- 8.6 The intention is to use the shared enforcement service on public land alongside private front yards and alleyways. As mentioned in Para 8.1 above local authorities have the discretion to enforce on private land and would be in line with the Regulators Code.
- 8.7 This shared service will not have the necessary resources to enforce in every case and therefore where there is more appropriate legislation used by other regulatory services then liaison with those functions will occur.

General

- 8.8 There are various components that need to come together to move this proposal of a shared service forward and the following table hopefully demonstrates the proposed timeline.

No.	Issue	Deadline	Comments
Democratic deadlines			
1.	Agreement to shared environmental enforcement proposals with RBC	Executive Committee 27 September 2017	
2.	Agreement to setting Fixed Penalty Notices in line with RBC's Inclusion of proposed FPN fines within Fees and Charges Executive Report.	Executive Committee 27 September 2017 Executive Committee 27 September 2017	Dependant on approval of report.
3.	Production of Executive Report summarising the work to date and the proposed way forward.	Executive Committee October 2018	Dependant on approval of report.
Operational deadlines			
4.	Production of Section 46/advice letters to identified areas of concern	Sep/Oct 2017	Within the proposed shared service WDC

			will produce the initial education /warning/Section 46 correspondence to areas of concern
5.	Enforcement activities start	Sep/Oct 2017	The Regulators Code sets out guidance on the approach to enforcement and the initial information type letter is the first step in that approach. Para 3.5 summarises national guidance around a "lead-in" period for issuing FPN's and that needs to be followed
6.	Communication Strategy	Oct 2017	
7.	Awareness training of contractors	Oct 2017	
8.	Service Level Agreement (SLA)	Oct/Nov 2017	Final version dependant on decision on September Executive
9.	Production of Information Sharing Protocol with RBC	Oct/Nov 2017	Final version dependant on decision on September Executive

- 8.9 The Communications Strategy will be completed in conjunction with the WDC Media Team and will involve consultation with various stakeholders, including Warwick University, the local Landlords forum and internal service areas. There is also national guidance from DEFRA about the implementation of Fixed Penalty Notices and a lead in period for their implementation that will need to be accounted for.

ENVIRONMENTAL ENFORCEMENT
SHARED SERVICE BETWEEN
WARWICK DISTRICT COUNCIL
&
RUGBY BOROUGH COUNCIL
-
SERVICE ASSESSMENT AND BUSINESS CASE

Content

Content.....

1. Purpose
2. Recommendation.....
3. Introduction
4. Scope
5. Objectives and Benefits
6. Service Assessment
7. Roles and Responsibilities of Warwick District Council and Rugby Borough Council.....
8. Project Governance

1. Purpose

The purpose of this report is to outline the business case for the future delivery of an identified proportion of environmental enforcement within Warwick District.

2. Recommendation

To approve the detail of a shared environmental investigation service between Warwick District Council (WDC) and Rugby Borough Council (RBC)

3. Introduction

On 26 July 2017 a report titled “Environmental Enforcement Service Delivery Options” was approved by Warwick District Council’s Executive Committee. This recommended that WDC enter into a shared service with RBC to undertake a discrete amount of environmental enforcement within Warwick District. The report outlined the benefits of a shared environmental enforcement approach including:-

- Enables service to be drawn down as required
- Enables flexibility on enforcement issues dealt with.
- Utilisation of an experienced and trained resource
- No long term staffing commitments
- Enables enforcement activities to be trialled with minimal risk

4. Scope

4.1. The scope of the shared environmental enforcement includes the following functions.

- Neighbourhood Services, WDC
- Externalised contractors working for the Council, namely, Veolia, Suez and Adverde.
- Regulatory Services, RBC
- Private Sector Housing, WDC
- Safer Communities, WDC
- Warwick University
- Local Landlord Forum.

4.2 The environmental enforcement will concentrate on Fly-Tipping and the Accumulation of Waste and will include, but not necessarily be limited to, the following legislation:-

- **Environmental Protection Act 1990**
Section 33 – Fly-tipping offence
Section 34 – Household Occupiers Duty of Care
Section 46 – Power to specify how household waste is stored and placed for collection

Section 47 – Power to specify how commercial waste is stored and placed for collection.

- **Anti-Social Behaviour Crime and Policing Act 2014**
Part 4, Chapter 1 - Community Protection Notice

5. Objectives and Benefits

The shared environmental enforcement service model will achieve the following outcomes and benefits

- Create a framework that is flexible and locally accountable
- Provide an environmental enforcement resource that will be able to target agreed areas of concern within the confines of the budget available
- Provide WDC with a transparent framework to maintain flexibility and achieve value for money through the service being provided on a “pay as you go” basis
- Provide a framework where decisions can be made on what environmental infringements to concentrate on
- Provide an opportunity for WDC staff to gain experience with environmental enforcement through shadowing and informal training.
- Allow WDC to have the final say on any enforcement decisions.

6. Outputs

In order for the enforcement relationship with RBC to achieve the desired benefits there are various outputs that need to be delivered. The various outputs are described below and summarised in **Table 1**

6.1 Output 1: Delegation of Legislative Powers

6.1.1. The purpose is to obtain approval to delegate environmental enforcement to RBC.

6.1.2. An authority can provide another authority with, among other things, administrative, professional or technical services under the terms of section 1 of the Local Authorities (Goods and Services) Act 1970. Under section 101 (1) (b) of the Local Government Act 1972 a local authority can arrange for discharge of any of its functions by another local authority unless this is expressly prohibited by statute. This is commonly known as an agency arrangement. Neither the Environmental Protection Act 1990 nor the Anti-Social Behaviour Crime and Policing Act 2014 expressly prohibit this.

6.1.3. The delegation is initially until 31 March 2019

6.1.4. There are additional costs (See Output 2 below) in taking a more proactive stance and whilst this cost will not be met by income from fixed penalty notices, it

will offset a little of the cost. In addition, ensuring the delegation is on a pay as you go basis rather than based on a fixed amount this will ensure maximum value for money and targeting of enforcement action.

6.1.5. Through this delegation RBC would investigate on our behalf and make recommendations for decision on action in line with the Regulators Code.

6.1.6. The final “sign-off” of any enforcement action including the issue of CPN’s and FPN’s will be with WDC.

6.1.7. The process of how the delegation will work in practice is described in Section 7 below. It is important to note that all controlling decisions on action will continue to be made by WDC on recommendation from RBC who will consider the Regulators Code, WDC Enforcement Policy and the circumstances of the case. This includes:-

- Advice and guidance
- Informal warning
- Formal enforcement
 - Community Protection Notices
 - Fixed Penalty Notices
 - Prosecution

6.1.8. All contact with alleged perpetrators will be carried out by RBC. All correspondence will contain both councils logos and set out that action is being taken by RBC on behalf of WDC. Interviews under caution (PACE) will be carried out by RBC.

6.1.9. All prosecutions requiring court action will be carried out by WDC and based on the circumstances, likelihood of success and public interest. Any appeal against the issue of a Community Protection Notice will also be dealt with by WDC

6.1.10. Any fixed penalty notices including the level of fine will be managed by RBC through their charging policy and payment system but would need to be agreed by WDC on each occasion. The payment of invoices to clean up illegally deposited waste by alleged perpetrators will also be managed by RBC and payments will be deducted from the charge for the delegation?

6.1.11. If a perpetrator does not pay a FPN, then there is no legal process for recovering that fine other than through the prosecution route.

6.1.12. This delegation is on a full cost recovery and pay as you go basis at a rate of £75 per hour

6.2 Output 2: To set the Fixed Penalty Notices within WDC.

6.2.1. The fines for the following Fixed Penalty Notices need to be agreed:-

Fly-Tipping; Community Protection Notices (CPN’s); Failure to provide a Waste Carrier Licence; Failing to provide a Waste Transfer Note; Failure to comply with a

Waste Receptacles Notice (Commercial); Failure to comply with a Waste Receptacles Notice (Domestic); Failure to comply with a Community Protection Notice (CPN)

6.2.2. The powers to issue fines under the various Fixed Penalty Notices come under various pieces of legislation, including the Clean Neighbourhoods and Environment Act 2005; Anti-Social Behaviour Act 2003 and Environmental Protection Act 1990.

6.2.3. It is recommended that WDC set the Fixed Penalty Notices to align with those of RBC, with the details highlighted in **Table 2**

6.3 Output 3: Agreement to the financial cost of shared enforcement action with RBC

6.3.1. **Table 3** summarizes the financial implications of the shared enforcement partnership with RBC.

6.3.2. The delegation is on a full cost recovery and pay as you go basis at a rate of £75 per hour.

6.3.3. It is considered that £21,000 will be appropriate to the end of March 2018 with a further £41,000 to cover 2018/2019. A report will be brought to the Executive in October 2018 providing an operational and financial breakdown. Indicative costs are summarised in **Table 3**.

6.4 Output 4: The creation of a Service Level Agreement with Rugby Borough Council

6.4.1. Before the shared service is implemented a Service Level Agreement (SLA) will be agreed between WDC and RBC. The expectation is that this will be in place for October 2017 to enable it to reflect any recommendations from the Executive Committee

6.4.2. The SLA will include the Scope, Roles and Responsibilities of both Parties alongside the appropriate data sharing protocols.

6.5 Output 5: The production of an Information Sharing Protocol between RBC & WDC.

6.5.1. During an enforcement investigation RBC may require information held by WDC, therefore to enable the sharing of this information and to support decision making then a protocol needs to be produced

6.5.2. This protocol will cover the following key points: - The information that needs to be shared; the authorities involved; what you need to tell people about the data sharing and how that will be communicated; measures to ensure adequate security is in place to protect the data; agree common retention periods for the data.

6.5.3. This protocol will be in place before the start of the proposed shared service.

7. Approach and Roles and Responsibilities

7.1. Fly-Tipping

The investigation into fly-tipping will be intelligence led. In this approach the problem will be identified, analysed, understood and an appropriate package of control measures designed and applied. This will ensure there will be an effective application of the limited resources on a problem. A summary of the approach can be found in **Table 4**

Warwick District Council will:

Be guided in general by the Government Report entitled "Fly-Tipping: council responsibilities published in June 2016

- 7.1.1.** Upon receipt of fly-tipping reports record the information onto Civica in a consistent and appropriate manner. It will be agreed internally who will respond to the issue
- 7.1.2.** The fly-tip will be investigated and any evidence found will be treated in a manner that maintains the continuity of evidence for any future action. That will include photographing of the scene, "bagging and tagging" of any evidence and the return of the evidence to a secure location at Warwick District offices.
- 7.1.3** Investigation of deposits within the confines of WDC properties will not occur and will be dealt with in the usual manner
- 7.1.4.** WDC will need to prioritise the investigations and will focus mainly on cases with direct evidence. Following that prioritisation, WDC will pass the information to RBC.
- 7.1.5.** Make any final decisions on enforcement, following guidance and information from RBC.
- 7.1.6.** All information and actions will be recorded in a consistent manner on Civica and any communication with RBC will be documented.
- 7.1.7.** Instruct legal services to prosecute in accordance with the WDC Enforcement Policy. A decision to prosecute will be based on the strength of the evidence and whether prosecution is in the public interest.

Rugby Borough Council will:

- 7.1.5.** Act as lead investigators for any fly-tipping incidents that are passed to them from WDC. RBC will regularly communicate with and update WDC on the individual case status and outcome. This communication is to be documented.
- 7.1.6.** In addition to the individual case updates, referred to in 7.1.5. RBC will compile regular statistical reports giving details of reported incidents, investigations and enforcement activity undertaken within WDC. These reports shall be distributed in an appropriate format.

- 7.1.7. RBC will keep a record of timings with any investigation as various enforcement options are time related and require certain actions within set time periods.
- 7.1.8. Have all contact with alleged perpetrators. All correspondence will contain both councils logos and set out the action to be taken by RBC on behalf of WDC.
- 7.1.9. RBC will communicate any enforcement proposals to WDC to enable the latter to agree on the proposals.
- 7.1.10 RBC will provide admissible evidence to enable WDC to prosecute where appropriate and RBC will support any prosecution by providing further evidence (for example witness statements) and attending court to give evidence where required

7.2. Accumulated Waste

Accumulated waste is a generic term to describe domestic and commercial material left in common areas, alleyways, front yards, around litter-bins etc. There is potentially an overlap with what could be described as fly-tipping but it is considered that accumulated waste in general will be dealt using different legislation. A summary of the approach can be found in **Table 5**.

Warwick District Council will:

- 7.2.1. Gather and record evidence in a consistent and appropriate manner in Civica.
- 7.2.2. With the limited resources available and an intelligence led approach WDC will consult with RBC, to agree the priorities.
- 7.2.3. If an issue in a particular area is persistent and could be described as creating loss of amenity, then WDC will write to the alleged perpetrators and educate and inform the recipients of the requirements. This could potentially include a Section 46 or 47 notice, providing clarity as to what the resident or business should be doing with their waste. All communication will be documented consistently.
- 7.2.4. If the problem continues, and it falls within the priorities described in 7.2.2. WDC will pass the issue to RBC for further action.
- 7.2.5. All communications with RBC will be recorded.
- 7.2.6. Make any final decisions on enforcement, following guidance and information from RBC.
- 7.2.7. Instruct legal services to prosecute in accordance with the WDC Enforcement Policy. A decision to prosecute will be based on the strength of the evidence and whether prosecution is on the public interest.

Rugby Borough Council will:

- 7.2.8. Agree with WDC the priorities for enforcement action.

- 7.2.9.** Dependant on the specific circumstances will visit and investigate issues identified by WDC.
- 7.2.10.** Act as lead investigators for any incidents that are passed to them from WDC. RBC will regularly communicate with and update WDC on the individual case status and outcome. This communication is to be documented.
- 7.2.11.** RBC will keep a record of timings with any investigation as various enforcement options are time related and require certain actions within set time periods.
- 7.2.12.** Have all contact with alleged perpetrators. All correspondence will contain both council's logos and set out that action is being taken by RBC on behalf of WDC.
- 7.2.13.** RBC will communicate any enforcement proposals to WDC to enable the latter to agree on the proposals.
- 7.2.14.** RBC will provide admissible evidence to enable WDC to defend an appeal against the issue of a CPN or to prosecute where appropriate and RBC will support any court proceedings by providing further evidence (for example witness statements) and attending court to give evidence where required

8. Project Governance

Regular meetings will be held between the relevant management of RBC and WDC throughout the shared agreement and the Service Level Agreement will outline the formal working relationship between the two authorities

Table 1

No.	Output	Capability	Outcome (as outlined in Section 5 above)	Benefits
1.	Delegation of Legislative powers	This will allow RBC to undertake enforcement work on behalf of WDC	I; ii; iii, iv.	Allow RBC to undertake enforcement duties on behalf of WDC
2.	To set the Fixed Penalty Notices (FPN's) within WDC	To introduce appropriate levels of FPN's within the constitution of WDC to reflect those of RBC to provide clarity between the two authorities	I, ii, iii	Provide consistency between WDC and RBC
3.	Agreement to the financial cost of shared enforcement action with RBC	Will provide the financial backing to undertake the shared service with RBC	I, ii, iii, iv, v	Provides clarity to the financial implications to the shared service
4.	The creation of a Service Level Agreement with Rugby Borough Council	Provide formal agreement to the shared service	I, ii, iii, iv, v	Forms the basis of the shared service

Table 2 – Proposed Fixed Penalty Notice (FPN) Fines

Offence	Legislation	Fixed Penalty	Maximum	Discount
Depositing Litter	Section 87/88 - Environmental Protection Act 1990	£80	£2,500	£50
Graffiti & Fly-Posting	Section 43-47 – Anti-Social Behaviour Act 2003	£80	£2,500	£50
Failure to furnish documentation (Waste Carriers Licence)	Section 5B(2) – Control of Pollution (Amendment) Act 1989	£300	£5,000	None
Failure to produce authority (Waste Transfer Notes)	Section 34A(2) Environmental Protection Act 1990	£300	£5,000	None
Failure to comply with waste receptacle notice	Sections 46 & 47 of Environmental Protection Act 1990	£100	£1,000	£60
CPN's	Section 52 – Anti-Social Behaviour Crime and Policing Act 2014	£100 14 days to pay		£75 If paid in 10 days
Fly-Tipping	The Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016	£400		£300

Table 3 – Project costs

Project Costs	Amount (£)
2017/2018	
<p>Delegation Costs Cost of Rugby BC resource at £75 per hour (2 staff & vehicle) Approx. 1 day per week</p>	£13,500
<p>Set Up Costs Veolia RRU Team Equipment i.e. Camera's, note books, head torches etc. Rugby BC resource cost at £75 per hour +</p>	
<p>Legal Costs Solicitor - £70 per hour Senior Solicitor - £78 per hour +</p>	£6,500
<p>Membership of Mallard Consultancy</p>	<u>£1,000</u>
Total	£21,000
2018/2019	
<p>Delegation Costs Cost of Rugby BC resource at £75 per hour (2 staff & vehicle) Approx. 1 day per week +</p>	£27,500
<p>Legal Costs Solicitor - £70 per hour Senior Solicitor - £78 per hour +</p>	
<p>General operational costs +</p>	£12,500
<p>Membership of Mallard Consultancy</p>	<u>£1,000</u>
Total	£41,000

Table 4

Flow Diagram – Fly-Tips

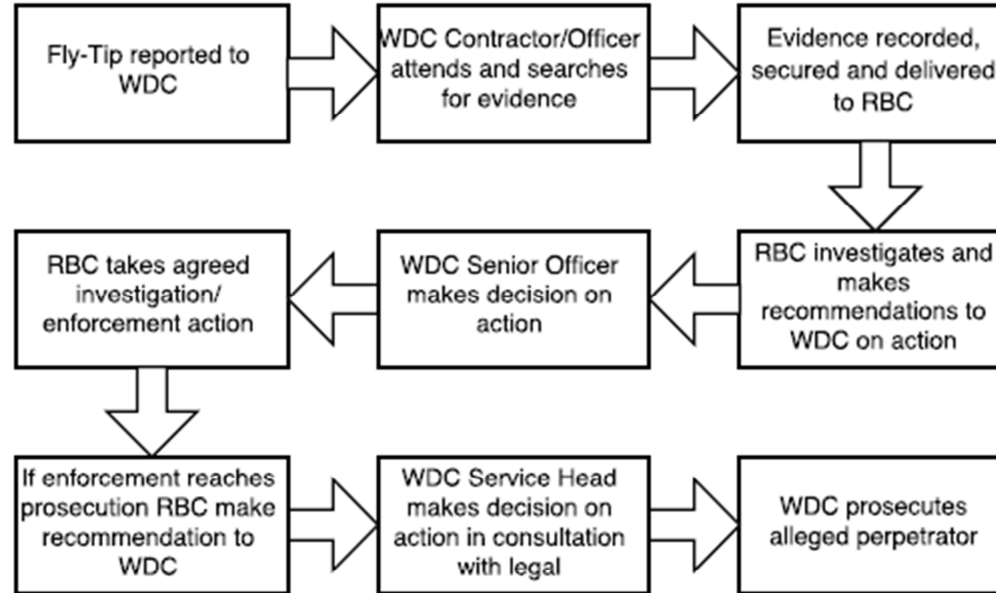
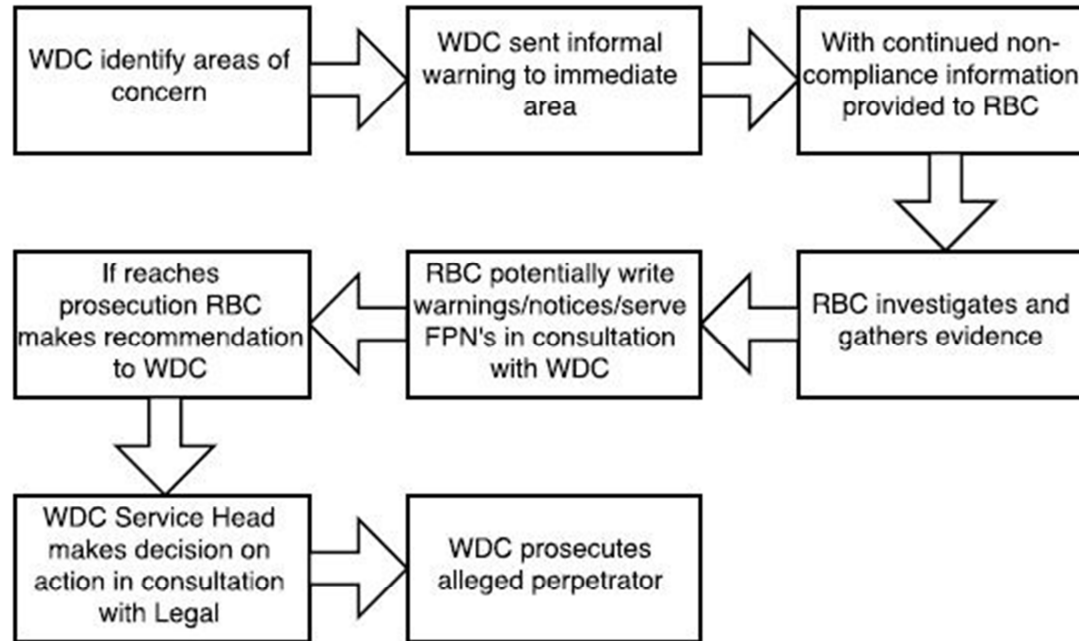


Table 5

Flow Diagram – Accumulated Waste



Equality Impact Assessment/Analysis

Service Area	Neighbourhood Services
Policy/Service being assessed	Shared Environmental Enforcement with Rugby Borough Council (RBC)
Is this is a new or existing policy/service? If existing policy/service please state date of last assessment	New
EqIA Review team – List of members	
Date of this assessment	1 September 2017
Signature of responsible officer (to be signed after the EqIA has been completed)	Graham Folkes-Skinner

A copy of the Equality Impact Assessment Report including relevant data and information to be forwarded to

If you require help, advice and support to complete the forms, please contact the Equalities team on equalities@warwickshire.gov.uk or call 01926 412659/ 418199



Form A1

INITIAL SCREENING FOR STRATEGIES/POLICIES/FUNCTIONS FOR EQUALITIES RELEVANCE TO ELIMINATE DISCRIMINATION, PROMOTE EQUALITY AND FOSTER GOOD RELATIONS



High relevance/priority



Medium relevance/priority



Low or no relevance/ priority

Note:

1. Tick coloured boxes appropriately, and depending on degree of relevance to each of the equality strands
2. Summaries of the legislation/guidance should be used to assist this screening process

Business Unit/Services:	Relevance/Risk to Equalities									
State the Function/Policy /Service/Strategy being assessed:	Gender	Race	Disability	Sexual Orientation	Religion/Belief	Age	Gender Reassignment	Pregnancy/ Maternity	Marriage/ Civil Partnership (only for staff)	
Shared Environmental Enforcement with Rugby Borough Council	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Are your proposals likely to impact on social inequalities e.g. child poverty for example or our most geographically disadvantaged communities? If yes please explain how.	NO									
Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes please explain how.	NO									

Form A2 – Details of Plan/ Strategy/ Service/ Policy

<u>Stage 1 – Scoping and Defining</u>	
(1) What are the aims and objectives of Plan/Strategy/Service/Policy?	The shared service with RBC will enable enforcement activities within WDC to commence in a shorter period of time and is cost effective as it enables services to be called upon when required. The shared service can be trialled without any long term commitment to allow other options to be considered if it is unsuccessful.
(2) How does it fit with Warwick District Council's wider objectives?	Any potential enforcement work would contribute to the Fit for the Future Strategy in a number of ways; overall it contributes to the vision of making Warwick District a great place to live work and visit and helping our residents enjoy a good quality of life. It will contribute to helping reduce anti-social behaviour
(3) What are the expected outcomes?	As above
(4) Which of the groups with protected characteristics is this intended to benefit? (see form A1 for list of protected groups)	All
<u>Stage 2 - Information Gathering</u>	
(1) What type and range of evidence or information have you used to help you make a judgement about the plan/ strategy/ service/ policy?	Consultation has involved the immediate and wider management team alongside members of Warwick District Council's Executive Committee
(2) Have you consulted on the plan/ strategy/ service/policy and if so with whom?	Will engage with Warwick University and local landlords forum
(3) Which of the groups with protected characteristics have you consulted with?	Will engage with students and tenant landlords

Stage 3 – Analysis of impact

(1) From your data and consultations is there any adverse or negative impact identified for any particular group which could amount to discrimination?

If yes, identify the groups and how they are affected.

RACE

For those whose first language is not English, the UK law, supporting enforcement activities and associated fines may not be fully understood

DISABILITY

Households with a disabled member are substantially more likely to have a low income than households where no one is disabled, meaning little availability for spending on non-essential items such as enforcement penalties, however no financial penalty will be incurred if no environmental offence is committed.

A disabled person may commit an environmental offence unintentionally or as a result of a disability related mitigating circumstance such as visual impairment

GENDER

MARRIAGE/CIVIL PARTNERSHIP

AGE

In some cases, elderly people have a lower income, meaning little availability for spending on non-essential items such as enforcement penalties; however no financial penalty will be incurred if no environmental offence is committed.

An elderly person may commit an environmental offence unintentionally or as a result of an age-related mitigating circumstance such as dementia

FPN's can legally only be issued to people aged over 18

GENDER REASSIGNMENT

	RELIGION/BELIEF	PREGNANCY MATERNITY A pregnant person may commit an environmental offence unintentionally or as a result of a pregnancy-related mitigating circumstance such as difficulty bending.	SEXUAL ORIENTATION
(2) If there is an adverse impact, can this be justified?	TRANSIENT POPULATIONS Transient populations such as migrant workers or students may not fully understand the legal consequences of environmental offences, enforcement activities and associated fines N/A		
(3)What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.)	See Action Plan		
(4) How does the plan/strategy/service/policy contribute to promotion of equality? If not what can be done?	N/A		
(5) How does the plan/strategy/service/policy promote good relations between groups? If not what can be done?	N/A		

(6) Are there any obvious barriers to accessing the service? If yes how can they be overcome?

No

Stage 4 – Action Planning, Review & Monitoring

If No Further Action is required then go to – Review & Monitoring

(1)Action Planning – Specify any changes or improvements which can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.

EqlA Action Plan

Action (See Stage 3 for impacts)	Lead Officer	Date for completion	Resource requirements	Comments
<p>AGE A FPN will be cancelled if it is issued to a minor or to someone who provides evidence of mitigating circumstances such as medical condition or other contributory factor. The Council will investigate any claims of mitigating circumstances and can revoke any FPN's etc. it deems inappropriate.</p>		From service introduction		A financial penalty will only be incurred if an environmental offence is committed
<p>DISABILITY A FPN will be cancelled if it is issued to someone who provides evidence of mitigating circumstances such as disability, medical condition or other contributory factor</p>		From service introduction		A financial penalty will only be incurred if an environmental offence is committed

EqlA Action Plan

Action (See Stage 3 for impacts)	Lead Officer	Date for completion	Resource requirements	Comments
<p>PREGNANCY MATERNITY A FPN will be cancelled if it is issued to someone who provides evidence of mitigating circumstances such as a disability, medical condition or other contributory factor.</p> <p>The contractor will investigate any claims of mitigating circumstances and Council can revoke any FPN's it deems inappropriate.</p>		From service introduction		

EqlA Action Plan

Action (See Stage 3 for impacts)	Lead Officer	Date for completion	Resource requirements	Comments
<p>RACE Language barriers may be mitigated by warning signage and engaging with university</p> <p>Enforcement officers will use plain English when issuing FPN's/warnings etc.</p>				

EqlA Action Plan


Action (See Stage 3 for impacts)	Lead Officer	Date for completion	Resource requirements	Comments
<p>TRANSIENT POPULATION Language barriers may be mitigated by warning signage and engaging with university</p> <p>Enforcement officers will use plain English when issuing FPN's/warnings etc.</p>				

(2) Review and Monitoring
State how and when you will monitor policy
and Action Plan

Identified review dates in report

Please annotate your policy with the following statement:

'An Equality Impact Assessment/ Analysis on this policy was undertaken on (date of assessment) and will be reviewed on (date three years from the date it was assessed).

 EXECUTIVE 27 SEPTEMBER 2017		Agenda Item No. 7
Title	Risk Management Annual Report 2016/17	
For further information about this report please contact	Richard Barr Audit & Risk Manager Tel: 01926 456815 email: richard.barr@warwickdc.gov.uk	
Wards of the District directly affected	Not applicable	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	Finance & Audit Scrutiny Committee – 30 August 2017.	
Background Papers	WDC risk management policy & guidelines. Minutes of Risk Management Group meetings.	
Contrary to the policy framework:	No	
Contrary to the budgetary framework:	No	
Key Decision?	No	
Included within the Forward Plan? (If yes include reference number)	No	
Equality Impact Assessment Undertaken	N/A: no direct service implications	

Officer/Councillor Approval		
With regard to report approval all reports <i>must</i> be approved as follows		
Title	Date	Name
Chief Executive/Deputy Chief Executive	11 Sept 2017	Chris Elliott
Head of Service	Various dates	Mike Snow
CMT	11 Sept 2017	CMT
Section 151 Officer	As above	Mike Snow
Monitoring Officer	Various dates	Andrew Jones
Finance	As above	As S151 Officer
Portfolio Holder(s)	5 Sept 2017	Councillor Andrew Mobbs and Councillor Peter Whiting
Consultation & Community Engagement		
None other than consultation with members and officers listed above.		
Final Decision?	Yes	
Suggested next steps (if not final decision please set out below) N/A		

1 **Summary**

- 1.1 This report updates the Risk Management Strategy (Appendix A) for implementing and embedding risk management throughout the organisation. The report also contains details of an external review that was performed during the year. The review provided an independent assessment of the Council's risk management arrangements leading to the identification of areas for improvement that provides the basis of an action plan.

2 **Recommendations**

- 2.1 That Members note the report and its contents, in particular that which sets out members' responsibility for risk management.
- 2.2 That Members affirm the Council's Risk Management Strategy (Appendix A).
- 2.3 That Members confirm they are satisfied with the progress being made in embedding risk management in the Council, noting the progress made to date in completing the current Risk Management Strategic Action Plan (Appendix B) and supplementary activities undertaken during the year that help to embed risk management (Appendix C).

3 **Reasons for Recommendations**

- 3.1 The responsibilities of the Finance and Audit Scrutiny Committee include consideration of the effectiveness of the Authority's risk management arrangements.

4 **Policy Framework**

4.1 **Fit for the Future (FFF)**

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

The FFF Strategy has 3 strands – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of this proposal if any in relation to the Council's FFF Strategy.

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/productivity of local

and sports activities Cohesive and active communities.	Improved air quality Low levels of crime and ASB.	economy Increased employment and income levels.
Impacts of Proposal		
Although there are no direct policy implications, risk management is an essential part of corporate governance and will be a major factor in shaping the Policy Framework and Council policies.		
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours.	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services.	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money.
Impacts of Proposal		
Although there are no direct policy implications, risk management is an essential part of corporate governance and will be a major factor in shaping the Policy Framework and Council policies.		

4.2 **Supporting Strategies**

Each strand of the FFF Strategy has several supporting strategies but description of these is not relevant for the purposes of this report.

4.3 **Changes to Existing Policies**

This section is not applicable.

4.4 **Impact Assessments**

This section is not applicable.

5 **Budgetary Framework**

5.1 Although there are no direct budgetary implications arising from this report, risk management performs a key role in corporate governance including that of the Budgetary Framework. An effective risk management framework helps to ensure that the Authority manages its resources and achieves its objectives economically, efficiently and effectively.

5.2 There was no direct cost associated with the review referred to in the report as the providers of the review, Zurich Insurance, completed it from the allocation they offer to the Council for risk management advice.

6 **Risks**

- 6.1 The purpose of the report is to comment on the Council's effectiveness in managing its risks.

7 **Alternative Options(s) Considered**

- 7.1 This report is not concerned with recommending a particular option in preference to others so this section is not applicable.

8 **Responsibility for Risk Management**

- 8.1 In its management paper, "Worth the risk: improving risk management in local government", the Audit Commission sets out clearly the responsibilities of members and officers. Although the Audit Commission has since been abolished its guidance is still relevant.

"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."

9 Progress to Date

- 9.1 The overriding objective for risk management is to embed it within the organisation so that it is a seamless, but fundamental, part of the organisation's processes and not viewed as a separate bureaucratic activity with little value. However, as with all objectives of this nature, there is no specific picture of what a fully risk-embedded organisation looks like and the goal of embedding risk management is an ongoing journey rather than one with a definite ending.
- 9.2 To help achieve the objective of embedding risk management the Council has a Risk Management Strategy, set out as Appendix A to this report.
- 9.3 Within the Strategy is an action plan that details the tasks necessary to advance risk management. Members are required each year to review the Strategy and review the progress made in the action plan. The action plan, together with an update on progress in addressing the actions, is set out as Appendix B
- 9.4 The action plan is based on the areas for improvement identified from a recent appraisal of the Council's risk management arrangements undertaken by a risk management consultant within Zurich Insurance.
- 9.5 The evaluation was based on assessing the Council against the ALARM's¹ National Performance Model for Risk Management in Public Services that breaks down risk management activity into seven strands:
- Leadership and management
 - Strategy and policy
 - People
 - Partnership, shared risks and resources
 - Processes and tools
 - Risk handling and assurance
 - Outcomes and delivery
- 9.6 Under each strand, answers to a series of questions identify the level of maturity the organisation has reached.
- 9.7 Further details are set out in Annexe 1 to Appendix A.
- 9.8 The action plan resulting from the review is to be used to drive Improvements over the next few years.
- 9.9 The results of the external review together with the accompanying action plan have already been reported to Finance & Audit Scrutiny Committee. This was on 1 June 2016. The action plan, together with an update on progress in addressing the actions, is set out as Appendix B.
- 9.10 As with previous Risk Management action plans, Members will receive an annual update on progress in implementing this action plan.

¹ Association of Local Authority Risk Managers

- 9.11 It should be noted that the Action Plan is strategic in nature and that several of the actions are not scheduled for completion in the short term.
- 9.12 There are, of course, numerous activities being carried out on a day-to-day basis that follow risk management principles or that help to embed risk management in the organisation. These activities are summarised in Appendix C and are divided into corporate initiatives and service-led initiatives.

10 **Conclusions**

- 10.1 The accepted wisdom is that risk management arrangements should be embedded in the culture of the organisation and not separate 'bolt on' activities. Clearly this is not an easy objective to achieve and with the philosophy that "risk management is an ongoing journey rather than one with a fixed destination" it is important that we continue to make good progress in implementing risk management within the Authority. This report provides strong evidence of that.

WARWICK DISTRICT COUNCIL RISK MANAGEMENT STRATEGY

Purpose of strategy

The purpose of the strategy is to embed risk management in the Authority by establishing a risk management framework that provides:

- n an efficient control environment
- n the overt allocation of accountability for risk management throughout the organisation
- n a well-established risk assessment process
- n performance monitoring of risk management activity
- n communications process to support risk management

An action plan to advance risk management in the organisation is set out as Annexe 1.

Definition and scope of risk management

The Council has adopted the Audit Commission's definition of risk and risk management as contained in its Management Paper, 'Worth the risk: improving risk management in local government'. Although the Audit Commission has been recently abolished its definition of risk is still relevant and relied upon by many organisations.

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.

The overall process of managing risk can be divided into:

- § *Risk analysis, or assessment, which includes the identification, estimation and evaluation of the risks; and*
- § *Risk management that encompasses the planning, monitoring and controlling activities based on the information derived from risk analysis.*

Aims and objectives

The risk management policy of Warwick District Council is to adopt best practices in the identification, evaluation, and cost-effective control of risks to ensure that they are eliminated or reduced to an acceptable level.

It is acknowledged that some risks will always exist and will never be eliminated. All employees must understand the nature of risk and accept responsibility for risks associated with their area of authority. The necessary support, assistance and commitment of senior management will be provided.

The risk management objectives of the Council are to:

- § integrate risk management into the culture of the Council
- § manage risk in accordance with best practice
- § consider legal compliance as a minimum standard
- § anticipate and respond to changing social, environmental and legislative requirements
- § prevent injury and damage and reduce the cost of risk
- § raise awareness of the need for risk management.

These objectives will be achieved by:

- § establishing a risk management organisational structure to act in an advisory and guiding capacity which is accessible to all employees
- § including risk management as an agenda item at meetings as appropriate
- § continuing to demonstrate the application of risk management principles
- § providing risk management awareness training
- § maintaining documented procedures for the control of risk and the provision of suitable information, training and supervision
- § maintaining an appropriate incident reporting and recording system, with investigation procedures to establish cause and prevent recurrence
- § preparing contingency plans in areas where there is a potential for an occurrence having a catastrophic effect on the Council and its service delivery capability
- § maintaining effective communication
- § monitoring arrangements on an ongoing basis

Definition of the Council's risk appetite

An organisation's risk appetite is the amount of risk that it is prepared to take in order to achieve its objectives. Defining the organisation's risk appetite provides the strategic framework for effective decision-making. Risk appetites for local authorities will also be lower due to the regulatory nature of most services and because of their stewardship obligations for public resources. However, local authorities may be forced to take risks beyond their choosing to comply with central government directives or to satisfy public expectations of improved services.

Warwick District Council's risk appetite is determined by individual circumstances. In general terms, the Council's approach to providing services is to be innovative and to seek continuous improvement within a framework of robust corporate governance. This framework includes risk management that identifies and assesses risks appertaining to actions being considered or proposed. Decisions on whether to proceed with such actions are only taken after the careful assessment of the identified risks and an analysis of the risks compared to the benefits.

However, in all circumstances:

- § The Council would wish to manage its financial affairs such that no action will be taken that would jeopardise its ability to continue to provide services within its available resource; and
- § The Council would wish to secure the legal integrity of its actions at all times.

Roles and responsibilities

The following groups and individuals have the following roles and responsibilities for risk management within the Council.

Executive

To oversee the effective management of risk throughout the Council; to hold the corporate management team accountable for the effective management of risk by officers of the Council.

Finance and Audit Scrutiny Committee

To scrutinise and review the management of risk on behalf of Executive.

Elected Members

To promote the importance of risk management in all that the Council does; to champion the cause of risk management.

Chief Executive

To be the clear figurehead for implementing the risk management process by making a clear and public personal commitment to making it work.

Senior Management Team

To ensure that the Council manages risk effectively through the development of a comprehensive risk management strategy; to monitor delivery by receiving reports from the Council's Risk Management Group and from the Audit & Risk Manager.

Risk champion²

To champion the cause of risk management within the Council, particularly at the strategic level; to take personal responsibility for ensuring that the risk management objectives as set out in the policy are achieved.

Risk manager³

To support the Council and its departments and services in the effective development, implementation and review of the risk management strategy.

Risk management group

To determine, implement and review the Council's risk management policy and its risk management strategy. The risk management group is responsible for developing specific programmes and procedures for establishing and maintaining risk management activities. This group will ensure the dispersal of vital information and, where appropriate, provide guidance, interpretation and understanding of the systems involved.

The terms of reference of this group are set out as Annexe 2.

Departmental management teams

To ensure that risk is managed effectively in each service area within the agreed risk management strategy; to report to the Risk Management Group on how hazards and risks have been managed within their service area.

Service managers

To manage risk effectively in their particular service areas; to report on how hazards and risks have been managed to their Departmental Management Team or directly to the Risk Management Group.

Employees

To manage risk effectively in their jobs and report hazards and risks to their service managers

Insurance & Risk officer

To advise on practices which will minimise the likelihood of adverse events occurring and arrange insurance cover where necessary and appropriate.

The responsibilities of the various groups and individuals are summarised in the table that is included as Annexe 3.

² This officer is the Deputy Chief Executive (AJ)

³ This officer is the Audit and Risk Manager.

Methodology for identifying and assessing risk

Risk Identification and Categorisation

Risks can be categorised under strategic and operational.

Strategic risks are those risks identified as potentially damaging to the achievement of the Council's objectives. These can be sub-classified into:

- Political
- Social
- Legislative
- Competitive
- Economic
- Technological
- Environmental
- Customer/citizen

Operational risks are those risks that should be managed by departmental officers who will be responsible for operating and maintaining the services. These can be sub-classified into:

- Professional
- Legal
- Contractual
- Environmental
- Financial
- Physical
- Information

Risk Assessment

For risk registers, the following definitions are applied for the measurement of risk in respect of probability and consequences:

Probability of Occurrence

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

Consequences

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

Annexe 1: Risk Management Strategic Action Plan

The review by Zurich of the Council’s risk management arrangements relied on the application of the CIPFA/ALARM Risk Management Benchmarking tool. Areas for improvement were identified from the analysis and these formed the components of a comprehensive action plan.

The benchmarking is based on ALARM’s National Performance Model for Risk Management in Public Services published in 2009. This in turn has its origins in the “Risk Management Assessment Framework”, developed by HM Treasury in 2002, itself having its genesis in the EFQM approach.

It breaks down risk management activity into seven strands:

- Leadership and management
- Strategy and policy
- People
- Partnership, shared risks and resources
- Processes and tools
- Risk handling and assurance
- Outcomes and delivery

Under each strand the level of maturity the organisation has reached is identified.

The level of maturity is assessed as being at one of the following five levels (in ascending order of maturity):

- Level 1: Risk management is **engaging** with the organisation
- Level 2: Risk management is **happening** within the organisation
- Level 3: Risk management is **working** for the organisation
- Level 4: Risk management is **embedded and integrated** within the organisation
- Level 5: Risk management is **driving** the organisation

In overall terms the review has assessed us at the middle level of maturity, “Working”.

The typical organisational behaviours associated with the “Working” level of maturity are as follows:

Management Activity	Typical Organisational Behaviours
Leadership and Management	Senior managers take the lead to apply risk management thoroughly across the organisation. They own and manage a register of key strategic risks and set the risk Appetite.
Strategy and Policy	Risk management principles are reflected in the organisation’s strategies and policies. Risk framework is reviewed, developed, refined and communicated.

Management Activity	Typical Organisational Behaviours
People	A core group of people have the skills and knowledge to manage risk effectively and implement the risk management framework. Staff are aware of key risks and responsibilities
Partnership, Shared Risks and Resources	Risk with partners and suppliers is well managed across organisational boundaries. Appropriate resources are in place to manage risk.
Processes	Risk management processes used to support key business processes. Early warning indicators and lessons learned are reported. Critical services supported through continuity plans
Risk Handling and Assurance	Clear evidence that risk management is being effective in all key areas. Capability-assessed within a formal assurance framework and against best practice standards.
Outcomes and Delivery	Clear evidence that risk management is supporting the delivery of key outcomes in all relevant areas.

In many ways, this level of assessment is not surprising; embedding risk management fully in any organisation will always be a journey rather than an arrived destination and to achieve near-full compliance would require bureaucratic processes and a level of staffing that is not desirable, or even feasible, in an organisation of Warwick District Council's size.

Nevertheless, addressing the areas that have been identified for improvement will help the Council improve its practices significantly.

The action plan, together with an update on progress in addressing the actions, is set out as Appendix B.

Annexe 2: Risk Management Group - Terms of Reference

The terms of the reference of the risk management group comprises:

Overall aim

- § To ensure that effective Risk Management is in place across the Council.

Membership

- § The Group will comprise representatives from key services across the Council.

Specific Objectives and Responsibilities

- § Promote best practice in the management of risks.
- § Assist in the identification and evaluation of risks that could threaten achievement of the Council's objectives.
- § Help develop, implement and review the corporate risk management strategy and policy.
- § Help managers maintain and develop their risk registers by periodically reviewing them and making recommendations on their improvement.
- § Review events and disseminate information regarding lessons learnt in an attempt to help services improve on the management of risk.
- § Compile and implement an annual work plan that helps to embed risk management in the organisation.
- § Help create a risk-aware culture by, for example, instilling in staff the need to manage risks in their jobs.
- § Identify cross-cutting and strategic risks for the attention of senior management.
- § Make recommendations to management on practices and procedures that it is intended will improve the management of risks within Warwick District Council.
- § Oversee the development and implementation of a consistent approach to risk management across the Council's services.

Annexe 3: Summary of Responsibilities

	Develop the corporate risk management strategy	Agree the corporate risk management strategy	Provide advice and support on strategy development and implementation	Implement the strategy	Share experience of risk and risk management issues	Review the effectiveness of the strategy
Elected members / Executive		§				§
Chief Executive		§		§		§
Senior management team	§	§		§		§
Risk champion	§		§	§	§	§
Audit & Risk Manager	§		§	§	§	§
Risk management group	§		§	§	§	§
Departmental management teams				§	§	§
Service managers				§	§	§
Employees				§	§	
Insurance & Risk Officer			§	§	§	

Review of Progress in Completing Risk Management Strategic Action Plan

Recommendation	Action	Timescale	Responsibility / Resources	Progress To Date
1. Undertake further work to define the risk appetite for the organisation and what that means in terms of decision making.	Commission external expertise to help define organisational risk appetite. Issue paper to SMT recommending that course of action.	May 2016.	Audit & Risk Manager / SMT.	SMT endorsed proposed action and workshop took place in September 2016. Risk appetites across range of services and activities determined.
2. Consider opportunities for integrating risk management and performance management reporting.	Will explore with CMT and Head of Neighbourhood services who leads on performance management reporting.	August 2016.	Audit & Risk Manager.	Risk management indicators incorporated into performance management reporting e.g. no. of risks in red, amber and green zones.
3. Re-iterate the guidance on completion of the risk section within committee papers to drive quality of risk assessments.	Guidance to be extended and re-issued.	By end of June 2016.	Audit & Risk Manager.	Guidance re-written and re-issued.
4. Consider splitting the existing strategy into separate documents covering policy (longer term aims) and framework (tools).	Recommendation considered but not implemented: These elements are clearly identified in the Strategy and it is not apparent what benefit will be gained from creating separate documents.	Consider by end June 2016.	Audit & Risk Manager.	Recommendation considered but rejected on the basis that it would merely cause additional work with little, or no, apparent gain.

Recommendation	Action	Timescale	Responsibility / Resources	Progress To Date
5. Improve communications about risk management principles e.g. through the intranet or desktop guides.	Information and guidance on risk management principles and practices to be communicated to staff and members via new intranet.	Immediately and ongoing.	Audit & Risk Manager.	A significant start has been made on this, with relevant details included on the Risk Management page within the intranet. To seek to embed good risk management across the Council, further communications are planned on an on-going basis.
6. Review the role and effectiveness of the Risk Management Group.	Self-review to be undertaken following recognised good practice.	By end of March 2017.	Audit & Risk Manager Risk Management Group.	The role and effectiveness was reviewed at the Risk Management Group meeting in February 2016. The terms of reference of the Group was debated and consequently updated, with the value of the group having been endorsed.
7. Allocate individual SMT owners to risks on the significant business risks register.	Senior Management Team to undertake.	By end June 2016.	Senior Management Team.	SMT decided not to do this as at the Council-wide level it was not feasible to isolate the risks in this way. If the risks were to be allocated individually then it was felt that they could only be allocated to the Chief Executive as he has overall responsibility for the corporate and strategic risks.

Recommendation	Action	Timescale	Responsibility / Resources	Progress To Date
8. Consider whether some of the principles applied to contract risk management can be applied equally to partnerships.	Issue to be examined and, if possible, addressed.	September 2017.	Audit & Risk Manager.	In line with Strategic Action Plan, this is scheduled for 2017/18.
9. Review the mechanisms by which the Insurance & Risk Officer can input further to strategic risks and decision making.	Insurance & Risk Officer to engage more closely in risk management process including issuing quarterly report to SMT on insurance claims and risk management lessons learned.	Immediately and ongoing.	Audit & Risk Manager.	Completed: Insurance & Risk Officer engages more closely in risk management process by issuing quarterly report to SMT on insurance claims and risk management lessons learned.
10. Consider the specific application of risks on the significant business risk register to individual service areas.	SMT to consider at future meeting that reviews SBRR.	By end June 2016.	Senior Management Team.	Completed at SMT meeting.
11. Increase the visibility of risk registers to enable common risk types to be identified across the organisation.	Risk registers to be made available on intranet to all staff and, if possible, councillors.	September 2016.	Audit & Risk Manager.	Risk Registers all held on intranet.
12. Review the criteria for evaluating project risks to make it more specific to time, cost and quality of delivery.	Approach to project risk assessment to be reviewed.	September 2017.	Audit & Risk Manager.	In line with Strategic Action Plan, this is scheduled for 2017/18.

Recommendation	Action	Timescale	Responsibility / Resources	Progress To Date
13. Include the target risk level in reporting to aid understanding of when additional management actions should and should not be considered.	Issue to be explored as part of risk appetite work.	July 2016.	Audit & Risk Manager.	Issue was explored as part of risk appetite seminar held in September 2016 and in follow-up paper to SMT. SMT deem that it is unnecessary to set target risk levels as risk reduction is implicit.
14. In evaluating risks ensure that the full range of impacts is considered.	Risk assessment criteria to be reviewed with the possibility of extending the range of potential impacts.	By end of July 2016.	Audit & Risk Manager.	Risk assessment criteria reviewed with it being concluded that the current range of impacts is appropriate for evaluating risks and does not need to be extended.

Other Activities Undertaken During the Year to Embed Risk Management

Corporate Activities

Programme of Service Risk Register Reviews

The Finance & Audit Scrutiny Committee has continued its programme of service risk register reviews. This has proved to be a very effective process and has helped to raise the profile of risk management throughout the organisation as well as the value derived from it. The programme of reviews is now well into the third cycle so Committee are able to assess the extent of improvements that services have made to their risk registers and to their processes for managing risks.

Risk Management Group

The Council has a Risk Management Group comprising representatives from services whose key aim is to champion risk management throughout the organisation.

Risk Management Training

A workshop on risk appetite was run by a consultant from Zurich Insurance to senior managers to equip them further with the skills to fulfil their role.

Committee Reports Risk Template

Committee reports are now required to detail the risk management implications in respect of the issues contained in the report. This requirement raises the profile of risk management and helps to ensure the proper consideration of risks when embarking on new projects or developing strategies and policies.

Project Risk Registers

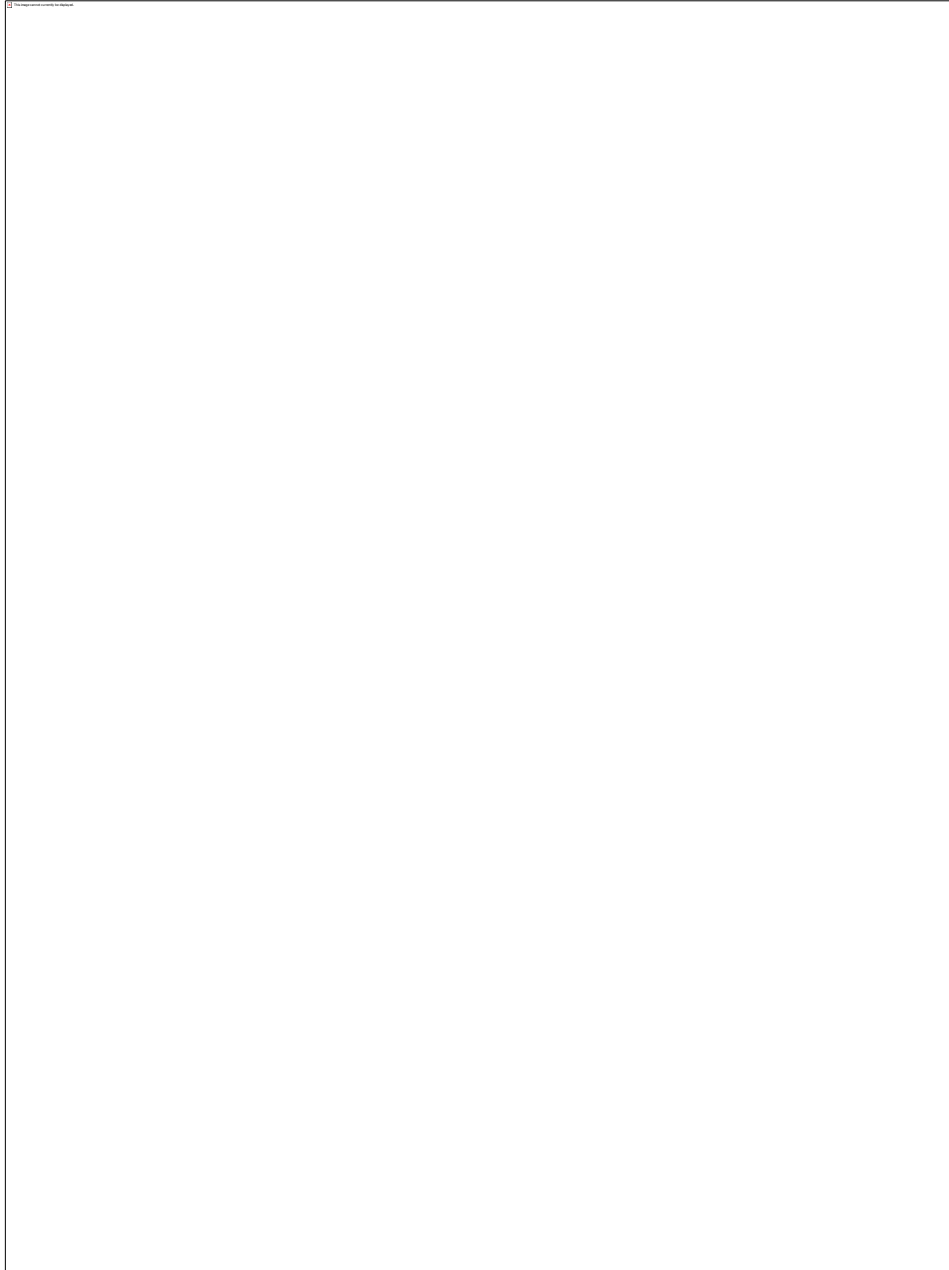
Project risk registers are now routinely in place for specific projects such as the Local Plan and Europa Way. In the case of the Local Plan, this is reviewed by SMT regularly.

Identification of Emerging Risks

SMT now review 'potentially emerging risks' and these are included in the quarterly Significant Business Risk Register report to Executive. Clearly, emerging risks, if they are significant, corporate or strategic, had always been included on the SBRR, but potentially emerging risks had not been highlighted in any way, either on the SBRR or in the covering report. These are risks related to events that may or may not happen such as ideas or proposals. It was felt that, in future, in order to be prudent, such risks should be mentioned in the covering report in order that their possibility is brought to Members' attention. Future reports will describe the developments of these prospective events.

Performance Management Information: Risk Management Indicators

Risk management information is used as a key indicator of organisational performance. The number of red, amber and green risks recorded on the service risk registers (in total) and on the Significant Business Risk Register is monitored by SMT quarterly. The information, together with other Governance data, is presented to SMT in the following way:



Service-led Activities.

Leisure Development Programme

In order to manage the risks in a coordinated way, a risk log was produced for the Programme, managed by the Programme Manager and reported to the Programme Board of senior officers who meet bi-monthly. There is a separate Risk Log for the construction elements of the Programme which is managed by

Mace Ltd (project managers) which is also reported to the Programme Board. This is reviewed and updated as appropriate.

Local Plan Risk Register

A risk register for the Local Plan continues to be used by Development Services.

Preparing the Local Plan is a complex and lengthy process which involves balancing a large number of competing factors some of which are within the Council's control and some of which are not. It involves not only thinking about local, regional and national dimensions but also requires a fine balance to be struck between local political priorities and the findings of technical evidence.

This complexity means that there are always uncertainties which carry risks for the Plan's timetable and soundness. Risk management is playing an important part in the management of the Local Plan process as a way of ensuring both officers and members are aware of the risks and to enable different possible scenarios to be mapped and discussed in the context of a good understanding of potential consequences.

The key elements of the approach to risk management of the Local Plan are:

- a) A risk register that is updated at least monthly. This is reported to Senior Management Team and is often used as the basis for the regular portfolio holder briefings on the Local Plan
- b) In the context of the risk register, a weekly meeting is held between Development Services staff and Corporate Management Team to discuss plan progress and risks. At this meeting the main risks to the Plan are discussed and mitigation strategies mapped out. Examples might include political risks where mitigation involves thinking through how and when to brief members or risks arising from the plans of neighbouring authorities, where mitigation might involve complex discussions at officer, senior management or political level.
- c) Frequent briefings for Executive and Group Leaders: for the most part, the risk register is used overtly and proactively to shape these briefings and inform discussion, but even when the risk register is not used overtly, these discussions are framed around risk management to encourage members to think about possible consequences of different ways forward.
- d) Briefings for all members: whilst these are less frequent the discussion is usually framed to help members think about the risks and consequences associated with different courses of action so that informed decisions can be made at formal Council meetings.

Whilst there are always many uncertainties associated with the Local Plan, it is hoped that the risk management approach taken by the Council can ensure that issues can be avoided or resolved effectively and opportunities exploited quickly.

Monitoring of Section 106 Agreements

Section 106 agreements are the legal mechanism by which the infrastructure or other planning-related requirements that are necessary to bring forward a development proposal in an acceptable way are currently delivered. Examples

include financial contributions towards educational and healthcare provision arising from proposals for new residential development.

In view of the scale of new development coming forward within the district and the need to ensure that the necessary infrastructure is delivered at the right time and in the right way, there is an increasing need to monitor the delivery of the Section 106 Agreements.

To that end, a risk management initiative is currently being implemented within Development Services in partnership with other service areas and colleagues from Warwickshire County Council which monitors the progress of specific development projects as they are being constructed and tracks the key points within that development at which financial contributions are triggered or other specific requirements are needed.

Europa Way Project

The report from the Chief Executive to Full Council on 12 April 2017 provides an example of risk assessment being used to not only evaluate the options in respect of whether to take forward the Europa Way Project but also setting out clearly project stages in such a way as allow the Council to re-evaluate its risks and rewards to make a decision as to whether to proceed to the next stage. A project risk register is in operation to manage the risks appertaining to this major scheme.

Housing Strategy and Development

The business resilience risk associated with only one employee within ICT Services being able to provide development support to the housing allocations computer system led to the service seeking to procure a software support and development provider, after first confirming that no suitable 'off the shelf' product was available.

In order to avoid the potential risks of properties becoming unlicensed for a period of time, temporary extra support was brought into Private Sector Housing to ensure that the peak in HMO relicensing activity can be managed in a timely way.

Emergency Planning and Business Continuity Management

Since May 2017 the following emergency planning and business continuity initiatives have been undertaken involving risk management:

- Phase 1 of updating Annex 1, the contact list of the Major Emergency Plan (MEP)
- Phase 1 of updating the contact details of the Standard Operating Procedures (SOP)
- In the process of Liaising with departments re the review of the Service Area Crisis Plans
- Building professional relationships with key partners relating to emergency preparedness including the Warwickshire Local Resilience Forum (WLRFF), CSW Resilience teams at WCC and WDC's events team
- Investigation into additional rest centres being available through Head of Cultural Services to add to the list that CSW Resilience already hold
- Promotion of CT training for staff and licensees

- Weekly update to Warwickshire & West Mercia Police of events within the Warwick District.

Events Management

Since May 2017, the Warwick District Safety Advisory Group for Events, chaired by Jayne Bailey, Health & Community Protection, employing risk management, facilitated a number of multi-agency meetings for a wide range of events to ensure the events were operated safely. Notable events include:

- Women's Cycle Tour – where a Command & Control centre was set up by Jayne Bailey in CCTV control room working alongside, WDC Commanders, WDC events team, and CSW Resilience team, WCC.
- Armed Forces
- Kenilworth Bonfire
- Orange Tree/Boot Bonfire
- Peace Festival
- Kenilworth Half Marathon
- Kenilworth Carnival
- Leamington Carnival
- Regimental Church Service
- Thai Festival
- Bowls England
- Kenilworth Arts Festival
- Kenilworth Food Festival
- Warwickshire Pride.