

Executive

Minutes of the meeting held on Wednesday 2 December 2015 at the Town Hall, Royal Leamington Spa at 6.00 pm.

Present: Councillor Mobbs (Chairman); Councillors Coker, Cross, Mrs Gallagher, Mrs Grainger, Phillips, Shilton and Whiting.

Also present: Councillor Boad (Chair of Overview & Scrutiny Committee & Liberal Democrat Group Observer), Councillor Barrott (Chair Finance & Audit Scrutiny Committee) and Councillor Knight (Labour Group Observer).

An apology for absence was received from Councillor Mrs Falp (Whitnash Residents Association Observer).

67. **Declarations of interest**

There were no declarations of interest made.

68. **Minutes**

The minutes of the meeting held on 4 November 2015 were agreed as written and signed by the Chairman as a correct record.

Part 1

(Items on which a decision by Council is required)

69. **General Fund Budgets 2016/17**

The report set out the latest projections for the General Fund revenue budgets in respect of 2015/16 and 2016/17 based on the current levels of service, and previous decisions. There were further matters that would need to be reviewed in order to finalise the base position as part of the 2016/17 budget setting process as set out in paragraph 8.5, of the report.

The 2015/16 latest budgets showed a forecast surplus of £189,800 before any appropriations.

The proposed 2016/17 Base Budget showed a small surplus of £7,700.

The 2015/16 latest budgets showed a forecast surplus of £189,800 before any appropriations.

The proposed 2016/17 Base Budget showed a small surplus of £7,700.

The Council was required to determine its budget requirements in order to set the Council Tax for 2016/17.

Should the final 2016/17 Tax Base figure be available prior to the meeting on the 2 December, members would be informed of this and

how it impacts on the 2016/17 Budget and medium term projections at that meeting. An estimated Tax Base had been allowed for within the figures for that report.

Since April 2013 the Council had been required to agree its own Council Tax Reduction Scheme. This replaced the former Council Tax Benefit scheme that was the responsibility of the Department for Work and Pensions. For 2016/17 it was proposed that the scheme remains unchanged to the Council's current scheme, with all claimants of working age having to pay a minimum of 15% of the council tax liability. Those of pensionable age would still be eligible for up to 100% reduction, in line with Government Regulations. The scheme was planned to be reviewed ahead of 2017/18, which would require consultation with relevant stakeholders before any changes were agreed.

The purpose of this report was to produce budgets as determined under the requirements of the Financial Strategy. Any alternative strategies would be the subject of separate reports.

As part of the Service Planning Process and thorough Budget Reviews, Senior Management had identified significant savings as detailed in section 9 and 10 for 2016/17.

Taking the above factors into account helped result in the proposed 2015/16 Latest Budget presenting a surplus over the Original Budget of £190,000. As part of the February Budget report, recommendations would be made that consider the use of that surplus to replenish the various reserves that the Council holds.

This report, in considering the 2015/16 Latest Budget constitutes the third Budget Review (2015/16) report for the year presented to Members.

The proposed 2016/17 Base Budget presents a small budget surplus of £8,000 in the Council's expenditure in continuing to provide its services and meet its commitments. Any changes to the overall position would be considered within the February Budget report.

The Finance & Audit Scrutiny Committee supported the recommendations in the report including the revised wording of recommendation 2.1(c).

Councillor Whiting thanked officers for their time on this report and all Councillors. He proposed the recommendations as set out subject to an amendment 2.1 c) so that it read "the Council Tax Reduction Scheme for 2016/17 should continue to be based upon working age claimants having to pay a minimum of 15% of the total council tax liability."

Recommended that

- (1) the latest base budget for the General Fund services in respect of 2015/16 as outlined in Appendix 'B';

- (2) the base budget for the General Fund services in respect of 2016/17 as outlined in Appendix 'B'.
- (3) the Council Tax Reduction Scheme for 2016/17 should continue to be based upon working age claimants having to pay a minimum of 15% of the total council tax liability.

(Forward Plan Reference Number 699)

(The Portfolio Holder for this item was Councillor Whiting)

70. **Code of Corporate Governance**

The Council's Code of Corporate Governance had been revised and was presented to Executive for recommendation to Council, for adoption.

The Council was responsible for ensuring that its business was conducted in accordance with the law and proper standards and that public money was protected, accounted for, and used economically, efficiently and effectively.

In discharging the responsibility, members and officers had a duty to set in place proper arrangements for the governance of the Council's affairs and stewardship of the public reserves at its disposals. The Council also had a duty under the Local Government Act 1999 to ensure continuous improvement in the way it did things, having regard to a combination of economy, efficiency and effectiveness.

A Code of Corporate Governance helped to ensure that the Council conducts its business properly and aids the process of continuous improvement.

This report was not concerned with recommending a particular option in preference to others so this section was not applicable.

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

Recommended that Council adopts the Code of Corporate Governance, as set out at Appendix 1 to the minutes, as part of the Constitution.

(The Portfolio Holder for this item was Councillor Mobbs)

Part 2
(Items on which a decision by Council is not required)

71. Digital Transformation of Council Services

The Executive considered a report which sought approval of the ICT & Digital Strategy and a number of actions that helped the delivery of that strategy.

At its meeting of 30th September 2015, Executive considered a report entitled *Review of WDC/WCC Customer Service Centre & Digital Transformation initiatives*. The resolved items agreed at the September meeting which were relevant to the report were reproduced below:

- *That subject to agreeing recommendations 2.1-2.6, Executive agrees to receive a Customer Access Strategy for Warwick District Council at its Executive Committee meeting of 2nd December 2015 based upon the principles described in paragraph 3.71.*
- *That Executive agrees that a further report is submitted to 2nd December 2015 Executive Committee which will provide a full business case for investment in Digital Transformation technology to deliver further substantial ongoing revenue savings both as a consequence of the proposed phone service changes but also due to other business design and process changes.*
- *That subject to agreeing recommendation 2.5, Executive agrees that:*
 - a. in conjunction with WCC, officers review the joint One Stop Shop Service;*
 - b. a review of the Council's cash handling service and customer payment options is undertaken; and*
 - c. a review of the Council's approach to e-mail is undertaken...*

with any recommendations for service changes being submitted to a future Executive Committee.

At Appendix 1 to the report was a draft ICT & Digital Strategy which sought to combine Information and Communication Technology (ICT) and Customer Access strategies into a single document. The Strategy document was based upon the principles agreed by Executive and following consultation with the Council's Senior Management Team.

The purpose of the strategy was described in its section 2 and was reproduced below for convenience:

"This strategy outlines the approach that Warwick District Council will take to develop and deploy digital technologies that support service

delivery, ensuring that these solutions work for our customers. It defines our vision, key themes and overall direction of travel for ICT and Digital services."

"This new approach seeks to place ICT and Digital services in line with the broader aspirations of the Council. It will ensure ICT and Digital Services become an enabler and act as a launch pad for transformation across the Council, by improving outcomes for customers and adding value to their contact with the Council."

The strategy had been developed in the context of diminishing financial resource; increased customer expectation; and rising customer demand. If the Council was to continue to meet the needs and demands of its communities then it must continue to be innovative in its service delivery and recognise that the most cost-effective way of providing services to the majority of customers is through an automated solution. By agreeing the Strategy, Executive puts in place the reference point for the way the Council will develop its services going forward.

Benchmark work undertaken by Society of Information Technology Management (SOCITM) suggested that cost per transaction is £8.62 for *Face to Face* and £2.83 for *telephone* whereas each web transaction was £0.15. The most widely-used channel for contacting or obtaining information from the Council was via its website. Each month it receives an average of 150,000 visits; 1.8m annual visits. The number of visits grows year upon year and yet, there was considerable scope for growing the number of visits further, thereby diverting customer traffic from the more expensive channels of phone, face-to-face, e-mail and written correspondence. Further, whilst an initial contact may be by the web it was often necessary for customers to follow-up their enquiry with a phone call or visit to the office. By improving the digital offering on the website, these follow up calls could be significantly reduced as the customer would be able to fully self-serve and also kept fully informed as to the status of their request.

Further investment in the Council's web infrastructure would help achieve this. A variety of enhancements and improvements were needed but they could be summarised as:

- Improving webpage content;
- Expanding and improving self-service functionality;
- Providing automatically generated service request updates;
- Ensuring mobile-friendly access;
- Creating a link between the front-end website functionality and the "back-office" system;
- Exposing "back-office" systems to the customer.

By making these changes Service Areas Heads would be in a position to further review both the back office and frontline officer resource required to deliver the Council's services particularly in the context of the phone service returning to Riverside House. For example, a customer enquiry in connection with a *missed bin* currently required the completion of more than one form, officer intervention and then referral to the contractor. Should for whatever reason, the issue not have been resolved straight away, the customer would need to make a further enquiry to check on progress. The whole process could be significantly streamlined if the appropriate technology was in place not only to deal with the initial request but keep the customer updated as to progress - in effect the Amazon model or similar that many of us are familiar with.

The Digital Strategy builds on the Council's experience of lean systems thinking by seeking service improvements through the enhanced use of digital technology, at each stage of the customer journey viz:

- Service Request
- Demand Management
- Request Processing / Routing
- Request Fulfilment
- Service Failure Management

The introduction of intelligent web forms would change the way the Council handles the first three elements of the service request lifecycle; delivering service improvements to the customer; and reducing costs for the Council.

Although some Council forms could be simple, many were complex. It was important that we don't simply replicate an electronic equivalent of the paper forms on our website. Electronic forms should adapt according to the responses given, eliminating sections that were not applicable and validate the responses provided by the customer. Fields should be auto-completed with data the customer should reasonably expect us to have, subject to appropriate security. This approach would encourage customers to use the forms and, more importantly, ensure that the data we receive was accurate. This would reduce the need to contact the customer with follow up calls, improve service delivery times, and allow the data to be automatically loaded into back-office systems. The Contract Services team was receiving over 600 requests a month from the existing web site forms that potentially require re-keying. If we assumed that it takes five minutes to read the request, understand it, type the request into the back-office system and then allocate it, then that equates to 50 hours unnecessary processing per month. This was for one service alone.

The use of intelligent web forms was critical to demand management. Many of the Council's web forms simply capture content before it was passed on to the back office where the request is validated and processed. However, there was significant potential to either provide the necessary information to the customer at the point of contact or to decline the request because it was invalid. Solihull MBC had used this approach to great effect by reducing the number of missed bin requests by 75%. This was simply achieved by using the web form to determine if, amongst other things, the date of the missed bin was in fact on their day of collection or that they were too late to log a missed bin request. The Solihull form, using data from back-office systems, can offer one of 37 reasons as to why their bin was not collected.

By ensuring the quality of data that was captured was correct and by ensuring the request was valid, the request can, in some cases, be automatically routed to an inspector or contractor without back-office intervention, thereby reducing handling costs. Solihull MBC, using their third iteration of their web form, had enabled a completely digital interaction between the customer, the Council and the waste management partner.

The preferred intelligent forms solution was XFP from Jadu who were also the provider of the Council's website Content Management System (CMS). Jadu have their UK headquarters in Leicester and their software was currently used by 59 Council's, including two others in Warwickshire. The XFP solution formed part of the original website tender process and, although not implemented at the time, the Council's procurement manager had confirmed that no further procurement activities were required. Adopting XFP would ensure the necessary integration between the website CMS and the forms package, removing integration and styling costs.

In September 2016 the current version of the Council's CMS software goes "end-of-life" i.e. it would be unsupported by the company and would therefore require an upgrade at a cost of £63,600. This was an unavoidable cost. After discussions with Jadu, it was proposed to upgrade the current website CMS and implement XFP forms together at a single cost of £77,600.

In rolling out the forms across the Service Areas, officers would be following the principles agreed at recommendation 2.7 of the 30 September Executive report referred to above. There was an expectation that Service Heads would make available the appropriate officer resource to ensure that the digital agenda was taken forward and each Service Head would become a member of the Council's ICT Steering Group so that the programme remains on-track. That said, the initiative had thus

far been supported by programme and project officers and although these posts would come to end in March 2016, it was recommended that the anticipated under-spend on salary budgets of £20,900 was carried forward to support project work that may become necessary as the programme unfolds.

Following the Executive decision at its 30 September meeting that a review of the OSS service was undertaken, officers had been working with WCC officers to agree a Terms of Reference (ToR) for the review. The ToR was included at Appendix 2, to the report, and Members would note that it was expected that the review would last for about 6 months with any agreed proposals not coming into place for a further 12 months after that. It was proposed that the outcome of the review and its recommendations were reported to a future Executive meeting.

WDC closed its Cash Office service in 2004 whilst at the same time a range of electronic payment options were implemented (internet payments, phone payments, direct debit expansion) together with an option to pay with cash or cheque at local post offices and shops. Direct Debit was by far the cheapest method for this council to receive payments and this method was promoted for all statutory debt. This approach had led to significant take-up of electronic payment options comparing very favourably with other Councils.

It was officers' view that steps could be taken to largely eradicate the need to receipt cash or cheques for certain services e.g. council tax, business rates, parking fines and licences which were by far the most expensive transaction as they require significant "back office" processing, reconciliation and ultimately Securicor collection. There needed to be a two-pronged approach; ensuring that customers had convenient options to make payments that did not involve cash or cheque payments; and introducing a Council policy of not accepting cash or cheques for certain services except in exceptional circumstances.

To enable customers to make payments via the Council's website for council tax, housing and invoices, the Council used software provided by Capita. However, as explained in the Digital Strategy, increasingly access to our website was now via mobile phones and tablets. Consequently our payment solution must also operate via these devices. Therefore, it was proposed to spend £8,495 to upgrade our Internet payments solution to be compatible with mobile devices.

In addition, as we equipped our officers with more technology to deliver services in the field, there was an increasing expectation that customers could pay for these services at the point of delivery. As well as being convenient for our customers and reducing the delay in delivering the

service, that also assisted the Council by receiving the payment immediately and by reducing the need for matching payments to service requests when cheques arrive in the back-office. Examples of services that would benefit from that type or approach were building control, housing and the lifeline service. The technology to provide that costs £8,815

To ensure that the solutions we implement were future proofed, it was proposed that we upgrade the current payments portal to the latest release at a cost of £5,658.

It was recognised that not every Council service could be paid for other than by cash or cheque e.g. leisure centre activity or playing pitch bookings. However, most services could and so it was recommended that when a respective Portfolio Holder was satisfied that the customer had alternative accessible payment options in place, the acceptance of cash or cheque was removed.

The Council had a number of generic team email addresses which were published on the website. Customers had traditionally used these addresses to email certain requests for service.

Many of these emails required a member of staff to input the service request into the back office ICT system. In tandem with developing the website to ensure the customer request for service goes directly into the back office ICT system using an intelligent forms solution, generic email addresses would be phased out.

There was the option not to continue down the "digital route" and deliver services with a mix heavily leaning towards human intervention. Whilst there would always be situations when it was entirely appropriate for a customer to transact with a member of staff, many of the Council's services do not need to be delivered in that way. The approach advocated was financially more efficient and would provide an improved customer experience.

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

However, Members had concerns that there were no figures in the report explaining how many residents pay by cash / cheque and this was necessary for them to understand the needs of residents and visitors to the District. Members agreed that the ethos behind the move should be around 'encouraging' digital progression and not implying that the Council would not accept cash or cheques.

The Overview & Scrutiny Committee supported the report but recommends that all Members were informed in advance when it was planned to: (a) Cease cash and cheque payments; or (b) Close generic email accounts.

The Executive thanked the Committee from their comments and agreed that this was about encouraging digital progression and that all members (and other relevant parties) would be notified before a service either stopped taking cash/cheques or generic email account was closed.

The Portfolio Holder proposed the recommendations as written subject to the addition that that all Members and relevant parties were informed in advance when it was planned to; cease cash and cheque payments; or close generic email accounts.

Resolved that

- (1) the ICT & Digital Strategy at Appendix 1 to the report, be approved;
- (2) funding of £107,800 from the Service Transformation Reserve and £26,800 from the Housing Revenue Account Investment Reserve for the costs referred to in section 5.1 of the report, be approved;
- (3) the anticipated underspent organisational development salaries of £20,900 from 2015/16 is carried forward as a contingency to help deliver the Digital Transformation programme should that have been necessary;
- (4) the scope of the One Stop Shop (OSS) service review as agreed with Warwickshire County Council (WCC) at Appendix 2 to the report, be noted; and agreed to receive a future report detailing the outcome of that review and any consequent recommendations.
- (5) the Council ends its practice of taking payment by cash and cheque for certain services but only when individual Heads of Service, in consultation with their respective Portfolio Holders, were satisfied that accessible payment alternatives were in place;
- (6) the approach that would be taken to removing generic e-mail addresses as the Digital

Transformation programme rolls-out so that customers receive a seamless response to their enquiries, be noted;

- (7) the ongoing General Fund revenue savings of £230,000 would be achieved from 2016/2017 by ending the joint Customer Service Centre (CSC) thereby delivering the Fit For the Future (FFF) programme savings of £170,000 (CSC Review) and £50,000 (Digital by Default) ahead of schedule with an extra £10,000 to contribute to the overall FFF savings plan, be noted; and
- (8) all Members and relevant parties were informed in advance when it was planned to; Cease cash and cheque payments; or Close generic email accounts.

(The Portfolio Holder for this item was Councillor Mobbs)
(Forward Plan reference number 739)

72. Racing Club Warwick, St Mary's Lands, Warwick

The Executive considered a report, from the Chief Executive, that sought support for the business plan for the revitalisation of Racing Club Warwick Football Club (RCW) and some funding to support it, to enable a variety of community benefits to be delivered.

At its meeting on 3 September 2015, the Executive considered a report on St Mary's Lands and amongst 9 recommendations, in respect of the Racing Club Warwick (RCW) football club, which were set out in the report. The rationale for these decisions was set out in a partial excerpt of the September report, was attached in Appendix 1 to the report as background.

The decision at 2.2 of the September report had been carried out. Decision 2.3 of the September report had not been able to be actioned because RCW's Trustees had delayed signing the grant offer letter. The Club's Committee had now instructed a local Solicitor to deal with the removal from office of the existing Trustees and the appointment of new Trustees. This change would satisfy a wider requirement of the Council to secure the good governance of RCW. The Council would need appropriate evidence that these changes had been properly effected before any monies can be drawn down from the Council.

The statutory requirements to carry out decision 2.4, of the September report, had been completed, tenders had now been received and the successful tender would take all of the budgeted amount of £55,000. However, good project governance suggests that a contingency sum be provided for and there was also a need to fund some minor internal alterations within one of retained buildings which would enable the relocation of the referee's changing room from one of the buildings to be demolished. To allow for these eventualities it was suggested that a contingency sum of £5,000 was allowed and that this be vired from the £20,000 allowed in decision 2.3 of the September report and which had not as yet been allocated owing to the delays explained in the preceding paragraph and would now mean that they cannot go ahead with Council funding. These works would be project managed by Council staff. If there was any funding left over from the £5,000 then it ought to be retained for the scheme as that was its original intention. As referred to in the preceding paragraph, the Council is awaiting evidence of the appointment of new trustees. Until this was received, the proposed works would not be commenced as the formal approval to the works was required on behalf of RCW.

In progressing decisions 2.5 and 2.6 of the September report a considerable amount of work had been carried out on developing the business plan, working up and costing the projects to revitalise the Club's premises and on identifying the grants which may enable the works to be funded. A draft Business Plan was attached at Appendix 2, to the report, along with a schedule of project costs and funding sources. The draft Business Plan had already undergone a number of iterations and was still being progressed. As would be explained in subsequent paragraph there was now some urgency for funding purposes that needed a formal sign off by the Council and so it was suggested that rather than delay consideration that instead that be given final sign off under delegated authority by the Chief Executive, Heads of Finance, Culture and Development in consultation with the Leader of the Council and the respective portfolio holders. The views of the Executive and of both of the Scrutiny Committees as an input would be welcomed.

Since a new Committee took over the running of RCW earlier that year, it had raised funds through a variety of means to resolve both bad debts and revenue losses totalling circa £10,000. Having resolved the immediate financial issues the Committee had now put together a package of proposals that required capital investment which if successful would enable the Club to operate on a more sustainable financial basis and enhance the local sporting and community offering. The proposals were as follows:

1. Essential improvements to the Club Ground and its facilities - £150,000 to be funded by a bid to the Football Association (F.A.) for £100,000 and match funding of £50,000, sought from this Council.
2. Improvements to the clubhouse estimated to cost £50,000 for which the Club can bid for £10,000 from the F.A. but needing match funding of £40,000. The sources of this match funding have not yet been established.
3. Creation of a Multi-Use Games Area (MUGA) estimated to cost £220,000 for which a number of bids to a variety of sources have been identified for which no Council funding is sought, only permission to use and additional area of land and include it within the current lease.

The Club also proposed to change the use of part of its existing building for use as a children's nursery, for which no funding was sought. The Club also anticipated working with the Council to secure improvements to the grass pitches in the centre of the racecourse area which were not within the current lease with the Club and currently were managed directly by the Council for wider community use. All of these improvements would allow the Club to provide a range of sporting and community opportunities for the local community and generate a significant increase in its revenue streams.

If successful the package would amount to an investment of £420,000 in Council owned property on top of the £60,000 that the proposed demolition and associated works would cost, totalling £480,000. If the recommendations of this report are agreed, the Council's overall contribution would amount to only £110,000, a ratio of more than 1 to 3 from other funding sources.

Item 1 of the Business Plan proposals would secure the future of RCW as a football club by enabling the necessary improvements to be made for the ground to meet F.A. approval. The FA Ground Inspection was scheduled for 4 December 2015 and RCW would need to clearly identify the improvements needed and the match funding support was in place to avoid the risk of the Club not being able to play on the ground, or being fined, demoted or worse - folding completely. A Business Plan, a funding application to the Football Stadium Improvement Fund (FSIF) and a commitment to match funding would go a long way to the Club receiving a positive report. A funding and planning application had been submitted and a commitment now by the Council to the necessary match funding is therefore essential. A commitment needed to be made before the F.A. determines the funding application in January 2016.

Item 2 of the proposals would bring the clubhouse in to a state where it can better function as a community facility as well as enabling the Club to develop further revenue streams to help its financial sustainability.

Item 3 of the Business plan proposals involved establishing a third size MUGA on land adjoining the Club's ground which the Council owns but was not leased to anyone. This would, if it could be put in place, provide a very strong addition to local sporting facilities and be one that could also help the Club to grow its revenue streams even further. The details of this proposal would need to be developed as there were a number of practical and planning issues that would need consideration.

Overall the proposals would enable RCW to deliver the following wider community benefits:

- Enable local deficiencies in the Council's Playing Pitch Strategy to be partly resolved;
- Enhance local community and sporting facilities in a relatively deprived part of the District (Forbes Estate) which has no community facility serving it directly;
- Create more hours of play for all parts of the community and especially for young people;
- Create more opportunities for volunteering;
- Lead to an overall beneficial impact on the economy, health and well-being, anti-social behaviour and community cohesion of the local community.

In order to address the match funding requirement of £50,000, it was suggested that the Council could take two actions. Firstly, it could vire £15,000 of the £20,000 sum previously allocated by the Council. Secondly, the Council could agree a further contributing amount of £35,000. Such a sum could come from the Council's Contingency Budget.

RCW was proposing that the project was overseen by a Project Board on which it also proposed to include the Council representatives and to deliver an annual performance report to the Council. Both were sensible steps to allow the Council involvement and oversight but without getting involved in the day to day running of RCW or compromising its independence. These steps ought to be conditions of approval if the Executive agreed the recommendations in this report. It was also suggested that the annual performance report should include RCW's annual accounts.

It was suggested that subject to the Executive being supportive of the Business Plan and agreeing to make a match grant funding, that other matters necessary to implement the proposals, such as granting landlord's consent, amending the lease to allow it to cover the proposed clubhouse improvements and the MUGA area, subject to planning permission being granted, be delegated to the same officers and members of the Executive as set out in paragraph 3.5 of the report. Plan 1 attached, to the report, illustrated the probable area for the MUGA as hatched. Clearly a number of detailed issues will need to be addressed to enable the MUGA to proceed and any change to the lease to accommodate should be preceded by a closer examination of all the practical issues at the planning application stage.

Work on implementing decision 2.7, of the September report, was underway. The two pitches in the centre of the racecourse had been inspected by the Institute of Groundsmen as has RCW's main pitch. The Council's green space team were preparing and costing proposals to rectify the underlying issues that had affected their use adversely. As indicated earlier the pitches were within the Council's direct control and whilst they had been used by the Club they were also used by other teams, though both had been hindered by the drainage issues.

The Council could decide not to support the Business Plan nor to offer any match funding or only a smaller proportion than was sought. The consequences of which runs the risk of reputational damage to the Council by placing RCW in jeopardy for their continued operation. This would have had far more risk and financial consequence to the Council as the loss of RCW would mean that the Council would have to take on the responsibility, and cost, for the property without at this time having any clear alternative plan of action for them. It would also lead to significant reductions in current and future community sports provision in the Warwick West area.

During consideration of this item it was proposed and duly seconded and

Resolved that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following three items by reason of the likely disclosure of exempt information within paragraph 5 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006

(The details of the discussion during this session will be detailed in the confidential minutes of the meeting under minute number 77. The public and press were invited back into the meeting after this discussion)

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

Members felt that the Executive should provide confirmation that this decision would not set a precedent to other sports clubs within the District but noted that the investment in this case is on Council owned land.

The Finance & Audit Scrutiny Committee also made comments on the private and confidential legal advice received, which the Chairman delivered at the meeting.

Assurance was provided by the Executive that this did not set a precedent because each matter should be considered on its individual merits.

The Executive welcomed the comments on the Legal Advice and risks associated with this and assured the Committee that by taking the interim steps of placing a fence on our land to safeguard the site from the public was, for now, the best approach.

The Leader therefore proposed the recommendations as set out subject to an additional proposal "That as an interim measure the Council fences off the derelict and potentially dangerous buildings, with appropriate fencing and notices situated on Council owned land, which will be funded from within the existing agreed budgets for this work as outlined in the September 2015 report".

Resolved that

- (1) the progress made in implementing its decisions in respect of the proposals for Racing Club Warwick (RCW) since its 3rd September meeting, be noted;
- (2) authority be delegated to the Chief Executive, Heads of Finance, Culture and Development in consultation with the Leader of the Council and the Finance, Culture and Development Portfolio Holders to sign off agreement to and support for RCW's Business Plan, a draft of which is attached at Appendix 2 to this report;
- (3) £5,000 is vired from the previously agreed £20,000 as contingency funding for the demolition works previously agreed and to make a number of minor internal alterations to enable the demolition works to proceed;
- (4) £15,000 be vired from the previously agreed £20,000 and to add a further £35,000 to that previously agreed allowing the Council to offer match funding of £50,000 to a bid to the Football Association for £100,000 to make a number of necessary improvements to the football facilities of the ground as described in the attached business plan;
- (5) the £35,000 to be funded from the Contingency Budget and its release being subject to the F.A. grant being won and received; and, a grant offer letter being agreed requiring the setting up of a Project Board to oversee the project's implementation, Council representation (a

Councillor and an Officer) on the Project Board and to the Council receiving a formal financial and performance report annually.

- (6) (i) none of the monies in Recommendation 2.4 will be released to RCW and (ii) the works referred to in Recommendation 2.3 will not be commenced, until the Council has received satisfactory evidence of the good governance of RCW including the appointment of new Trustees and that all necessary grant agreements have been completed with the new Trustees and that their approval has been given to the carrying out of the works;
- (7) authority to grant landlord's consent for all the works to the RCW ground (including to the clubhouse and the MUGA) subject to being granted planning permission if needed, changes to its lease be delegated to the Chief Executive, Head of Finance, Head of Development and Head of Culture in consultation with the Leader of the Council and the Finance, Development and Culture Portfolio Holders; and
- (8) as an interim measure the Council fences off the derelict and potentially dangerous buildings, with appropriate fencing and notices situated on Council owned land, which will be funded from within the existing agreed budgets for this work as outlined in the September 2015 report.

The Portfolio Holders for this item were Councillors Cross, Gallagher, Mobbs and Whiting.

73. **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 three 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
75 & 76	1	Information relating to an Individual

75 & 76	2	Information which is likely to reveal the identity of an individual
74 & 76	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)
77	5	Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

The full minutes for the following items would be set out in the confidential minutes of the meeting.

74. **Land off Albion Street, Kenilworth**

The recommendations in the report were agreed as written.

(Councillor Shilton voted against this recommendation)

The Portfolio Holder for this item was Councillor Phillips.

75. **HR Resources Review**

The recommendations in the report were agreed as written.

The Portfolio Holder for this item was Councillor Mobbs.

76. **Minutes**

The confidential minutes of the meetings held on *4 November 2015* were taken as read and signed by the Chairman as a correct record.

77. **Racing Club Warwick, St Mary's Lands, Warwick**

The advice provided under this item will be detailed in the confidential minutes.

The Portfolio Holders for this item were Councillors Cross, Gallagher, Mobbs and Whiting.

(The meeting ended at 7.14pm)