

# EXECUTIVE

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

**PRESENT:** Councillor Michael Doody (Chairman), Councillors Caborn, Coker, Cross, Mrs Grainger, Hammon, Mobbs, Shilton and Vincett.

**ALSO PRESENT:** Councillor Gifford (Chair of Overview and Scrutiny Committee) and Councillor Mrs Knight (Chair of Finance and Audit Scrutiny Committee).

## 122. **DECLARATIONS OF INTEREST**

### Minute Number 128 – Item 8 – Spencer Yard, Former United Reform Church

Councillors Caborn, Doody and Shilton declared interests because they were Warwickshire County Councillors and the report involved the County Music Service.

### Minute Number 137 – Item 13 – Land at Priory Park, Warwick

Councillor Doody declared an interest because he was a member of the Police Crime Panel.

### Minute Number 139 – Item 15 – 10,12 & 14 Chapel Street, Warwick

Councillor Mrs Grainger declared a personal and pecuniary interest and left the room whilst the item was discussed.

## 123. **MINUTES**

The minutes of the meeting held on 12 December 2012 were not available and would be submitted to the February meeting for approval.

### **PART 1**

(Items on which a decision by Council is required)

## 124. **CAR PARKING CHARGES IN WARWICK**

The Executive considered a report from Neighbourhood Services that highlighted the process followed to bring forward a proposal in support of the introduction of linear parking charges in Warwick.

Warwick Town Council supported the recommendation of a move to linear charges in off-street car parks in Warwick at its meeting on 6 December 2012.

Following discussions with Warwick Town Council in September 2012, a working group was set up to look at improvements to the parking offer including the

possible introduction of linear charges in Warwick, as had been adopted in Royal Leamington Spa during July 2012.

That group, which included Councillors Dhillon and Holland representing Warwick Town Council together with representatives from Warwick Chamber of Trade, supported the move to bring on and off street prices into line.

The alternative option considered was for charges to remain unchanged. This was rejected because the introduction of linear charges offered customers a far more flexible charging structure which removed the main concern users had with the current charging arrangement where customers often did not have the correct fee and that Pay and Display machines did not provide the customer with change.

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

**RECOMMENDED** that Council

- (1) approves the move in Warwick to introduce linear charges and the associated changes to charges set out in Appendix 1 to the report; and
- (2) supports the County Council introducing linear charges for on-street spaces based on the same charge per stay as is planned to be charged in off-street car parks.

(The Portfolio Holder for this item was Councillor Shilton)  
(Forward Plan reference 476)

**PART 2**

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

**125. GENERAL FUND HOUSING INVESTMENT PROGRAMME**

The Executive considered a report from Finance which provided an overview of the General Fund part of the Council's Housing Investment Programme (HIP). The report considered the funding available and how this should be able to continue to fund the HIP.

The declining funding available for the General Fund HIP had been referred to in the February 2012 Budget report and it was necessary for Members to consider the projects within the HIP alongside the funding available to ensure the future HIP was balanced.

To ensure the projected planned expenditure was realistic, the report proposed to reduce some of the housing grants budgets to reflect the amounts that were actually being awarded.

Other options included using alternative budgets for the components of the HIP. However, in doing this, it was necessary to ensure the Programme was within the

overall funding available. In addition, consideration could be given to increasing the funding available to the HIP. Increasing the funding might be done by increasing revenue funding, or borrowing, however, both of these would increase the pressure on the General Fund.

The final option was to use the Capital Receipts that funded the HIP for other capital projects, these potentially being Housing Revenue Account or General Fund.

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

The Portfolio Holder for Housing and Property Services, Councillor Vincett, endorsed the report and reminded Members that a further report would be submitted regarding a wider review of Private Sector Housing.

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

**RESOLVED** that

- (1) the proposed General Fund Housing Investment Programme and associated funding shown in Appendix 2 to the report, be agreed for consideration as part of the 2013/14 Budget Report in February; and
- (2) the General Fund Housing Investment Programme is subject to a further report later in the year as part of the wider review of the Private Sector Housing Strategy.

(The Portfolio Holder for this item was Councillor Vincett)  
(Forward Plan reference 453)

**126. PROVISION OF WDC LEGAL SERVICES**

The Executive considered a report from the Deputy Chief Executive, Andy Jones, which recommended a four year Service Level Agreement (SLA) for the continuation of a joint legal service with Warwickshire County Council (WCC).

In December 2009, Executive approved the creation of a joint legal service with WCC underpinned by an SLA. Executive considered that a joint team would bring resilience, diversity of knowledge, expertise and experience which was not present within the in-house team alone. Therefore from March 2010, Warwick District Council staff TUPE (Transfer Under Protected Earnings) transferred to WCC under a shared service arrangement. As at December 2012, all five transferees were still in employment with WCC.

A review of the performance of the joint service was attached as Appendix A to the report and the report included WCC's view of the arrangement as well as independent advice in relation to the procurement issues should the Council enter into a further agreement with WCC. An example Service Level Agreement was attached at Appendix C to the report.

The Finance & Audit Scrutiny Committee supported the recommendations in the report and welcomed the continuation of the excellent level of service received by this Council.

The Overview and Scrutiny Committee felt that the arrangement for legal services with WCC had worked well when advice was required by our Planning, Licensing and Regulatory Committees. The Overview and Scrutiny Committee suggested that it would be useful if half-yearly meetings between the Chairman of our Planning, Licensing and Regulatory Committees could be arranged with Ian Marriott, if the Chairmen so wished.

Councillor Caborn moved the recommendations as written and praised the successful partnership. He asked Members to note the excellent service given by the legal officers along with the assurance that the Council was receiving good value for money, as detailed in Appendix D to the report.

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

**RESOLVED** that

- (1) the review of the Council's three-year joint legal services arrangement as detailed at Appendix A to the report, is noted;
- (2) the independent procurement advice at Appendix B to the report, in respect of entering into a further period of a joint legal service with Warwickshire County Council (WCC), is noted;
- (3) Warwick District Council (WDC) shall enter into a four-year Service Level Agreement (SLA) for a joint legal service with WCC;
- (4) the Service Level Agreement detailed at Appendix C to the report, is agreed, with any necessary future minor changes being delegated to the Council's Monitoring Officer; and
- (5) that the budgetary position with regard to Legal Services, as set out in Section 5 of the report, is noted.

(The Portfolio Holders for this item were Councillors Caborn and Doody)  
(Forward Plan reference 462)

127. **ANNUAL MONITORING REPORT AND LOCAL DEVELOPMENT SCHEME 2012**

The Executive considered a report from Development Services which sought approval for the Annual Monitoring Report 2012 (AMR).

The AMR assessed the extent to which existing planning policies and proposals had been implemented against a range of indicators, and monitored progress on the preparation of planning policy documents and therefore informed the review of the Council's Local Development Scheme (LDS).

The LDS was a project plan that outlined what planning policy documents the Council intended to prepare. The Council approved its current LDS in December 2011 and this was brought into effect in the same month following its submission to the Secretary of State (Sec of State for which department?). This report requested approval for a revised LDS to be published in light of progress that the Council had made during 2012.

The proposed planning policy documents would also have resource implications for the Council in terms of staff time, as well as financial implications in terms of costs of publicity, preparation of consultation material, consultation exercises, specialist advice in the preparation of robust, technical evidence and legal advice to support the process within the new and emerging national framework and regulations. To reflect this, the report requested agreement to allocate additional funds from the Planning Appeals Reserve and that authority be delegated to the Head of Development Services to spend this budget as necessary.

The Overview and Scrutiny Committee was concerned that the timetable set for the Local Plan included in Appendices 2 and 3 to the report, would not override the Town Centres' Action Plans. It was noted that the start of the Leamington Spa Action Plan had been delayed to get the Local Plan in force.

The Committee also wanted clarification on whether the Kenilworth Action Plan was going to the Executive in May 2013, ahead of the Leamington Spa and Warwick Action Plans, which were going to Executive in 2017.

The Chief Executive, Chris Elliot, advised Members that the Kenilworth Town Council consultation results regarding the Local Plan would be fed through and ultimately reside in its Town Action Plan but advised that the LDS and the Local Plan were not the same thing.

Councillor Caborn moved the recommendations as written to ensure that the policies could be adopted and progressed and assured Members that the additional funding would help to ensure that the Local Plan remained on track and was delivered on time. He reiterated that the Town Plans were independent and had a life of their own.

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

**RESOLVED** that

- (1) the 2012 Annual Monitoring Report set out in Appendix A to the report, is approved;
- (2) the Local Development Scheme, including the project plans attached at Appendix B, is approved; and

- (3) an additional sum of £135,000 (including a contingency of £25,000) be allocated from the Planning Appeals Reserve, to meet the costs of preparation of the Local Plan and other development plan documents during 2013/14 and 2014/15 and authority to spend the delegated budget is given to the Head of Development Services, in conjunction with the Deputy Leader.

(The Portfolio Holder for this item was Councillor Caborn)  
(Forward Plan reference 451)

## 128. **SPENCER YARD – FORMER UNITED REFORM CHURCH**

The Executive considered a report from the Deputy Chief Executive, Bill Hunt and the Enterprise Development Manager, Ray Smith. The report outlined the work that had been undertaken to seek to bring the former United Reform Church (URC) in Spencer Street back into a use consistent with the Council's aspirations to develop the Spencer Yard area as a cultural quarter and sought permission for a detailed feasibility study to determine the building's suitability to become performance space and the main headquarters for the Warwickshire County Music Service.

The freehold of URC was acquired by the Council in 2009 with the assistance of grant funding of £750K from the Regional Development Agency Advantage West Midlands as part of the project to relocate the Loft Theatre and to re-develop the existing Loft Theatre site. This multi million pound project was cancelled by Advantage West Midlands in 2010 when the Government announced that it was closing all Regional Development Agencies.

As a result officers had been looking for alternative uses for the building and had been approached by the Warwickshire County Music Service (CMS), currently run by Warwickshire County Council. The CMS had been successful in securing Arts Council England revenue funding until 2015 to set up a music 'hub' for the County and was looking for a suitable base to bring all its different services together under one roof.

Officers felt this was a chance to find a long term use for the listed building that complemented the existing arts activities and organisations based in the North Hall and West Wing buildings that were refurbished in 2006 as part of the Regeneration programme.

In order to progress with this proposal, the report requested approval of an exception to the Code of Procurement Practice under Paragraph 5.2.3, to appoint Robothams Architects to undertake a feasibility study and options analysis up to RIBA Stage B funded by Warwickshire County Music Service.

An alternative option was to follow the normal Code of Procurement Practice procedures and seek quotations from at least three architectural practices,

however, this was not considered appropriate in this particular case for a number of reasons including Robothams extensive knowledge of the site.

The Portfolio Holder for Development Services, Councillor Hammon, felt this was an exciting proposal from the County Music Service who had done well in securing funding from the Arts Council. He endorsed the recommendations and, if viable, felt the CMS would be a good tenant with little cost to the Council.

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

**RESOLVED** that

- (1) an exception to the Code of Procurement Practice under Para. 5.2.3 , is approved, and Robothams Architects are appointed to undertake a feasibility study and options analysis up to RIBA Stage B funded by Warwickshire County Music Service;
- (2) the Deputy Chief Executive (BH) and the Procurement Manager be authorised to approve this work subject to receipt of a satisfactory and reasonable quotation from Robothams Architects;
- (3) the exploration, in partnership with the Warwickshire County Music Service (CMS), of the feasibility of applying to the Arts Council England (ACE) for capital funding be approved, and authority be delegated to the Deputy Chief Executive (BH), in consultation with the Development Services Portfolio Holder to submit a Stage 1 funding bid, if appropriate, when the final tranche of the ACE Capital Grant Scheme is announced early in the New Year, to be funded by Warwickshire County Music Service; and
- (4) authority be delegated to the Deputy Chief Executive (BH) and Procurement Manager, in consultation with the Development Services Portfolio Holder, to seek competitive quotations, in accordance with the Council's Code of Procurement Practice, from specialist bid writing consultants to prepare and submit any subsequent Stage 1 bid to ACE.

(The Portfolio Holder for this item was Councillor Hammon)  
(Forward Plan reference 472)

129. **WHITNASH NEIGHBOURHOOD PLAN AREA DESIGNATION**

The Executive considered a report from Development Services which detailed the main representation made on the Neighbourhood Plan Area Designation consultation for Whitnash and recommended designating the Neighbourhood Area

as submitted by the Town Council. This would enable Whitnash Town Council to begin the process of formally preparing a neighbourhood plan.

The report advised that in October 2012, the Executive designated the District's first neighbourhood plan area, Bishop's Tachbrook Neighbourhood Plan Area, which enabled the Parish Council to formally start the process of plan preparation. Whitnash Town Council was the second relevant body to submit an application under the new provisions of the Neighbourhood Planning (General) Regulations 2012, which followed the enactment of the Localism Act 2011. In September 2012, Warwick District Council received formal notification from Whitnash Town Council of its intention to prepare a neighbourhood plan.

Consultation took place between 5 October and 12 November, representations were received and these, along with their responses, were attached as an appendix to the report.

The alternative option was to delay making a decision on the area designation until the outcome of the Local Government Boundary Commission consultation review at the end of March 2013 and the proposed community governance review. However, officers felt this would just add to the timescale for developing the neighbourhood plan. Legal advice stated that should a boundary change be required then an application to modify the designated area should follow the same process as if proposing a designation for the first time.

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

**RESOLVED** that

- (1) the area submitted by Whitnash Town Council is designated as the Neighbourhood Area, having regard to the representation made; and
- (2) the funding available from the Department for Communities and Local Government for the financial year 2012/13 as set out in the Budgetary Framework section of this report, is noted.

(The Portfolio Holder for this item was Councillor Hammon)  
(Forward Plan reference 480)

130. **OLD MILVERTON AND BLACKDOWN NEIGHBOURHOOD PLAN AREA DESIGNATION**

The Executive considered a report from Development Services which detailed the main representation made on the Neighbourhood Area Designation consultation for Old Milverton and Blackdown and recommended designating the Neighbourhood Area as submitted by the Joint Parish Council. This would enable Old Milverton and Blackdown Joint Parish Council to begin the process of formally preparing a neighbourhood plan.



The report advised that in October 2012, the Executive designated the District's first neighbourhood plan area, Bishop's Tachbrook Neighbourhood Plan Area, which enabled the Parish Council to formally start the process of plan preparation.

Old Milverton and Blackdown Joint Parish Council were the third relevant body to submit an application under the new provisions of the Neighbourhood Planning (General) Regulations 2012, which followed the enactment of the Localism Act 2011.

In October 2012, the Council received formal notification from the Joint Parish Council of its intention to prepare a neighbourhood plan and consultation took place from 12 October to 23 November 2012.

A representation objecting to the designation had been received from Nathaniel Lichfield & Partners on behalf of Commercial Estates Group and this was detailed in an appendix to the report. Responses to their concerns were detailed in section 3 of the report.

The alternative option was to delay making a decision on the area designation until the outcome of the Local Government Boundary Commission consultation review at the end of March 2013 and the proposed community governance review. However, officers felt this would just add to the timescale for developing the neighbourhood plan. Legal advice stated that should a boundary change be required then an application to modify the designated area should follow the same process as if proposing a designation for the first time.

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

**RESOLVED** that

- (1) the area submitted by Old Milverton and Blackdown Joint Parish Council is designated as the Neighbourhood Area, having regard to the representation made; and
- (2) the funding available from the Department for Communities and Local Government for the financial year 2012/13 as set out in the Budgetary Framework section of this report, is noted.

(The Portfolio Holder for this item was Councillor Hammon)  
(Forward Plan reference 481)

**131. LOCAL LIST OF HISTORIC BUILDINGS**

The Executive considered a report from Development Services which detailed the first stage to implement a Local List of Historic Buildings within Warwick District in line with national guidance to give protection to historic assets that did not have the benefit of statutory protection.

The report advised that there were a series of statutory protections which existed nationally regarding historic assets. In order to give protection to assets which did not meet these criteria of protection, for example Listed Buildings, local lists of historic buildings had been established in other Districts.

With the introduction of the National Planning Policy Framework, non statutory heritage assets had been encompassed within this framework and national guidance from English Heritage also recommended the establishment of local lists. It was therefore considered appropriate to investigate the establishment of local lists within Warwick District and a criteria was drawn up in conjunction with the Conservation Advisory Forum which encompassed criteria from other Districts.

A draft process was also attached as an appendix to the report and officers were requesting approval to consult on these documents. Consultation would be carried out with local Amenity Groups, Town and Parish Councils and local architects and Planning agents.

The alternative would be to not proceed with a local list in which case historic assets particularly those not within Conservation Areas would receive no level of protection or special consideration when works were proposed to them.

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

**RESOLVED** that

- (1) public consultation for the establishment of a Local List of Historic Buildings and associated criteria within Warwick District, be approved; and
- (2) a report is brought back to Executive recommending, or not, the establishment of a Local List of Historic Buildings and associated criteria and process for this measure.

(The Portfolio Holder for this item was Councillor Hammon)  
(Forward Plan reference 470)

132. **RURAL/URBAN CAPITAL IMPROVEMENT APPLICATION**

The Executive considered a report from Finance which provided details of a Rural/Urban Capital Improvement Application by Central Ajax Football Club, Hampton Road, Warwick to resurface the access driveway and repair the inadequate drainage along the driveway.

The Council operated schemes to award Capital Improvement Grants to organisations in urban and rural areas. The grants recommended were in accordance with the Council's agreed scheme and provided funding to help the schemes progress.

Central Ajax Football Club submitted an application to resurface the driveway and parking areas to improve and increase the access to the club house and sports

pitches. The report advised that the Club had only £400 in reserves and it was fund raising to provide the £1,000 that would be provided to help fund this project.

Central Ajax Football Club had never previously applied to the Rural/Urban Capital Improvement Grant Fund.

Approval of a Rural/Urban Capital Improvement Grant to Central Ajax Football Club would result in 35% of the total cost of the project inclusive of VAT subject to a maximum payment of £15,000 being spent.

The Portfolio Holder for Finance, Councillor Mobbs, endorsed the report and was encouraged that many organisations were taking advantage of the scheme and submitting excellent applications.

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

**RESOLVED** that a Rural/Urban Capital Improvement Grant of £15,000 be approved to Central Ajax Football Club for the repair to drainage and the driveway to improve access for parents and children to be dropped off for coaching and football matches, which equates to 35% of the cost.

(The Portfolio Holder for this item was Councillor Mobbs)

### 133. **QUALITY OF LIFE REPORT**

The Executive considered a report from Corporate and Community Services which presented a summary of the 2012 Quality of Life report. The full report was a very large document and links were made available to access it through the Internet.

The Annual Quality of Life report was produced by the Warwickshire Observatory and provided a way of accessing data to help the Council understand how effectively it was progressing towards its organisational purpose.

The report also provided important data about what was changing in the District and was not only useful in understanding the impact of Council strategies but could also inform the development of future strategy and services together with the annual service planning process.

The report identified a number of key themes and trends and some of the data had been broken down by District. The key pieces of information for Warwick District were Population Growth (including projected figures), Deprivation, Waste, Health, Affordable Housing and Housing Need, Community Safety and Income and Earnings.

There were no alternative options available because Members had requested that the Quality of Life report be submitted to Executive annually.

The Portfolio Holder for Corporate and Community Services, Councillor Mrs Grainger, presented the report and explained that it gave a good overview of current trends.

Councillor Shilton highlighted that the waste residual figures were the lowest in the County and Councillor Cross advised that the figures in paragraph 7.2.5 were debateable based on Cultural Services' own research.

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

**RESOLVED** that

- (1) the contents of the Quality of Life report, be noted;
- (2) the Quality of Life report be used to inform the review of Fit for the Future, the Local Plan and other strategies during 2013;
- (3) service managers and Portfolio Holders use the Quality of Life data to inform the development of the 2013/14 Service Plans and Portfolio Holder statements; and
- (4) officers undertake a high level review of the Sustainable Community Strategy to ensure its aspirations still align with those of this Council.

(The Portfolio Holder for this item was Councillor Mrs Grainger)  
(Forward Plan reference 402)

134. **SIGNIFICANT BUSINESS RISK REGISTER**

The Executive received a report from the Audit section of Finance which set out the latest version of the Council's Significant Business Risk Register and requested consideration as to whether any further actions should be taken to manage the risks facing the organisation.

The Significant Business Risk Register (SBRR) recorded all significant risks to the Council's operations, key priorities, and major projects and individual services also had their own service risk registers.

The SBRR was reviewed quarterly by the Council's Senior Management Team and then, in keeping with Members' overall responsibilities for managing risk, by the Executive. The current risks and their position on the risk matrix was attached as an appendix to the report.

The Finance & Audit Scrutiny Committee was pleased to see that trails had now been included and asked that in future the register would identify who the owners were for the individual risks.

It also asked that in future when a risk moved, the report should include details as to why this had moved, what impact mitigation had had so far on the risk and what time frame was anticipated for the impact of any revised mitigation. The Chairman of the Committee proposed to write to the Leader and Chief Executive

asking them to provide a written response regarding details about the risks 2, 6 and 8. On behalf of Finance and Audit Scrutiny Committee she would be asking what was happening with these risks and what action was being taken to reduce the risks to the Council. If the Committee did not feel the questions had been answered satisfactorily it would then invite the Leader, Chief Executive and appropriate risk owner to attend the March meeting of the Committee for further discussion.

The Committee had already received some assurances on item 17 within the Risk Register and had asked Councillor Caborn to attend its February meeting to discuss this further.

The Committee also had significant concerns regarding the major contract award. It was aware that the contract for cleaning had not been signed but that the signing was imminent, following some amendments over Christmas. However, the Committee was deeply concerned about the Waste collection contract where the preferred contractor appeared to be stalling. The contractors were being issued with a final letter demanding a response by close of play on Wednesday and signing of contracts by Friday. However, if this did not happen the Council would need to be looking at the second choice supplier. This move would be a lengthy process and could see an impact on service delivery and, therefore, the Committee recommended that the Executive take immediate action to remedy this situation and include it within the Risk Register as previously highlighted by this Committee.

As a note, the Committee was also disappointed with the news about the waste contract because similar problems had occurred with this contractor previously and the Portfolio Holder had promised this matter would be resolved swiftly at an earlier meeting of the Scrutiny Committee.

In response to the comments, Councillor Caborn reminded Members that this was a Corporate Risk Register and was owned and managed by the Executive. He assured those present that all Councillors and Senior Officers were aware of the current financial risks and the Head of Finance, Mike Snow, kept a close eye on all of them. He stated that he was happy to attend any Finance and Audit Scrutiny Committee and the Risk Register was continually being re-written to reflect changing circumstances.

Councillor Shilton advised that two contractors had now signed their contracts and advised that officers had been assured that the Waste contract would be signed by 18 January and, if not, the contract would be awarded to the second place company. He advised that if this was to happen, there would be no delay in the changeover timetable.

Councillor Vincett explained that the cleaning contract had not yet been signed but assured Members that this was planned to take place next week, following some further detailed work over the Christmas period.

The Portfolio Holder for Finance, Councillor Mobbs addressed Members and explained that although they acknowledged the projected surplus for the current

year and 2013/14, he was aware that further work needed to be done and was being done, to address the financial planning for the next five years.

He stated that this work included more detailed forecasting, continuing with the Fit for the Future programme and examining the positive implication of the Local Plan. He reminded Members that many other actions needed to be considered which might include not applying an inflationary increase to individual budgets over the next five years.

In response to some of the Scrutiny Committee's concerns, Councillor Mobbs suggested that it might wish to wait to read the Budget report due to be submitted in February.

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

**RESOLVED** that report be noted.

(The Portfolio Holder for this item was Councillor Mobbs)  
(Forward Plan reference 398/3)

#### 135. **RISK MANAGEMENT ANNUAL REPORT**

The Executive considered a report from the Audit section of Finance which updated Members on the Risk Management Strategy and detailed progress in implementing last year's action plan.

The action plan was a four year programme that was initiated in 2011/12 and the programme was, therefore, in its second year. Members were required each year to review the Strategy and review the progress made in the action plan.

The report advised that the acknowledged key to effective risk management was having risk management arrangements which were embedded in the culture of the organisation and which were not separate 'bolt on' activities. Clearly, this was not an easy objective to achieve and, with the accepted wisdom that "risk management was an ongoing journey rather than one with a fixed destination", the crucial factor was that the Council continued to make good progress in implementing risk management within the Authority. This report provided evidence of that being achieved.

The Finance & Audit Scrutiny Committee supported the recommendations in the report and was pleased to note that risk assessment and management was becoming a growing part of the Council culture.

The Chair of Finance and Audit Scrutiny Committee, Councillor Mrs Knight, endorsed the report and expressed her delight that this was an area of growing knowledge that she hoped other Members would find useful.

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

**RESOLVED** that

- (1) the report and its contents, in particular that which sets out Members' responsibility for risk management, be noted;
- (2) the Council's risk strategy attached as an appendix to the report, be affirmed; and
- (3) Members are satisfied with the progress being made in embedding risk management in the Council, noting the review of Year One of the 4-year Action Plan, as attached as an appendix to the report.

(The Portfolio Holder for this item was Councillor Mobbs)

**136. PUBLIC AND PRESS**

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

Minute No.	Para Nos.	Reason
137 to 141	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

The full minutes of Minutes 137 to 141 would be contained within a confidential minute which would be considered for publication following the implementation of the relevant decisions. However, a summary of the decisions was as follows:

**137. LAND AT PRIORY PARK, WARWICK**

The recommendation as set out in the report was agreed.

(The Portfolio Holder for this item was Councillor Shilton)  
(Forward Plan Reference 482)

**138. WARWICK HERITAGE IMPROVEMENT PROGRAMME (SALTISFORD) – TRANSFER OF LAND OFF ALBERT STREET, WARWICK**

The recommendation as set out in the report was agreed.

(The Portfolio Holders for this item were Councillors Hammon and Vincett)  
(Forward Plan Reference 483)

139. **10, 12 & 14 CHAPEL STREET, WARWICK**

The recommendation as set out in the report was agreed.

(The Portfolio Holder for this item was Councillor Hammon)  
(Forward Plan Reference 484)

140. **APPROVAL TO USE THE HRA EARLY RETIREMENT RESERVE**

The recommendation as set out in the report was agreed.

(The Portfolio Holders for this item were Councillor Doody and Mobbs)  
(Forward Plan Reference 485)

141. **MINUTES**

The confidential minutes of the meeting held on 12 December 2012 were not available and would be submitted to the February meeting for approval.

(The meeting ended at 6.50 pm)