

EXECUTIVE

Minutes of the meeting held on Wednesday 9 October 2013 at the Town Hall, Royal Leamington Spa at 6.00 pm.

PRESENT: Councillor Doody (Chairman); Councillors Caborn, Coker, Cross, Hammon, Mobbs, Shilton and Vincett.

ALSO PRESENT: Councillor Barrott (Chair of Finance & Audit Scrutiny Committee), Councillor Mrs Blacklock (Chair of Overview and Scrutiny Committee), Councillor Boad (Liberal Democrat Group Observer), Councillor MacKay (Independent Group Observer), and Councillor Weber (Labour Group Observer).

An apology for absence was received from Councillor Mrs Grainger.

66. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

67. **MINUTES**

The minutes of the meeting held on 10 July 2013 were agreed with a minor amendment to page 2.

The minutes of the meeting held on 12 August were agreed as laid out.

68. **COUNCILLOR DOODY LEADER**

Councillor Doody, Leader of the Council made the following statement:

"Dear Colleagues, (This is not for comment but a statement of fact),

Since my return from holiday it has become obvious that I no longer have the support of a number of the Conservative Group Members on Warwick District Council.

As it is not possible to be an effective Leader of the Council without the total support of their own Party I have come to the conclusion that I must step down as Leader of the Conservative Group and the District Council. I believe that me remaining as Leader would destroy any chance of unity within the Group and Council, a situation which would not benefit the Council.

I am extremely proud of the position this Council finds itself in, with substantial reserves, a position many other Authorities would envy. Over the years as Leader I have seen the Council's financial position improve considerably, a state which has been achieved without Council Tax increases over this period of my leadership, no loss of services (indeed in some areas there have been substantial improvements), we have also purchased Oakley Woods, obtained Jubilee House Kenilworth,

assisted Warwick in many ways and paid the Government about £4.5M. All Councillors and Officers should also be proud of these achievements.

I must make it clear that my standing down is not on health grounds, or the desire to avoid any of the difficult decisions this Council will have to make in the future. I am sure you agree it is not in my nature to evade difficult decisions.

In order to facilitate the changeover I have prepared the following timetable.

1. *Tonight I wish to state that I intend to step down as Leader on 4th December.*
2. *21st October: - In accordance with the Association Rules the Conservative Group will take action as appropriate so that a new Group Leader can be elected on 11th November.*
3. *23rd October: - I will formally announce my resignation at Full Council.*
4. *11th November: - The election for the new Group Leader will be held.*
5. *13th November: - I will chair my last meeting as Chairman of the Executive.*
6. *4th December: - I will formally step down and the Full Council will elect a new*

Leader who will put forward their policy for the Council and the Members making up their structure of committees.

Finally I would like to thank all those Members and Officers who have given me their loyalty and support over the years that I have been Leader, although there are a number of members who have pretended to be my friend but have worked actively against me, I hope they will have cause to regret their disloyalty in the near future."

69. **MINUTES**

The minutes of the meeting had not been circulated and therefore were not considered.

PART 1

(Items on which a decision by Council is required)

70. **FEES**

The Executive considered a report from Finance that detailed the proposed Fees and Charges in respect of the 2014 calendar year. It also showed the latest Fees and Charges income budgets for 2013-14 and the actual out-turn for 2012-13.

The Council was required to update its Fees and Charges in order that the impact of any changes could be fed into the setting of the budget for 2014-15. Discretionary Fees and Charges for the forthcoming calendar year had to be approved by Members.

In the current financial climate, it was important that the Council maximised income and therefore minimised the forecast future deficit. The work undertaken by Service Areas showed that the uncertain economic climate was in certain cases still acting as a brake on increasing its Fees and Charges levels much further.

However, car parking income, for example, appeared to be holding its own and the Head of Neighbourhood Services anticipated that this would continue next year. Cultural Services were starting to see their efforts rewarded with income levels beginning to rise. Therefore, the situation appeared not to be as bad as last year. Service Areas were now examining ways they could bring in increased volumes of through put, applications, etc. which would bring in more income.

The Bereavement Services Manager wished to respond to market conditions and requested authority to make minor changes for the price of sales of commemorative items, without them being approved by Members. There was a section in the non-resident burial policy that needed further clarification to remove any confusion or misunderstanding. This had been done but Member approval of the change was required. The increases to Warwick Response charges were inadvertently introduced from 1 April 2013 instead of 2 January 2014 so retrospective approval was now required.

The various options affecting individual charges were outlined in the main body of the report, sections 8 to 16. If Fees and Charges for 2014-15 remained static on those for 2013-14, this would substantially increase the savings to be found over the next five years unless additional activity could be generated to offset this.

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

RECOMMENDED that the Council;

- (1) approves the Fees and Charges identified in Appendix "A" to the report to start from January 2014 unless stated;
- (2) notes the detailed exercises undertaken by Service Areas when determining the Council's income levels and fees for the next year;
- (3) amends the scheme of delegation be amended to enable minor changes to the Cemetery and Cremation related fees, as well as the setting of the Scrap Metal dealers and Collectors licence fee to be set by the Head of Health and Community Protection, in consultation with the Head of Finance and Portfolio Holders for Finance and Health & Community protection;
- (4) approves the 2013-14 increase in Warwick Response Fees and Charges, freeze of these charges for 2014-15; and
- (5) approves the amendment to the non-resident burial policy, as set out in the report.

(The Portfolio Holder for this item was Councillor Mobbs)
(Forward Plan reference number 491)

PART 2

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

71. WARWICK DISTRICT SPORTS & LEISURE VISION & PRINCIPLES

The Executive considered a report from Culture that built on the work which had been undertaken over the last 18 months to inform the future plans for sports and leisure provision in Warwick District. The report referenced several studies and assessments which could be drawn upon to provide evidence to support a strategic approach to the maintenance, development and modernisation of facilities. It also outlined the value of the evidence base and modelling which formed a key component of the Infrastructure Delivery Plan / Local Plan.

The report advised that the recommendations brought together the work which had been undertaken since October 2012 which had developed a clear understanding of the sports and leisure provision currently provided and needed in the district going forwards. It suggested an approach to the agreement of a vision and set of principles to guide the next stages of work which included undertaking an options appraisal which would examine the choices the Council had in the ways the service could be delivered in future to achieve its agreed vision and principles.

The National Planning Policy Framework (NPPF) stated that local planning authorities must ensure "...planning policies are based upon robust and up-to-date assessments of needs for open space, sport and recreation facilities and opportunities for new provision..."

The evidence base prepared for Warwick district had been gathered in accordance with Sport England approved methodology and provided a robust analysis of provision in the district. This had been modelled against planned growth and could be used to determine the impact of developments as they were approved within the district and the level of contribution which was appropriate.

The evidence base was a key component of the data supporting the Infrastructure Delivery Plan (IDP) which sat alongside the emerging Local Plan. These key documents would have a significant impact on the district over the long term and therefore the inclusion of comprehensive and current data and analysis of demands and needs was essential.

A set of four high level principles had been developed to encapsulate the vision proposed for the district. These principles had been based on the findings of the evidence based work and the stock condition work.

The findings of the independent audit and assessment of demands and needs had confirmed Warwick district had population demographics which were predisposed to physical activity across the district now and into the future. It had also confirmed that the current supply of built facilities (available for community use from all providers) was sufficient to meet demand currently and would not fall

significantly short during the next 10 years. Finally the mapping of demand and provision had confirmed that there was a suitable spread of facilities, within 20 minute drive time, for almost the entire district.

Providing a Sports and Leisure service which was committed to delivering:

- Local Facilities, (built and playing pitches), for all sectors of the community;
- Modern Facilities, fit for purpose, with flexible spaces;
- Value for Money, fair pricing, and long term financial stability;
- Sustainable model for provision;
- Promoting the service to current and new users;
- Engaging current and new users in healthy lifestyle choices;
- Supporting continued attendance and commitment; and
- Developing opportunities to advance and compete.

The drafting of the strategic vision and principles for guiding future proposals for Council managed assets has been informed by the study. This had been combined with the recent Stock Condition information relating to Council owned assets, review of leisure centre programming, staffing, and demands on space.

It should be noted that the Council did not operate within the Sports and Leisure sector in isolation, but was one of a variety of contributors. These included the local PCT, local education authority, local academies, voluntary sector, national governing bodies, Sports England, local clubs, societies and private sector providers. To fulfil the Council's community leadership role effectively it was proposed that strategic stakeholders be consulted on the draft vision and principles prior to adoption to ensure it supported a broad consensus.

The Executive asked the Council's Corporate Management Team, in February 2013, to undertake work to consider options for the future delivery of Cultural Services. The establishment of a robust evidence base and the drafting of a vision and set of principles as referenced above had been key steps in supporting the commissioning of this piece of work.

The Council had now collected together the necessary data regarding its assets, their investment liabilities, the local population and their demands and needs now and into the future. The question around the best way to deliver this remained: how to fund investment needs; how to ensure management was lean and effective; and how to offer an appropriate mix of choices and facilities to local communities and visitors.

The final ingredient required to enable this piece of work to be commissioned was to reach agreement on a vision and set of guiding principles to set the direction the Council wishes to pursue through the options developed. This would ensure that the options offered were suitable for the aspirations of this Council and therefore of value.

The commissioning of an independent and objective options appraisal was recommended as an effective way to bring forward the choices that the Council had in deciding the best route for progress.

The development of a robust evidence base, gathered, modelled and calculated in accordance with NPFF and Sport England guidance was essential to ensure the Infrastructure Delivery Plan (IDP) stood up to scrutiny and challenge. Alternative options were not therefore considered.

Alternatives to the development of a draft vision and set of principles to lead strategy development were many. It was entirely possible to take an ad-hoc approach, repair items as they broke, develop schemes in an opportunistic manner and work with a service which "evolved" as it aged. However, this had been discounted on the basis of the need to develop clear plans and an approach with purpose and rationale to support the growth agenda and ensure limited resources were used effectively.

Alternatives to the preparation of an independent and objective Options Appraisal had been discounted on a similar basis to the reasons above. The Executive requested in February 2013 that options for the future delivery of Cultural Services be considered and this piece of work directly linked to that request.

The Overview and Scrutiny Committee supported the report and strategy as set out in the report. It congratulated Chris Charman and members of his team involved with the report.

The Executive thanked the Scrutiny Committee for its comments and echoed its views regarding Chris Charman and the members of his team.

RESOLVED that

- (1) the comprehensive evidence base and modelling which has been undertaken and published as part of the Council's Infrastructure Delivery Plan and ongoing preparation of the emerging Local Plan, be noted;
- (2) the high level vision and principles for the provision of sports and leisure facilities (built facilities and playing pitches) managed by Warwick District Council, be approved; and
- (3) a maximum of £30,000 be allocated from the Service Transformation Reserve to conduct an Options Appraisal on the future provision of Sports and Leisure Services in the District.

(The Portfolio Holder for this item was Councillor Cross)
(Forward Plan reference 527)

72. **FUNDING TO SUPPORT WARWICK'S 1100TH YEAR CELEBRATIONS IN 2014**

The Executive received a report from Development Services which sought approval for funding to organise, support and facilitate events in the town to celebrate Warwick's 1100th Year Celebrations in 2014.

The report advised that there was much excitement and anticipation across Warwick about the upcoming celebrations of its 1100th year. Residents, community groups and businesses wished to mark this anniversary with a year-long programme of events and activities which would support local businesses, and encourage visitors and tourists to visit the town. As one of the district's "attract brands", Warwick played an important role in attracting tourism and inward investment into the district as a whole. Presenting a coherent and co-ordinated calendar of engaging and town centre focused events was the best way to raise the profile of Warwick as a vibrant and desirable destination.

By working more closely with Shakespeare's England, the Council could reach a significantly wider audience for the town and raise its profile within the region as a whole.

Current successful events like Warwick Folk Festival, Thai Festival, CRAVE Sunday markets and the Victorian Evening would be included and supported within the 1100th celebrations as a whole. This would require additional funding to brand them and co-ordinate their marketing.

Most events would be organised and funded by independent groups across the town. Warwick District Council's funding would ensure that these events were marketed and promoted as accessible, safe and quality events which would enhance the image of Warwick and that of the District Council to both locals and visitors to the town and the district as a whole.

2014 was also the 100th year anniversary of the start of World War 1 and there were a number of ideas that were taking shape to commemorate the occasion and Cultural Services were leading on this.

A proportion of the funding would be used to mark St George's Day as the start of the celebrations. There was a strong desire within the town from Councillors, community groups and residents to duplicate the successful St George's Day Event of 2011 and this would not be possible without funding and project management from the District Council.

Funding had been agreed by Warwick Town Council to support the 2014 events and there was potential for some funding from Henry VIII Trust or Oken's Charities.

The Warwick Tourism Impact Assessment 2009 highlighted the positive economic impact of visitors to the town, supporting the benefits of a co-ordinated programme of activity throughout the year for local business and tourism.

In 2009 there were 3.1 million visits to the district, made up of 2.4 million day trips and 0.7 million overnight stays. Overnight visitors generated approximately £117.6 million, with £103.7 million from day trips.

The total expenditure in the district generated by visitor trips in 2009 was estimated to be £221 million, averaging £18 million spent in the local economy each month. This was supported by 3,753 actual tourism jobs and an additional 1,098 non-tourism jobs.

The support from the Council would be primarily tailored to developing and driving business and promoting the town.

Requests had been made by a number of organisations for a royal visit to celebrate the 1100th anniversary. It was felt prudent that a contingency reserve was created so that any costs of stewarding and managing the public domain as a result of a royal visit could be managed.

Alternatively the District Council could consider making no additional contribution to supporting the 1100th celebrations. This would constitute a significant missed opportunity to maximise the tourism and visitor numbers to the town during that year, thereby missing the additional economic benefits this would bring. The overarching marketing and co-ordination of the series of events was only viable if conducted by a District Council officer with appropriate funding.

A revision to the report had been circulated in an addendum at the meeting. This explained that following further discussions between officers, after the publication of the agenda it was considered that the Warwick 1100 celebrations should be funded from within the contingency budget rather than as set out within the report. For this reason the following paragraphs were amended for consideration:

“The total cost of the Warwick 1100 celebrations (£25,700) would be funded from the Contingency Budget which currently has a balance of £122,700. This would leave £97,000 remaining.

It was also recommended that a further £5,000 be allocated within the Contingency Budget for this event, should there be a royal visit. The Head of Finance has delegated authority to approve amounts from this budget up to a value of £10,000. Therefore this could be released as soon as they are needed and reported to the Executive retrospectively.”

The Finance & Audit Scrutiny Committee supported the recommendations in principle, but felt that more details were required against the action plan, set out at appendix 1 to the report, and therefore made the recommendation detailed below.

“The Committee noted changes in the sources of funding detailed in the addendum, and emphasised that efforts should be made to ensure that funding was not diverted to other projects but was used precisely what it was intended for.”

“The Finance & Audit Scrutiny Committee recommended that a more detailed action plan be drawn up and that contingency plans be made in case the weather turned out to be particularly inclement.”

Having read the report and the recommendations from the Finance & Audit Scrutiny Committee the Executive decided to approve the recommendations with the addition of a further point to address the concerns from the scrutiny committee.

RESOLVED that

- (1) Warwick District Council commit to support Warwick 1100th celebrations which are expected to raise the profile and vibrancy of Warwick throughout 2014;
- (2) a total of £25,700 is allocated to support events development, the marketing & coherence of the pre-existing cultural activity, and to raise the events profile regionally in order to maintain their long term viability beyond 2014;
- (3) the total costs of £25,700 (plus a contingency of £5,000 should there be a Royal Visit) from Contingency Budget, be approved; and
- (4) the funding is not used for projects other than those it was intended for, and a more detailed action plan and contingency plans be made in case the weather turns out to be inclement.

(The Portfolio Holder for this item was Councillor Hammon)
(Forward Plan reference 532)

73. **DOG CONTROL ORDERS**

The Executive received a report from the Overview and Scrutiny Committee that set out the findings of the Dog Control Orders Task and Finish Group’s investigation to review the impact of the four dog control orders that were implemented in November 2011.

The Overview and Scrutiny Committee had requested that a review be undertaken to investigate how dog control orders had worked since their adoption at the Council in November 2011, and to make appropriate recommendations for greater effectiveness.

The Overview and Scrutiny Committee had considered the final report of the Task and Finish Group in July and accepted its findings and endorsed its recommendations for consideration by the Executive.

The Executive could decide to agree some of the recommendations now, and to reconsider other recommendations in the future, or it could refer the report back to the Overview and Scrutiny Committee asking for further information to be received.

The Finance & Audit Scrutiny Committee supported the recommendations in the report, but felt that some care should be taken to ensure that, in considering the recommendations, there was no commitment that would put extra pressure on the Council's overall Budget and Medium Term Financial Strategy.

Councillor Coker, Portfolio Holder for Health & Community Safety thanked the Overview and Scrutiny Committee and its Task and Finish group for its work. He was of the opinion that this had been a very valuable piece of work and it was with regret he could not accept all the recommendations. He highlighted the appendix to the report from himself and proposed that recommendations 6, 7, 11, 12, 13, 14, and 18 from the Task and Finish Group were approved; and that the Executive should note that the other recommendations (1-5, 8-10, 15-17, 19 and 20) would be subject to a further report from the three relevant portfolio holders about the practicalities and financial arrangements for them.

Having read the report and the comments from the Task and Finish Group, the Executive decided to accept the proposal from Councillor Coker.

RESOLVED that

- (1) recommendations 6, 7, 11, 12, 13, 14, and 18 from the Task and Finish Group be approved; and;
- (2) the other recommendations (1-5, 8-10, 15-17, 19 and 20) be subject to a further report from the three relevant portfolio holders (Finance, Neighbourhood Services and Health & Community Protection) about the practicalities and financial arrangements for them.

(The Portfolio Holder for this item was Councillor Coker)

74. **SIGNIFICANT BUSINESS RISK REGISTER**

The Executive considered a report from Finance which set out the latest version of the Council's Significant Business Risk Register for review by the Executive.

The report was presented to assist Members fulfil their role in overseeing the organisation's risk management framework. The report was not concerned with recommending a particular option in preference to others so no alternative options were proposed.

An addendum had been circulated that detailed an additional paragraph 8.9 of the report that set out the work being undertaken to manage the risks of the Medium Term Financial Strategy.

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

Having read the report, the Executive agreed the recommendations as written.

RESOLVED that the report be noted.

(The Portfolio Holder for this item was Councillor Mobbs)

75. **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 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.

Minute No.	Para Nos.	Reason
76	1	Information relating to an individual
76	2	Information which is likely to reveal the identity of an individual
76	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

76. **BUILDING CONTROL SHARED SERVICE**

The recommendations of the report were agreed along with recommendations of the Overview & Scrutiny Committee. The full minute for this item will be set out in the confidential minutes of the meeting.

(The meeting ended at 6.46 pm)