

Overview and Scrutiny Committee

Wednesday 31 May 2017

A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Wednesday 31 May 2017 at 6.00pm.

Membership:

Councillor Bromley	Councillor Naimo
Councillor Mrs Cain	Councillor Parkins
Councillor Davison	Councillor Mrs Redford
Councillor Mrs Falp	Councillor Shilton
Councillor Miss Grainger	Vacancy (Lib Dem)
Councillor Mrs Knight	

Emergency Procedure

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

Agenda

1. Apologies and Substitutes

- (a) to receive apologies for absence from any Councillor who is unable to attend; and
- (b) to receive the name of any Councillor who is to act as a substitute, notice of which has been given to the Chief Executive, together with the name of the Councillor for whom they are acting.

2. Appointment of Chair

To appoint the Chair of the Committee for the ensuing municipal year.

3. 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.

4. **Minutes**

(a) to confirm the minutes of the meeting held on 4 April 2017.

(Item 4a/Page 1)

(b) to confirm the minutes of the meeting of the Joint meeting of the Finance & Audit and Overview & Scrutiny Committees held on 11 April 2017.

(Item 4b/Page 1)

5. **Comments from the Executive**

To consider a report from Democratic Services.

(Item 5/Page 1)

6. **Review of the Work Programme and Forward Plan**

To consider a report from Democratic Services.

(Item 6/Page 1)

7. **Health Scrutiny Sub Committee**

(a) To appoint Members to the Health Scrutiny Sub Committee; and

(b) To appoint substitutes to the Health Scrutiny Sub Committee.

8. **Task & Finish Group – Off-street car parking charges review**

To consider a report from the Task & Finish Group – Off-street car parking charges review.

(Item 8/Page 1)

9. **To review membership/participation with certain Outside Appointments**

To consider a report from the Deputy Chief Executive & Monitoring Officer.

(Item 9/Page 1)

10. **Executive Agenda (Non-confidential Items and Reports) – Thursday 1 June 2017**

To consider the non-confidential items on the Executive agenda which fall within the remit of this Committee. The only items to be considered are those which Committee Services have received notice of by 9.00am on the day of the meeting.

You are requested to bring your copy of that agenda to this meeting.

(Circulated separately)

11. **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 1,2 & 3 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

12. **Executive Agenda (Confidential Items and Reports) – Thursday 1 June 2017**

To consider the confidential items on the Executive agenda which fall within the remit of this Committee. The only items to be considered are those which Committee Services have received notice of by 9.00am on the day of the meeting.

**You are requested to bring your copy of that agenda to this meeting.
(Circulated separately)**

(*Denotes those items upon which decisions will be made under delegated powers, as previously granted by the Council).

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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

Enquiries about specific reports: Please contact the officers named in the reports.

You can e-mail the members of the this Committee at
o&scommittee@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.**

Overview and Scrutiny Committee

Minutes of the meeting held on Tuesday 4 April 2017 at the Town Hall, Royal Leamington Spa at 6.00 pm.

Present: Councillor Boad (Chairman); Councillors, Mrs Cain, Davison, Day, Gallagher, Gill, Miss Grainger, Margrave, Naimo, Parkins, Mrs Stevens and Weed.

Also Present: Councillor Mrs Knight and Mobbs.

87. **Apologies and Substitutes**

- (a) There were no apologies for absence.
- (b) Councillor Day substituted for Councillor Edgington, Councillor Gill substituted for Councillor Bromley, Councillor Mrs Stevens substituted for Councillor Redford and Councillor Weed substituted for Councillor Bromley.

88. **Declarations of Interest**

There were no declarations of interest.

89. **Minutes**

The minutes of the meeting held on 7 March 2017 were taken as read and signed by the Chairman as a correct record.

90. **12 month review of the impact of the changes to the 2016 Code of Procurement Practice.**

The Committee considered a report from Finance that provided a 12 month review of the impact of the changes to the Code of Procurement Practice during the financial year 2016/17.

The Committee considered this item together with Item 4, Code of Procurement Practice, of the Executive agenda on 5 April 2017. As a result the questions raised by the Committee were passed to the Executive as detailed in Minute 91, below.

Resolved that the report be noted.

91. **Executive Agenda (Non-confidential items and reports) – Wednesday 5 April 2017**

The Committee considered the following non-confidential item which would be discussed at the meeting of the Executive on Wednesday 5 April 2017.

Item 4 – Code of Procurement Practice Update

The Overview & Scrutiny Committee asked the Executive to:

1. investigate; if there were any potential issues that could come from officers asking the same three companies for three quotes for the

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

same service each time; if there were, how could this be mitigated in potentially small market environment; and how to improve the advertising of the opportunity of the smaller contracts when only three quotes were required; and

2. look at the process for voluntary sector commission work, the majority of which would fall within the requirement for formal tendering process defined in the revised code, to reduce the burden on volunteers who would be delivering an enhanced service for the Council at a reduced cost; and consider if an exemption could be approved in advance.

92. Task & Finish Group to review WDC's role in dealing with Houses of Multiple Occupation

The Committee considered a report from the Task & Finish Group that set out its proposed recommendations to the Executive following its review of this area of work by the District Council.

On 1 June 2016, the Overview and Scrutiny Committee agreed the scope for a Task & Finish Group on Houses in Multiple Occupation (HMOs). This was in response to a number of concerns raised by residents, Councillors, and members of communities across Warwick District, which included complaints to officers, and in the local newspapers. The issues raised crossed departments within Warwick District Council as well as external stakeholders.

The Group had a very broad remit covering many aspects of HMOs, from anti-social behaviour such as waste and noise, to tenant concerns of licensing and housing conditions, from concerns of a planning context and concentration of HMOs, to looking at aspects of strategy across the District.

With such a large remit, the Group had heard about, and tried to address, some of the wider issues associated with the properties themselves, and consider all types of HMO across the District

The Committee welcomed the good strong report and this was supported by the focus on the District as a whole and not just students in HMO properties.

Councillor Mobbs, with the permission of the Chairman, thanked the Group for its work and agreed to the Executive taking the recommendations on board which it would look at in detail.

Resolved that

- (1) the report and its recommendations be passed to the Executive in June for consideration; and
- (2) the Task & Finish Group members be formally thanked for their work.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

93. Update from the Leader of the Council

The Leader of the Council provided the Committee with an update on the Local Enterprise Partnership (LEP), the work of the Council's administration and the outcome of the LGA Peer Review of the Council.

The Leader provided an update on the LEP strategic economic plan that had progressed to the third round of local growth fund bids. From a Warwick District perspective this mainly focused on infrastructure but it was believed this provided a potential funding stream for the creative quarter.

The themes of the strategic economic plan were, unlocking growth, growing SME, growing our talent and culture and tourism.

The LEP had formally objected to the Nuneaton & Bedworth Borough Council because of the proposed low level housing development.

With regard to the work of the Council's Executive, there was two years to the next election and there were key issues within those two years that would be considered. These included the new HQ for the Council, an off street car parking strategy, the Europa Way project, Creative Quarter, Leisure Options introduction, the consideration of the impact of HS2, St Mary's Lands, supporting the town centres, providing more affordable housing and when possible, delivering other services through shared services and in so doing, achieving greater economies of scale.

The Leader explained that the Peer Review report had not been brought forward previously because it had taken time to reflect and develop the plan. In addition to the report, there had been a further away day for the Corporate Management Team and the Executive with the Local Government Association.

The Leader explained that Appendix 2 to the Peer Review report contained a proposed action plan. It was probable that action 7 would not be brought forward until the new Council, but when it did it would be a report and not a Notice of Motion. This said the Council continued to monitor the Combined Authority, the landscape of devolution and there were the Joint Committee meetings across the sub-region.

The Leader recognised that while Portfolio Holders would continue to lead on their respective areas, they needed to lead on Fit for the Future which in itself needed to be seen as a driver to improvement.

The Leader recognised that the Council was beginning to work more closely with stakeholders by keeping people better informed through the Media Team with a view to telling everyone not just the press.

The Chairman thanked the Leader, on behalf of the Council, for his verbal report.

94. Executive Agenda (Non-confidential items and reports) – Wednesday 5 April 2017

The Committee considered the following non-confidential item which would be discussed at the meeting of the Executive on Wednesday 5 April 2017.

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

Item 8 – Response to the LGA Corporate Peer Challenge 2016

The Overview & Scrutiny Committee noted the report and informed the Executive that it would be watching the development of the action plan carefully as the proposed actions came forward.

Item 3 - Housing Appeals & Review Panel

The Overview & Scrutiny Committee noted the report and informed the Executive that it had added a report to its Work Programme, in 12 months, to understand the number and type of housing appeals being made and the outcomes of these.

95. Comments from the Executive

The Committee considered a report from Democratic Services which detailed the responses the Executive gave to the comments the Overview and Scrutiny Committee made regarding the reports submitted to the Executive in March 2017.

Resolved that the report be noted.

96. Overview & Scrutiny Committee End of Term report

The Committee considered its draft end of term report for Council on its work during the year. The report also included work by the Health Scrutiny Sub-Committee.

The Chairman took the opportunity to thank the Committee for its work over the last two years and the Committee thanked the Chairman for his work.

The Committee also took the opportunity to thank Mrs Dury for her work, as Committee Services Officer, in supporting it over the last 21 months.

Resolved

- (1) the draft report be approved subject to addition of details from this meeting and the Joint Scrutiny Committee on 11 April 2017; and
- (2) the final report be presented to Council in June 2017.

97. Review of the Work Programme & Forward Plan

The Committee considered its work programme for 2017 and the Forward Plan.

The Committee recognised that the first Two Task & Finish Groups since 2015 were coming to a close and that it was important to record the learning points from their work. Therefore it was agreed that the two Task & Finish Groups should be asked to meet together and provide a joint report, as an appendix to this Committee's Work Programme in June, on

OVERVIEW AND SCRUTINY COMMITTEE MINUTES (Continued)

the learning points from their respective reviews that could be shared with other Councillors.

Resolved that

- (1) at its first meeting in June the Committee reviews its planned work for the forthcoming year being mindful of key projects they could look at, for example the proposals for phase 2 of the leisure options; and the review of events services;
- (2) learning points from the Task & Finish Groups be brought to either June meeting; and
- (3) at the late June meeting a report be brought on the 2015 Sustainability Strategy for the Council action plan and how the delivery of these actions has progressed; and
- (4) for the September meeting of the Committee, a report be brought on the planned review of event services as detailed in the Forward Plan.

(The meeting finished at 7.51 pm)

Joint meeting of the Finance & Audit and Overview & Scrutiny Committees

Minutes of a joint meeting of the Finance and Audit and Overview & Scrutiny Committees held on Tuesday 11 April 2017, at the Town Hall, Royal Leamington Spa at 6.00pm.

Present: Councillors Bromley, G Cain, Mrs Cain, D'Arcy, Mrs Falp, Miss Grainger, Harrington, Illingworth, Margrave, Naimo, Noone, Parkins, Quinney, Rhead, and Thompson.

1. Appointment of Chairman

It was proposed and duly seconded that Councillor Mrs Falp be appointed as Chairman for the meeting.

Resolved that Councillor Mrs Falp be appointed as Chairman for the meeting.

2. Apologies and Substitutes

(a) Apologies for absence were received from Councillors Ashford, Barrott, Boad, Davison, Edgington, Gifford and Mrs Redford.

(b) There were no substitutes.

3. Declarations of Interest

Minute 4 - Executive Agenda (Non-Confidential Items & Reports – Wednesday 12 April 2017) – Item 4 and Council Agenda (Non-Confidential Items & Reports – Wednesday 12 April 2017) – Item 12 – Europa Way – Strategic Opportunity Proposal

Councillor Bromley declared an interest because his son played for the football club's under 10s team.

Councillor Mrs Falp declared an interest because her son was a shareholder and her grandson played for the football club's under 8s team.

Councillor Margrave declared an interest because his wife was a shareholder in the football club.

Councillor Thompson declared an interest because he was employed by Warwick University and while this recommendation was to be noted if this aspect was considered, he would leave the room.

Minute 6 - Executive Agenda (Confidential Items & Reports – Wednesday 12 April 2017) – Item 6 and Council Agenda (Non-Confidential Items & Reports – Wednesday 12 April 2017) – Item 15 – Europa Way – Strategic Opportunity Proposal

Councillor Bromley declared an interest because his son played for the football club's under 10s team.

Councillor Mrs Falp declared an interest because her son was a shareholder and her grandson played for the football club's under 8s team.

Councillor Margrave declared an interest because his wife was a shareholder in the football club.

Councillor Thompson declared an interest because he was employed by Warwick University and while this recommendation was to be noted if this aspect was considered, he would leave the room.

Minute 6 - Executive Agenda (Confidential Items & Reports – Wednesday 12 April 2017) – Item 7 – Note of Decision taken under Chief Executive's Emergency Powers

Councillor Mrs Falp declares an interest because her son was a shareholder and her grandson played for the football club's under 8s team.

Councillor Margrave declared an interest because his wife was a shareholder in the football club.

4. Executive Agenda (Non Confidential Items and Reports) – Wednesday 12 April 2017

The Committees considered the following non-confidential item which would be discussed at the meeting of the Executive on Wednesday 12 April 2017.

Item 4 and Council Agenda (Non-Confidential Items & Reports – Wednesday 12 April 2017) – Item 12 – Europa Way – Strategic Opportunity Proposal

The Committees considered a report from the Chief Executive, which provided Members with an update on the progress to implement the decisions made at the March 2015 Council/Executive in respect of the Strategic Opportunity Proposal for land at Europa Way, Warwick.

The Committees noted the contents of the report.

5. 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.

6. **Executive Agenda (Confidential Items and Reports) – Wednesday 12 April 2017**

The Committees considered the following confidential items which would be discussed at the meeting of the Executive on Wednesday 12 April 2017.

Item 6 and Council Agenda (Non-Confidential Items & Reports – Wednesday 12 April 2017) – Item 15 – Europa Way – Strategic Opportunity Proposal

Having considered a report from the Chief Executive, which provided Members with an update on the progress to implement the decisions made at the March 2015 Council/Executive in respect of the Strategic Opportunity Proposal for land at Europa Way, Warwick (minute 4), the Committees considered the confidential appendices to this report.

The Committees noted the revised business plan from the football club and their commitment to it. The Committee recognised that the business plan would continue to be monitored by the Council as part of this project. It also noted that at an appropriate time, the business plan may be subject to a further independent assessment.

Item 7 – Note of Decision taken under Chief Executive’s Emergency Powers


The Committees considered a report from the Chief Executive on a decision taken by the Chief Executive in consultation with Group Leaders under the emergency powers of the Council’s constitution (CE (4)).

The Committee noted the contents of the report.

Councillor Mrs Falp explained to the Committee that she had excluded herself from the consultation by the Chief Executive on this decision because of a conflict of interest she had on the decision. The Chief Executive confirmed that this had been the case.

In addition, Councillors Mrs Falp and Margrave asked for it to be recorded that they were not in favour of the decision taken by the Chief Executive.

(The meeting ended at 6.43 pm)

 Overview and Scrutiny Committee – 31 May 2017		Agenda Item No. 5
Title	Comments from the Executive	
For further information about this report please contact	Lesley Dury, Committee Services Officer, 01926 456114 or committee@warwickdc.gov.uk	
Service Area	Democratic Services	
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	4 April 2017	
Background Papers	Executive Minutes – 5 April 2017 and 12 April 2017	

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

Officer/Councillor Approval		
With regard to officer approval all reports <i>must</i> be approved by the report authors relevant director, Finance, Legal Services and the relevant Portfolio Holder(s).		
	Date	Name
Relevant Director		
Chief Executive		
CMT		
Section 151 Officer		
Legal		
Finance		
Portfolio Holders		

Consultation Undertaken	
N/A	
Final Decision?	Yes
Suggested next steps (if not final decision please set out below)	

1. Summary

- 1.1 This report informs the Committee of the response the Executive gave to their comments regarding the reports submitted to the Executive in April 2017.

2. Recommendation

- 2.1 The responses made by the Executive are noted.

3. Reasons for the Recommendation

- 3.1 This report is produced to create a dialogue between the Executive and the Overview and Scrutiny Committee. It ensures that the Overview and Scrutiny Committee are formally made aware of the Executive's responses.
- 3.2 Where the Overview & Scrutiny Committee have made a recommendation as opposed to a comment the Executive are required to respond to the recommendation(s) made, including whether or not they accept the recommendation(s).

4. Alternative Option considered

- 4.1 This report is not produced and presented to the Committee.

5. Budgetary Framework

- 5.1 All work for the Committee has to be carried out within existing resources.

6. Policy Framework

- 6.1 The work carried out by the Committee helps the Council to improve in line with its priority to manage services openly efficiently and effectively.

7. Background

- 7.1 As part of the new scrutiny process, the Committee is no longer considering the whole of the Executive agenda.
- 7.2 On the day of publication of the Executive agenda all Councillors are sent an e-mail asking them to contact Committee Services, by 09.00am on the day of the Overview and Scrutiny Committee meeting to advise which Executive items they would like the Committee to consider.
- 7.3 As a result the Committee considered the items detailed in appendix 1. The response the Executive gave on each item is also shown.
- 7.4 In reviewing these responses Committee can identify any issues for which they would like a progress report. A future report, for example on how the decision has been implemented, would then be submitted to the Committee at an agreed date which would then be incorporated within the work programme.

**Response from the meetings of the Executive on Overview and Scrutiny
Committee Comments – 4 April 2017**

Items no.	3	Title	Housing Appeals and Review Panel	Requested by	Labour Group
Reason considered	To understand more clearly the rationale for the proposal.				
Scrutiny Comment	The Overview & Scrutiny Committee noted the report and informed the Executive that they have added a report to their Work Programme, in 12 months, to understand the number and type of housing appeals being made and the outcomes of these.				
Executive Response	The Executive thanked the Overview & Scrutiny Committee and in recognising the concerns that were raised, the Portfolio Holder for Housing & Property Services proposed the recommendations with a minor amendment to recommendation 2.2 of the report to include reference to ensure that Ward Councillors were consulted on officer led appeals.				

Items no.	4	Title	Code of Procurement Practice Update	Requested by	All
Reason considered	Formed part of the Committee's Work Programme for that meeting.				
Scrutiny Comment	<p>The Overview & Scrutiny Committee asked the Executive to:</p> <p>(1)investigate; if there were any potential issues that could come from officers asking the same three companies for three quotes for the same service each time; if there were how could this be mitigated in potentially small market environment; and how to improve the advertising of the opportunity of the smaller contracts where only three quotes were required; and</p> <p>(2)look at the process for voluntary sector commission work, the majority of which would fall within the requirement for formal tendering process defined in the revised code, to reduce the burden on volunteers who would be delivering an enhanced service for the Council at a reduced cost; and consider if an exemption could be approved in advance.</p>				
Executive Response	The Executive noted the comments from the Overview & Scrutiny Committee and explained that while the Council was keen to support local business there was a need to operate within regulations. There was recognition of the voluntary sector concern but Members did not believe this was an area that could be taken forward. That said, they were confident officers would be mindful of these concerns.				

Items no.	8	Title	Response to the LGA Corporate Peer Challenge 2016	Requested by	Labour Group
Reason considered	To gain a better understanding of how Members can be involved in implementing the recommendations and Action Plan; and of its measures and timings.				


Scrutiny Comment	The Overview & Scrutiny Committee noted the report and informed the Executive that they will be watching the development of the action plan carefully as the proposed actions come forward.
Executive Response	<p>The Leader explained that the Peer Review report had not been brought forward previously because it had taken time to reflect and develop the plan. In addition to the report, there had been a further away day for the Corporate Management Team and the Executive with the Local Government Association.</p> <p>The Leader explained that Appendix 2 to the Peer Review report contained a proposed action plan. It was probable that action 7 would not be brought forward until the new Council, but when it did it would be a report and not a Notice of Motion. This said the Council continued to monitor the Combined Authority, the landscape of devolution and there were the Joint Committee meetings across the sub-region.</p> <p>The Leader recognised that while Portfolio Holders would continue to lead on their respective areas, they needed to lead on Fit for the Future which in itself needed to be seen as a driver to improvement.</p> <p>The Leader recognised that the Council was beginning to work more closely with stakeholders by keeping people better informed through the Media Team with a view to telling everyone not just the press.</p>

**Response from the meetings of the Executive on Joint Finance & Audit
Scrutiny and Overview & Scrutiny Committees Comments – 11 April 2017**

Items no.	4	Title	Europa Way – Strategic Opportunity Proposal	Requested by	All
Scrutiny Comment	The Committees noted the contents of the report.				
Executive Response	No response was made by the Executive.				

Items no.	6	Title	Europa Way – Strategic Opportunity Proposal	Requested by	All
Scrutiny Comment	The Committees noted the revised business plan from the football club and their commitment to it. The Committee recognised that the business plan would continue to be monitored by the Council as part of this project. It also noted that at an appropriate time, the business plan may be subject to a further independent assessment.				
Executive Response	The Executive agreed with comments from the joint meeting and explained that decisions would need to be taken at appropriate stages based on the information available at that time.				

Items no.	7	Title	Note of Decision taken under Chief Executive's Emergency Powers	Requested by	All
Scrutiny Comment	<p>The Committee noted the contents of the report.</p> <p>Councillor Mrs Falp explained to the Committee that she had excluded herself from the consultation by the Chief Executive on this decision because of a conflict of interest she had on the decision. The Chief Executive confirmed that this had been the case.</p> <p>In addition, Councillors Mrs Falp and Margrave asked for it to be recorded that they were not in favour of the decision taken by the Chief Executive.</p>				
Executive Response	No response was made by the Executive				

 Overview and Scrutiny Committee – 31 May 2017		Agenda Item No. 6
Title	Review of the Work Programme & Forward Plan	
For further information about this report please contact	Lesley Dury, Committee Services Officer, 01926 456114 or committee@warwickdc.gov.uk	
Service Area	Democratic Services	
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	4 April 2017	
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)	No
Equality and Sustainability Impact Assessment Undertaken	No
n/a	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive		
Head of Service		
CMT		
Section 151 Officer		
Monitoring Officer		
Finance		
Portfolio Holder(s)		
Consultation & Community Engagement		
n/a		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1. **Summary**

- 1.1 This report informs the Committee of its work programme for 2017/2018 (Appendix 1) and of the current Forward Plan May to August 2017 (Appendix 2).

2. **Recommendations**

- 2.1 The report be noted;
- 2.2 Any amendments suggested at the meeting for the Work Programme, be made accordingly;
- 2.3 The Committee to identify any future Executive decisions to be made, or future policies to be adopted, which members wish to have an input into before the Executive take the decision, and either:
 - 1. nominate one member to investigate that future decision/policy and report back to a future meeting of the Overview and Scrutiny Committee, before the final report is submitted to the Executive.
 - 2. request an officer report to be submitted to a future meeting of the Overview and Scrutiny Committee, before the final report is submitted to the Executive.

3. **Reasons for the Recommendations**

- 3.1 The work programme needed to be updated at each meeting to reflect the work load of the Committee.
- 3.2 Two of the five main roles of overview and scrutiny in local government are to undertake pre-decision scrutiny of executive decisions and to feed into policy development.
- 3.2 If the Committee has an interest in a future decision to be made by the Executive, or policy to be implemented, it is within the Committee's remit to feed into the process.
- 3.3 The Forward Plan is actually the future work programme for the Executive. If a non-executive member highlighted a decision(s) which is to be taken by the Executive which they would like to be involved in, that member(s) could then provide useful background to the Committee when the report is submitted to the Executive and they are passing comment on it.

4. **Policy Framework**

- 4.1 The work carried out by the Committee helps the Council to improve in line with its priority to manage services openly efficiently and effectively.

5. **Budgetary Framework**

- 5.1 All work for the Committee has to be carried out within existing resources. Therefore, there is a limit to the time available that officers will have to assist Members, so the Committee may wish to prioritise areas of investigation.

6. **Risks**

- 6.1 This Committee contributes to the effective minimisation of risk by fulfilling its duties in a timely manner and scrutinising the work undertaken by the Executive.

7. **Alternative Options Considered**

- 7.1 The only alternative option is not to undertake this aspect of the overview and scrutiny function.

8. **Background**

- 8.1 There are five main roles of overview and scrutiny in local government. These being:

- Holding to account
- Performance management
- Policy review
- Policy development
- External scrutiny

- 8.2 The pre-decision scrutiny of Executive decisions falls within the role of 'holding to account'. To feed into the pre-decision scrutiny of Executive decisions, the Committee needs to examine the Council's Forward Plan and identify items which it would like to have an impact upon.

- 8.3 The Council's Forward Plan is published on a monthly basis and sets out the key decisions to be taken by the Council in the next twelve months. The Council only has a statutory duty to publish key decisions to be taken in the next four months. However, the Forward Plan was expanded to a twelve month period to give a clearer picture of how and when the Council will be making important decisions.

- 8.4 A key decision is a decision which has a significant impact or effect on two or more wards and/or a budgetary effect of £50,000 or more.

- 8.5 The Forward Plan also identifies non-key decisions to be made by the Council in the next twelve months, and the Committee, if it wishes, may also pre-scrutinise these decisions.

- 8.6 There may also be policies identified on the Forward Plan, either as key or non-key decisions, which the Committee could pre-scrutinise and have an impact upon how these are formulated.

- 8.7 The Committee should be mindful that any work it wishes to undertake would need to be undertaken without the need to change the timescales as set out within the Forward Plan.

- 8.8 At each meeting, the Committee will consider their work programme and make amendments where necessary, and also make comments on specific Executive items, where notice has been given by 9am on the day of the Overview and Scrutiny Committee meeting. The Committee will also receive a report detailing the response from the Executive, on the comments the Committee made on the Executive agenda in the previous cycle.
- 8.9 The Forward Plan is considered at each meeting and allows the Committee to look at future items and become involved in those Executive decisions to be taken, if members so wish.

**Overview and Scrutiny Committee
Work Programme 2017/2018**

31 May 2017

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
T&F Group – Off-street car parking charges review		Written report	Councillor Quinney			
Review planned work for 2017/18 (be mindful of key projects that could be examined, for example, the proposals for phase 2 of the leisure options; and the review of events services)	O&S 4 April 2017					
Outside Bodies report – review of representation on certain of these prior to nominations in the new municipal year.		Report	Andrew Jones			

27 June 2017

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Learning Points from the Task & Finish Groups	4 April 2017					
2015 Sustainability Strategy for the Council action plan and how the delivery of these actions has progressed.	4 April 2017	Written report	Marianne Rolfe			

25 July 2017

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account – Development Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Cross		Late Aug/Early Sept 2018	Annually
Waste Container Charging Review - Update subsequent to the last report February 2017 (to include a pie chart with updated figures as shown in paragraph 8.2 of the Waste Collection Service Update report, 7 Feb 2017.)	7 February 2017	Written report	Becky Davies			

30 August 2017

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account – Development Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Cross		Late Aug/Early Sept 2018	Annually
Planned review of Event Services (See Forward Plan ref 832)	4 April 2017		Stuart Poole / Cllr Butler			

26 September 2017

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account - Finance	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Whiting		Late Sept / Early Oct 2018	Annually

31 October 2017

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account – Cultural Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Coker		Late Oct / Early Nov 2018	Annually
Outside Bodies Annual Report	Standing Annual Item	Written Report			Late Oct / Early Nov 2018	Annually

28 November 2017

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account – Housing & Property Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Phillips		Late November 2018	Annually
Current Arrangements for South Warwickshire Crime and Disorder Scrutiny	Mandatory	Report	Pete Cutts		Late Nov / Early Dec 2018	Annually
Progress report on the HEART service	Email request from Ken Bruno 27 Jan 2017	Written report	Mark Lingard			

3 January 2018

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account – Health & Community Protection	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Grainger		January 2019	Annually

6 February 2018

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account – Neighbourhood Services	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Shilton		February 2019	Annually

6 March 2018

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Holding Portfolio Holders to account – Business	Standing Annual Item	Written report followed by Q&A at meeting	Councillor Butler		March 2019	Annually
Shakespeare's England	Request from Report Author	Written Briefing Note	David Butler		March 2019	March 2019

4 April 2018

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Overview and Scrutiny Committee End of Term Report	Standing Annual Item	Written Report	Committee Services Officer		April 2019	Annually
Update from the Leader of the Council on his corporate and strategic leadership	Standing Annual Item	Verbal report followed by Q&A at meeting	Councillor Mobbs		April 2019	Annually
Member Children's Champions: End of Year Report	Standing Annual Item	Written Report	Andrew Jones		April 2019	Annually

1st meeting of the municipal year

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Elect an Overview and Scrutiny Committee Chairman					1st meeting of Municipal Year 2017/18	Annually
Heath Scrutiny Sub-Committee – Appoint members and substitutes					1st meeting of Municipal Year 2017/18	Annually

TBA

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Housing & Homelessness Strategy	27 September 2016	Report	Charlotte Lancaster			
Phase 2 Leisure Development in Kenilworth	1 June 2016	Verbal Update	Rose Winship		C. Serves to notify when the report can be presented	
CWLEP update	30 June 2015	Verbal Report	Councillor Mobbs		BH to provide a copy of the Board Meeting Dates to LD	Quarterly if an update is available

Council Development Company (Forward Plan Ref 727)	February 2016		Head of H&PS		A report cannot be brought forward until housing futures and changes to the Housing and Planning Act have been completed	
Local Plan Infrastructure Delivery Plan	30 June 2015	Report	Tony Ward/Dave Barber			Quarterly Update once the Local Plan has been agreed.
Asset Management Strategy (Corporate Assets) (Forward Plan Ref 641) – Overview and Scrutiny Committee to determine if this should be a Work Programme item	November 2015	Report	Councillor Phillips			

March 2019

Title	Where did item originate from	Format	Lead Officer	Membership of Task & Finish	Next report date if applicable	Completion date
Shakespeare's England	Request from Report Author	Written Briefing Note	David Butler		September 2019	September 2019



Appendix 2 - Warwick District Council Forward Plan May to August 2017

**Councillor Andrew Mobbs
Leader of the Executive**

The Forward Plan is a list of all the Key Decisions which will be taken by the Executive in the next four months. The Warwick District Council definition of a key decision is: - a decision which has a significant impact or effect on two or more wards and/or a budgetary effect of £50,000 or more.

Whilst the majority of the Executive's business at the meetings listed in this Forward Plan will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information.

This is formal notice under the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 that part of the Executive meeting listed in this Forward Plan will be held in private. This is because the agenda and reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. Those items which are proposed to be considered in private are marked as such along with the reason for the exclusion in the list below.

If you would like to make representations or comments on any of the topics listed below, including the confidentiality of any document, you can write to the contact officer, as shown below, at Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ. Alternatively you can phone the contact officer on (01926) 456114. If your comments are to be referred to in the report to the Executive or Committee they will need to be with the officer 7 working days before the publication of the agenda. You can, however, make comments or representations up to the date of the meeting, which will be reported orally at the meeting. The Forward Plan will be updated monthly and you should check to see the progress of the report you are interested in.

(879)

Section 1 – The Forward Plan May to August 2017

Topic and Reference	Purpose of report	If requested by Executive – date, decision & minute no.	Date of Executive, Committee or Council meeting	Publication Date of Agendas	Contact Officer & Portfolio Holder	External Consultees/ Consultation Method/ Background Papers
May 2017 – No scheduled Executive meetings at this time.						
1 June 2017						
Car Parking Strategy (Ref 790)	To consider the future off-street car parking needs of Leamington, Warwick and Kenilworth and how these should be addressed.		Executive 2/6/16 27/7/2016 Reason 3 01/06/2017	23/05/2017	Paul Garrison Cllr. Shilton	
Task & Finish Group – Houses in Multiple Occupation (Ref 865)	To consider the report and recommendations from the HMO Task & Finish group.		Executive 01/06/2017	23/05/2017	Cllrs Naimo, Mrs Cain Quinney, Davison, Thompson, Mrs Knight & Miss Grainger Cllrs Cross & Phillips	Residents Associations (various), Warwick University, Landlords Forum, WCC Councillors, Parish & Town Councils.
Members' Allowances Scheme (Ref 853)	To consider the recommendations of the Independent Review Panel with regard to Warwick District Councillors Allowances.		Executive 4/4/2017 Reason 3 01/06/2017	23/05/2017	Graham Leach Cllr Mobbs	
Update of Indoor Sports and Playing Pitch Strategies (Ref 868)	To approve funding for the update of this project and to approve the exemption from the formal procurement process.		Executive 28/06/2017	20/06/2017	Rose Winship Cllr Coker	

Cloister Way Affordable House Purchases (Ref 867)	To recommend the purchase of 5 properties at Cloister Way to meet the need for housing across the district by increasing Council stock.		Executive 01/06/2017	23/05/2017	Ken Bruno, Charlotte Lancaster Cllr Phillips	
Land at The Square, Kenilworth (Ref 871)	To consider the potential disposal of WDC owned land.		Executive 01/06/2017	23/05/2017	Chris Makasis Cllr. Mobbs	
Fit For the Future Change Programme (Ref 839)	To update the Council's Fit For the Future Change Programme.		Executive 01/06/2017	23/05/2017	Andrew Jones Cllr Mobbs	
28 June 2017						
Risk Based Verification (Ref 846)	To seek approval for using Risk Based Verification for Benefit Claims		Executive 28/06/2017	20/06/2017	Andrea Wyatt Cllr Whiting	
St Mary's Lands Master Plan and Delivery Plan Implementation Update (Ref 842)	To consider the masterplan for adoption as the policy for the area and further decisions on its implementation.		Executive 28/06/2017	20/06/2017	Chris Elliott Cllr Butler	
Housing Related Support (Ref 854)	To approve new budgetary arrangements following a restructure of Housing Support Services.		Executive 28/06/2017	20/06/2017	Simon Brooke Cllr Phillips	
Linen Street Car Park (Ref 861)	To consider recommendations for redevelopment for the Linen Street Car Park facility		Executive 28/06/2017	20/06/2017	Paul Garrison Cllr Shilton	

Task & Finish Group – Off-street Car Parking Charges Review (Ref 864)	To consider the report and recommendations from the Off-street car parking Task & Finish group.		Executive 01/06/2017 Reason 4 28/06/2017	20/06/2017a	Cllrs Quinney, Day, Mrs Cain, Mrs Stevens, Boad & Ashford P/H Cllr Shilton	BID Leamington, Warwick District Chambers of Trade, WCC Park & Ride and WCC On-street parking and liaison
Proposed Relocation of Kenilworth School (Ref 869)	To agree the Council's level of support in enabling the school to take its proposals forward.		Executive 28/06/2017	20/06/2017	Andrew Jones Cllr Mobbs	
Whitnash Community Hub Business Plan and Funding (Ref 870)	To agree the next steps for the funding of the community hub.		Executive 28/06/2017	20/06/2017	Andrew Jones Cllr Mobbs	
Land at The Holt, Leamington Spa (Ref 872)	To consider the potential disposal of WDC owned land.		Executive 28/06/2017	20/06/2017	Chris Makasis Cllr. Phillips	Ward Councillors
St Mary's Lands Warwick Golf Centre (Ref 843)	To consider the business case for an investment proposal. (Private and Confidential by virtue of paragraph 3 of Local Government Act 1972 - Schedule 12A following the Local Government (Access to Information) (Variation) Order 2006).		Executive 4/4/2017 Reason 3 01/06/2017 Reason 3 28/06/2017	20/06/2017	Chris Elliott Cllr Butler	
Revised Council Strategy (Ref 873)	To report back on the LGA Peer Review which was agreed in April and promised an updated Council Strategy.		Executive 28/06/2017	20/06/2017	Chris Elliott Cllr Mobbs	

July 2017						
Final Accounts 2016/17 (Ref 847)	To report on the Council's outturn position for both revenue and capital.		Executive 26/07/2017	18/07/2016	Marcus Miskinis Cllr Whiting	
Corporate Asset Management Strategy (Ref 641)	To propose an Asset Management Strategy for all the Council's buildings and land holdings.		Executive 29/6/2016 Reason 6 1/9/16 Reasons 3 & 5 5/1/2017 Reasons 3 & 5 8/2/2017 Reasons 3 & 5	18/07/2016	Bill Hunt Cllrs Mobbs, Cross, Shilton, Coker & Whiting	
Abbey Fields, Parks for People Bid (Ref 863)	To consider bringing forward a tender to scope and consult on a Heritage Lottery funding bid for Abbey Fields		Executive 26/07/2017	18/07/2016	Richard Lunwood Cllr Shilton	
Review of Significant Business Risk Register (Ref 875)	To inform Members of the Significant Risks to the Council.		Executive 26/07/2017	18/07/2017	Richard Barr Cllr Mobbs	
August 2017						
Budget Review Quarter One to include Financial Projections (Ref 848)	To report on the latest financial prospects for the current and future 5 years.		Executive 31/08/2017	22/08/2017	Andy Crump Cllr Whiting	
12 Month Review of Waste Container Charging Policy (Ref 857)	To review the waste container charging policy after 12 months of it being in effect.		Executive 31/08/2017	22/08/2017	Becky Davies Cllr Shilton	Waste container charging paper: Executive meeting – 10 February 2016 - Agenda

						<p>item no.3 and Council – 24 February 2016</p> <p>8 month review of waste container charges:</p> <p>Finance and Audit Scrutiny Committee – 7 Feb 2017 Agenda item no.9 and Overview and Scrutiny Committee – 7 Feb 2017 Agenda item no.7</p>
Leamington Spa Car Parking Displacement Plan (Ref 844)	To set out the options available should vehicles be displaced from Covent Garden car park and to consider alternative parking options within Leamington Town Centre.		Executive 4/4/2017 Reason 2 31/08/2017	22/08/2017	Gary Charlton Cllr Shilton	
Car Park Fees and Charges (Ref 862)	To consider the recommendations for changes to car park fees and charges.		Executive 31/08/2017	22/08/2017	Paul Garrison Cllr Shilton	Warwick District Chambers of Trade and BID Leamington.
Leamington Cemetery North Lodge (Ref 828)	To review the future use of Leamington Cemetery North Lodge.		Executive 4/4/2017 Reason 3 28/06/2017 Reason 3 31/08/2017	22/08/2017	Rob Hoof Cllr Shilton	

Section 2 Key decisions which are anticipated to be considered by the Council between September and December 2017

Topic and Reference	Purpose of report	If requested by Executive – date, decision & minute no.	Date of Executive, Committee or Council meeting	Publication Date of Agendas	Contact Officer & Portfolio Holder	External Consultees/ Consultation Method/ Background Papers
September 2017						
Fees and Charges (Ref 849)	To propose the level of fees and charges to be levied from 2 January 2018.		Executive 27/09/2017	19/09/2017	Andy Crump Cllr Whiting	
Article 4 Direction for Royal Leamington Spa Conservation Area (Ref 859)	To authorise the creation of an Article 4 Direction for Royal Leamington Spa Conservation Area, to restrict those permitted development rights that are potentially harmful to the appearance of the Conservation Area.		Executive 27/09/2017	19/09/2017	Nick Corbett Cllr Cross	
October 2017 – No scheduled Executive meetings at this time.						
1 November 2017						
Review of Significant Business Risk Register (Ref 876)	To inform Members of the Significant Risks to the Council.		Executive 01/11/2017	24/10/2017	Richard Barr Cllr Mobbs	
29 November 2017						
12 Month Review of New Housing Allocations Policy (Ref 858)	To review the working of the new Housing Allocations Policy.		Executive 29/11/2017	21/11/2017	Ken Bruno Cllr Phillips	
Budget Review Quarter Two (Ref 874)	To report on the latest financial prospects for the current and		Executive 29/11/2017	21/11/2017	Andy Crump	

	future 5 years.				Cllr Whiting	
General Fund Base Budgets 2018/19 to include Budget Review for the current year (Ref 877)	To consider the following year revenue budgets for the General Fund and update Members on the latest Budgets for 2017/18.		Executive 29/11/2017	21/11/2017	Marcus Miskinis Cllr Whiting	
HRA Base Budgets 2018/19 (Ref 878)	To consider the following year revenue budgets for the HRA and update Members on the latest position for the current year.		Executive 29/11/2017	21/11/2017	Andrew Rollins Cllr Phillips	

December 2017 – No scheduled Executive meetings at this time.

Section 3 Key decisions which are anticipated to be considered by the Council but the date for which is to be confirmed

Topic and Reference	Purpose of report	History of Committee Dates & Reason code for deferment	Contact Officer & Portfolio Holder	Expansion on Reasons for Deferment	External Consultees/ Consultation Method/ Background Papers	Request for attendance by Committee
Private Sector Housing Grants Policy (Ref 658)	To propose a revised policy for the allocation of grant funding for private residents.		Ken Bruno Cllr Phillips	This will come forward in due course once the Future of Housing Adaptations Service has been determined.		TBC
Council Development Company (Ref 727)	To consider a report on establishing a Council Development Company.	Executive 9/3/2016 2/6/2016 Reason 2 Reason 1 29/6/2016 Reasons 1 & 2	Bill Hunt Cllr Phillips	Awaiting further information on the implications of the Housing & Planning Act.		

Revisions to the Constitution/ Delegation Agreement (Ref 819)	To request revisions to the Constitution/ Delegation Agreement with regard to the determination of Planning Applications.		Tracy Darke/Gary Fisher Cllr Cross	This is the subject of on-going discussion with key members.		
Leisure Development – Phase II (Kenilworth) (Ref 803)	To agree the scope of Phase II.	Executive 28/9/2016 Reason 5	Rose Winship Cllr Coker			
HRA Asset Management and Development Policy (Ref 829)		Executive	Bill Hunt Cllr Phillips			
Strategic Opportunity Proposal (Ref 712)	To update Members on the current position. It is anticipated that this report will be, in part, Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the authority holding that information).	Executive/ Council 03/09/15 30/09/15 02/12/2015 6/4/2016 2/6/2016 30/11/2016 Reason 3 5/1/2017 Reasons 3 & 5	Chris Elliott Cllr Phillips	This item will be brought to Council on 22 February 2017, however it is not yet clear if Executive approval will be required for some aspects of the report.		
Recording and Broadcasting of Public Meetings (Ref 840)	To inform members of the research into the potential to record and broadcast all Council meetings as per the Notice of Motion to Council.	Council 29/6/2016 Executive 5/1/2017 8/2/2017 Reason 3	Graham Leach Cllr Mobbs	Currently being investigated in tandem with Council Chamber PA issues.		

Councillors IT (Ref 841)	To report back on the work of the Councillor IT Working Party.	Executive 5/1/2017 8/2/2017 Reason 3	Graham Leach Cllr Mobbs	Awaiting the outcome of Members' Allowances Review.		
Consideration of a Hackney Carriage Vehicle Limitation Policy (Ref 851)	To update members on the results of the WDC Hackney Carriage Unmet Demand Survey and: Meeting1 – Introduce highlights of survey and propose a 6 week consultation on recommended options outlined in the survey. Meeting 2 – Update on the consultation & determine any change to policy, following the consultation.		Lorna Hudson Cllr Grainger	This report will go to Licensing & Regulatory Committee on 20/02/17 & 30/05/17 prior to being brought to Executive.	Taxi trade, local business, safer communities, disability, equality and other local group representatives, Town Councils, Police. Questionnaire on website/email. CTS Traffic & Transportation Final Report - July 2016.	
WDC Enterprise – New Trading Arm (Ref 817)	To seek approval to establish a Local Authority Trading Company, to expand support provision whilst capitalising on existing skills to maximise income.	Executive 2/11/2016 Reason5 5/1/2017 Reason5 8/2/2017 Reason 5	Gayle Spencer Cllr Butler			
Events Review (Ref 832)	To review the provision and support of events in the District.	Executive 8/3/2017 Reason 4	Stuart Poole Cllr Butler			
HQ Relocation Project – outcome of	To consider the outcomes of the phase 1 work and, if appropriate, seek approval for	Executive 26/07/2017	Bill Hunt Cllrs Mobbs,	Timing is dependent on the completion of the planning,		

phase 1 work (Ref 801)	commencement of the phase 2 delivery works.	Reason 3	Whiting, Cross, Shilton	marketing and procurement processes.		
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Section 4 – Items which are anticipated to be considered by the Executive but are NOT key decisions

Topic and Reference	Purpose of report	If requested by Executive – date, decision & minute no.	Date of Executive, Committee or Council meeting	Publication Date of Agendas	Contact Officer & Portfolio Holder	External Consultees/ Consultation Method/ Background Papers
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May 2017 – No scheduled Executive meetings at this time.

1 June 2017

Abbey Fields Footpath Improvements - Feasibility Study	To agree funding for improvements to a footpath.		Executive 01/06/2017	23/05/2017	Andrew Jones Cllr Shilton	
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28 June 2017

Rural Urban Community Initiative Scheme Applications	To consider applications for Rural and Urban Initiative Grants.		Executive 28/06/2017	20/06/2017	Jon Dawson Cllr Whiting	
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July 2017 – No scheduled reports at this time.

August 2017

Rural Urban Community Initiative Scheme Applications	To consider applications for Rural and Urban Initiative Grants.		Executive 31/08/2017	22/08/2017	Jon Dawson Cllr Whiting	
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September 2017

Rural Urban Community Initiative Scheme Applications	To consider applications for Rural and Urban Initiative Grants.		Executive 27/09/2017	19/09/2017	Jon Dawson Cllr Whiting	
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October 2017 – No scheduled Executive meetings at this time.						
1 November 2017 – No scheduled reports at this time.						
29 November 2017						
Rural Urban Community Initiative Scheme Applications	To consider applications for Rural and Urban Initiative Grants.		Executive 29/11/2017	21/11/2017	Jon Dawson Cllr Whiting	
Internal Audit Quarter 2 Progress Report	To review progress in achieving the Audit Plan.		Executive 29/11/2017	21/11/2017	Jon Dawson Cllr Whiting	
December 2017 – No scheduled Executive meetings at this time.						


Delayed reports:

If a report is late, officers will establish the reason(s) for the delay from the list below and these will be included within the plan above:

1. Portfolio Holder has deferred the consideration of the report
2. Waiting for further information from a Government Agency
3. Waiting for further information from another body
4. New information received requires revision to report
5. Seeking further clarification on implications of report

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

The forward plan is also available, on request, in large print on request, by telephoning (01926) 456114

 Overview & Scrutiny Committee 31 May 2017		Agenda Item No. 8
Title	Task & Finish Group – Off-street car parking charges review	
For further information about this report please contact	Membership: Cllrs Quinney, Mrs Cain, Day, Mrs Stevens, Boad and Ashford.	
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	Overview & Scrutiny Committee 7 March 2017. Scoping document first agreed 8 March 2016. Membership agreed 5 April 2016. Verbal updates: 2016: 1 June, 26 July, 27 September, 1 & 29 November 2017: 7 February	
Background Papers	Task & Finish Group Scoping document	

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 Ref.864
Equality Impact Assessment Undertaken	No

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	17.05.17	Chris Elliott
Head of Service		
CMT	17.05.17	Andrew Jones
Section 151 Officer	16.05.17	Mike Snow
Monitoring Officer	17.05.17	Andrew Jones
Finance	16.05.17	Mike Snow
Portfolio Holder(s)		
Consultation & Community Engagement		

WDC Officers – Mike Snow, Gary Charlton, David Butler and Paul Garrison. Leamington BID – Stephanie Kerr Leamington Chamber of Trade – Brian Wall and colleagues Kenilworth Chamber of Trade – Seanna Holland Warwick Chamber of Trade – Sue Butcher and colleagues Warwick County Council – Park & Ride - Margaret Smith and colleagues; on-street parking and liaison – Philippa Young, Garry Palmer, Margaret Smith	
Final Decision?	No
Suggested next steps (if not final decision please set out below) The report will go to Executive for approval.	

1. **Summary**

1.1 In March 2016, the Overview & Scrutiny Committee agreed a scoping document for a Task & Finish Group to review off-street car parking charges (Appendix 10). The Group had two main objectives:

- to understand the rationale behind the current method of deciding the levels of off-street car parking charges across the towns in the District; and
- to recommend a transparent charging regime for off-street car parking charges across the District that met both the needs of the residents and enhanced the economic prosperity of the town centres.

1.2 This report makes recommendations which are intended to provide a consistent, transparent and flexible basis for balancing the Council's requirements:

- to seek to ensure the service breaks even financially over the medium-term; in order
- to continue to support and improve the facilities for shoppers and visitors; and
- to take account of alternatives such as on-street, private and rail station parking operators.

It is based on information gathered from extensive consultations with WDC (and WCC) Officers and business representatives and analysis of data.

Other key considerations discussed in more detail within the report are:

- the £300k loss being incurred on WDC car parks, on a full cost accounting basis;
- carpark user priorities and preferences indicated by the 2016 survey;
- a long delay in implementing new charges agreed in 2015; and
- growing pressure on parking capacity, especially for short-term users in some locations.

2. **Recommendation**

The Task & Finish Group asks that the Overview & Scrutiny Committee recommends to the Executive:

- 2.1 That the financial objective of the Council's off-street car parking activities should be to breakeven in the medium-term (three years).
- 2.2 That performance against this objective should be tracked longer term using the newly developed business or "memorandum" accounts for this important service.
- 2.3 To achieve this, that all surpluses above running, maintenance, depreciation and interest costs, generated by car parks, be applied to investments in the facilities (fabric improvements, new technology), to pay down any borrowings and to fund a sustainable Reserve.
- 2.4 That charges be reviewed as soon as practicable in 2017/18, and annually thereafter, adopting the policy and approach recommended in this report

2.5 That the charging strategy be codified to provide a coherent approach across the District, with each carpark classified according to a set of uniform criteria based on user priorities (Appendix 4):

- (i) convenience / location (proximity to destination);
- (ii) capacity (availability of spaces);
- (iii) ease of use (access / space size); and
- (iv) perception (appearance / lighting / safety).

This may result in there being two, possibly three pricing groups. This work should be officer-led and include one Councillor from each Town.

2.6 That this banding be reviewed annually to reflect any significant changes in circumstances.

2.7 That a pricing schedule be developed that reflects the District-wide charging strategy and revenue requirements:

- (i) All-day parking charges to be aligned for each class of carpark across the District;
- (ii) All-day and season ticket charges be aligned, where appropriate, more closely with the parking charges at station carparks; and
- (iii) The number of season tickets available for carparks which experience high overall usage, eg St Peter's and Rosefield Street, perhaps West Rock and Linen Street, to be reduced and holders in multi-storey carparks be restricted to the use of upper floors.

In these ways revenues can be protected and charges optimised, to favour short-term users and support town centre business activity across the District.

2.8 That an investment is made in new charging technologies, which improve the payment convenience and increase income (subject to the strength of the business case).

2.9 That other cost saving / revenue raising options be considered on existing and new facilities – for example around solar power, electric vehicle charge points, advertising on walls etc.

2.10 That close relationships be established with local business groups to plan other improvements in the customer experience and other aspects of some of our carparks.

- (i) signage in and pedestrian guidance – including local area maps;
- (ii) appearance and cleanliness including better lighting inside and especially on routes to and from;
- (iii) trialling marketing and promotional initiatives; and
- (iv) ensuring there is adequate capacity available to support the evening economy in Royal Leamington Spa.

2.11 That further discussions be had with Warwickshire County Council (WCC) Highways to ensure:

- (i) recommendations for off-street pricing in the short-term are readily accepted and aligned with their plans;

- (ii) there is closer regular communication between officers to minimise delays in agreeing and implementing charging orders;
- (iii) WDC understand WCC experience of outsourcing on-street enforcement and review what financial and other benefits there may be in adopting an integrated approach;
- (iv) the residents' parking scheme is extended to those areas with severe on street parking stress; for example near stations (Ward Councillor responsibility to initiate); and
- (v) the implications of the Asps and any subsequent Park & Ride schemes on our off-street parking and charging rates are fully understood and agreed.

3. **Reasons for the Recommendation**

3.1 The Head of Finance advised that:

- (i) the financial objective is for off-street car parking to break-even in the medium term;
- (ii) Councils are not legally permitted to make regular profits from running their car parks;
- (iii) however, the current reporting of car parking revenues and costs does not present a true picture of the financial position; and Finance has now provided 'memorandum' or full business accounts including depreciation, which do give the full picture (Appendix 1);
- (iv) charges can be set across all car parks to meet all costs; there is no requirement for each park to reflect its individual costs; and
- (v) there is no legal requirement to set charges from a particular date in the year.

3.2 Revenues and capacity utilisation are running at higher than budgeted rates in 2016/7 across the District but the projected carpark deficit for the current financial year is still put at around £300,000 or 10% of gross revenues. The Council has limited reserves available for the investments required to replace/refurbish three existing multi-storey car parks in the near future.

3.3 Modest overall increases in off-street parking charges agreed in September 2015 were only implemented in August 2016, partly due to late stakeholder consultations and other communication/process difficulties with Warwickshire County Council, which must approve all changes. As a result it has not been thought possible so far to propose further increases during 2017/18.

3.4 Various approaches to setting car parking charges have been adopted in the District in the past. The approach currently used is summarised by Mr Charlton in Appendix 7. His concerns about adopting a more systematic approach were noted. However the Group was concerned about the risks of not having Council policy and processes properly clarified and documented for this important service. On balance it would have significant advantages. By codifying the criteria and decisions in the way recommended in 2.6-2.8, the process will be more transparent, options and trade-offs more clearly assessed, with decisions more capable of being scrutinised and, crucially, more acceptable to local residents and businesses.

- 3.5 Town centre short-stay charges are currently broadly aligned across the District with the exception of Kenilworth and Old Town Leamington which are approximately 50% of the charges levied elsewhere (Appendix 2). All-day rates vary, mostly from £3.00 to £4.50.
- 3.6 Short-stay charges in our off-street Warwick and Leamington town centre car parks are currently aligned with WCC's on-street short-stay rates; although in principle should be lower to encourage more off-street parking. In Kenilworth WCC charges are higher than off-street but lower than they would wish them to be. WCC informs us that they wish to move on-street charges up, probably by 5%, across the District at a uniform rate as soon as feasible in the new financial year.
- 3.7 WDC off-street town centre charges, with the exception of Kenilworth, are broadly in line with neighbouring Authorities for 1-4 hour stays –lower for a 30 minute stay and lower than all except Cherwell DC for day rates, generally significantly so (Appendices 2 and 3).
- 3.8 Both all day and season ticket rates are approximately half those charged by Chiltern Railways in their Leamington station carpark.
- 3.9 Royal Priors, the other large carpark in Leamington, is privately owned but managed by WDC. Its pricing policy is to attract the medium-stay shoppers (up to 3 hours), discourage both short and long-stay, and sets its prices accordingly. Most of the time it is 50-70% full.
- 3.10 An independent user survey in early 2016 across all three towns reports that the key factors in the decision whether or not to use our parking facilities are convenience, accessibility and the availability of spaces, together with ease of payment, appearance and safety. Parking charges are around 7th on users' list of priorities. (Appendix 4).
- 3.11 In Kenilworth, the Waitrose carpark is frequently full. Discussions with Waitrose management indicate that they would have no difficulty with increases in adjacent WDC car parking rates. Their pricing aim will be to eliminate as many non-Waitrose shoppers as possible through appropriate pricing in their carpark.
- 3.12 Trends in car parking revenues and snapshots of capacity utilisation as of 12 months ago suggest that most off-street carparks are well-used or near capacity especially at peak times (Appendices 5 & 6). The main exceptions appear to be St Mary's Lands Warwick, Court Street and Covent Garden Multi-storey.

Since those snapshots, strong growth in use of carparks has continued across the District.

- 3.13 St Peter's, Rosefield Street, Linen Street and West Rock – and perhaps St Nicholas Park and St Mary's Land 4 – are busy carparks with relatively high season ticket usage.
- 3.14 Season and all day ticket users in multi-storey carparks can use any available spaces; at busy times short-stay users are obliged to use the upper decks.

- 3.15 Payment systems used in our parks are generally old, increasingly unreliable and will need to be upgraded, in particular to permit payments by card. This is planned to start with the new Covent Garden carpark. However feedback from other out of area parks and local business representatives suggest that there may be benefits in reinvesting rapidly in new technology, giving better reliability, more flexibility and higher financial returns without price rises, from more modern payment and enforcement systems.
- 3.16 Some consultees, notably business representatives in Leamington (Appendix 11), pointed to the pressures on high street shopping (see footfall trends in [Appendix 11](#)). The importance of maintaining and improving town centre carparks was underlined, including keeping charges at an acceptable level. This has been taken into account in recommendations to ensure the continued financial viability of WDC off-street parking, to invest in improved and new facilities and to balance charges in such a way as to favour shorter-term shoppers and visitors. The Group noted the footfall trends but found no clear correlation with changes to parking charges over the years; and both the user survey and comparisons with other towns suggest that other factors, widely discussed in recent years, are more important influences on any difficulties being experienced by some Town Centre businesses.
- 3.17 Rateable values for the three main towns are shown in Appendix 9. They give a very broad picture of our diverse and geographically spread businesses. The Group concluded that no meaningful conclusions could be drawn from this data about the main focus of this report - off-street parking in the three town centres.
- 3.18 Consultees also suggested that more and better coordinated marketing initiatives could be developed to promote town centre events and businesses, to mutual benefit; for example with short-term promotions and use of advertising on tickets or within the parks themselves. Other suggestions to improve the customer experience and driver use of car parking facilities included improved cleanliness in multi-storeys, better signage into and especially pedestrian signage/mapping out; better lighting in and around certain parks and ensuring there is adequate night-time capacity to support Leamington's evening economy. All welcomed being invited to contribute to this report and the expectation that engagement with the Council on these issues will be more regular and productive in the future.
- 3.19 Park and Ride schemes are in the new Local Plan. The longer-term impact of these on our car parking pricing (and investment) strategies will need to be carefully assessed. However discussions with Officers at WCC indicate that the first planned 500 space scheme in the ASPS development is likely to have most impact on Business Technology Park and some Warwick Town organisations, for example WCC itself. The impact on parking demand in Warwick is likely to be limited (except perhaps for weekend visitors) and in Leamington hardly noticeable.

- 3.20 However, as other P&R schemes are developed, for example north of Leamington, the impact is likely to be greater and close coordination will be necessary to ensure the elements of a successful scheme are agreed:

- (a) speedy access to transport and into town centres; and
- (b) adequate differentials between town centre all day/long-stay charges and transfer costs.

Details of the WCC model were made available and some of its key assumptions debated. Some consultees and several members of the Group doubted the suitability and practicality of the North Leamington Park & Ride scheme. However, it is not yet seen to be an immediate issue for the management & pricing of our parking facilities and has therefore not been considered as strictly within the scope of this report.

4. Fit for the Future

- 4.1 Providing competitive and attractive off-street car parking is an important element in the Council's policy of supporting local residents and businesses.
- 4.2 A key element of Fit for the Future is ensuring that the Council achieves the required revenues and efficiencies to enable it to set a balanced budget over the medium term, whilst maintaining and replacing assets. This report supports these objectives.

5. Budgetary Framework

- 5.1 Revenues from car parking charges are a key component of the Council's budget framework and the recommendations are in accordance with the Medium-Term Financial Strategy.
- 5.2 In principle revenues should be set to cover all carpark costs, both current and major maintenance/replacement expenditure.
- 5.3 However the way in which local government accounts are constructed has not given good visibility to these longer-term liabilities. Adequate reserves are therefore not in place for the urgent works now recognised. However the recommended approach to financial monitoring and price-setting will seek to ensure these costs are taken into account on a consistent basis in future.

6. Risks

- 6.1 Raising All Day and Season ticket prices and rationalising charges by category of carpark across the District may discourage use and reduce revenue overall. However current charges are not a key criterion determining use, are lower than most towns in the area, and any increases, especially for short-term users, will be modest and incremental. More efficient new charging technologies may also increase revenues and cap any rate increases required.
- 6.2 Competitive off-street carparks (Kenilworth Waitrose, Sainsbury's, and Leamington Royal Priors) may undercut WDC rates and attract users. However these operators are focussed on attracting shoppers to their stores and have indicated they will simply follow the pricing leads from WDC/WCC.

- 6.3 Local businesses may oppose the type and level of increases proposed; but feedback so far suggests they recognise the financial pressures on the Council, the reasonable to low rates currently charged, and the emphasis on raising longer-term rates in order to protect capacity and competitiveness for shorter-stay shoppers and visitors.
- 6.4 Local residents may object to seeing greater long-stay day-time parking pressure on nearby residential streets where parking is free. However, where that is already or could become a problem (already recognised near Leamington railway station and potentially near the new one in Kenilworth), the impact can be controlled by introducing shorter-stay controlled on-street parking with resident permits through initiatives from Ward councillors with WCC.

7. Alternative Option(s) considered

- 7.1 Continue with the current policy of accounting for car parking charges on a current costs basis, without seeking to include longer-term capital costs. This is not sustainable given the overall squeeze on Council finances and the implied cross-subsidisation from other services and Council Tax payers.
- 7.2 Maintain the present structure of rates and adjust them incrementally as required. However, by choosing to review the criteria and rationale for differences in rates and developing a transparent policy, the Council will maintain public confidence. The community will understand the way in which user preferences, business needs, operational and competitive realities and revenue requirements are balanced now and in the future.

8. Background

- 8.1 In March 2016, the Overview & Scrutiny Committee agreed a Scoping Document for a Task & Finish Group to review off-street car parking charges.
- 8.2 In April 2016, the Committee agreed the membership of the Task and Finish Group as:
Councillors:
Ashford
Boad
Mrs Cain
Day
Quinney
Mrs Stevens
- 8.3 The Group was chaired by Councillor Quinney, and administrative assistance was provided by Committee Services Officer, Lesley Dury.

Appendices:

1. Car Parks Memorandum Account
2. WDC Car Park Costs in detail (with Coventry & Solihull)
3. Other Council Charges 2015-2016 - overview
4. Extract from User Survey Feb 2016
5. WDC Car Park Trends – 5 year income, tickets, capacity,
6. Season Ticket Analysis
7. Written submission from Contract Services Manager
8. Written submissions from BID and Leamington Chamber of Trade
9. Rateable values for three main towns
10. Scoping Document
11. [Web link to 10 year footfall trends](#)

Appendix 1

Car Parks - Memorandum Account

Machines

Numbers

57

Car park Spaces

2977

Subjective	Description	2016-17 Revised 1105 Budget	Total	2016-17 Revised 1105 Budget
<u>Expenditure</u>				
1110	Salaries	54,200	54,200	54,200
1140	Employers NI	3,800	3,800	3,800
1160	Employers Pension	8,100	8,100	8,100
1170	IAS19 Adjustments	5,300	5,300	5,300
1260	Enhancements	400	400	400
1450	Ins-Employee Related	900	900	900
	Employees Cost	72,700	72,700	72,700
2052	PPM Open Spaces	0	118,900	0
2066	RM Car Parks Rep+Mnt	90,600	0	90,600
2068	Other CP R&M - Car P	300,000	300,000	300,000
2100	Electricity	60,200	60,200	60,200
2200	Rent	10,000	10,000	10,000
2250	M+E(r) Gas Responsiv	200	200	200
2264	M+E(r) LightningCond	100	100	100
2265	M+E(c) LightningCond	300	300	300
2274	M+E(r) Fire Fighting	1,400	1,400	1,400
2275	M+E(c) Fire Fighting	800	800	800
2276	M+E(r) Lift+Stairlif	4,100	4,100	4,100
2277	M+E(c) Lift+Stairlif	1,400	1,400	1,400
2300	Rates	288,100	288,100	288,100
2400	Water Charge-Metered	13,900	13,900	13,900
2410	Water Rates	12,500	12,500	12,500
2705	Contract Cleaning	29,100	29,100	29,100
2800	Grounds Maintenance	4,500	4,500	4,500
2950	Premises Insurance	11,000	11,000	11,000
	Premises	828,200	856,500	828,200
4000	Equip Furn & Materls	25,800	25,800	25,800
4009	Other Signs	16,000	16,000	16,000
4019	PCN / DVLA Fees Paym	10,000	10,000	10,000
4025	Oth Hired & Con Serv	83,000	83,000	83,000
4028	Miscell Insurances	3,100	3,100	3,100
4200	Clothes + Uniforms	400	400	400
4300	Printing Of Tickets	7,500	7,500	7,500
4310	Printing	3,100	3,100	3,100
4315	Stationery	1,000	1,000	1,000
4405	Advertising	3,500	3,500	3,500

Subjective	Description	2016-17 Revised 1105 Budget	Total	2016-17 Revised 1105 Budget
4500	Computer Equip Costs	13,700	13,700	13,700
4533	Corporate postages	1,000	1,000	1,000
4535	Telephone Rentals	500	500	500
4540	Phone Calls Non-Rech	500	500	500
4542	Data Phone Lines	1,000	1,000	1,000
4550	Mobile Phone Costs	8,000	8,000	8,000
4921	BID Levy	2,000	2,000	2,000
	Supplies and Services	180,100	180,100	180,100
5705	Cleansing Services	133,900	133,900	133,900
5751	Legal Fees Shared Se	3,500	3,500	3,500
5770	Consultants Fees	20,000	20,000	20,000
	Third Party payment	157,400	157,400	157,400
7010	Finance Unit	1,700	1,700	1,700
7015	Fin. Admin Support	21,200	21,200	21,200
7020	Accountancy	15,900	15,900	15,900
7030	Audit Services	6,100	6,100	6,100
7035	Payment Channels	13,400	13,400	13,400
7050	Insurance Services	2,000	2,000	2,000
7100	ICT Support	900	900	900
7310	Office Accommodation	5,700	5,700	5,700
7320	Asset Management	58,200	58,200	58,200
7500	Procurement	4,900	4,900	4,900
7610	Housing Services	4,000	4,000	4,000
7624	Corporate projects	8,900	8,900	8,900
7625	Chief Exec's Office	6,000	6,000	6,000
7634	Media Room	1,500	1,500	1,500
7645	One Stop Shop	20,800	20,800	20,800
7650	Waste Management	37,900	37,900	37,900
7655	Env Health Services	1,600	1,600	1,600
7668	Ranger Services	260,200	260,200	260,200
7700	CCTV	141,600	141,600	141,600
7703	Neighbourhood Servs	26,700	26,700	26,700
7705	Customer Service Cen	2,300	2,300	2,300
7706	Web Services	3,400	3,400	3,400
7725	Human Resources	20,100	20,100	20,100
7730	Switchboard Alloc'tn	100	100	100
7740	CSTeam	8,200	8,200	8,200
	Recharges	673,300	673,300	673,300
	3.5% Notional Interest on CP Buildings Valuations		466,443	0
	3.5% Notional Interest on CP Land Valuations	0	382,512	0
8800	Depreciation on Car Parks	403,200	545,442	403,200
	Capital Charges	403,200	1,394,397	403,200
	Total Expenditure	2,314,900	3,334,397	2,314,900

Parking Charges

all day/long-stay charges highlighted

Appendix 2

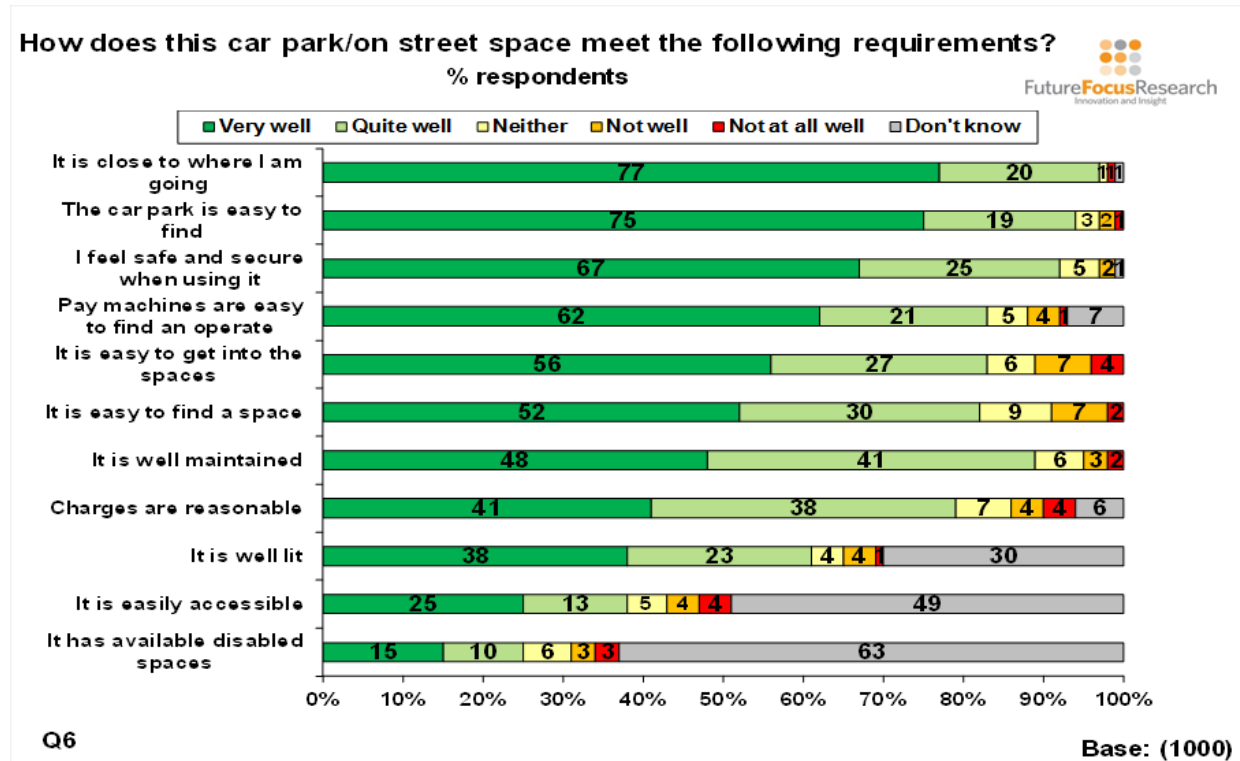
	Monday to Friday up to (hours)									Saturdays		Sundays
	30m	1	2	3	4	5	6	6+	All day	O'nt		
Leamington												
Cov Gdn m'storey	£0.50	£1.00	£2.00	£3.00	£3.00	£3.00	£3.00	£3.00	£3.00	na	same all week	
St Peter's m'storey	£0.50	£1.00	£2.00	£3.00	£4.50	£4.50	£4.50	£4.50	£4.50	£1.00		
Other Town centre	£0.50	£1.00	£2.00	£3.00	£4.00	na	na	na	£4.00	£0.50		
Rosefield St/Adelaide Br	£0.50	£1.00	£2.00	£3.00	£4.50	£4.50	£4.50	£4.50	£4.50			Free
Royal Priors	£2.00	£2.00	£2.00	£2.00	£3.50		£5.50	£8.00	£8.00	na	same all week	£1.20
Old Town	£0.30	£0.50	£1.00	£1.50	£2.00	£2.50	£3.00		£3.50	£0.50	same all week	Free
Chiltern Railways									£7.00 £4.50	after 10.30		
Kenilworth												
Town Centre	£0.30	£0.50	£1.00	£1.50	£2.00	£2.50	£3.00	£3.50	£4.00	£0.50	same	Free
Abbey Fields	Free	Free	Free	£1.50	£2.00	£2.50	£3.00	£3.50	£3.50	£0.50	same	Free
Warwick												
Linen Street	£0.50	£1.00	£2.00	£3.00	£4.00	£4.50	£4.50		£4.50	na	same all week	
St Nicholas Park	£0.50	£1.00	£2.00	£3.00	£4.00	£4.50	£4.50		£4.50	£0.00		
Most other Town Centre	£0.50	£1.00	£2.00	£3.00	£4.00	£4.50	£4.50		£4.50	£0.50		
New Street/Westgate	£0.50	£1.00	£2.00	£3.00	na	na	na		na	£0.50		
Myton Fields		£3.00	£3.00	£3.00	£4.50	£4.50	£4.50		£4.50	na		

St Mary's Lands 2	£0.50	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00		£1.00	£0.50	same all week	
St Mary's Lands 3	Free	Free	Free	£2.00	£3.00	na	na	na	na		same all week	
St Mary's Lands 4	£0.50	£1.00	£2.00	£3.00	£4.00	£4.50	£4.50		£4.50	£0.50	same all week	
Coventry												+ Bank Holidays
Most City Centre		£1.00	£1.80	£2.30	£3.00	£6.00	£8.00		£10.00	£10.00	same all week	£1/1.50
Salt Lane		£2.50	£3.50	£4.50	£10.00						(Bp St cheaper Sats)	
Grove St/Gr'nor Rd/Ford St		£3.00	£4.00	£4.50	£5.00	£8.00						£0.50
Solihull												
Most Town Centre			£2.30	£3.10	£4.00	£4.60	£5.60		£8.20	£8.20	same all week	
Lode Lane/Mell Squ		£1.20	£2.30	£3.10	£4.00	£4.60	£5.60		£8.20	£8.20	same	£1.00
									6-8 hrs	8-12hrs		
Touchwood			£2.30	£3.10	£4.00	£4.60	£5.60		£9.00	£11.00	same all week	
John Lewis			£2.30	£3.10	£4.00	£4.60	£5.60		£8.20	£15.00	same all week	

Appendix 3

Author:GC	WDC L & W Town Centres	WDC Ken & Leam Old Town	Coventry Centre (most & cheapest) /Sat tariff	Solihull Centre (few £1.20 to 1 hr)	W C C	Stratford on Avon	Rugby Borough Council	Cheltenham Borough Council	Cherwell District Council	Northampton Borough Council
30 Min.	£0.50	£0.30 (36m)	£1.00	£2.30	£0.50	Free	£1.00	£1.20	£0.80	£0.60
1 Hour	£1.00	£0.50	£1.00	£2.30	£1.00	Free	£1.00	£1.20	£0.80	£0.60
2 Hour	£2.00	£1.00	£1.80	£3.10	£2.00	£2.00	£1.00	£2.00	£1.60	£1.20
3 Hour	£3.00	£1.50	£2.30	£4.00	-	£3.00	£1.30	£2.60	£2.20	£2.40
4 Hour	£4.00	£2.00	£3.00/2.5	£4.60	-	£4.00	£2.50	£5.50	£2.80	£3.20
9 Hours	£4.50		£10.00	£8.20	-	£6.00	£5.00	£14.00	£3.50	£7.00
12 Hours	£4.50		£10.00		-	£8.00	£10.00	£14.00	£3.50	£7.00
All Day	£4.50	£4.00	£10.00	£11/15		£10.00	NA	£14.00	£3.50	£7.00

Appendix 4 – Excerpt from Warwick District Council Car Park Survey – Users - (February 2016) Prepared by Future Focus Research



Trends in WDC Car parking

Appendix 5

Excl St Mary's Lands, Myton Fields, Barack St, Royal Priors, Station Approach

	Spaces	2011	2012	2013	2014	2015	Trend
Income							
		£k Revenues.....					
Leamington TC	1260	£1,386	£1,411	£1,514	£1,451	£1,682	Recent spike (200 Cov
<i>Av price per ticket</i>		£2.26				£2.63	Gdn spaces out of use)
Leamington OT	141	£78	£55	£43	£54	£80	Flat, recent spike
<i>Av price per ticket</i>		£2.58				£1.54	
Warwick	703	£689	£639	£744	£725	£814	Recent growth
<i>Av price per ticket</i>		£1.92				£1.89	
Kenilworth	364	£322	£327	£351	£315	£351	Recent growth
<i>Av price per ticket</i>		£0.72				£0.59	
Tickets							
		1000's of Tickets sold.....					
Leamington TC	1260	615	721	658	691	640	growth in longer-stay ?
<i>(Seasons per mth)</i>				273	277		
Leamington OT	141	30	45	52	70	52	growth in longer-stay ?
<i>(Seasons per mth)</i>				2	1		
Warwick	703	359	449	400	417	430	
<i>(Seasons per mth)</i>				197	204		
Kenilworth	364	450	327	466	315	598	growth in short-term ?
<i>(Seasons per mth)</i>				64	64		
Capacity							
(Jan 16 snapshots)		Mon-Fri average fill.....				Sat av'ge fill	
		10am	1pm	4pm	Peak	10,1,4pm	Peak
Leamington TC	1172	48%	66%	51%	70%	59%	80%

excl Rosefield/Adelaide Br

Leamington OT

	10am	1pm	4pm	Peak	10,1	Peak
141	54%	45%	na	62%	52%	60%

Warwick

	10am	1pm	4pm	Peak	10,1,4pm	Peak
703	51%	57%	46%	77%	32%	37%

Kenilworth

Abbey End

Square West

368	10am	1pm	4pm	Peak	10,1	Peak
233	52%	65%	na	82%	70%	88%
135	39%	46%	na	53%	62%	83%

CAR PARK USAGE FOR PERIOD Season ticket analysis
2015-6

Lease +
Season
actual

max

Appendix 6

% %
act max

CAR PARK	Total No OF SPACES PER CAR PARK	SNAP SHOT % FILL
ROSEFIELD STREET	45	86%
ADELAIDE BRIDGE	43	52%
ST PETERS (MSCP)	385	77%
COVENT GARDEN (MSCP)	511	45%
COVENT GARDEN (SURFACE)	81	85%
CHANDOS STREET	146	89%
BEDFORD STREET	49	82%
BATH PLACE	62	52%
PACKINGTON PLACE	32	51%
COURT STREET	53	37%
TOTAL	1407	66%
WARWICK CAR PARKS		
LINEN STREET	152	59%
CASTLE LANE	18	92%
THE BUTTS	17	86%
PRIORY ROAD	42	45%
BARRACK STREET (Sat only)	271	4%

4 50 Long-term anywhere in
District
(expensive...low Take-up)

17	20	38%	44%
10	10	23%	23%
145	170	38%	44%
132	250	26%	49%

13 45 9% 31% Old
Town

78	100	51%	66%
15	15	36%	36%

WEST ROCK	92	83%	40	40	43%	43%
ST NICHOLAS PARK	250	66%	91	100	36%	40%
WESTGATE	32	93%				
NEW STREET	40	80%				
MYTON FIELDS	800					
ST MARYS LANDS AREA 1	25					
ST MARYS LANDS AREA 2	187	2%	25	150	13%	80%
ST MARYS LANDS AREA 3	67	43%				
ST MARYS LANDS AREA 4	70	81%	56	60	80%	86%
TOTAL	2,063	61%				
KENILWORTH CAR PARKS						
ABBAY END	221	68%	52	75	24%	34%
SQUARE WEST	143	59%	19	75	13%	52%
ABBAY FIELDS	82	79%	30	30	37%	37%
TOTAL	446	69%				

Appendix 7 – Written submission from the Contract Services Manager

Dear Councillor Cain

I have listed a number of factors that are considered before we increase charges.

Factors to be considered are;

- The current national financial climate is taken into account
- The current financial situation of the Council
- Is an increase to charges necessary and if so what % level is required
- Assessing the individual parking needs required in each of the town centres
- What are the current charges and how do they perform
- What is the current usage from each car park, looking at supply and demand needs
- What changes were made to charges in previous years
- Previous years trend analysis
- Are there any changes in the local area that will impact upon usage in the coming year
- Where are the car parks located
- What competition is present and what would be the impact of price increases
- Potential loss of revenue due to customer displacement

I've listed the broad areas of consideration and I'll be happy to talk through in detail how we assess these factors when we meet. If you have any further queries please let me know?

Kind regards

Gary Charlton
Contract Services Manager
Received mid-March 2017

Appendix 8 - Written submissions from BID and Leamington Chamber of Trade

Email from Bid Leamington – 7 March 2017

Hi Colin,

Thank you for coming to meet us recently to discuss the work of the parking task and finish group.

I have reviewed the draft report that will be presented to the overview and scrutiny committee on March 7th – Item 9 (attached) and have a few comments which I would respectfully welcome your consideration.

Firstly, thank you for reflecting many of our concerns and comments relating to ensuring the car parks are run and maintained with a focus on 'customer service'. It is excellent to see recommendations relating to cleanliness, access, signage etc in the report. I was also pleased to see recommendations that there will be a close working relationship with stakeholders, a more commercial approach to running the car parks (marketing, incentives, advertising) considered as alternative revenue raising and a focus on capacity for the expanding Leamington evening economy.

However there are some areas I would like to see given greater emphasis and priority.

One of the things I emphasised most strongly, was the **demonstrable impact that parking has on town centre health and vitality**. I asked that this be recognised in itself as a key consideration when reviewing parking proposals. Whilst I feel the 'customer service' aspect of this has come through, I would like to see the linkage to the former made explicit. This is because all factors (service, price, approach to enforcement) collectively impact the desirability of car parking in towns – and by extension the desirability of the town itself, and clearly if the town sees a reduction in visitors WDC will also see a reduction in revenue. This also links into point 2.7, which suggests the pricing bands be reviewed to reflect changes in circumstances. I would like to think a '*change in circumstances*' should also include downward trend in visitors, whereby we need to use parking to incentivize visits.

Based on this I would have liked to see the **first** recommendation stating: **That the relationship between the provision of parking services and operations in town centres and the impact on their health and vitality is a primary consideration when annually reviewing parking proposals.**

Another area I feel would benefit from further emphasis is recommendations relating to **car park capacity** in towns. As mentioned above, I welcome the reflection on the evening economy in 2.14, but feel the daytime economy capacity needs explicit mention. This is both due to the existing demand for parking from town centre employees (many of whom are on min wage), which is resulting in the pressure on residential parking (2.15), and the planned removal of the Covent Garden Carpark which will greatly impact town centre visitors and employees. The latter is going to result in a shortfall of nearly 600 spaces, during construction and there is a need to ensure provision of future spaces also reflects demand. The former also needs consideration as the ability to attract staff is a big problem for many businesses and access to work is a contributing factor for many people.

I also note in 2.4 the suggestion that WDC are looking for a 5% increase in revenue, alongside a 5% increase in on-street charges proposed by WCC (3.5). To give this some perspective, in the coming year 40% of our retail and leisure businesses will see a rise in business rates. They will also be coping with increases costs due to National Living wage, pensions and a devalued pound in this post Brexit economy which has seen wholesale prices of many goods rise by around 30%. Of course we are yet to see the impacts of this, which will likely result in both a rise in high street consumer costs and a decrease in business profits. For more, please read my recent blog: <http://www.bidleamington.com/business-rates-what-is-the-story-for-learnngton/>. In addition to this we have seen footfall drop by more than 10% in the last 2 years (to put this into context it is a drop of 100,000 on the Parade over a month – see footfall attached). Please note, this data is highly sensitive. There are a number of reasons for this and it is reflected in other parts of the country too – plus in 2016 WCC took well over £300,000 out of the Leamington town centre economy in

parking fines alone. All of this strongly suggests that a working partnership that '*reflects current circumstances*' is critically important. We must be working together to attract people using all mechanisms available to us – it is as simple as that.

A final and relatively minor comment is I would also like to see parking price comparisons reflect places of relative similarity. This would exclude Solihull for a number of reasons including its significantly larger population, catchment, offer of anchor stores, local employment base and is considered to be one of the most affluent areas outside of London.

Thank you once again for taking the time to consult with us on this very important matter and I hope you can consider these comments and this evidence before the report goes to executive for approval. I have cc'ed the Chair of the Chamber, Brian Wall who I understand you also spoke to as well as Paul Garrison who we were very pleased to meet recently as we all share similar interests and concerns.

Kind regards,

Stephanie

Stephanie Kerr
Executive Director - BID Leamington
Received 7 March 2017

Email exchange with Bid Leamington – 23 March 2017

From: Colin Quinney
Sent: 23 March 2017 13:30
To: Stephanie - BID Leamington; brian wall
Cc: Paul Garrison
Subject: Re: Carpark User Survey & DCLG Report on Revenue

Hi Steph

Thanks for your email - and for the other one received just before our report went to Committee. They wanted some additional data added before reaching a conclusion and we are working on that.

As for the surpluses in the report you sent through - for which many thanks - interesting stuff on what's happened to WCC revenues but you'd need to talk to them about that to understand the reasons and impact.

Our report and appendix gives the fullest possible picture of the WDC carparking financial position.

Not aware of the separate report you refer to but will ask.

Entirely agree a partnership approach is what is required and our report tries to set out a balanced set of recommendations for WDC parking. We recognise the need to keep shorter-term rates reasonable and capacity available in order to support footfall, while meeting minimum financial objectives. We also took on board the points you and others made about signing, appearance and modern technology.

Maybe we could continue the dialogue over a coffee sometime soon !

Colin Quinney

From: Stephanie - BID Leamington <stephanie@bidleamington.com>
Sent: 23 March 2017 12:40:20
To: Colin Quinney; brian wall
Cc: Paul Garrison
Subject: RE: Carpark User Survey & DCLG Report on Revenue

Hi Colin,

I hope you are well. I was just reviewing the parking survey below. It noted that 220 local businesses were surveyed – and there is a separate report.

Would we be able to see a copy of this report also please?

Also, has there been any update on the progress of the task and finish group report?

Finally, for your interest please find attached a DCLG report of revenue from parking around the UK.

The shocking part of this report is the increase in parking revenue to Warwickshire County Council in 2014/15 to 2015/16 – where we see an increase from **£595,000** (14/15) to **£1,809,000** (15/16). This represents hundreds of thousands of pounds taken from our town centre economies in fines – from on-street parking alone, and not a cent of this income is available for us to reinvest in the towns, by way of improved technology, promotion, customer service, support etc.

We also know a disproportionately high percentage of this as come from Leamington where fines averaged over 1000 per month on selected TC streets for a year, and as mentioned previously we have since seen a corresponding drop in visitors to the town.

This is why I am so worried about the impact of parking on our town – it has really been a terrible 2 years as shown in the data – and given the mounting hardships faced by local businesses we are in urgent need of a partnership approach with both District and County where we use parking as a tool to attract, incentivise and reward visits, not penalise.

Many thanks for your support on this.

Kind regards,

Steph

Stephanie Kerr

Executive Director - BID Leamington

Email from Leamington Chamber of Trade – February 2017

Good Morning,

Re: Proposed increase to parking charges from April 2017

Further to our meeting on Monday, 30th January 2017, the Royal Leamington Spa Chamber of Trade wishes to present the following comments for your further consideration.

The Chamber of Trade realises that the primary financial objective of WDC relating to off-street car parking would be to break even in the medium term, however parking must be considered as a service to the community and should therefore also support the town centre and its businesses.

There can be no doubt whatsoever that parking charges deter many potential shoppers from visiting town centres and the Chamber of Trade Executive Members are therefore totally opposed to any substantial increases to parking charges.

The retail offering within the town centre of Royal Leamington Spa has declined substantially in recent years, with an increasing number of empty properties in prime positions throughout the town. Cafes and restaurants now occupy a large number of former retail properties and although these are beneficial to the town it is imperative that the town centre maintains an adequate balance between retail and other sectors.

Draft Recommendation 5 'that charges should be coordinated across the district' would not be opposed by the Chamber of Trade however any officer-led changes must only be introduced following consultation with town centre stakeholders.

Draft Recommendation 7 'that a uniform all-day parking charge be adopted for all car parks across the District' raises serious concerns within the Executive. Internet sales and the increasing expansion of out-of-town retail stores will result in a further decline in the number of retail outlets within many town centres. But Royal Leamington Spa stands out as one of the most attractive places in the area for a day's leisure shopping, with beautiful architecture, wide streets and pavements, a mix of large and small retail stores, an abundance of cafes and restaurants together with award-winning parks and gardens. This Unique Selling Proposition together with the £3 per day parking-offer enables BID Leamington to promote the town centre as one of the most attractive places in the Midlands for an all-day leisure shopping experience and this must be retained.

Park-and-ride schemes work well in many towns and cities where access is difficult and parking is limited and expensive. Poor accessibility does not apply in Leamington where the town centre parking is simple and convenient to access. The Chamber of Trade would be totally opposed to a park-and-ride scheme, if this resulted in town centre parking charges being increased and number of spaces reduced in order to force people to use an ill-conceived scheme for which there was no requirement.

Town centre businesses employ hundreds of local people and invest substantial amounts within the area. Officers and Councillors have a responsibility to maintain and improve the vitality and viability of the town centre for the benefit of the whole community. The Chamber of Trade Executive therefore request that we are consulted and our views fully considered prior to any changes being made to the current parking charges.

I shall be pleased if you will circulate these concerns to all members of the Off-Street Car Parking Task & Finish Group before your next meeting.

Brian Wall,
On behalf of the Royal Leamington Spa Chamber of Trade

Appendix 9 – Rateable value for three main towns

As requested, below are the current total rateable values for the 3 main towns, based on the new 2017 rateable values.

Kenilworth	£10,932,213
Leamington	£56,160,378
Warwick	£70,492,425

As I stated in my emails previously, this does include every commercial rated hereditament within the parish of either Kenilworth, Leamington or Warwick.

Kind regards

Paul

Paul Town

Principal Revenues Officer

Revenues Finance

Warwick District Council


16/03/2017

Scrutiny Review Outline

Review Topic	Review of off street car parking charges and their impact on the economic development of the town centres.
Working Group Members	Alan Boad
Key Officer Contact	TBC
Officer Support	TBC
Rationale	The reasons and evidence of the need for differential charging across our towns is not accepted or understood by Councillors.
Purpose/Objective of Review	To understand the rationale for the current basis of deciding the differential level of off street car parking charges across our towns. To recommend a transparent charging regime for off street car parking charges across the District that meets both the needs of our residents and enhances the economic prosperity of our town centres.
Scope of the Topic	Included: Charges for off street car parking in current car parks. Comparison with privately operated car parks. Evidence of the ‘need’ for differential charging. Impact of on street charges. Comparison with adjacent town centre car parking charges. ¹ Excluded: Off street car parking strategy. Type of payment regime (pay and display, pay on exit).
Indicators of Success	A clear and transparent charging regime is implemented across the District. Level of return required to fund and maintain existing car parks.
Specify Evidence Sources	District Council car parking charges and usage. Private sector car parking charges and usage. Warwickshire CC – Parking Team Finance level to fund and maintain existing car parks.
Specify Witnesses/Experts	Chambers of Trade Bid Leamington Private town centre car park operators Warwickshire CC – Parking Team Economic Development Team
Specify Site Visits	Car parks across the District (Council and Private)
Consultation with Stakeholders	At report stage
Level of Publicity	Low
Barriers/dangers/risks	Lack of officer support, lack of engagement with stakeholders.

¹ Added to the Scope Document 9 May 2016

Projected Start Date	April '16	Draft Report Deadline	September '16
Meeting Frequency	TBA	Projected Completion Date	October '16
Date to evaluate impact		January '18	
Methods of tracking / Evaluating		Income and usage levels compared to baseline	

 Overview & Scrutiny Committee 31 May 2017.		Agenda Item No. 9
Title	To review membership/participation with certain Outside Appointments	
For further information about this report please contact	Lesley Dury – Democratic Services Andrew Jones – Deputy Chief Executive & Monitoring Officer	
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	1 November 2016 when the report on Annual Feedback on Outside Appointments was considered at O&S	
Background Papers	O&S 1 November 2016	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	Yes/No
Included within the Forward Plan? (If yes include reference number)	No
Equality Impact Assessment Undertaken	No
The issue of equality is unaffected by this.	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	16 May 2017	Andrew Jones
Head of Service		
CMT	16 May 2017	Andrew Jones
Section 151 Officer		
Monitoring Officer	16 May 2017	Andrew Jones
Finance		
Portfolio Holder(s)		
Consultation & Community Engagement		
All outside bodies affected were contacted.		
Final Decision?		No
Suggested next steps (if not final decision please set out below)		
The Deputy Chief Executive (AJ) will make the final decision subject to consultation with Group Leaders.		

1. **Summary**

- 1.1 Each year, councillors who are appointed to represent this Council on outside bodies provide a report to Overview & Scrutiny Committee on what the outside body has achieved during the preceding 12 months; and what has been the personal contribution of the councillor to this achievement. Following on from the reports which were made in November 2016, the Deputy Chief Executive (AJ) undertook to review certain appointments to outside bodies and whether they should continue.

2. **Recommendation**

- 2.1 That the Overview & Scrutiny Committee pass comment on the additional information received for consideration by the Monitoring Officer to consider with Group Leaders. .

3. **Reasons for the Recommendation**

- 3.1 This Council's Constitution, Section 4 – Scheme of Delegation stipulates that:

The Deputy Chief Executive (AJ) & Monitoring Officer shall have authority to:

MO(2) – Subject to consultation with Group Leaders, make appointments to outside bodies in accordance with the political balance already agreed.
- 3.2 This delegated power allows the Deputy Chief Executive (AJ) to determine which outside appointments can be discontinued after consulting with Group Leaders. This report allows Members of Overview & Scrutiny Committee to make suggestions if it believes that one or some of the outside appointments he intends to discontinue should be reconsidered.

4. **Policy Framework**

- 4.1 **Policy Framework** – The recommendations in this report do not affect the Policy Framework. It is simply good housekeeping to re-evaluate outside appointments on a regular basis to ensure that opportunities for Councillors and this Council to contribute to the wider community are not being wasted; nor is Members' time being wasted by expecting them to attend meetings where there is no value to be gained from so doing.
- 4.2 **Fit for the Future** –Part of the process of Fit for the Future is to re-evaluate the activities of the Council to ensure value for money and effort. Re-evaluating which outside bodies require councillor participation ensures that time is not wasted.
- 4.3 **Impact Assessments** – Not applicable.

5. **Budgetary Framework**

- 5.1 The proposals do not impact on the Budgetary Framework. There may be relatively insignificant budgetary savings by discontinuing certain outside appointments due to savings from expense claims being no longer required for attending the meetings or from where certain outside bodies require an annual subscription. But the costs involved are not significant to make real difference to the overall costs of the Council.

6. Risks

- 6.1 There is no risk involved because this is not a decision that cannot be reversed quickly on individual outside bodies if circumstance reveals that incorrect information has been given by the outside bodies that there are no reasons why this Council should continue to appoint councillors to it.

7. Alternative Option(s) considered

- 7.1 No alternative options have been considered as in this instance, it is unnecessary.

8. Background

- 8.1 Following the 1 November 2016 meeting of the Overview & Scrutiny Committee when the Committee considered councillors' annual reports on achievements of the outside bodies on which they represented this Council, the Deputy Monitoring Officer, in liaison with the Democratic Services Manager and Deputy Monitoring Officer re-considered the list of outside bodies, and decided to review if this Council should appoint representatives to the following outside bodies:

- Kenilworth Abbey Advisory Committee
- LGA District Councils' Network
- South Warwickshire NHS Foundation Trust
- Warwick Town Centre Management Group
- National Association of Councillors
- Warwick District Mobility
- South Warwickshire Plato Trust
- Friends of Leamington Art Gallery
- Hill Close Gardens

- 8.2 A member of the Democratic Services Team contacted the outside bodies to ascertain why each outside body required a councillor to attend its meetings.

- 8.3 Appendix 1 gives details of the findings/recommendations following consultation with said outside bodies.

- 8.4 In addition to this investigations were made into the Council's Membership of the Rural Services Network. The details of this are also included in Appendix 1.

- 8.5 The Council will continue to appoint representatives to the following outside bodies and these have not been included within this year's review:

- Warwickshire County Council – Supporting People Partnership
- Warwickshire Police & Crime Panel
- West Midlands Employers
- Coventry and Warwickshire LEP
- Safer Warwickshire Partnership Board
- South Warwickshire Community Safety Partnership
- Warwickshire County Council Health & Wellbeing Board
- Association of Retained Council Housing (ARCH)
- Shakespeare's England
- Coventry Airport Consultative Committee

- Kenilworth Town Centre Partnership
- Warwickshire County Council – Adult Social Care and Health Overview & Scrutiny Committee
- HS2
- Warwickshire Waste Management Forum
- Birmingham Airport Consultative Committee
- Bid Leamington Board
- Chase Meadow Community Centre
-
- Armed Forces Community Covenant Champion
- National Parking Adjudication Service (PATROL)
- Warwick District Citizens' Advice Bureau

Appendix 1

Outside Body	Member Representative 2016/17	Feedback from Outside Body on whether Councillor Representative necessary	Deputy Chief Executive's Evaluation on Representation Appoint a representative / Discontinue representation
Kenilworth Abbey Advisory Committee	Councillor Cooke who in his annual report stated that he had attended the vast majority of meetings.	<p>Mrs Illingworth from the Kenilworth Abbey Advisory Committee (KAAC) asserted that it was "vital" that the Council continued to appoint a representative.</p> <p>The scheduled monument of Abbey Field/Abbey ruins is wholly owned by Warwick District Council and the KAAC could not carry out its role as defined by its Constitution without the co-operation and agreement of the Council.</p> <p>She explained a little bit about the background to KAAC and how it liaised with the Council and other bodies such as Historic England with aims to:</p> <ul style="list-style-type: none"> • Monitor the condition and maintenance of the fabric of the Barn, the Gatehouse and the Abbey ruins; • Inform the Council of any defects or problems; • To advance Abbey Fields as a historic tourist attraction; and • To promote Abbey Fields as a historic educational facility. <p>She cited an example of when the representation provided by a Councillor had been essential – "It is unlikely that we would have got WDC to replace the</p>	Continue

		<p>leaking roof of the Abbey Gatehouse if Councillor Norman Vincett (then the councillor representative on the KAAC) had not exerted pressure to get the work done.”</p> <p>The current representative, Councillor Cooke, is actively involved in the KAAC’s efforts to open the Gatehouse to the public.</p>	
LGA District Councils’ Network (DCN)	Councillor Mobbs, who in his annual report stated that he did not currently attend meetings.	<p>After speaking to Mr Matthew Hamilton at the DCN, information was provided that the Council has affiliation via payment of a subscription each year. This coming year the subscription will be £400 plus VAT.</p> <p>It is a network of 200 district councils in England, and provides a national voice for district councils within the Local Government Association.</p> <p>Invitations to events and briefing notes are sent to the Leader and the Chief Executive.</p> <p>This body holds three Assemblies a year and an annual meeting. These meetings allow the opportunity to hear high level ministers speak, including Secretaries of State.</p> <p>The DCN gives voice to District Councils on Government policy priorities; recently it fed through consultation responses on the Housing White Paper. In the coming year, attention will focus on Public Health and District Councils role within that.</p>	Continue
South Warwickshire NHS Foundation Trust	Councillor Mrs Bunker	A NHS Foundation Trust is a semi-autonomous organisational unit within the NHS in England, with a degree of independence from the Department of Health.	Continue

		<p>South Warwickshire NHS Foundation Trust is managed by a Board of Directors and they are responsible for all financial, operational and strategic issues. The Trust is overseen by a Council of Governors, and they help to ensure that the needs of the community are heard. The South Warwickshire NHS Foundation Trust covers Warwick Hospital, Leamington spa Hospital, Stratford Hospital and Ellen Badger Hospital.</p> <p>Councillor Mrs Bunker is an Appointed Governor on the Trust. The Trust has a number of Appointed Governors, who represent local stakeholder organisations and put forward the views of their organisations at the Council of Governors' meetings; these organisations include Stratford District Council, Warwick District Council, University of Warwick, South Warwickshire CCG, GP Consortium, and Warwickshire County Council.</p> <p>A Governor is expected to attend meetings of the Council of Governors four times a year and to participate in other activities.</p>	
Warwick Town Centre Management Group	Councillor Butler	WDC's Policy and Projects Manager, Dave Barber, has informed Democratic Services that there is an ongoing need to appoint a representative to this body. The group continues to be active in supporting town centre businesses and providing networking opportunities. The Council is an integral part of the group and a key stakeholder for Warwick Town Centre.	Continue
National Association of Councillors	Councillor Coker, who reported that he had not attended any meeting in the last year when he wrote his annual report.	The Council pays a subscription of £600 for its councillors to be members of this Association. Its purpose is to represent councillors across the UK and to this end, one of its main activities is the provision of study courses for Members. Looking at the programme of events, most centre on London or the north of England.	Continue

Warwick District Mobility	The Council has not appointed a representative to this outside body, and this is possibly something the Council should reconsider.	<p>Mr Robert Nash, who is the Clerk to Royal Leamington Spa Town Council and also Secretary to Warwick District Mobility Limited, informed the Council that:</p> <p>"The Mobility Scheme was initially established with funding from the National Lottery and a one-off contribution from Warwickshire County Council. Subsequent Revenue Funding was provided over several years by Warwick District Council but this ceased some years ago. Leamington Spa Town Council is now the only funding partner. Royal Priors Management provide rent free accommodation.</p> <p>The scheme is based at the Royal Priors Shopping Centre but its reach is throughout Warwick District. It is a registered Charity whose objects are the relief of people either living or visiting Warwick District with restricted mobility resulting from age, sickness, disability or other causes (whether of a temporary or permanent nature), by such means as the Trustees see fit, with the aim of improving their mobility and conditions of life.</p> <p>Originally the Scheme aspired to develop a presence in other Towns in the District but this is an expensive option and would require considerable financial investment beyond the scope of the current business model. The scheme is much valued by retailers and therefore is an important service for disabled people visiting the Town Centre and other facilities in the vicinity. As such it directly contributes to the District Council's strategy of maintaining a vibrant and successful Town Centre.</p> <p>The Trustees are presently made up of representatives</p>	Discontinue - No rationale as to why particularly this charity.
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		from disability groups, the Town Council and local residents but the Board welcomes new faces. The absence of a District Council representative in recent years is regretted and it is my view that the Board would be disappointed if the District Council declined to consider member appointments to the Board of Trustees in the future."	
South Warwickshire Plato Trust	Councillor Mrs Falp, who had attended five of the seven meetings in the year when she made her annual report.	<p>South Warwickshire Plato Trust is a registered charity whose main aim is to house people who are recovering from mental illness.</p> <p>It houses about 50 clients who are recovering from mental illness. In total it provides over 18,000 nights accommodation each year.</p> <p>Many of its properties are rented from the Council and it is of benefit to Plato to have a councillor as an appointee on its committee to act as a liaison.</p> <p>Councillor Mrs Falp has confirmed the advice that member representation is useful.</p>	Discontinue - No rationale as to why particularly this charity.
Friends of Leamington Art Gallery - FLAG	Councillors Naimo and Day	Councillor Naimo questioned the necessity for appointees to this outside body when she gave her annual report. After contacting FLAG, it discussed the issue at a committee meeting and suggested that it simply required two named contacts to whom it could refer any problems. These two contacts would not need to be serving members of the committee. FLAG does need to review its constitution and possibly make some changes at its AGM, but the solution of named contacts would seem acceptable both to FLAG and Councillors Day and Naimo.	Discontinue
Hill Close Gardens	Councillors Ashford and Bromley who did not present a written annual	In the past, the Council has made a grant of £25,000 to this body, and its financial health has required the support of the Council. The Chairman of Hill Close	Discontinue - No rationale as to why particularly

	report in November.	Gardens Trust, Ms Rosemary Mitchell, feels that it is still important that the Council is represented because it still receives a grant from the Council.	this charity.
Rural Services Network	Councillor Harrington	<p>The Council has been a member since the Rural Services Network was formed in 2013/14. The Annual membership cost is circa £500 and the constitution is set out as appendix 2 to this report.</p> <p>The network is the single organisation in England dealing with English rural governance issues.</p> <p>They are planning sounding boards for Small Businesses across member areas, for Young People as well as School Governors. They are expanding services considerably at the moment- as every other Rural Organisation dealing with Services and Governance have closed. Times are very difficult for rural areas- and they inform us that they desperately need authorities to stick with them, although they appreciate how difficult budgets are.</p> <p>Currently papers for the meetings are emailed directly to Councillors Harrington and Mobbs.</p>	That the Council issues its intention to leave the network and during its two years' period of notice it scrutinises the direct benefits received by the District as a result of the network



THE RURAL SERVICES NETWORK SPECIAL INTEREST GROUP

November 2015

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CONSTITUTION

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CONSTITUTION

1. Title and Membership

- 1.1 The Organisation shall be known as The Rural Services Network Special Interest Group [“the Group”].
- 1.2 The Group shall be open to those authorities who are classified as Predominantly Rural and Significant Rural by the Government and to previous members of the Rural Commission of the Local Government Association.
- 1.3 The Group will consist of such Principal Councils and Fire and Rescue Services in England, as The Rural Services Network desire to be and remain in membership [“Member Authority”].
- 1.4 The Group shall act in a non political way concentrating on achieving consensus views on rural best practice and service interests.
- 1.5 The Group meetings will not be preceded by political meetings.
- 1.6 Those authorities who are eligible to become members of the Group as specified under 1.2 above may instead of becoming members elect to have a straight contractual relationship with the group that is based solely on service provision and is non- representational. Under such a relationship the group will enter into a service level agreement with the authority involved and provide financial monitoring, best practice, performance, community, rural and economic services available for a flat rate annual payment constituting 95% of the charge which would have been levied on the authority had it joined in the normal way. Authorities who elect to take this arrangement will not be formal members and will therefore not be entitled attend or vote at meetings of the Group and will not receive agendas and minutes or be involved in the representational work of the Group.
- 1.7 Whilst all membership shall be with the Group, operationally much of the work of the Group will be through four sub groups; namely SPARSE Rural; The Rural Assembly; The Rural Unitary Councils Group and The Rural Fire and Rescue Services Group

2. Purpose of the Group

- 2.1 To be a voice for councils with a rural interest within the Local Government Association [LGA] and to influence appropriate work so that the views and rural interests of these councils are fully considered.
- 2.2 To research, promote and lobby for the rural interests of communities served by member authorities
- 2.3 To establish in as many work areas as is feasible collective working targeted to the benefit of individual member authorities and their communities including the sharing of best practice.

3. Objectives of Powers of the Group

- 3.1 To provide forums in which member authorities can exchange views and initiate shared activities on issues of common interest/benefit, particularly relating to rural service delivery, rural policy generally and the rural economy.
- 3.2 To raise awareness of the contribution member authorities make to rural service and rural community issues.
- 3.3 To provide greater capacity for member authorities to contribute to and influence the national agenda by direct representation to government departments and other decision makers.
- 3.4 To represent, wherever possible by consensus, the interests of member authorities in national government, to Parliament, political parties, European and other international institutions and other bodies, and the LGA and other decision makers.
- 3.5 To organise collective working to achieve potential cost savings for member authorities
- 3.6 To formulate sound policies and practices in respect of rural issues particularly those relating to rural services and rural communities.
- 3.7 To promote the policies of the Group to national government and other relevant organisations.
- 3.8 To develop relationships with other the LGA Special Interest Groups, with its People and Places Board and with other appropriate Service Boards which may be established from time to time.
- 3.9 To do anything that is calculated to facilitate or is conducive or incidental to the discharge of the objectives of the Group.
- 3.10 To promote innovation and best practice in furtherance of the achievement of greater efficiencies across member authorities.
- 3.11 To work with other Service Providers and those interested in rural services (grouped together as The Rural Services Partnership Limited) and the intended Rural England Community Interest Company and with the RSN Community Group as a section of the umbrella partnership known as The Rural Services Network to represent rural services generally, facilitate best practice and create the strongest network possible in support of continuous improvement of services and well being in general in the rural areas of England.

4. Purpose of Sub Groups

- 4.1 The Group will undertake its work through the operation of a series of Sub Groups
- 4.2 These Sub Groups shall be named SPARSE Rural, The Rural Assembly, The Rural Unitary Councils Group, The Rural Fire and Rescue Services Group.
- 4.3 The purposes of the Sub Groups shall be as follows:-

A. SPARSE Rural

This sub group will represent the financial interests of Principal Councils classified as Predominantly Rural and those Significantly Rural authorities which stand to gain by the Group's financial representations.

To promote the financial interests of the most rural local government authorities and to make representations to Government and other relevant bodies on the allocation of funding to the most rural authorities and other publicly funded bodies serving their areas.

To establish comprehensive e networking to allow members to discuss in detail rural considerations relating to the range of service areas they provide and where appropriate for these networks to also involve community representatives and non local authority service providers to allow service issues to be viewed holistically.

To seek to facilitate collective working across authorities with a view to achieving both maintenance of service and cutting of cost. This to include the financial and non- financial performance analysis and comparison services and service groupings provide through the service charge for this sub group

B. THE RURAL ASSEMBLY

To provide to all members appropriate information on rural matters generally.

To act as a conduit on rural issues between authorities with rural areas and those rural areas themselves with the LGA's People and Places Board and other appropriate Service Boards, with Parliament and Government Departments and with other organisations with a rural interest.

To allow a consensus view to be established on current issues between authorities with a rural interest so as best to inform the LGA's operational structures of the position relating to rural areas in England and Wales.

To facilitate discussions between rural authorities and other bodies with an interest in issues which affect rural areas/communities/businesses in England, Wales, Scotland and Northern Ireland with a view to establishing rural best practice and inter organisational learning.

To where possible assist in establishing a rural dimension to appropriate LGA conferences.

C. THE RURAL UNITARIES GROUP

To assist Unitary authorities with significant rural areas in their day to day operation by sharing and collating operational information, by establishing best practice, and by collective working generally.

To identify common financial viewpoints and to argue the case for rural unitary authorities in relation to issues where mutual financial advantage can be established

To examine together proposals affecting services across member authorities and to argue the case found to be of maximum benefit to these authorities

D. THE RURAL FIRE AND RESCUE SERVICES GROUP

To seek to achieve maximum linkage between the operation of Fire and Rescue Services in rural areas and the communities involved.

To seek to share operational experience and best practice established through providing services in rural areas

To argue the financial case relating to the additional costs of Fire and Rescue Services operation in areas classified as Predominantly and Significant Rural.

Address the Fire & Rescue Service issues which are unique or more prevalent in rural areas (retained fire service operation, open countryside fires and flooding and accidents involving classified roads are examples.)

5. The Annual Meeting

5.1 The Group will meet as an Annual Meeting to appoint the office holders.

5.2 The Annual Meeting shall meet towards the end of each calendar year to approve the accounts of the Group, agree the budget of the Group, to set the annual service charges and approve the work programme. Other meetings including where considered necessary Extraordinary Annual General Meetings will be held as required and the meetings shall deal with such other business as may be determined by the Executive.

5.3 The Annual Meeting may from time to time make standing orders for the regulation of the Group's proceedings.

6. Membership of Meetings and Sub Group Meetings

- 6.1 The Meetings shall comprise the appointed representatives of the Member Authorities or Leaders of those authorities who have not made such an appointment. Elected members may be accompanied by an Officer of the Member Council if they so wish Meetings of the Rural Services Network as a whole may follow on from Group Meetings and where necessary separate votes may be taken of the Rural Services Partnership's membership. Meetings of the Rural Assembly sub group shall normally be held on the same day and in the same place as meetings of the SPARSE-Rural sub group.
- 6.2 The names of members appointed by member authorities to serve at meetings and any appointed substitute appointments shall be given to the Corporate Director in writing by the Chief Executive of their Member Authority (or other officer nominated to act on their behalf) as requested.
- 6.3 The period of office for members shall normally begin with effect from member authorities Annual Meetings in each year and shall end immediately before their Annual Meeting in the following year, provided that representatives shall cease to be eligible for membership when they cease to hold office as members of their authority or when their authority ceases to be in membership.
- 6.4 Member Authorities may if they wish appoint different members to serve on different Sub Groups but one member must be named as the representative of the Council for the purposes of Annual Meetings of the Group.

7. Voting at Meetings

- 7.1 Each Member Authority shall be entitled to cast one vote at all meetings on occasions when it is decided to proceed by vote and a decision is not reached by consensus (which will be usual practice).
- 7.2 In the case of an equality of votes the Chairman of the meeting shall have the casting vote.
- 7.3 A member may nominate another member being a currently serving member of any member Authority and attend a meeting on his or her behalf and exercise his or her vote(s) provided that written notice is given to the Director of the Group before the start of the meeting by the Chief Executive or other appropriate officer of the Member Authority or by the originally nominated member.

8. Office Holders

- 8.1 The Annual Meeting of the Group shall in each year appoint from amongst the members representing Member Authorities the following office holders:

(a) A Chairman;

(b) Vice-Chairmen (The number of which shall be determined by the Annual Meeting making the appointment. One of the vice-chairmen shall be identified as First Vice-Chairman).

- 8.2 The Chairman and Vice-Chairmen of The Group shall to achieve continuity of overall operation also hold the same offices on the Executive and on the SPARSE Rural Sub Group.
- 8.3 The Rural Assembly Sub Group, the Rural Unitary Council Sub Group and the Rural Fire and Rescue Services Sub Group shall appoint their own Chair and Vice Chair save that until the Annual General Meeting in 2015 the Chairman and Vice-Chairmen of the Group shall also hold the same offices on the Rural Assembly sub group. Nothing shall prevent this situation continuing beyond 2015 if that is the wish of the sub group.
- 8.3 Voting on all appointments shall be as follows:
Where there are more than two persons nominated for each position, and of the votes given there is not a majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote shall be taken and so on until a majority of votes is given in favour of one person.
- 8.4 The Chairmen (and in their absence Vice-Chairmen) will have the following responsibilities:
- (a) To promote The Group and Sub Groups as a whole;
 - (b) To uphold and promote the purposes of the Constitution and to interpret the Constitution where necessary;
 - (c) To preside over meetings so that its business can be carried out efficiently; and
 - (d) To ensure meetings are a forum for the debate of matters of common interest.
- 8.5 The Chairmen and Vice-Chairmen will hold office until:
- (a) The next Annual Meeting of The Group or in the case of the Rural Assembly the Rural Unitary Councils and the Rural Fire and Rescue Services Sub Groups the first meeting in any calendar year
 - (b) They resign from the office; or
 - (c) They are no longer a Councillor; or
 - (d) They are removed from office by resolution.
- 8.6 In the event that a Chairman ceases to be the Chairman as a result of Article 8.5 (b), (c), (d) or (e) above the Group or Sub Group shall forthwith appoint a new Chairman of The Group and pending the appointment of a new Chairman all powers and functions of the Chairman shall be vested in the First Vice-Chairman in relation to the Group and the SPARSE Rural Sub Groups and the Vice Chairman in relation to the Rural Assembly, Unitary and Fire Sub Groups.
- 8.7 The Chairman and Vice Chairman of the Rural Assembly, Unitary Council and Fire Sub Groups shall be members of the Executive

9. The Executive

- 9.1 There shall be an Executive whose purpose shall be to provide strategic direction and conduct the normal day to day business of the Group apart from work delegated to the Group's Officers.
- 9.2 The Annual Meeting shall determine the terms of reference, delegated powers, size and composition of the Executive subject to a maximum of 14 members and may if felt necessary make Standing Orders for the regulation of their proceedings.
- 9.3 The Executive will where appropriate meet together with the Board of Directors of the Rural Services Partnership Limited and up to 5 further nominees of their choice to achieve overall Rural Services Network purposes. Where necessary separate votes will be taken when formal decisions are required to be made by the Directors of the Rural Services Partnership Ltd.
- 9.4 The Chairman of the Group from time to time shall be Chairman of the Executive.
- 9.5 The Chairman and Vice-Chairmen of the Group may nominate another member being a currently nominated member of any member Authority to attend an Executive meeting on his or her behalf and exercise his or her vote(s) provided that written notice is given to the Director of the Group before the start of the meeting.

10. Responsibility for Action

- 10.1 In matters of local government in general or which concern all member authorities of the Sub Groups, the Group and its Sub Groups will speak for all its member authorities. The Group and its Sub Groups, however, cannot commit their individual member authorities to any particular course of action or to support or not support any particular policy position.

11. Meetings of the Group, Sub Groups and Executive

- 11.1 Meetings of the Group and Executive shall be held on such days and at such places as may be decided by the Executive.
- 11.2 The Corporate Director shall ensure:
 - (a) Not less than twenty-eight clear days before each ordinary meeting including Extra Ordinary Annual Meetings of the Group and not less than two months before the Annual Meeting there shall be posted on The Group's website, a notice stating the date, time and place of the meeting; and
 - (b) Not less than ten working days before the meeting send to each Member Authority by email or post an agenda specifying the business to be transacted.

12. Nominated Officers and Staff

- 12.1 There shall be a Chief Executive and a Corporate Director of the Group appointed on such terms and conditions (including via a Contract for Service in respect of self employed persons if deemed appropriate) as the Executive may think fit and such other staff as may be necessary for the purpose of implementing the Group's and the Sub Groups aims and objectives. These staff individually and collectively will support the working of the Group and the Sub Groups.
- 12.2 The Group and Sub Groups shall where considered necessary ask the Chief Executives of Member Authorities to provide advisors to support the work programme as necessary including financial and strategic service advisers.

13. Finance

- 13.1 The Executive shall submit for consideration to the Annual Meeting of the Group in each year a statement of estimated expenditure for the year commencing on the following first day of April. The Executive shall have delegated authority to vary the budget within the financial year as necessary – subject to report at the next Group meeting.
- 13.2 The service charges for each year commencing on the 1st of April shall be at rates to be determined from time to time by the Group and those rates shall vary across groups having consideration to the running costs involved.
- 13.3 The Chief Executive shall be responsible for the preparation of an Income and Expenditure Account involving the Rural Services Network Special Interest Group and the Rural Services Partnership Limited jointly, each year, for the preparation of Company Accounts by professional tax accountants and for the submission of those accounts to the the Group.
- 13.4 The income and property of The Group shall be applied solely towards the promotion of the Group's objectives.
- 13.5 The Group may invest, lend, or otherwise deal with monies not immediately required for its purposes in such manner as may be thought fit by the Executive and may borrow or raise money in accordance with financial regulations agreed by the Annual Meeting.
- 13.6 The Group may purchase, take on lease or otherwise obtain land to provide accommodation for the use of staff provided that if land or buildings are leased from a Member Authority this shall be on a basis that the rent paid is no more than a reasonable and proper rent in the circumstances.
- 13.7 The Chief Executive and the Director, or in their absence another appointed officer shall be authorised to enter into and execute all instruments, deeds or assurances on behalf of the Group.

- 13.8 The cost of attendance, travel and subsistence in connection with meetings of the Group and Sub Groups shall be met by the member or officer's own authority. The Group itself will meet those costs in respect of members of the Executive attending Executive Meetings or otherwise representing the Group.

14. Resignation of Member Authorities

- 14.1 Any Member Authority wishing to terminate its membership shall give not less than twelve months' notice, in writing, to the Director to expire on 31 March in any year.
- 14.2 Any Member Authority shall, upon ceasing to be a member of the Group, forfeit all right to and claims upon the Group and its property and funds, and, without prejudice to Article 15, shall pay such amount representing the authority's share of responsibility towards liabilities incurred by the Group on behalf of member authorities, including payments due to contractors, during the currency of the authority's membership, such share to be calculated having regard to the proportion which the subscription paid by that authority bears to the total annual subscription of the Group from its members in total.

15. Dissolution

- 15.1 A motion for dissolution of the Group must be notified in advance as an agenda item for the Annual Meeting or an Extraordinary General Meeting.
- 15.2 A motion for dissolution shall require a formal majority of at least two-thirds of members present with at least two-thirds of such authorities represented at the meeting, or through a postal vote procedure authorised by an Annual Meeting decision under the procedures outlined in 16.1 below.
- 15.3 In the event that the Group's funds should prove to be insufficient to discharge its liabilities Member Authorities shall contribute such additional sum as is required collectively to eliminate the deficiency pro rata to the level of their subscription.
- 15.4 In the event of a dispute between a member or former member authority and the Group as to the amount which an authority should contribute under this rule the matter shall be referred to arbitration.
- 15.5 The arbitration shall be conducted in accordance with the Arbitration Rules of the Chartered Institute of Arbitrators and the Arbitrator shall be asked to determine the extent to which an authority or authorities should contribute and to determine the matter in accordance with what is fair in all the circumstances. In the event that the Arbitrator issues a determination providing that a member or former member Authority is liable to contribute a specified sum under this Rule the authority shall pay the monies which the Arbitrator determines it ought to pay within sixty days of the issue of the award. The Arbitrator shall be appointed by agreement of Chief Executive and Director or in default of such agreement by the President for the time being of the Law Society.

16. Amendment to the Constitution

16.1 The Annual Meeting (or an Extraordinary General Meeting convened for the purpose) shall have power to amend this Constitution:

(a) save that no amendments may be made to articles 13.4 or 14.1 and any purported amendments to those articles shall not be effective; and

(b) provided that a motion in favour of each such amendment shall be passed by at least two thirds of members present and if necessary through the following additional procedures:

Where two thirds of those present vote for an amendment but less than two thirds of Member Authorities are present, then the amendment shall, at the request of the mover, be put to a postal ballot of the membership. The amendment shall be carried if it receives the support of at least two thirds of the ballot papers returned.

17. Urgent Decisions

17.1 The Chairman in consultation with the First Vice-Chairman may take a decision which is a matter of urgency and is not delegated to the Officers. However, the decision may only be taken:

(i) if it is not practical to convene a quorate meeting of the Executive; and

(ii) if the Chairman of the Group agrees that the decision is a matter of urgency.

17.2 The reasons why it is not practical to convene a quorate meeting of the Executive and the consent of the Chairman to the decision being taken as a matter of urgency must be noted on the record of the decision. Following the decision, the Chairman will provide a full report to the next meeting of the Group or Executive explaining the decision, the reason for it and why the decision was treated as a matter of urgency.

7th Oct 15.