

Executive

Wednesday 29 November 2017

A meeting of the Executive will be held at the Town Hall, Royal Leamington Spa on Wednesday 29 November 2017 at 6.00pm.

Membership:

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

Also attending (but not members of the Executive):

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

Emergency Procedure

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

Agenda

1. **Declarations of Interest**

Members to declare the existence and nature of interests in items on the agenda in accordance with the adopted Code of Conduct.

Declarations should be entered on the form to be circulated with the attendance sheet and declared during this item. However, the existence and nature of any interest that subsequently becomes apparent during the course of the meeting must be disclosed immediately. If the interest is not registered, Members must notify the Monitoring Officer of the interest within 28 days.

Members are also reminded of the need to declare predetermination on any matter. If Members are unsure about whether or not they have an interest, or about its nature, they are strongly advised to seek advice from officers prior to the meeting.

2. **Minutes**

To confirm the minutes of the meetings held on 1 and 15 November 2017.

(To follow)



Part 1

(Items upon which a decision by Council is required)

3. General Fund Base Budgets 2018/19

To consider a report from Finance **(Pages 1 to 58)**

4. Housing Revenue Account (HRA) Budgets Latest 2017/18 and Base 2018/19

To consider a report from Finance **(Pages 1 to 19)**

5. Civil Penalties Policy – Private Sector Housing

To consider a report from Housing and Property Services **(Pages 1 to 17)**

Part 2

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

6. Corporate Apprenticeship Fund

To consider a report from Human Resources **(Pages 1 to 7)**

7. Hours of Flying for Model Planes on St Mary's Lands, Warwick

To consider a report from the Chief Executive **(Pages 1 to 32)**

8. Public and Press

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

Item Nos.	Para Nos.	Reason
9	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

9. Minutes

To confirm the confidential minutes of the meetings held on 1 November 2017
(To follow)

Agenda published Monday 20 November 2017

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


Telephone: 01926 456114
E-Mail: committee@warwickdc.gov.uk

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

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

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

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

 Executive 29 November 2017		Agenda Item No. 3
Title	General Fund Base Budgets 2018/19	
For further information about this report please contact	Marcus Miskinis marcus.miskinis@warwickdc.gov.uk Tel: 01926 456804	
Wards of the District directly affected	None	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number		
Background Papers	Executive 1 June 2017 – Fit For The Future Change Programme; Executive 31 August 2017 – Budget Review to 30 June 2017; Executive 27 September 2017 – Fees and Charges 2018/19.	

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 877
Equality Impact Assessment Undertaken	No

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	3 Nov 2017	Andrew Jones
Head of Service	3 Nov 2017	Mike Snow
CMT	7 Nov 2017	CMT
Section 151 Officer	3 Nov 2017	Mike Snow
Monitoring Officer	7 Nov 2017	Andrew Jones
Finance		Finance Report
Portfolio Holder(s)	10 Nov 2017	Cllr Whiting
Consultation & Community Engagement		
None		
Final Decision?		No
Suggested next steps: Council Tax Setting in February 2018		

1. Summary

- 1.1 This report sets out the latest projections for the General Fund revenue budgets in respect of 2017/18 and 2018/19 based on the current levels of service, and previous decisions. There are further matters that will need to be reviewed in order to finalise the base position as part of the 2018/19 budget setting process as set out in paragraph 8.3.
- 1.2 The 2017/18 latest budgets show a forecast surplus of £811,500 before any appropriations.
- 1.3 The proposed 2018/19 Base Budget currently forecasts a surplus of £38,500.
- 1.4 The Medium Term Financial Strategy has been updated to take these budget adjustments into account, plus any other issues affecting the Strategy in future years. The latest projections are also included in this report.

2 Recommendations

2.1 To recommend to Council:

- (a) the base budget for the General Fund services in respect of 2018/19 as outlined in Appendix 'C';
- (b) the updated budget for the General Fund services in respect of 2017/18 as outlined in Appendix 'C';

2.2 To agree the appropriation of the projected 2017/18 Surplus as follows:-

- Service Transformation Reserve £150,000
- Capital Investment Reserve £150,000
- Investment Volatility Reserve £100,000
- Early Retirement Reserve £50,000
- Car Park Displacement Reserve £100,000
- Contingency Budget 2018/19 £200,000
- Contingency Budget 2017/18 £61,500

2.3 To note the future savings required as shown within the Medium Term Financial Strategy.

2.4 To note the other liabilities for which the Council needs to secure funding if it is to continue to maintain service provision, as discussed in paragraph 3.3.15

2.5 To note the progress on the Fit For the Future projects as detailed in Section 3.4.

2.6 It is recommended that the Capital Programme is increased in 2017/18 by £15,000 to renew and significantly upgrade the lighting in the car park at Newbold Comyn, funded initially from the Leisure Options Reserve, pending the receipt of the S106 payment.

2.7 That the Executive approves an exemption to the Code of Procurement Practice for the continued provision of the Corporate Fraud Investigation Service from Oxford City Council, with an on-going service level agreement with annual

reviews to be agreed by the Head of Finance in consultation with the Finance Portfolio Holder.

- 2.8 That Council agrees that the Council Tax Reduction Scheme for 2018/19 should be unchanged from the current Scheme and continue to be based upon the council tax liability being a minimum of 15% for those of working age.
- 2.9 The Executive agree £30,000 towards the cost of the 2018 Women's Cycle Tour, funded from the 2018/19 Service Transformation Reserve.

3 Reasons for the Recommendation

3.1 2018/19 Base Budget and 2017/18 Latest Budgets

- 3.1.1 The Council is required to determine its budget requirements in order to set the Council Tax for 2018/19.
- 3.1.2 The proposed 2018/19 Base Budget shows a surplus of £38,500 in the Council's net expenditure in continuing to provide its services and meet its commitments. Details of the Base Budget are contained in Section 11. Any changes to the overall position, as a result of further consideration of the 2017/18 projected budget outturn, will be considered within the February Budget report.
- 3.1.3 The latest estimate for the 2017/18 Budget shows a surplus over the original Base Budget of £811,500, as detailed in section 12. Further detailed monitoring of the 2017/18 budget will be undertaken prior to the February Budget setting report being presented to members. This is a substantial improvement on the position reported for Quarter 1 in August of £31,200. The reasons for this shift are detailed in paragraph 12.6.

3.2 Appropriation of 2017/18 Surplus

- 3.2.1 It is recommended that the 2017/18 projected surplus is allocated as follows:
- 3.2.2 Service Transformation Reserve. The current unallocated balance on this reserve is £50,000. £150,000 is proposed to be allocated to this reserve. A full review of the existing allocations that have not been utilised will be carried out in the new year and subsequently reported to members.
- 3.2.3 Capital Investment Reserve. The current unallocated balance on this reserve is £1,047,000. The Council's policy is for this reserve to maintain a minimum balance of £1m to cover any unplanned and unavoidable call on capital resources. £150,000 is proposed to be allocated to this reserve so as to provide some funding towards future capital schemes.
- 3.2.4 Investment Volatility Reserve. As part of the Treasury Management Strategy report agreed by Members in February, the Investment Strategy suggested the creation of a Volatility Reserve to smooth against fluctuations in returns. This was considered to be increasingly more important now that the Council holds some investments in equity funds, which may prove to be more volatile in the short term. With the equity funds currently performing well (see Treasury Management Quarter 2 report to Finance and Audit Scrutiny Committee on 28 November), it is proposed to allocate £100,000 to this new reserve. The future use of this reserve will be included within future Budget reports to be agreed by the Executive.

- 3.2.5 Early Retirement Reserve. The unallocated balance on this reserve is currently £168,000. However, with several service reviews currently underway, it is likely that there will be some further demands on this reserve in forthcoming months. £50,000 is proposed to be allocated to this reserve.
- 3.2.6 Car Park Displacement Reserve. Members will be aware that substantial work is required to be carried out in respect of some of the Council's car parks in forthcoming years. There will be some costs for arranging alternative parking arrangements, along with possible loss of income. Consequently, it is now proposed to allocate £100,000 to a new Car Park Displacement Reserve. The use of this reserve will be subject to future reports to Executive.
- 3.2.7 Contingency Budget. This budget has proved to be invaluable in recent years to enable the Council to respond to unforeseen opportunities and demands during the year. The current year Contingency is down to £15,900, with no Contingency included within the Base Budget for 2018/19 at this stage. Consequently, it is proposed to allocate £200,000 for a 2018/19 Contingency and £61,500 be added to the 2017/18 Contingency.

3.3 **Medium Term Financial Strategy**

- 3.3.1 The Strategy was last presented to Members in August of this year as part of the Budget Review process. At that point it was forecast that further savings of some £385,000 would need to be identified by 2022/23 to enable the Council to set a balanced Budget.
- 3.3.2 Since then many issues have amended this projection. Some of these have been identified during the Budget setting process and have been incorporated into the 2017/18 and 2018/19 budgets and are shown within Sections 11 and 12. Others relate to the years after 2018/19.
- 3.3.3 As part of the September Fees and Charges Report, it was identified that the actual increase in income to the Council was over £70,000 in excess of that originally anticipated. On top of this a further £500,000 income from Planning Fees from 2018/19 has been factored into future budgets.
- 3.3.4 The restructure within Health and Community Protection realised savings of some £70,000. There are also many other savings from staffing which are included in the reconciliations below. However a further 1% for pay increases has now been included for 2018/19 (factored into a Pay Provision) which determines the base for future years' increases.
- 3.3.5 The Responsive Repairs Budget has repeatedly been overspent for some years now. This has now been corrected based upon historical trends, with £97,000 being included in the Budget from 2017/18 onwards.
- 3.3.6 The latest projected Housing growth for 2018/19 has been incorporated into the Tax Base for 2018/19. The numbers of developments completed and occupied have proven less than originally forecast. Subsequent years' growth then continues to increment up. This reduction in the Tax Base forecast has increased on-going savings requirement by 2022/23 by £72,000.
- 3.3.7 The original Investment Interest assumptions have now been updated to reflect revised balances and Interest Rate forecasts. Members should note that these forecasts were the latest prior to the most recent Bank of England announcement on the 2nd November. These will be incorporated into the Council

Tax and Budget Report in February. The net impact on 2022/23 is £150,000 favourable.

3.3.8 A £100,000 Budget has been introduced for an Apprenticeship Scheme in 2018/19. It is expected this cost will increase to £150,000 in subsequent years. This is subject to a report being presented on this agenda to Executive and a report to Employment Committee in December.

3.3.9 There is a net benefit of £50,000 on Housing Benefits expenditure and the reimbursement this Council receives.

3.3.10 The following savings have been budgeted to be made within the Medium Term Financial Strategy:

- Office relocation £300,000 previously Q4 2019/20, now slipped to October 2020
- Town Hall Transfer £85,000 previously Q4 2019/20, now slipped to October 2020
- Senior Management Review £200,000 this having been slipped from 2019/20 to 2021/22

These initiatives will all be subject to future detailed reports to members before they are formally agreed and realised.

3.3.11 The projected cost of renewing several of the Council's contracts in 2021/22 has been reviewed. This is in light of the impact of the National Living Wage, general inflation (increases on the existing contract are based upon RPI minus 1%) and a fall in recycling prices. The Strategy had previously assumed that upon renewal, this Council was likely to face a £1.1 million increase when contracts are renewed or re-tendered. The review has resulted in a further £600,000 now being included in the Medium Term Financial Strategy. It is hoped that this will present a worst case position, and on tendering, prices will come in below this. This latest estimate increases the savings requirement by some £600,000.

3.3.12 Managers have reviewed the savings in the Fit for the Future Programme for their Service Areas. These are discussed further in section 3.4 below. The key items of note being, Development Services Restructure (reduced cost to £20,000), HR & Media (£42,000 saving not achieved), Asset Team (£30,000 not now expected to be saved) and a further £50,000 in savings from a One-Stop-Shop review.

3.3.13 Taking all of these changes into account, it is now forecast that £313,000 an additional savings must be identified and delivered by 2022/23 as well as those already included in the Strategy.

3.3.14 The profile for these savings is shown below

	2017/18 Latest £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000
Deficit-Savings Required(+)/Surplus(-) future years	-811	-39	181	-512	341	313
Change on previous year		-39	220	-693	853	-28

3.3.15 In addition to the deficit shown above on the General Fund Medium Term Financial Strategy, the Council faces other future liabilities. These are costs that need to be found if the Council is to continue with the current level of service provision. These costs include:

- The cost of maintaining/improving multi storey car parks
- The cost of maintaining other municipal buildings and assets
- ICT replacement
- Equipment replacement

3.3.16 The Council has some funding set aside to meet these liabilities in the short term, however, further funding is needed so as to be able to invest and maintain these assets in the longer term. Service provision will be at risk if the Council is not able to fund these liabilities. This is a further significant demand for the Council's limited financial resources which will be considered within the February 2018 Budget Report.

3.3.17 Members should note these unfunded liabilities.

3.4 Fit For the Future Projects

3.4.1 Progress on recent Fit For the Future projects is shown within Appendix 'A'. The total net savings from all these projects is in excess of £2.2m.

3.4.2 As will have been noted from the Medium Term Financial Strategy above, further initiatives need to come forward to ensure the savings required are found.

3.4.3 Consideration is currently being given to future possible projects that may contribute to the savings requirement. So as to maintain current service provision, projects likely to be proposed include income generation, and invest to save projects. New proposals will be subject to consideration within future Executive reports.

3.5 Newbold Comyn Car Park Lighting Project

3.5.1 It is proposed to renew and significantly upgrade the lighting in the car park at Newbold Comyn. This car park serves the leisure centre and it also serves the Newbold Comyn Arms Public House and the Newbold Comyn Golf Course. The cost of the works is currently being calculated, following some changes to the design, but the original estimate for the previous design was £15,000. The new design is estimated to cost between £15,000 and £16,000.

3.5.2 The Planning Permission granted for the Dairy Crest site included a s106 payment of £15,000 for the provision of indoor sport. The S106 agreement specifically describes the payment as being a contribution towards the lighting in the car park at Newbold Comyn, as this will benefit indoor sport by providing safe and secure parking for leisure centre users.

3.5.3 This S106 payment was estimated to be received by the Council in the financial year 2017/18. However, the first payment is due when the first house on the site is occupied. Construction has not yet commenced on the site, and therefore payment is not likely to be received until the financial year 2018/19 at the earliest. It is therefore proposed that the works should initially be funded from the Leisure Options Reserve (current unallocated balance £419,000), pending the receipt of the S106 payment. If the cost is above the S106 payment, this will be funded from the Leisure Options Reserve.

3.6 Corporate Fraud Investigation Service

3.6.1 Since February 2017 the Council has trialled the provision of a Corporate Fraud Investigation Service from Oxford City Council. The trial has been successful. Details of the achievements over the year are included within the report to Finance and Audit Scrutiny Committee on 28 November. In view of the specialised nature of this service and the limited number of providers, it is proposed that an exemption to the Code of Procurement Practice be agreed for an on-going service level agreement with annual reviews to be agreed by the Head of Finance in consultation with the Finance Portfolio Holder. The performance of the service will continue to be reported annually to Finance and Audit Scrutiny Committee.

3.7 Council Tax Reduction Scheme

3.7.1 Since April 2013 the Council has been required to agree its own Council Tax Reduction Scheme. This replaces the former Council Tax Benefit scheme that was the responsibility of the Department for Work and Pensions. For 2018/19 it is proposed that the scheme remains unchanged from 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 will still be eligible for up to 100% reduction, in line with Government Regulations. The scheme is planned to be reviewed ahead of 2019/20, which will require consultation with relevant stakeholders before any changes are agreed.

3.8 2018 Women's Cycle Tour

The 2017 Women's Cycle Tour finished in Royal Leamington Spa and was deemed an incredibly successful event. Accordingly, it is being proposed that Royal Leamington Spa hosts a finish again in 2018. For 2017 the Council agreed a specific Budget allocation of £20,000, although the total direct cost to the Council was around £25,000. A budget of £30,000 is proposed for 2018/19, funded from the Service Transformation Reserve.

4. Policy Framework

4.1 Fit for the Future (FFF)

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects. This report shows the way forward for implementing a significant part of one of the Council's Key projects.

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

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment

<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/productivity of local economy Increased employment and income levels
Impacts of Proposal		
The general fund budgets provide the necessary resources to achieve these outcomes	The general fund budgets provide the necessary resources to achieve these outcomes	The general fund budgets provide the necessary resources to achieve these outcomes
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
The general fund budgets provide the necessary resources to achieve these outcomes	The general fund budgets provide the necessary resources to achieve these outcomes	The general fund budgets provide the necessary resources to achieve these outcomes

4.2 **Supporting Strategies**

Each strand of the FFF Strategy has several supporting strategies. The revenue budgets are consistent with the relevant supporting strategies.

4.3 **Changes to Existing Policies**

The proposed budgets are in accordance with existing policies.

4.4 **Impact Assessments**

The Council's Budget covers the community throughout the District. It is a statement of fact and officers will have considered any impact prior to amending their budgets.

5. Budgetary Framework

- 5.1 Securing savings and balancing its Budget will enable the Council to deliver its aspirations and priorities as well as core services. The Financial Strategy underpins all of the Council's other strategies.
- 5.2 Members are reminded that the 2018/19 Council Tax will be set in February after budgets are finalised. The Executive has previously stated that it intends to set a £5 council tax increase to Band D for 2018/19, subject to any limits imposed by Central Government.
- 5.3 The Council's Medium Term Financial Projections include net inflation for most services for 2018/19 at 0%. An inflation allowance of 2.9% has been included for the major contracts and an increase in the general inflation contingency of £50,000 to allow for other unavoidable price increases. In addition, there is also a 1% increase allowed for in the salary budgets plus a further 1% in the Contingency budgets for the Pay Award.

6. Risks

- 6.1 The Council's Significant Business Risk Register contains several risks which are finance related. Shortage of finance will impact upon the Council's plans for the provision of services. Reduced income or increased expenditure will reduce the funding available.
- 6.2 The main sources of income which may be subject to reductions include:
- Government grant (e.g. Revenue Support Grant, Benefits Administration Grant);
 - Business Rates Retention;
 - Fees and charges from provision of services;
 - Rent income;
 - Investment interest.
- 6.3 Increased expenditure in service provision may be due to:
- Inflation and price increases for supplies and services;
 - Increased demand for services increasing costs;
 - Changes to taxation regimes;
 - Unplanned expenditure;
 - Assumed savings in budgets not materialising.
- 6.4 Triggers for increased costs or reduced income include:
- Economic cycle – impacting upon inflation, interest rates, unemployment, demand for services, Government funding available;
 - Unplanned expenditure, e.g. costs from uninsured events, costs of planning appeals or other legal process;
 - Project costs – whereby there are unforeseen costs, or the project is not properly costed, or the risks related to them are not properly managed.
 - Changes to assumptions underpinning the Medium Term Financial Strategy – these assumptions are closely monitored.
- 6.5 Many controls and mitigations are in place to help manage these risks. These include:
- The comprehensive Budget Review process. This entails all budget managers reviewing their budgets on at least a monthly basis, considering previous, current and future years, along with any possible issues that may impact upon their budgets. As part of this process,

regular Budget Review reports are issued to the Executive and Senior Management Team.

- Financial Planning with the Medium Term Financial Strategy / financial projections, bringing together all issues that will impact on the Council's finances in the medium term.
- Financial controls, including the Codes of Financial and Procurement Practice, system controls, reconciliations, audit (internal and external).
- Project Management and associated controls.
- Trained staff and access to appropriate professional advice (e.g. WCC Legal Services, Local Government Futures for advice on local government funding).
- Risk Management process across the Council, including the on-going review and maintenance of risk registers. The specific causes of reductions to income or increased expenditure should continue to be managed by the relevant Service Area as part of managing risks within each Service Risk Register. Individual Service Area Risk Registers are brought to Finance and Audit Scrutiny Committee every two years.
- Scrutiny by Members of the Council's finances, including Budget Reports and the financial implications of all proposals brought to them for consideration.
- Within the 2017/18 budgets there is a Contingency Budget with an uncommitted balance of £15,900 for any unplanned unavoidable expenditure. This report proposes further allocations to this budget.
- Reserves – whilst much of these Reserves have already been earmarked for specific projects, it is important that Reserves are held for any unforeseen demands.
- In addition to the Reserves, the Council holds the General Fund Balance of £1.5m. This is available to accommodate any unplanned expenditure or to make up any shortfall in income. However, the Council should seek to maintain the balance at this level.
- Inflation provision - £114,500 inflation provision is held in the 2018/19 Budgets. This may be used where budget managers can demonstrate that they are unable to accommodate the limited inflationary uplift being incorporated within budgets.

6.6 The Council's Medium Term Financial Strategy includes several projects which should result in savings that will assist the Council to be able to set a balanced budget into the future. The most notable of these projects are the Leisure Options Concession (£1.2m from April 2019) and the Office Relocation (£300,000 from October 2020). If these projects do not make the level of savings projected, or they are delayed, it may seriously impact upon the Council's finances.

7 Alternative Option(s) considered

The purpose of this report is to produce budgets as determined under the requirements of the Financial Strategy, in line with current Council policies. Any alternative strategies will be the subject of separate reports.

8. Background

8.1 This report presents the proposed Base Budget for 2018/19. These figures reflect the costs of maintaining the current level of service, any unavoidable changes in expenditure (for example, where the Council is contractually or statutorily committed to incur additional expenditure) and any other commitments that members have previously agreed to be incorporated within

the 2018/19 Budget. The report also considers the current year's budget, and includes details of the latest proposed changes to the 2017/18 Budget.

8.2 Any other changes that need to be resolved that have not been included in the budgets at this stage will be fed into the February report.

8.3 In February all the following information should be available:

- 2018/19 Base Budget
- 2018/19 Revenue Support Grant Settlement.
- Updated Business Rates Retention projections
- 2018/19 New Homes Bonus

8.4 If the main revenue sources above are below the projections within the medium term financial strategy, detailed consideration will be required as to the means of being able to set a balanced budget. This may include making further savings from services, generating additional income, or using the Council's limited reserves in the short term.

8.5 The Council will then be in a position to agree the 2018/19 Budget and the District Council element of the Council Tax. In addition, the total Council Tax for the District will be set, including the elements set by the County Council, the Police and Crime Commissioner and the Parish and Town Councils.

8.6 The remainder of the report is broken down into the following sections and appendices:

Section 9	- Savings
Section 10	- Base Budgets
Section 11	- 2018/19 Base Budgets
Section 12	- Latest Budgets 2017/18
Section 13	- Capital Financing and Reserves
Section 14	- General Grants
Appendix A	- FFF 2017 Monitoring Nov 2017
Appendix B	- Analysis of Budget Movements from 2017/18 to 2018/19
Appendix C1	- Revenue Budgets Summary
Appendix C2	- Detailed Revenue Budgets – available on the Executive Meeting page on the Council's website Executive - 29 November 2017
Appendix D	- Major Income Budgets Q2
Appendix E	- Capital and Reserve Financing Variations
Appendix F	- Glossary of Terms

9. Savings

9.1 Much work has already been undertaken to address the forecast budget deficit in future years.

9.2 There has been a significant amount of procurement activity ongoing across the Council. In addition to the letting of contracts, the actions within the Procurement Strategy have been progressed, including member and officer training. All this work is helping to ensure good procurement practices are well embedded across the authority.

- 9.3 The 2018/19 Base Budget assumes savings of £490,100 agreed in June 2017 and as part of the Fit for the Future Programme.
- 9.4 Progress in achieving these savings is being monitored and will be reported to members in future reports.

10. Base Budgets

- 10.1 The proposed Base Budgets for 2018/19 and the Latest Budgets for 2017/18 are shown below. These figures include all financing charges (which are dealt with in Section 13 later). Section 11 of this report considers the 2018/19 Base Budget, with Section 12 looking at the Latest 2017/18 budget figures.

	Base Budget 2017/18 £000	Latest Budget 2017/18 £000	Base Budget 2018/19 £000
Net Expenditure for District Purposes	14,859	14,155	16,254

- 10.2 The above figures fluctuate year on year mainly to reflect changes to the use of reserves (often due to project slippage), and changes in external support, notably Revenue Support Grant and retained Business Rates.

11. 2018/19 Base Budget

- 11.1 In preparing the 2018/19 Base Budget the over-riding principle is to budget for the continuation of services at the existing level. The following adjustments need to be made to the 2017/18 Original Budget.

- Removal of any one-off and temporary items
- Addition of inflation
- Addition of previously agreed Growth items
- Addition of unavoidable Growth items
- Inclusion of any identified savings

- 11.2 The table below summarises how the 2018/19 base budget has been calculated. Appendix 'B' gives more details to support this.

	£	£	£	£
NET EXPENDITURE FOR DISTRICT PURPOSES 2017/18 ORIGINAL				14,858,673
Plus Inflation			182,900	
Staffing			527,100	
Plus Committed Growth:				
- Increases in expenditure	340,400			
- Reduced income	68,200	408,600		
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Less Savings:				
- Reduced expenditure	(1,058,000)			
- Increases in income	(793,400)	(1,851,400)	(1,442,800)	
	<hr/>	<hr/>	<hr/>	
CHANGES IN SERVICE INCOME and EXPENDITURE				(732,800)
Changes in Interest				(42,600)
Changes in Contributions to Capital				(373,100)
Changes in non-service specific contributions to reserves				2,444,367
Changes in Contributions to / from General Fund				99,860
				<hr/>
NET EXPENDITURE FOR DISTRICT PURPOSES 2018/19 ORIGINAL				16,254,400
				<hr/> <hr/>

11.3 Inflation

No inflation has been applied to most expenditure budgets. The only exception is in respect of the major contracts at 2.9% (£132,900). In addition, the general inflation contingency budget has been increased by £50,000.

11.4 Staffing

Staffing costs will increase in 2018/19. The main changes:

- Assumed 1% pay award with a similar amount allocated to a Pay Contingency (+£264,600);
- Apprenticeship Scheme (+£100,000), to be considered in a forthcoming report to December Employment Committee;
- Pensions Auto Enrolment (+£63,800);
- Increase in employer's Local Government Pensions Scheme contribution (+£58,400).

11.5 Growth / Income Reductions

Only previously committed growth and unavoidable changes have been included in the Base Budget. This totals £408,600 of which £340,400 relates to increased expenditure and £68,200 relates to reduced income. Appendix 'B' lists the main items, the largest being:

- Waste Collection / Cleansing costs (+£96,100) – additional properties and new fly tipping response;
- Housing Market Assessment (+£60,000) – planned survey;
- Commercial property lettings (+£49,400) – vacancies and initial low rentals to attract companies;
- Increases in Business Rates (+£48,500) – new valuations.

11.6 Various savings / increased income have been allowed for within the Budget. These total £1,851,400 which comprises £1,058,000 reductions in expenditure and £793,400 increases in income. Appendix 'B' lists the main items, the

largest being:

- Removal of time limited items (-£685,100);
- Increased planning fee income (-£498,000);
- Fit For the Future Savings: Removal of residual Leisure Centre budgets (-£271,500);
- Other Fit For the Future planned savings (-£218,500);
- Increases in fees and charges income (-£213,100).

11.7 Having taken the above into account, there is a forecast reduction of £732,800 in net service expenditure.

11.8 The large increase in non-service specific contributions to reserves (+£2.4m) is mainly due to a contribution to the Business Rates Retention Volatility Reserve (+£3.2m) plus no allocations from New Homes Bonus to reserves at this time (-£1.0m) and transferring a new Homelessness Grant to reserves until a planned programme of work can be devised (+£0.3m).

11.9 In addition to the above there are also various other, general, financing adjustments required to arrive at the demand for Council Tax. Taking all these items into account produces a forecast surplus of £38,500.

11.10 However, as outlined in section 8, the final Revenue Support Grant and other unforeseen events mean the final position will not be known until early 2018.

11.11 Appendix 'C' is broken down into two parts – Appendix 'C1' and Appendix 'C2'. Both appendices provide details of service expenditure and income in portfolio order. Appendix 'C1' is a summarised version of Appendix 'C2'. The analysis in Appendix 'C2' is divided into two sections – expenditure and income under the direct control of the budget manager (e.g. salaries, fees and charges income, etc.) and those items for which they have little or no control over (support service allocations and capital financing charges). Explanations are provided where significant variations have been identified.

12. Latest Budget 2017/18

12.1 Under the current Budget Review process, amendments to budgets are presented to members, for approval, on a regular basis rather than waiting until this report. Consequently, many changes have already been approved. This report continues that process and provides details of the latest budgets for the current year. Appendices 'C1' and 'C2' provide detailed analysis of net expenditure by service in Portfolio groupings.

12.2 The Latest Budgets total £14,155,300 which is a reduction of £703,400 compared with the originally approved budget for 2017/18 of £14,858,700.

12.3 The main reasons responsible for the decrease in service income and expenditure are included within Appendix 'C', which can be summarised as follows:

	£	£	£	£
NET EXPENDITURE FOR DISTRICT PURPOSES 2017/18 ORIGINAL				14,858,673
Staffing			(177,500)	
Plus Committed Growth:				
- Increases in expenditure	825,200			
- Reduced income	177,800	1,003,000		
	<u> </u>			
Less Savings:				
- Reduced expenditure	(352,900)			
- Increases in income	(737,500)	(1,090,400)	(87,400)	
	<u> </u>	<u> </u>	<u> </u>	
CHANGES IN SERVICE INCOME and EXPENDITURE				(264,900)
Changes in Interest				(312,700)
Changes in Contributions to Capital				(321,800)
Changes in non-service specific contributions to reserves				196,027
				<u> </u>
NET EXPENDITURE FOR DISTRICT PURPOSES 2017/18 LATEST				14,155,300
				<u> </u>

- 12.4 The first part of the table above shows that the total net expenditure on services has reduced by £264,900.
- 12.5 The comments made in paragraph 11.11 concerning the content of Appendix 'C' are equally applicable to the information provided in respect of the Latest Budgets for 2017/18.
- 12.6 The Quarter 1 Budget Review to the Executive on 31 August 2017 identified, and reported on, a budget surplus totalling £31,200.

The main changes are as follows:

	£000	£000
Reported to Executive @ Q1		31 F
<u>Leisure Options:</u>		
Timing changes: interest charge on external borrowing (delayed)	226 F	
Additional Income	14 F	
Employee savings	11 F	
Additional Savings	8 F	
Abbey Fields Cafeteria	(7) A	
Condition Surveys - Abbey Fields & Castle farm	(13) A	
Servicing outdoor paddling pools - No WPM	(44) A	195 F
Increased Planning fee income		300 F
Other salary changes		126 F
Increased Car Parking income		115 F
GM work paid for by GF should be HRA		83 F
Additional one-off DWP funding & Benefit subsidy change		79 F
Contribution to Insurance Provision not required		40 F
Increased Spa Centre Income		30 F
Processing credits for transaction charges being received until Feb18		26 F
Business Rates - additional refunds		16 F
Revised Investment Interest Forecast		34 F
Other minor changes		48 F
FOSH - Legal fees due to fatality		(10) A
Media Room software costs		(13) A
Fly-tipping & Enforcement team (rugby BC)		(30) A
Reduced Rental income from Properties		(34) A
Reduced usage of Planning consultants		(60) A
Repairs and Maintenance Budgets - responsive & cyclical changes		(81) A
Reduced Crematorium income		(84) A
Latest position 2017/18		811 F

- 12.7 Investment interest received is slightly up by £34,000. In addition, the anticipated borrowing charge in respect of the Leisure Options of £289,000 will not now start until 2018/19. The borrowing charges were in part supported by a transfer from the Leisure Options Reserve. The transfer has been proportionally reduced by some £63,000 which nets the saving down to £226,000.
- 12.8 There is a saving of £321,800 in Revenue Contributions to Capital Outlay. £373,000 relates to the new arrangements for disabled facilities grant (Better Care Funding). Under the previous arrangements the grant received from Warwickshire County Council was capitalised. Under the new arrangements the grant is passed on to Nuneaton and Bedworth Borough Council who now manage the scheme for the area. There is an increased contribution to capital of £51,000 in respect of bin replacements due to slippage from 2016/17.
- 12.9 Appendix 'D' shows the actual income received against that budgeted over the last 5 financial years. It compares a profiled projection against the Manager's forecast with explanatory notes as to why these are not comparable.
- 12.10 The 2017/18 budget has been reviewed in order to set the 2018/19 base budget. This will be reviewed again in February.

13. Capital Financing and Reserves

13.1 In order to arrive at the position for the Council's overall net expenditure it is necessary to take account of the effects of the Council's capital financing arrangements and any transfers to and from reserves. These are summarised below:

Line Ref	BASE BUDGET 2017/18 £'000	LATEST BUDGET 2017/18 £'000	BASE BUDGET 2018/19 £'000
1 Net Cost Of General Fund Service Expenditure	17,915	20,727	21,185
Capital Financing and Reserves			
2 Depreciation, Intangible Assets and Capital Financing Charges included in Service Estimates	(3,374)	(2,973)	(5,236)
3 Loan Repayments, Revenue Contribs & Interest Paid	502	223	534
4 Revenue Contributions to Capital	498	176	125
5 Contributions to / (from) Reserves	283	(1,587)	2,013
6 External Investment Interest	(262)	(295)	(336)
7 IAS19 Pension Adjustments	(603)	(2,016)	(2,031)
8 Contributions to / (from) General Fund	(100)	(100)	-
9 TOTAL CAPITAL FINANCING and RESERVES	(3,056)	(6,572)	(4,931)
10 TOTAL ESTIMATED NET EXPENDITURE	14,859	14,155	16,254
Change from Base Estimate		(704)	1,395

13.2 Detailed explanations of the changes to items 2 to 8 are within Appendix 'E'.

Most of the changes to the Capital Financing and Reserves figures reflect changes in specific items within the cost of General Fund service expenditure, whereby many increases in service expenditure are met by a contribution from a specific reserve which would be included here.

13.3 Depreciation, Intangible Assets and Capital Financing Charges in Service Budgets (line ref 2 above).

These are non-cash charges to services that do not impact on the Council's overall external funding requirement (primarily council tax, retained business rates and Government grant). By including these charges, the full cost of the respective services provision is apparent. A new capital financing charge has been added with effect from 2018/19 (£2.3m). This charge has been introduced for all services to reflect the cost of the use of the assets in service provision reflecting the money invested in the asset. Variations between years occur which reflect new schemes and slippage between years of schemes as reflected within the Council's capital programmes.

13.4 Loan Repayments, Revenue Contributions and Interest Paid (line ref 3 above).

This is made up of the interest element of finance leases which the Council has entered into as well as interest on the bank overdraft. An interest charge in respect of Leisure Options anticipated in 2017/18 (£289,000) will not be

required until 2018/19, although money is being set aside here towards the capital cost of the project.

13.5 Revenue Contributions to Capital (line ref 4 above).

The reductions in 2017/18 and 2018/19 are a consequence of the change in the disabled facilities grant regime (-£373,000) offset by an increase in the revenue contribution funding the Refuse and Recycling Containers capital programme budget in 2017/18 (+£51,000).

13.6 Contributions to / (from) Reserves (line ref 5 above).

The 2018/19 original budget shows an increase in contributions to reserves of £1,730,000 when compared to the 2017/18 original budget. The 2017/18 latest budget shows a decrease in contributions from reserves of £1,870,000. The changes can be categorised as follows:

	Base Budget 2017/18 £000	Latest Budget 2017/18 £000	Base Budget 2018/19 £000
<u>Contributions to / (from) reserves:</u>			
Contribution to / (from) Business Rates			
Retention Volability Reserve	-	(195)	3,201
Use of New Homes Bonus	1,018	1,018	-
Homelessness Prevention Grant	-	275	301
Use of Leisure Options Reserve	(441)	(491)	(1,147)
Services, etc.	(294)	(2,194)	(342)
Contributions to / (from) reserves	283	(1,587)	2,013
<u>Change:</u>			
Contribution to / (from) Business Rates			
Retention Volability Reserve		(195)	3,201
Use of New Homes Bonus		-	(1,018)
Homelessness Prevention Grant		275	301
Use of Leisure Options Reserve		(50)	(706)
Services, etc.		(1,900)	(48)
Contributions to / (from) reserves		(1,870)	1,730

13.7 External Investment Interest (line ref 6 above).

When compared to the 2017/18 original budget, net external investment receipts are expected to increase by £34,000 in 2017/18 and by £75,000 in 2018/19. The main reason for this is increased investment balances as a result of variations in the 2016/17 and 2017/18 revenue and capital programmes. The changes can be summarised:

	Base Budget 2017/18 £000	Latest Budget 2017/18 £000	Base Budget 2018/19 £000
Interest receivable	(413)	(480)	(558)
Deferred capital receipt	(26)	(26)	(24)
HRA Share	178	211	246
Total GF Interest Receivable	(261)	(295)	(336)

Change:

Interest receivable	(67)	(145)
Deferred capital receipt	-	2
HRA Share	33	68
Change in GF Interest Receivable	(34)	(75)

13.8 The Housing Revenue Account balances form part of the Council's investment portfolio and as a result of the factors described above the investment interest to be credited to the Housing Revenue Account is expected to increase in 2017/18 and 2018/19 by £33,000 and £68,000 respectively.

13.9 IAS 19 Adjustments (line ref 7 above).

IAS 19 requires an authority to recognise the cost of retirement benefits in the net cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge that is required to be made against council tax is based on the cash payable in the year, so the real cost of retirement benefits is reversed out. The figures included in the budgets are based on the latest figures from the Pension Fund actuary.

13.10 Contributions to / (from) General Fund (line ref 8 above).

In line with the decisions made at the February 2017 Executive meeting as part of the 2017/18 Council Tax Setting, £99,900 was transferred from 2016/17 to 2017/18 via the General Fund balance.

14. General Grants

14.1 In order to complete the picture the general grants position also needs to be considered.

14.2 The Revenue Support Grant figures show a reduction of £0.487m from 2017/18 to 2018/19 based upon the 4 year settlement confirmed in January 2016. Should this change, which is believed to be most unlikely, the revised figure will be reported in the February Budget Setting Report.

14.3 Business rates retention figures show a reduction of £195,000 in 2017/18 due to a potential levy on increased business rates income (offset by a contribution from the Business Rates Retention Volatility Reserve). Business rate retention income is estimated to increase by £3.18m in 2018/19, which will be matched by an increased contribution to the Volatility Reserve.

- 14.4 At this stage, no New Homes Bonus has been included in respect of 2018/19.
- 14.5 The Government has announced a grant in respect of Homelessness Prevention work of which £275,000 has been received in 2017/18 and a further £301,000 will be received in 2018/19. Pending a decision on the programme of work, these resources have been transferred to a new reserve.
- 14.6 The Council Tax element of the Collection Fund is expected to be in balance for the current year. This will be recalculated in January 2018, with the Major Preceptors being notified of their share of any surplus or deficit, and will be included within the February 2018 Budget report with any balance to be distributed / recovered in 2018/19.
- 14.7 The net result of all these movements is shown below:

	BASE BUDGET 2017/18 £'000	LATEST BUDGET 2017/18 £'000	BASE BUDGET 2018/19 £'000
TOTAL ESTIMATED NET EXPENDITURE	14,859	14,155	16,254
Less: Revenue Support Grant	(794)	(794)	(307)
Less: Business Rates Income	(3,829)	(3,634)	(7,009)
Less: General Grants:			
- New Homes Bonus	(1,938)	(1,938)	-
- New Homes Bonus Returned Funding	(10)	(8)	(4)
- Transition Grant	(40)	(40)	-
- Homelessness Prevention Grant	-	(275)	(301)
- Self & Custom Build New Burdens Grant	-	(30)	(30)
Collection Fund (Surplus) / Deficit	20	20	-
Council Tax	(8,268)	(8,268)	(8,641)
	<hr/>	<hr/>	<hr/>
(Surplus) / Deficit	-	(812)	(38)
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

This shows that there is a forecast surplus of £811,500 in 2017/18 and £38,500 in 2018/19. These figures are before the surpluses are appropriated to reserves as discussed in paragraph 3.2.

Reference	Head of Service	Initiative	Type	Status	Saving/ Cost in MTFS Feb 2017 £	Update at October 2017	HoS October 2017 updated savings /cost. £
FFF2	Head of Health & Community Protection	Review CCTV Service	Saving	In progress	0	In house business plan in production. Unknown savings or income at this time. - delays from third parties affecting delivery MR 3/11	0
FFF4	Deputy CE (BH)	Introduce a local good cause lottery	Income	In progress	0	Capacity issues within the Policy and Projects team mean work will not commence until Q4 17/18 so probably prudent to slip savings realisation to Q3 18/19.	-30,000
FFF5	Head of Culture	Combine Tourism/VIC services to bring about cost reduction	Saving	In progress	0	The £15k allocated for 17/18 will be spent on improvements as planned. It is anticipated that the £15k savings can be found going forward.	-15,000
FFF6	Deputy CE (BH)	Restructure - Assets Team	Service improvement	In progress	0	Aim is to bring proposals to the March 2018 Employment Committee so any savings/costs will fall into 2018/19. Not clear at this stage what level of savings, if any, can be achieved, given the increased workload post-Grenfell Tower.	0
FFF7	Deputy CE (AJ)	Advertising opportunities	Income	In progress	0	Draft final report received from Publitas. Due diligence being undertaken to determine whether highlighted opportunities can be delivered. Saving unknown at this point.	0
FFF8	Head of Housing	Reduce B&B placements	Saving	In progress	0	To date spend of £20,145 against a to date budget of £107,858. Note that £8.5k of this spend occurred in 2016/17	-60,000
FFF9	Head of Development	Restructure - Development Management Team	Cost	In progress	0	Phase 1 of the re-structure underway with report to Employment Committee in December and Executive in January. Phase 2 to commence shortly. Revised figure of £20K costs	20,000
FFF11	Head of Finance	Review Procurement Service	Service improvement	In progress	0	Options currently being considered to ensure quality resilient service.	0

Reference	Head of Service	Initiative	Type	Status	Saving/ Cost in MTFS Feb 2017 £	Update at October 2017	HoS October 2017 updated savings /cost. £
FFF12	Head of Finance	Restructure - Benefits Team	Service improvement	In progress	0	Restructure to be reported to Employment Committee January. Redesign seeks to ensure continued quality service, with increased resilience whilst ensuring the Council can support the continued introduction of Universal Credit.	0
FFF18	Head of Culture	Arts/Theatre staff review - Phase II	Service improvement	In progress		No further progress as linked to the Creative Quarter development work.	0
FFF20	Chief Executive	Senior Management Review	Saving	In progress	-200,000	Assumed to follow after Office move, from 2021/22	-200,000
FFF21	Head of Neighbourhood	Increase in income from Crematorium	Saving	In progress	0	Difficult to ascertain at this time of year the likely outturn of the increased income resulting from Saturday working. The end of the third quarter will give a clearer indication. Lesser saving in 17/18, still assuming full saving from 18/19.	-61,700
FFF22	Chief Executive	Review of HR & Media Team	Saving	In progress		Within FFF16	
FFF23	Head of Finance	1% reduction in Council's discretionary spend	Saving	In progress	-100,000	Assuming all Heads of Service will find their share of this as part of the Base Budget, due to be reported to end of November Exec.	-25,000
FFF25	Head of Development	Review delivery model for Enterprise Team's work	Service improvement	In progress	0	Project continues to roll out and develop in terms of testing the market and exploring opportunities.	0
FFF27	Deputy CE (BH)	HQ Relocation	Saving	In progress	-300,000	Programme will not be finalised until after political discussions scheduled for 30/1 are complete but potential for savings realisation to slip into Q3 2020/21.	-300,000
FFF28	Deputy CE (BH)	Town Hall Transfer	Saving	In progress	-85,000	See FFF27	-85,000
FFF19	Head of Health & Community Protection	CCTV staff overlap period review	Saving	Shelved	0	This was removed previously as it interlinks with the CCTV action (FFF2).	0
FFF1	Head of Neighbourhood	Review One Stop Shop Service	Saving	Completed	-50,000	This element of Review completed. Savings from 2017/18.	-50,000

Reference	Head of Service	Initiative	Type	Status	Saving/ Cost in MTFS Feb 2017 £	Update at October 2017	HoS October 2017 updated savings /cost. £
FFF3	Head of Neighbourhood	Review approach to car parking charges	Income	Completed		No further updates at this time.	-10,000
FFF10	Head of Neighbourhood	Restructure - Neighbourhood Services	Cost	Completed	0	Restructure agreed by Executive and Employment Committee, now recruiting to vacant posts.	45,500
FFF13	Head of Development	Review of financial contribution to Shakespeare England	Saving	Completed	0	Performance indicators being monitored.	0
FFF14	Head of Finance	Review of Concurrent Services and parish support	Saving	Completed	-148,200	Project complete	-148,200
FFF15	Head of Neighbourhood	Review of One Stop Shop service	Saving	Completed	-100,000	Also see initiative FFF1. Savings of £50k already achieved by removing two vacant posts from the Council's staffing establishment. Factored into 17/18 Budget and MTFS. To make any further savings would require further reviews of Kenilworth, Warwick and Leamington One Stop Shops.	0
FFF16	Head of Culture	Tender of Leisure Centre Management contract (figures exclude borrowing costs).	Saving	Completed	-1,272,000	Average saving over 10 year period, excluding upfront management fee (£500k for 2 years), £1.272m. Savings in HR/Media £42.5k and Warwick Response £90.8k now not to be achieved.	-1,138,700
FFF17	Head of Culture	Restructure - Arts/Entertainment Service Phase 1	Saving	Completed	-40,000	Complete	-40,000
FFF24	Head of Health & Community Protection	Review of Voluntary & Community Sector (VCS) and community support	Saving	Completed	-42,000	Report to Executive due in Feb 2018 with plans for savings and scope for new contracts.	-49,000
FFF26	Chief Executive	Revised staff terms & conditions	Saving	Completed	-142,750	Complete	-142,750

Reference	Head of Service	Initiative	Type	Status	Saving/ Cost in MTFS Feb 2017 £	Update at October 2017	HoS October 2017 updated savings /cost. £
FFF29	Deputy CE (AJ)	Members' Allowances	Cost	Completed	-80,000	The review of Members' Allowances has increased the cost which has been factored into the MTFS.	25,900

ANALYSIS OF BUDGET MOVEMENTS 2017/18 TO 2018/19

	£	£	TOTAL £
APPROVED BUDGET 2017/18			17,914,700
Inflation:			
Major Contract Renewals & Inflation at -1% RPI (August announced September) inflation provision		132,900 50,000	182,900
Staffing:			
Salaries Pay Award		264,600	
Apprenticeship Scheme		100,000	
National Employment Savings Trust (NEST)		63,800	
Pension Fund Increases		58,400	
Health and Community Protection Restructure		57,000	
FFF10 Restructure – Neighbourhood Services		45,500	
FFF9 Restructure-Development Management Team		20,000	
HR salaries		8,200	
Bereavement salaries		1,600	
Property Services salaries		(1,100)	
Contract Services / Ranger Services & Car Parking - salary restructure		(6,200)	
Development Services Technical support team		(15,000)	
One Stop Shop Salaries		(26,500)	
FFF16 Leisure Options		(43,200)	527,100
Growth:			
<u>Increases in Expenditure:</u>			
Housing Market Assessment	60,000		
NNDR changes - transitional relief reduction	48,500		
Waste Management - additional properties	36,600		
Fly tipping and other Environmental Enforcement provided by Rugby Borough Council	30,000		
Street Cleaning additional developments	29,500		
Home Choice Lettings ongoing software maintenance costs	28,000		
FFF29 Members Allowances	25,900		
Homelessness Prevention Grant funded work	19,400		
Increase in Electricity costs arising from new contract	15,000		
Developer Commuted Sums Reserve reducing	11,200		
Car Parking repair and maintenance	10,000		
Community Forums - reserve funding ending	9,200		
Printing Devices, Revenue Lease Costs net of Equipment Renewal Funding	8,900		
HR- WM jobs recruitment portal	4,000		
Strategic Leadership various small Budget Adjustments	2,300		
New Tills at Spa Centre (ERR funded) additional on-going Cost	1,900	340,400	
<u>Reduced Income:</u>			
Commercial property lettings	49,400		
Warwick Golf Course rent holiday	17,500		
Abbey Fields Cafeteria following Leisure Options	1,300	68,200	408,600
Savings:			
<u>Reduced Expenditure:</u>			
2017/18 Time limited items removed	(385,100)		
FFF16f Reduced net expenditure LC budgets	(271,500)		
FFF8 Reduce B&B placements	(60,000)		
FFF14 Review of Concurrent Services and Parish support	(58,300)		
Change in Benefits Expenditure / Subsidy based on 2017/18 Mid-Year Claim Estimate	(49,700)		
Insurance Provision top up not required	(40,000)		
FFF24 Review of Community Partnership arrangements	(36,800)		
Budget Consultation Process	(27,500)		
FFF23 Reduction in Council Discretionary spend	(25,000)		
Contributions to Enterprise Reserve from Revenue Surplus	(23,700)		
39 High Street, Kenilworth. £22.5K will now be received 2017/18 & 2018/19	(15,500)		
FFF5 Tourism / VIC changes cost reduction	(15,000)		
Priority Funding scheme remove time limited budget	(15,000)		
Media Room future years click savings	(5,500)		
Equitrac Support after 5 year period of purchase	(5,000)		
Revenue Budget Savings to contribute to new leases for Printing Devices	(4,000)		
Revenue saving on Lighting at Linen Street Car Park	(3,600)		
Electoral Registration: electoral management system contract saving	(1,000)		
Other minor changes	(15,800)	(1,058,000)	

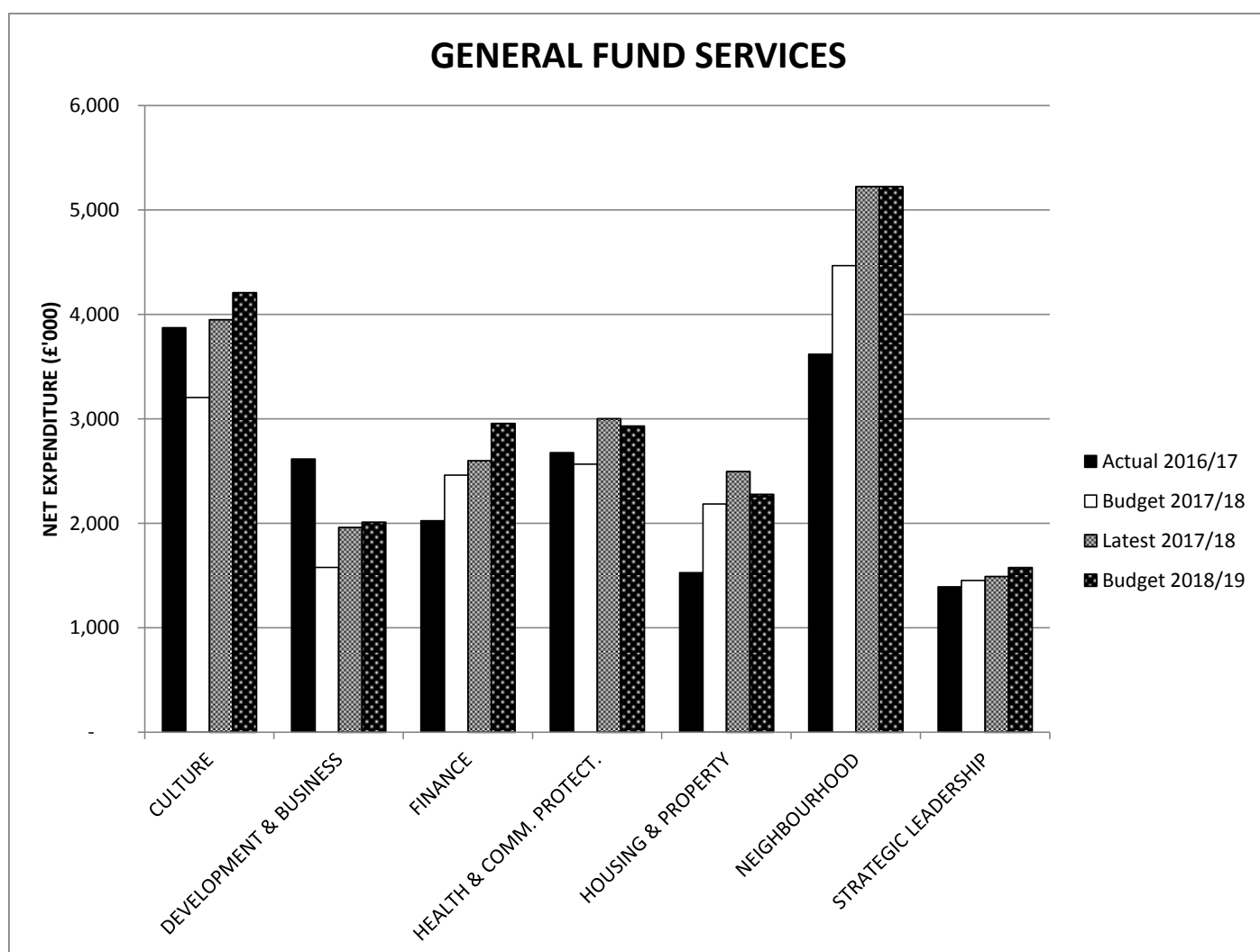
ANALYSIS OF BUDGET MOVEMENTS 2017/18 TO 2018/19

	£	£	TOTAL £
Increases in Income:			
Recurring Increase in Planning Income following approval of the Local Plan	(498,000)		
Fees and Charges	(213,100)		
Self & Custom Build House Register (£15,000.00)	(30,000)		
Homelessness Prevention Grant	(19,400)		
FFF4 Local Lottery	(15,000)		
Recycling credits from new properties	(14,000)		
Occupation Town Hall Room 11 from 23 June 2017	(3,000)		
Pump Rooms and Jephson Gardens Catering Service Charges	(900)	(793,400)	(1,851,400)
Reserve items:			
2017/18 Time limited items removed		(519,700)	
Leisure Centre Management Payment		500,000	
ICT equipment reserve funded		102,300	
Europa Way Phase 2		95,000	
Digital Transformation		86,800	
Kenilworth Development Brief (Local Plan Delivery Reserve) & Planning Officer		50,400	
Leisure Development Programme – Extension of Temporary Contracts		46,900	
Temporary Car Parks Projects Manager - 2 years fixed contract		46,000	
Neighbourhood Services Redesign Green space Team Leader S106 Funded		43,300	
Community Forums		30,800	
Performance Management Review (STR)		30,000	
Self & Custom Build House Register (£15,000.00)		28,500	
Building Control 2017/18 Slippage		25,500	
Marketing Consultancy Per March 2016 Executive (£40,000) - £30,105 Slippage To 17/18		24,000	
Hill Close Gardens		20,000	
Joint post contribution with Stratford Data protection officer		20,000	
Grounds Maintenance (Gog Brook Farm) from Commuted sums Reserve		18,500	
Colour Copier Rental		16,500	
Priority Families		15,000	
Temporary Assistant Conservation Officer from CIR (Underspend on Historic Building Grants)		11,700	
CIL Project Manager - Funded from Planning Appeals Reserve		10,200	
Government Grants Received in Advance		8,500	
Local Plan Slippage		8,000	
Millpool Meadows		5,900	
Grounds Maintenance		4,700	
Heritage Open Days		4,000	
New Printing Devices		2,000	
Planning Officer September 2017		(1,500)	
Building Control salaries		(8,900)	
Funding for CIL Manager from Planning Reserve overstated		(10,200)	714,200
Changes in Capital Financing Charges			1,861,700
Changes in IAS19 Pension Adjustments			1,427,600
BUDGET 2018/19			21,185,400

	ACTUAL 2016/17 £	ORIGINAL BUDGET 2017/18 £	LATEST BUDGET 2017/18 £	ORIGINAL BUDGET 2018/19 £
CULTURAL SERVICES PORTFOLIO	3,874,391	3,204,900	3,951,100	4,208,200
DEVELOPMENT SERVICES & BUSINESS PORTFOLIO	2,617,146	1,578,100	1,961,100	2,010,700
FINANCE PORTFOLIO	2,024,669	2,461,200	2,600,100	2,956,900
HEALTH & COMMUNITY PROTECTION PORTFOLIO	2,677,208	2,566,500	3,002,900	2,931,000
HOUSING & PROPERTY SERVICES PORTFOLIO	1,525,809	2,185,800	2,495,800	2,278,500
NEIGHBOURHOOD SERVICES PORTFOLIO	3,618,704	4,466,600	5,223,900	5,224,300
STRATEGIC LEADERSHIP PORTFOLIO	1,391,702	1,451,600	1,491,800	1,575,800
TOTAL GENERAL FUND SERVICES	17,729,629	17,914,700	20,726,700	21,185,400
Replacement of Notional with Actual Cost of Capital:				
- Deduct Notional Capital Financing Charges in Budgets	(4,085,789)	(3,374,500)	(2,972,800)	(5,236,200)
- . Add Cost of Loan Repayments, Revenue Contributions and Interest paid	8,453	502,200	223,100	534,100
Revenue Contributions to Capital	1,381,791	498,100	176,300	125,000
Contributions to / (from) Reserves	(2,470,126)	282,633	(1,587,400)	2,012,800
Net External Investment Interest Received	(327,667)	(261,700)	(295,300)	(336,200)
IAS19 Adjustments reversed	(440,766)	(602,900)	(2,015,400)	(2,030,500)
Employee Benefits Accruals reversed	(1,015)	-	-	-
Contributions to / (from) General Fund	(210,894)	(99,860)	(99,900)	-
NET EXPENDITURE FOR DISTRICT PURPOSES	11,583,616	14,858,673	14,155,300	16,254,400
Less: Revenue Support Grant	(1,586,731)	(793,675)	(793,675)	(306,736)
Less: Business Rates Income	282,699	(3,829,000)	(3,634,200)	(7,009,300)
Less: General Grants	(2,346,210)	(1,987,958)	(2,290,900)	(335,300)
Collection Fund (Surplus) / Deficit	(55,000)	20,000	20,000	-
Surplus / (Deficit) for the year	-	-	811,515	38,458
NET EXPENDITURE BORNE BY COUNCIL TAX	7,878,375	8,268,040	8,268,040	8,641,522

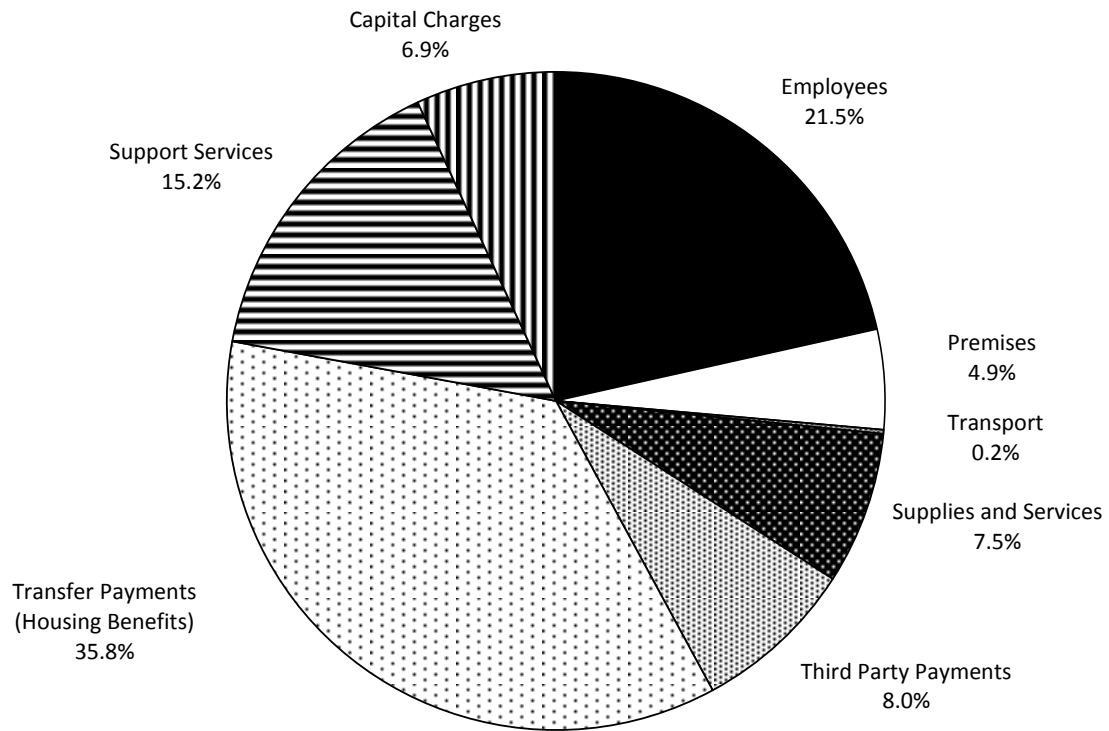
ANALYSED AS FOLLOWS:

TOTAL GENERAL FUND SERVICES	Pages	C1 / 2 to C1 / 4
CULTURAL SERVICES PORTFOLIO	Pages	C1 / 5 to C1 / 7
DEVELOPMENT SERVICES & BUSINESS PORTFOLIO	Pages	C1 / 8 to C1 / 10
FINANCE PORTFOLIO	Pages	C1 / 11 to C1 / 13
HEALTH & COMMUNITY PROTECTION PORTFOLIO	Pages	C1 / 14 to C1 / 16
HOUSING & PROPERTY SERVICES PORTFOLIO	Pages	C1 / 17 to C1 / 19
NEIGHBOURHOOD SERVICES PORTFOLIO	Pages	C1 / 20 to C1 / 22
STRATEGIC LEADERSHIP PORTFOLIO	Pages	C1 / 23 to C1 / 25

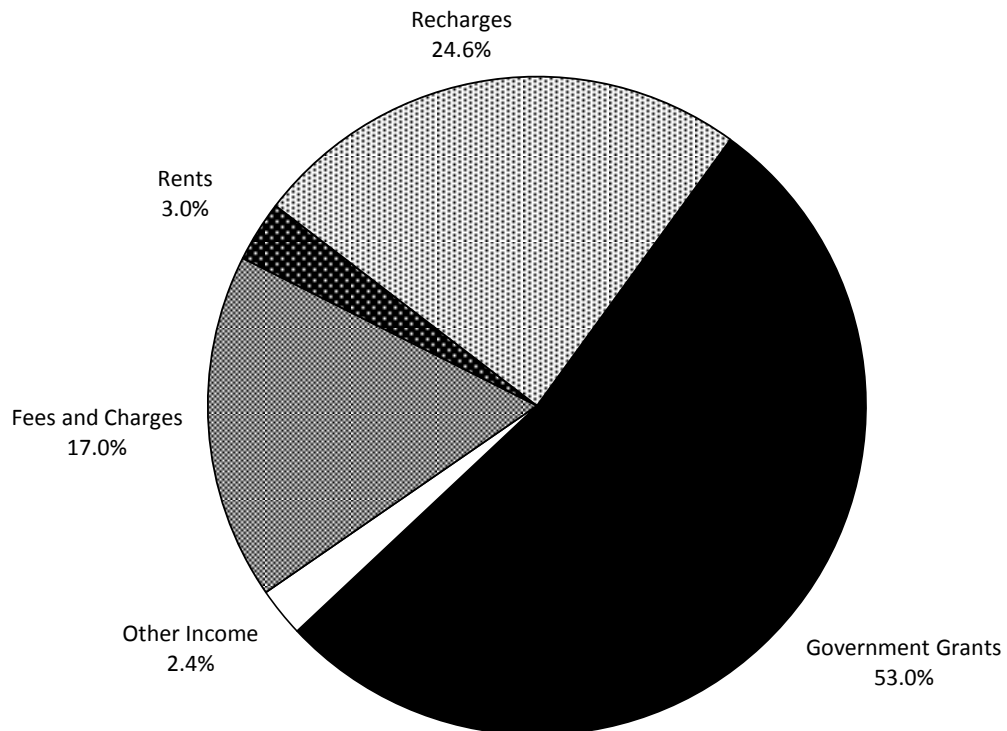
**SUBJECTIVE ANALYSIS:**

	ACTUAL 2016/17 £	ORIGINAL BUDGET 2017/18 £	LATEST BUDGET 2017/18 £	ORIGINAL BUDGET 2018/19 £
EXPENDITURE:				
Employees	15,723,848	14,609,500	16,078,200	16,207,300
Premises	4,356,766	3,792,200	4,658,500	3,705,700
Transport	214,902	204,000	241,800	152,300
Supplies and Services	5,904,631	5,331,300	6,729,600	5,645,000
Third Party Payments	5,960,658	5,393,600	6,826,000	6,053,700
Transfer Payments (Housing Benefits)	28,636,563	28,969,500	27,040,100	27,040,100
Support Services	10,967,992	10,597,800	11,572,200	11,470,500
Capital Charges	4,085,791	3,374,500	2,972,800	5,236,200
TOTAL EXPENDITURE	75,851,151	72,272,400	76,119,200	75,510,800
INCOME:				
Government Grants	(30,363,100)	(30,338,000)	(29,252,100)	(28,799,900)
Other Grants and Contributions	(1,146,901)	(378,900)	(606,700)	(384,900)
Sales	(239,041)	(145,400)	(165,300)	(148,200)
Other Income	(1,365,017)	(732,700)	(926,000)	(772,100)
Fees and Charges	(10,732,944)	(8,834,700)	(9,318,000)	(9,237,000)
Rents	(1,549,927)	(1,621,400)	(1,609,900)	(1,634,700)
Recharges	(12,724,592)	(12,306,600)	(13,514,500)	(13,348,600)
TOTAL INCOME	(58,121,522)	(54,357,700)	(55,392,500)	(54,325,400)
NET COST OF GENERAL FUND SERVICES	17,729,629	17,914,700	20,726,700	21,185,400

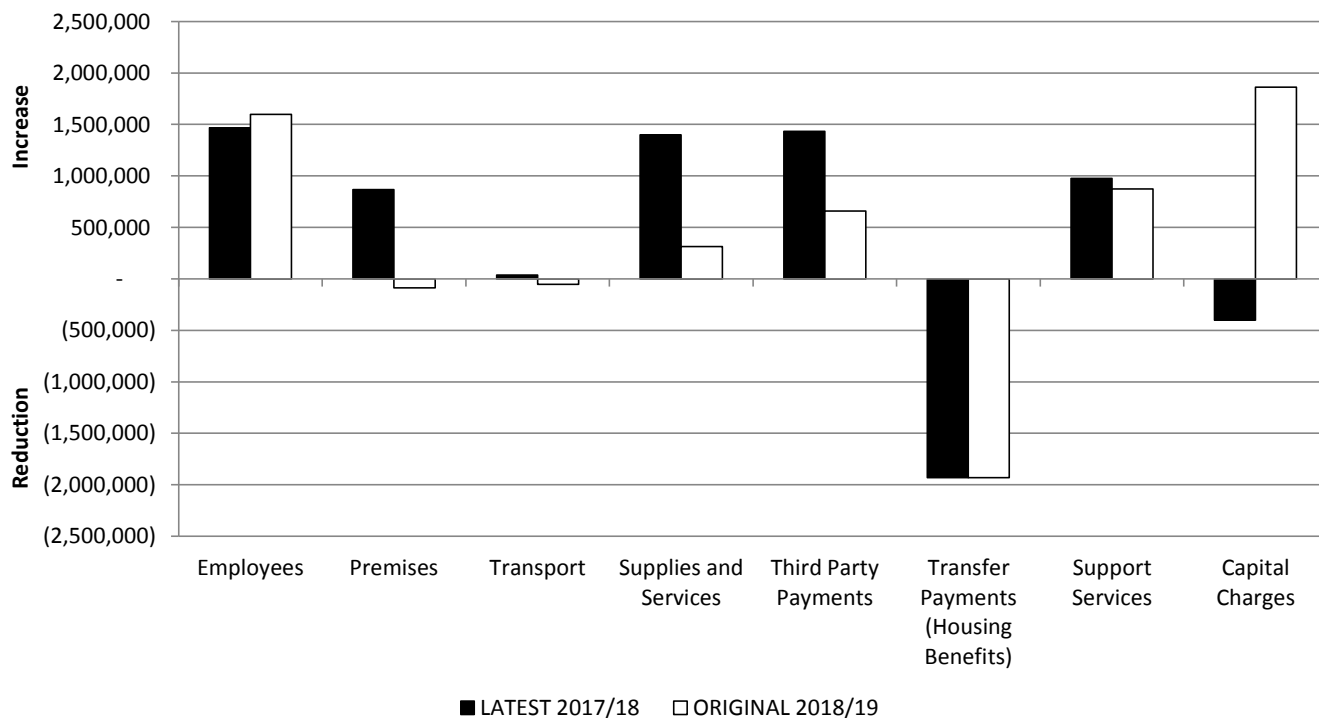
GENERAL FUND EXPENDITURE - 2018/19 BUDGETS



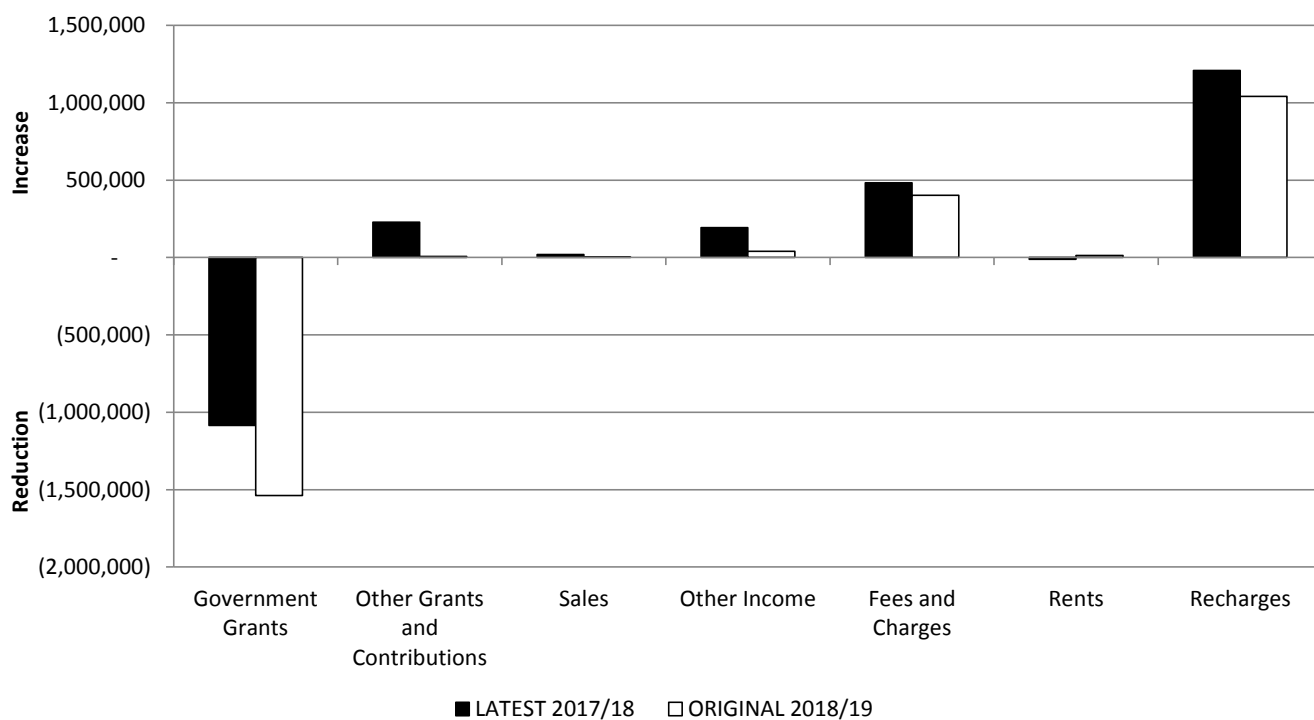
GENERAL FUND INCOME - 2018/19 BUDGETS



GENERAL FUND EXPENDITURE: CHANGE FROM 2017/18 ORIGINAL (£)

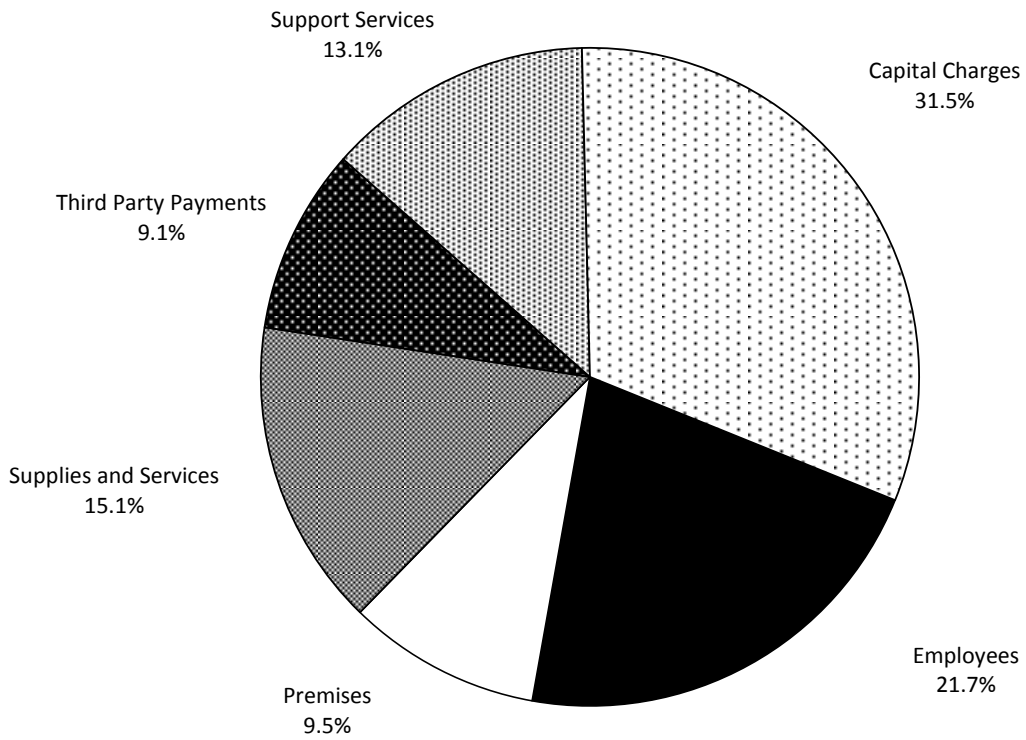


GENERAL FUND INCOME: CHANGE FROM 2017/18 ORIGINAL (£)

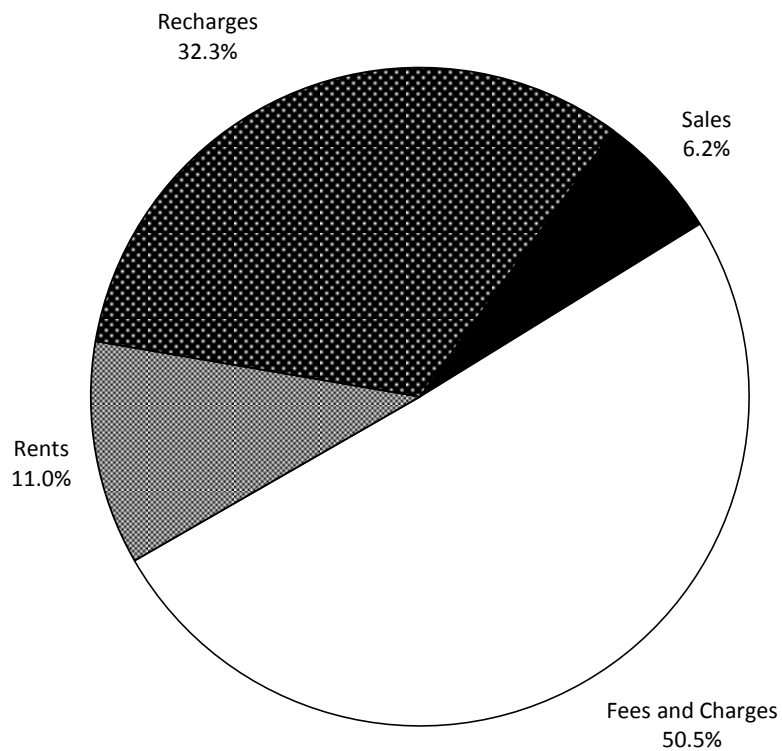


	ACTUAL 2016/17 £	ORIGINAL BUDGET 2017/18 £	LATEST BUDGET 2017/18 £	ORIGINAL BUDGET 2018/19 £
<u>CULTURAL SERVICES PORTFOLIO</u>				
S1275 GOLF COURSE	37,040	17,300	42,600	51,900
S1280 EDMONDSCOTE SPORTS TRACK	111,623	103,500	110,000	130,100
S1288 OUTDOOR RECREATION	103,937	94,700	119,800	104,700
S1295 LILLINGTON COMMUNITY CENTRE	5,516	6,000	8,300	11,200
S1297 CLIENT MONITORING TEAM	-	265,200	788,000	792,500
S1305 YOUTH SPORT DEVELOPMENT	146,872	113,900	96,900	92,400
S1310 CULTURAL SERVICES TECHNICAL SUPPORT TEAM	-	400	-	-
S1330 TOWN HALL FACILITIES	1,578	(1,200)	-	-
S1335 ROYAL SPA CENTRE	700,302	766,400	767,800	823,400
S1356 CATERING CONTRACT	(43,557)	(63,300)	(57,700)	(57,600)
S1365 SPORTS FACILITIES ADMIN	154,250	102,300	231,600	72,700
S1370 ST. NICHOLAS PARK LC	533,213	247,100	213,500	240,600
S1375 ABBEY FIELDS SP	366,229	160,000	143,900	168,500
S1380 NEWBOLD COMYN LC	559,940	399,800	320,500	368,900
S1385 CASTLE FARM RC	231,301	86,000	99,800	130,800
S1390 MYTON SCHOOL DUAL USE	24,869	6,600	100	-
S1400 MEADOW COMMUNITY SPORTS CENTRE	63,571	12,800	12,100	-
S1405 ROYAL PUMP ROOMS	877,707	887,400	1,053,900	1,278,100
TOTAL CULTURAL SERVICES PORTFOLIO	3,874,391	3,204,900	3,951,100	4,208,200
 <u>SUBJECTIVE ANALYSIS:</u>				
<u>EXPENDITURE:</u>				
Employees	2,947,446	1,529,400	1,677,100	1,379,700
Premises	1,560,874	746,700	718,400	604,500
Transport	6,120	5,600	5,700	5,600
Supplies and Services	1,212,208	844,800	1,058,600	953,600
Third Party Payments	137,650	181,200	705,200	576,200
Support Services	1,684,912	882,100	918,900	831,500
Capital Charges	1,074,300	1,085,800	1,129,800	2,003,300
TOTAL EXPENDITURE	8,623,510	5,275,600	6,213,700	6,354,400
 <u>INCOME:</u>				
Other Grants and Contributions	(15,371)	-	(2,200)	-
Sales	(221,292)	(129,700)	(149,600)	(132,500)
Other Income	(11,314)	(1,500)	(1,500)	(1,100)
Fees and Charges	(2,943,491)	(1,081,300)	(1,239,300)	(1,082,400)
Rents	(225,603)	(233,100)	(221,500)	(235,700)
Recharges	(1,332,048)	(625,100)	(648,500)	(694,500)
TOTAL INCOME	(4,749,119)	(2,070,700)	(2,262,600)	(2,146,200)
NET COST OF CULTURAL SERVICES	3,874,391	3,204,900	3,951,100	4,208,200

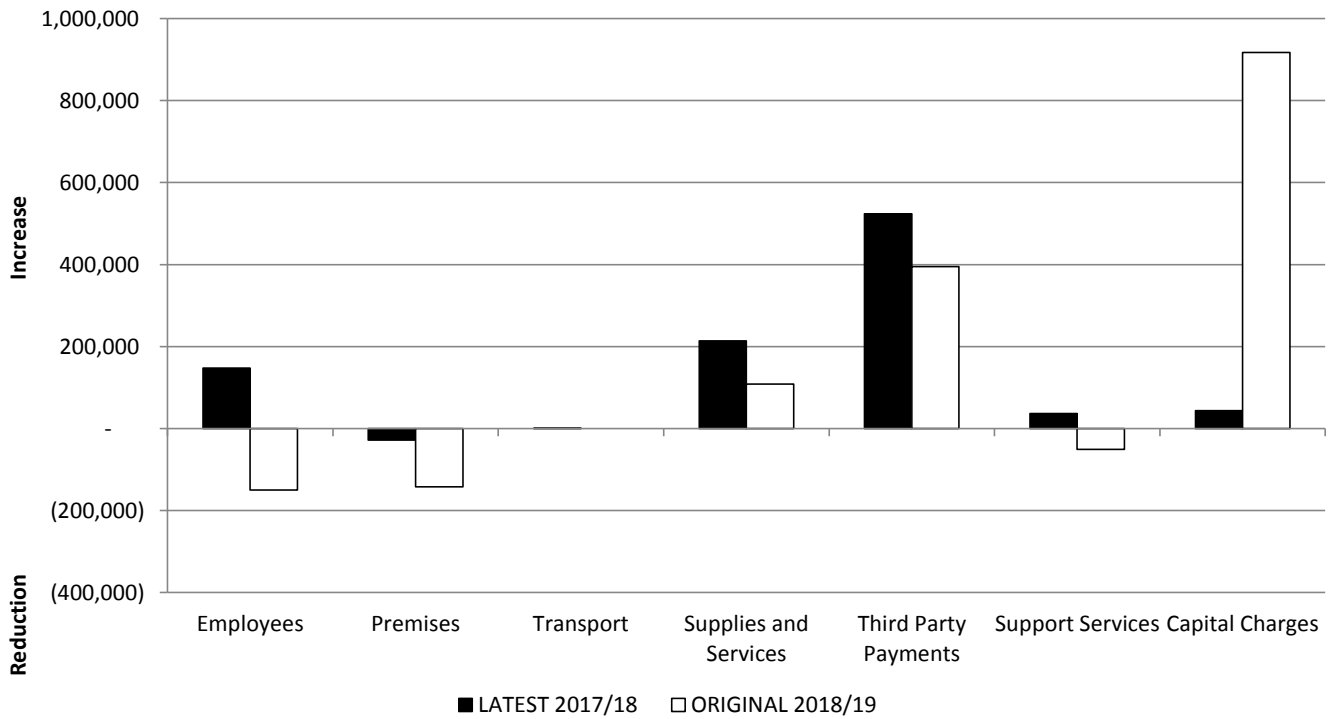
CULTURAL SERVICES EXPENDITURE - 2018/19 BUDGETS



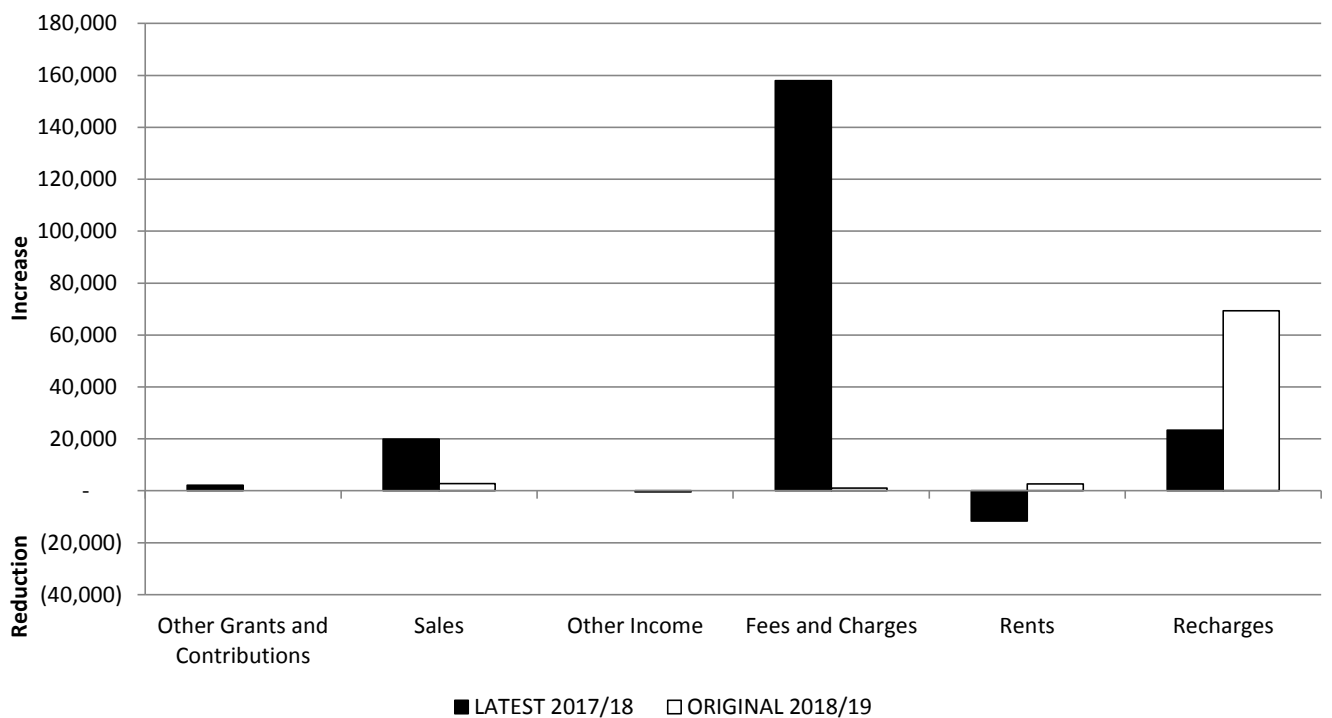
CULTURAL SERVICES INCOME - 2018/19 BUDGETS



CULTURAL SERVICES EXPENDITURE: CHANGE FROM 2017/18 ORIGINAL (£)

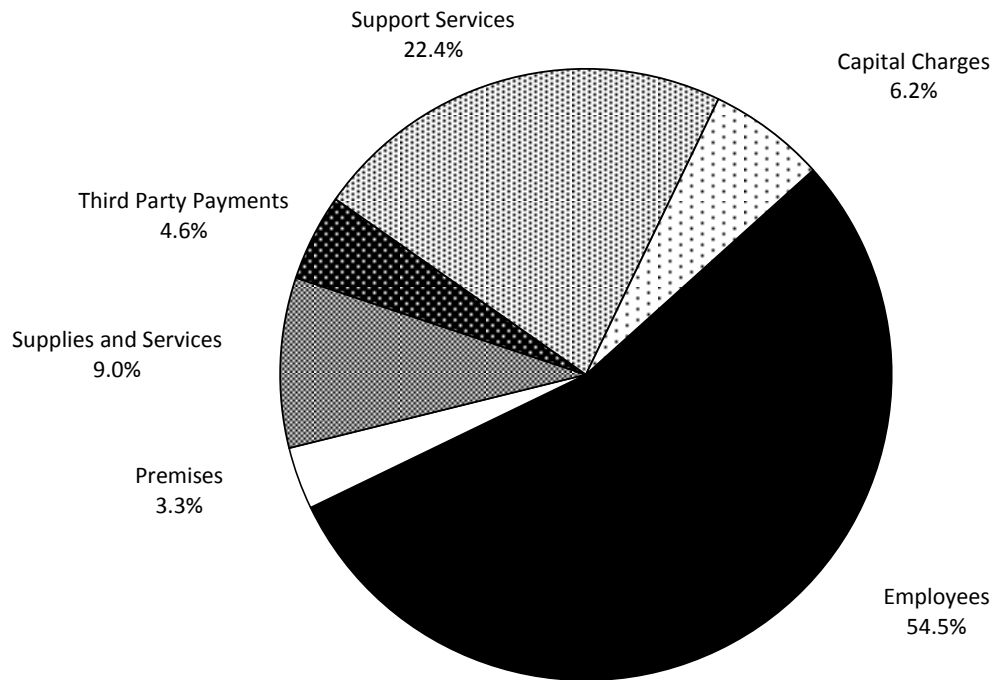


CULTURAL SERVICES INCOME: CHANGE FROM 2017/18 ORIGINAL (£)

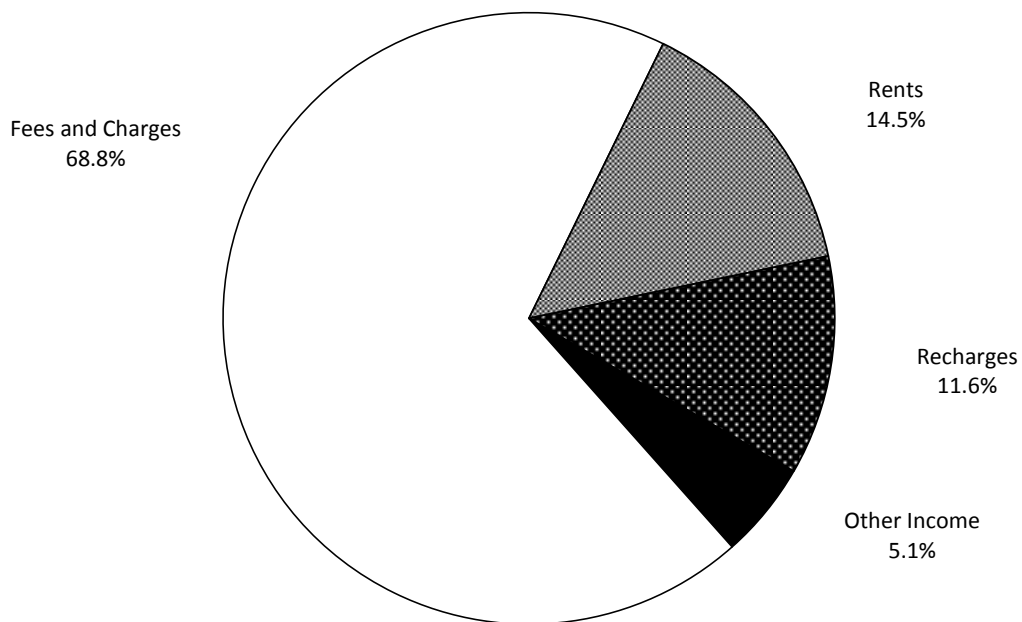


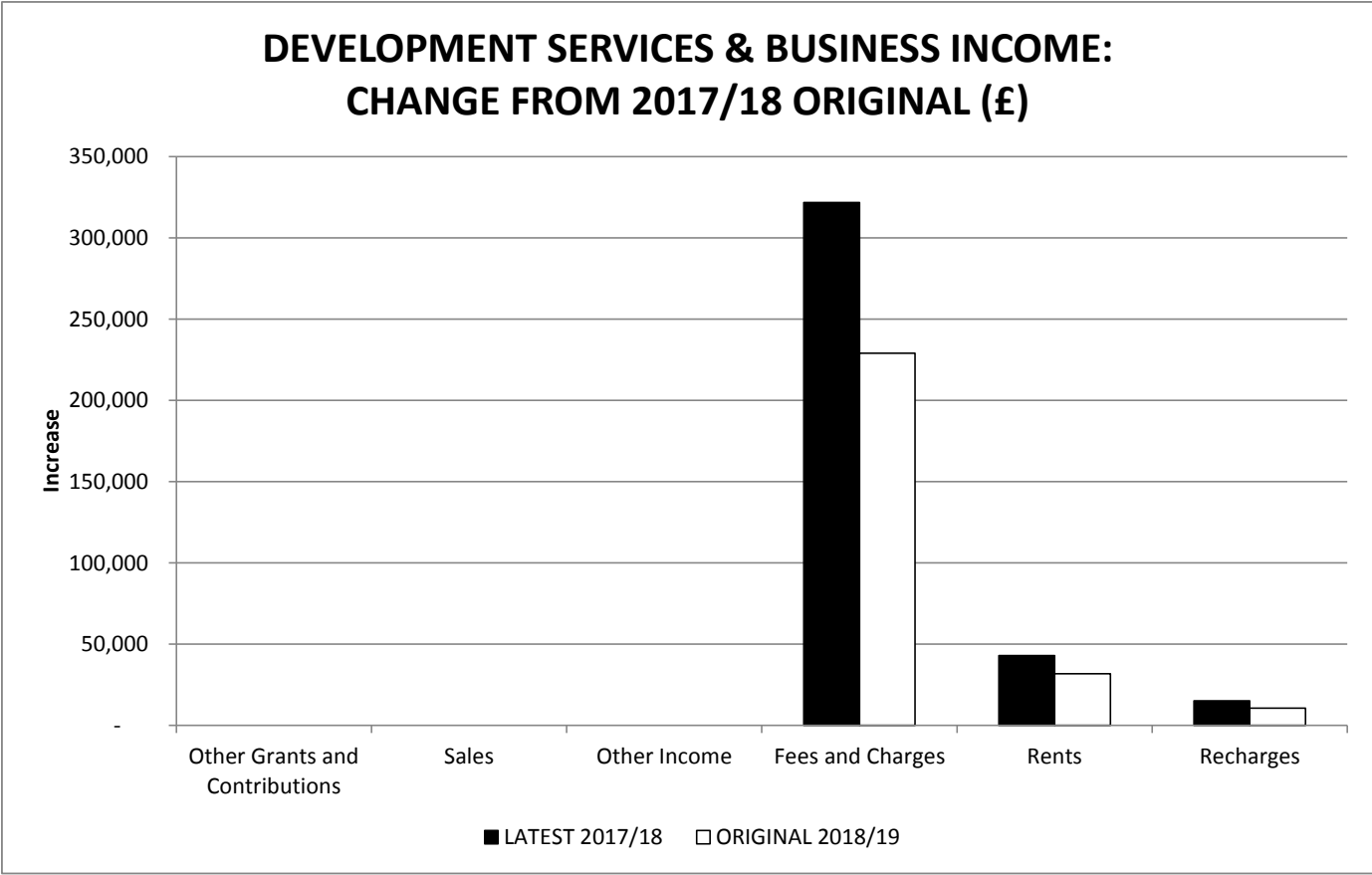
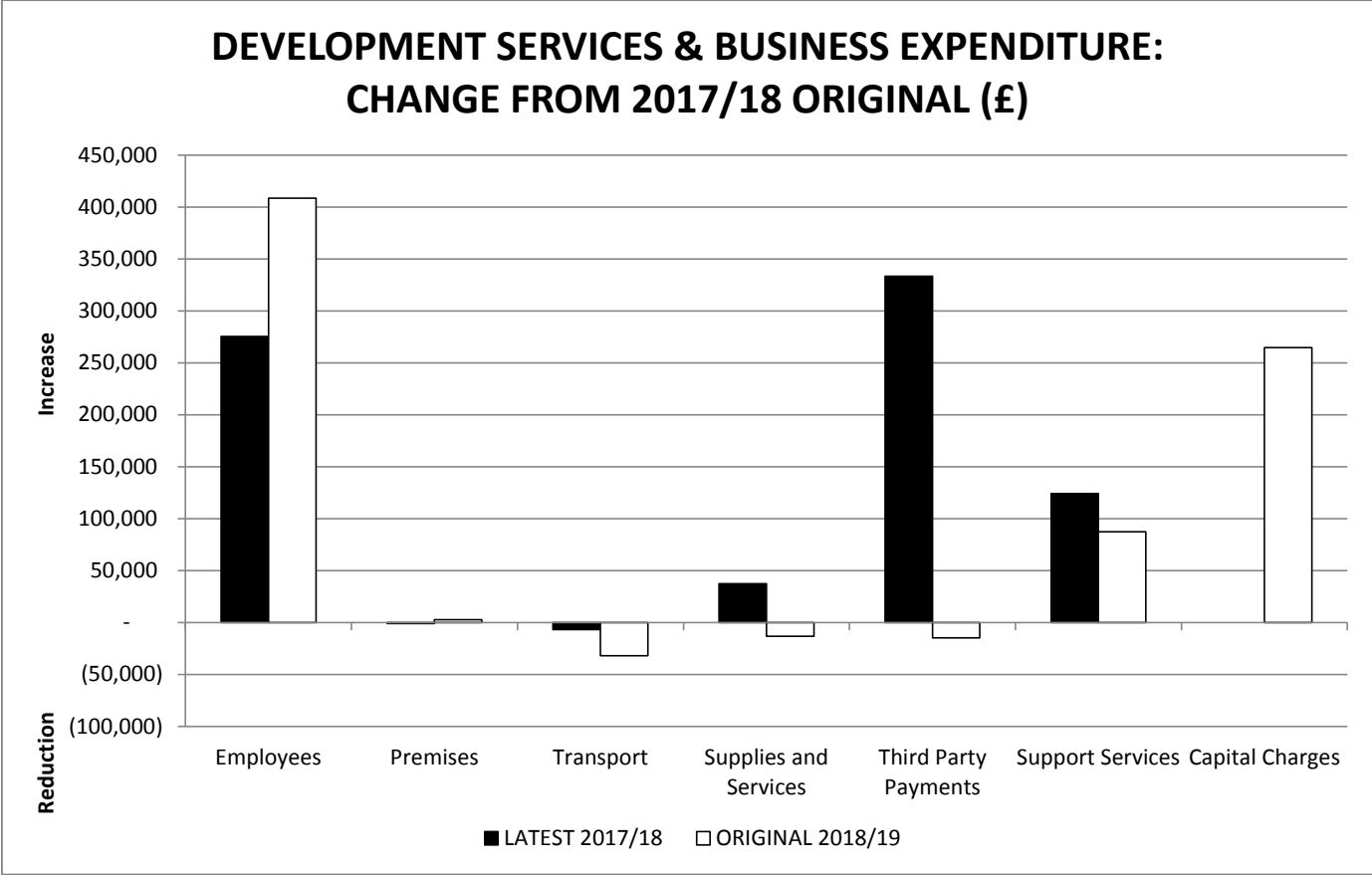
	ACTUAL 2016/17 £	ORIGINAL BUDGET 2017/18 £	LATEST BUDGET 2017/18 £	ORIGINAL BUDGET 2018/19 £
<u>DEVELOPMENT SERVICES & BUSINESS PORTFOLIO</u>				
S1035 CHRISTMAS ILLUMINATIONS	34,827	25,500	25,400	25,700
S1240 MARKETS + MOPS	(11,186)	(17,500)	(20,800)	(21,100)
S1249 EVENTS MANAGEMENT	279,132	77,100	124,300	321,900
S2100 ORGANISATIONAL DEVELOPMENT	-	-	-	-
S3170 KENILWORTH PUBLIC SERVICE CENTRE	38,612	51,600	46,400	78,600
S3550 TOURISM	175,908	188,200	183,800	173,500
S3600 ECONOMIC DEVELOPMENT	887,754	143,400	361,100	144,600
S3650 ECONOMIC REGENERATION	71,763	60,200	67,300	66,300
S3660 ENTERPRISE DEVELOPMENT	74,063	24,600	74,700	114,100
S3676 26HT	(11,996)	(5,600)	(19,000)	(18,800)
S4510 DEVELOPMENT SERVICES MGT	-	(100)	-	-
S4540 DEVELOPMENT CONTROL	253,835	370,500	207,800	279,200
S4570 POLICY, PROJECTS & CONSERVATION	789,779	569,700	751,000	681,500
S4600 BUILDING CONTROL	121,233	185,600	235,400	241,900
S4840 LOCAL LAND CHARGES	(86,578)	(95,100)	(76,300)	(76,700)
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TOTAL DEVELOPMENT SERVICES & BUSINESS PORTFOLIO	2,617,146	1,578,100	1,961,100	2,010,700
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 <u>SUBJECTIVE ANALYSIS:</u>				
<u>EXPENDITURE:</u>				
Employees	2,523,045	2,543,100	2,818,500	2,951,700
Premises	204,048	173,400	172,400	176,300
Transport	73,082	78,300	71,500	46,400
Supplies and Services	471,791	452,500	490,000	439,300
Third Party Payments	546,371	263,800	597,300	249,200
Support Services	1,026,111	1,124,800	1,248,900	1,212,300
Capital Charges	816,777	71,300	71,300	336,000
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TOTAL EXPENDITURE	5,661,225	4,707,200	5,469,900	5,411,200
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<u>INCOME:</u>				
Government Grants	(14,965)	-	-	-
Other Grants and Contributions	(41,736)	(19,200)	(19,200)	(19,200)
Sales	(15,125)	(13,300)	(13,300)	(13,300)
Other Income	(159,165)	(141,500)	(141,500)	(141,500)
Fees and Charges	(2,086,902)	(2,109,200)	(2,431,000)	(2,338,200)
Rents	(445,548)	(463,000)	(505,900)	(494,800)
Recharges	(280,638)	(382,900)	(397,900)	(393,500)
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TOTAL INCOME	(3,044,079)	(3,129,100)	(3,508,800)	(3,400,500)
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NET COST OF DEVELOPMENT SERVICES & BUSINESS	2,617,146	1,578,100	1,961,100	2,010,700
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DEVELOPMENT SERVICES & BUSINESS EXPENDITURE - 2018/19 BUDGETS



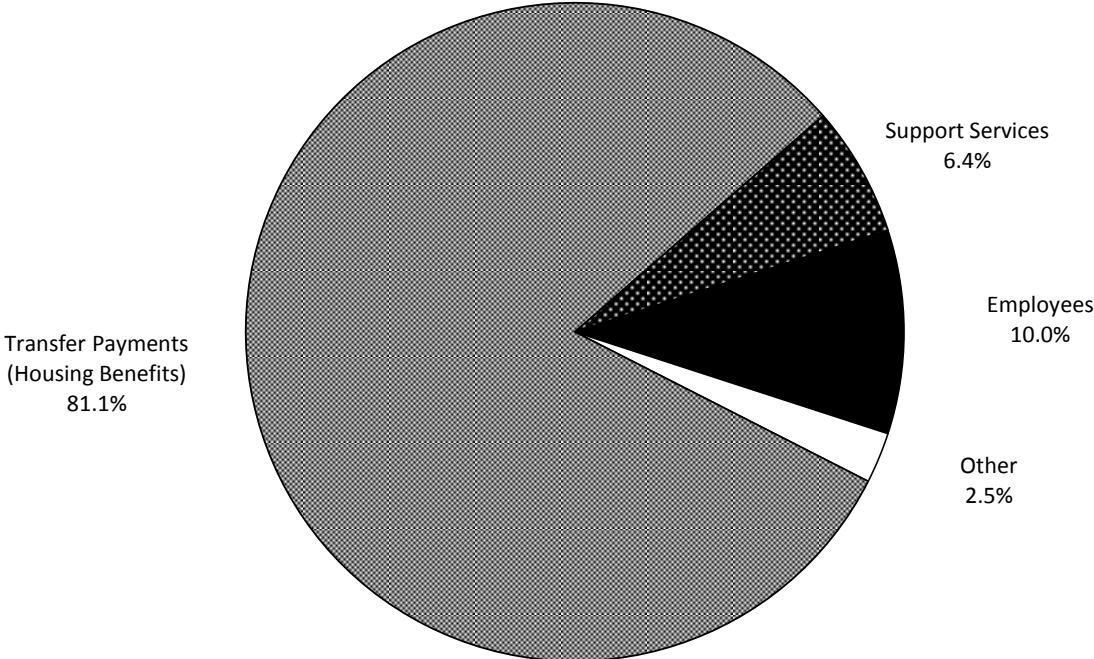
DEVELOPMENT SERVICES & BUSINESS INCOME - 2018/19 BUDGETS



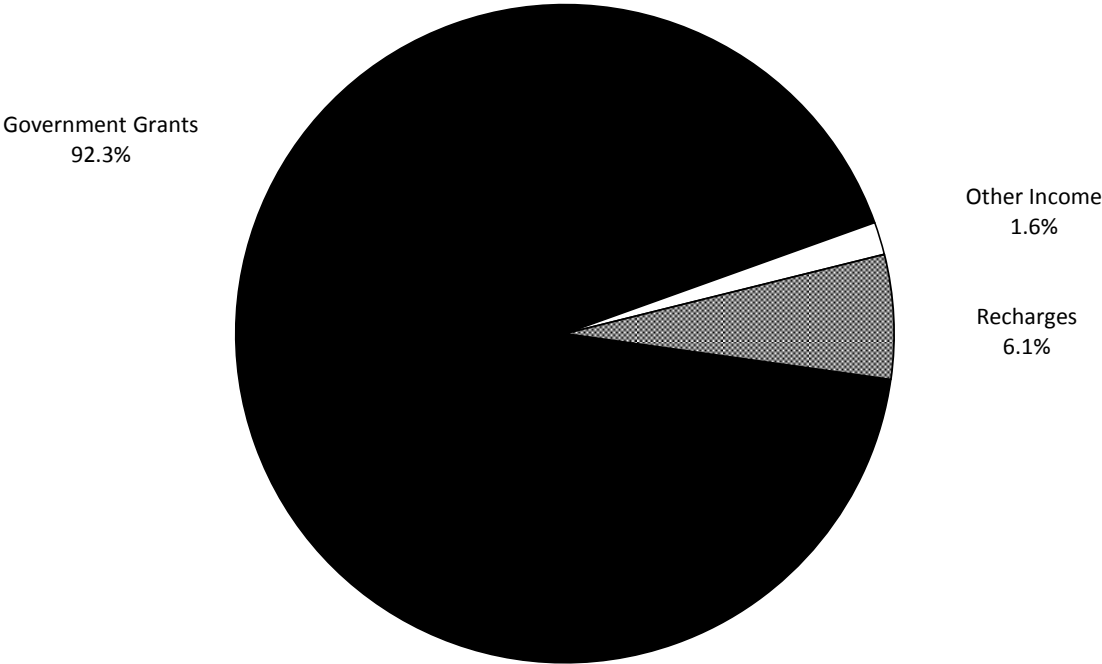


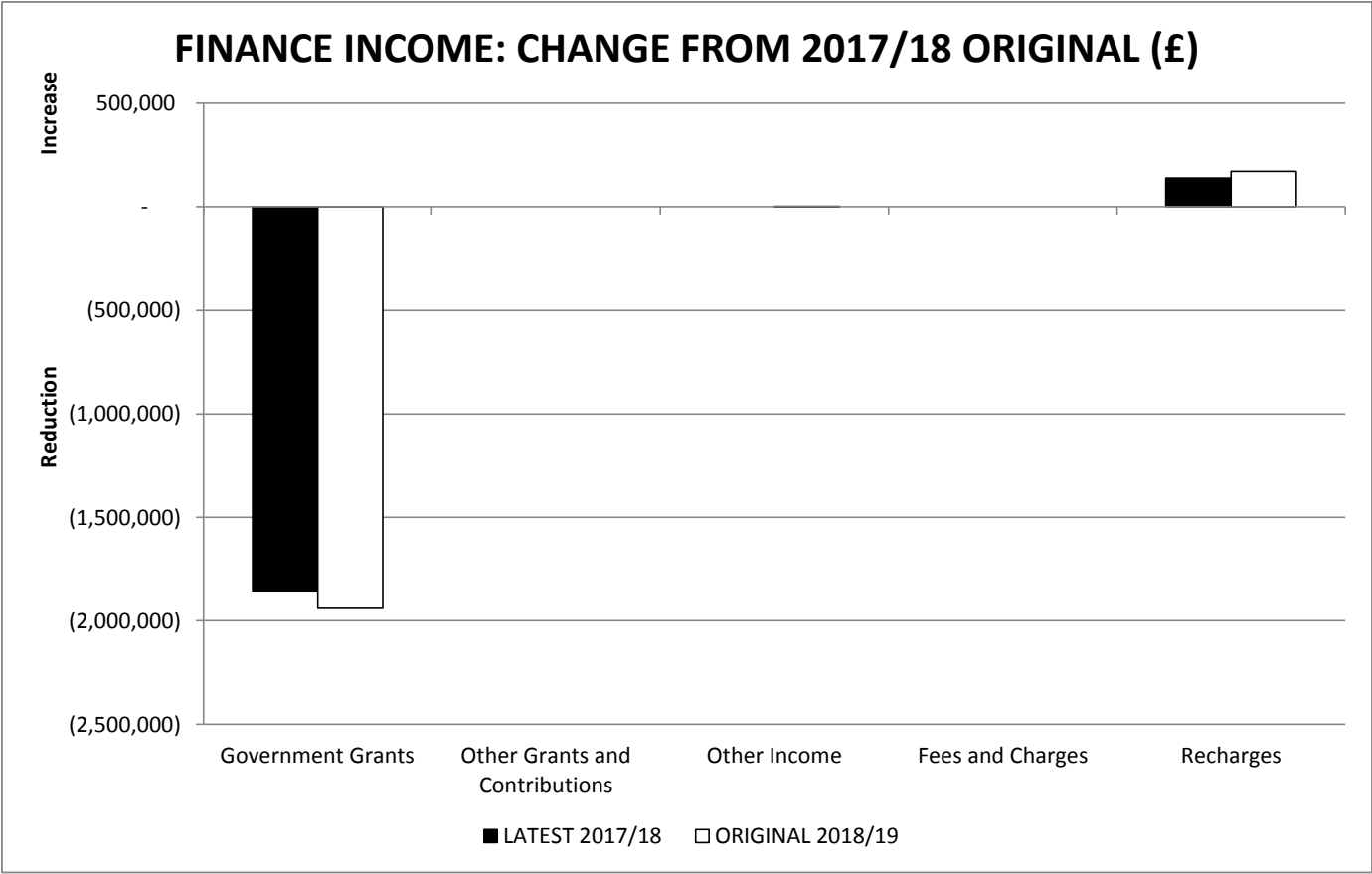
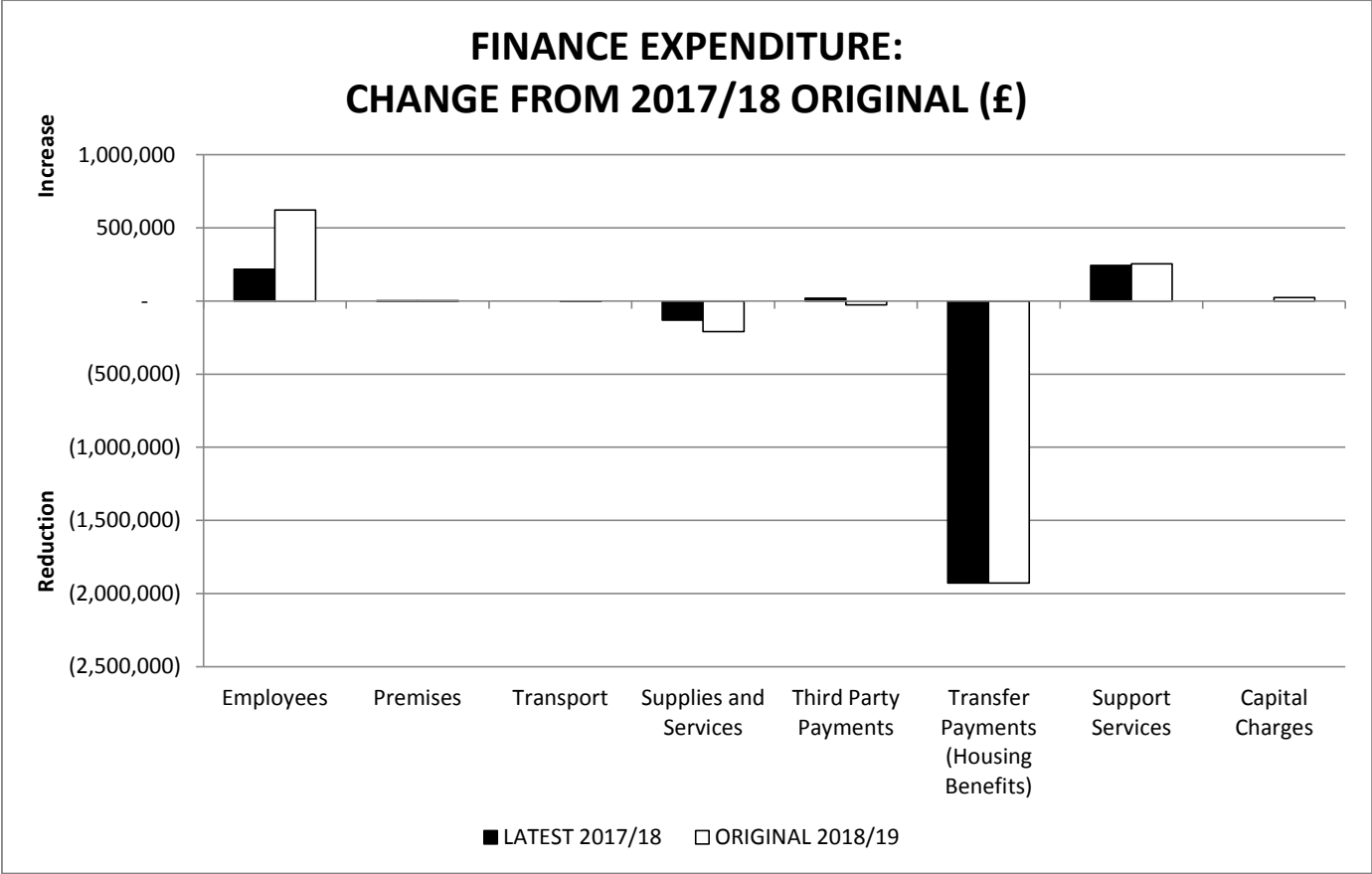
	ACTUAL 2016/17 £	ORIGINAL BUDGET 2017/18 £	LATEST BUDGET 2017/18 £	ORIGINAL BUDGET 2018/19 £
<u>FINANCE PORTFOLIO</u>				
S1410 FINANCE MANAGEMENT	-	(100)	-	(13,800)
S1417 PROCUREMENT	4,988	-	-	-
S1418 FINANCIAL SERVICES TEAM	-	(200)	-	-
S1425 ACCOUNTANCY	-	(500)	-	-
S1440 NON-DISTRIBUTED COSTS	140,734	151,500	151,500	148,900
S1460 TREASURY MANAGEMENT	101,719	79,200	79,800	78,800
S1461 CONTINGENCY BUDGETS	-	392,300	265,700	664,500
S1465 CORPORATE MANAGEMENT	639,312	642,800	702,800	690,100
S1468 CONCURRENT SERVICES	148,379	92,600	92,900	34,800
S1578 AUDIT & RISK	-	(400)	-	-
S3050 REVENUES	638,290	608,100	783,200	732,800
S3250 BENEFITS	318,077	465,700	492,100	572,600
S3661 CUP - UNITED REFORM CHURCH	33,170	30,200	32,100	48,200
TOTAL FINANCE PORTFOLIO	2,024,669	2,461,200	2,600,100	2,956,900
<u>SUBJECTIVE ANALYSIS:</u>				
<u>EXPENDITURE:</u>				
Employees	2,522,819	2,701,700	2,919,800	3,323,500
Premises	4,534	22,300	23,800	24,400
Transport	6,911	11,200	11,200	8,800
Supplies and Services	630,733	869,000	738,300	660,800
Third Party Payments	106,417	80,100	100,100	53,600
Transfer Payments (Housing Benefits)	28,636,563	28,969,500	27,040,100	27,040,100
Support Services	1,799,787	1,888,400	2,131,800	2,143,800
Capital Charges	51,766	53,600	53,600	76,300
TOTAL EXPENDITURE	33,759,530	34,595,800	33,018,700	33,331,300
<u>INCOME:</u>				
Government Grants	(29,629,326)	(29,961,900)	(28,106,400)	(28,027,300)
Other Grants and Contributions	(81,267)	(79,400)	(79,400)	(79,400)
Other Income	(20,202)	(11,200)	(11,200)	(13,700)
Fees and Charges	(357,709)	(400,000)	(400,000)	(400,000)
Recharges	(1,646,357)	(1,682,100)	(1,821,600)	(1,854,000)
TOTAL INCOME	(31,734,861)	(32,134,600)	(30,418,600)	(30,374,400)
NET COST OF FINANCE	2,024,669	2,461,200	2,600,100	2,956,900

FINANCE EXPENDITURE - 2018/19 BUDGETS



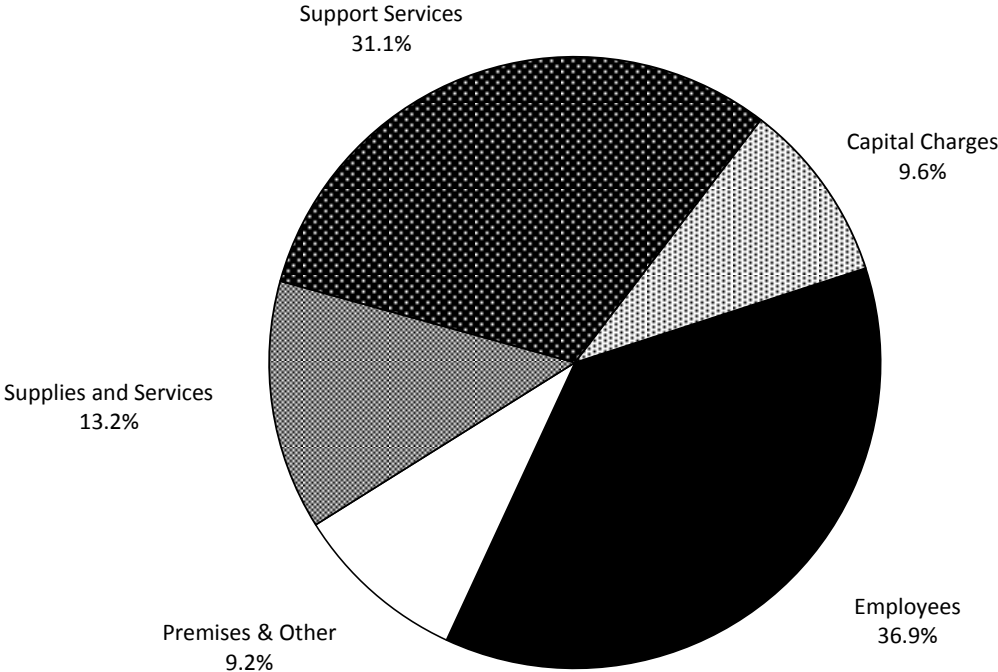
FINANCE INCOME - 2018/19 BUDGETS



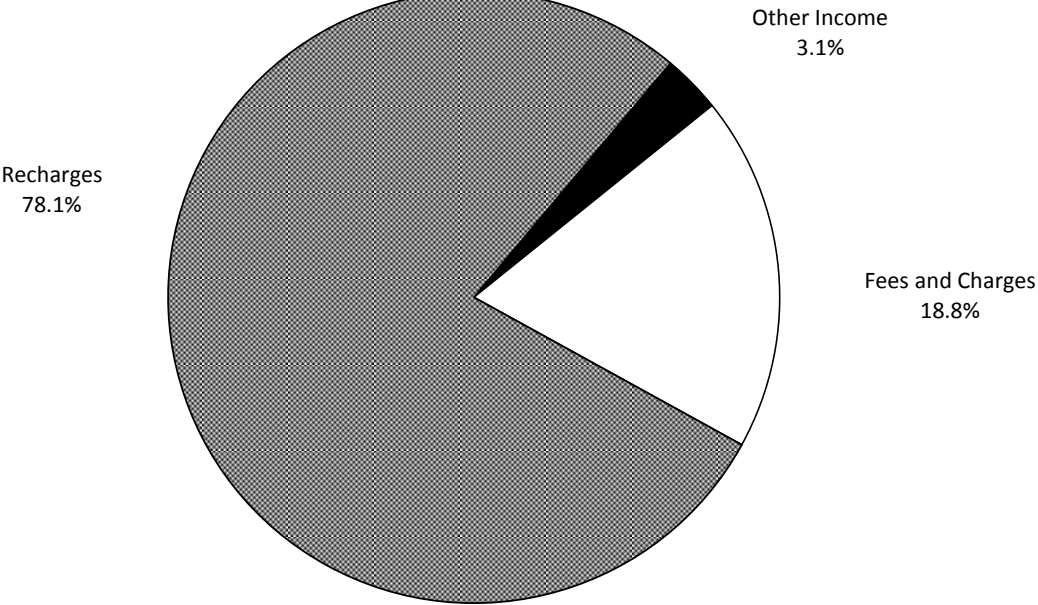


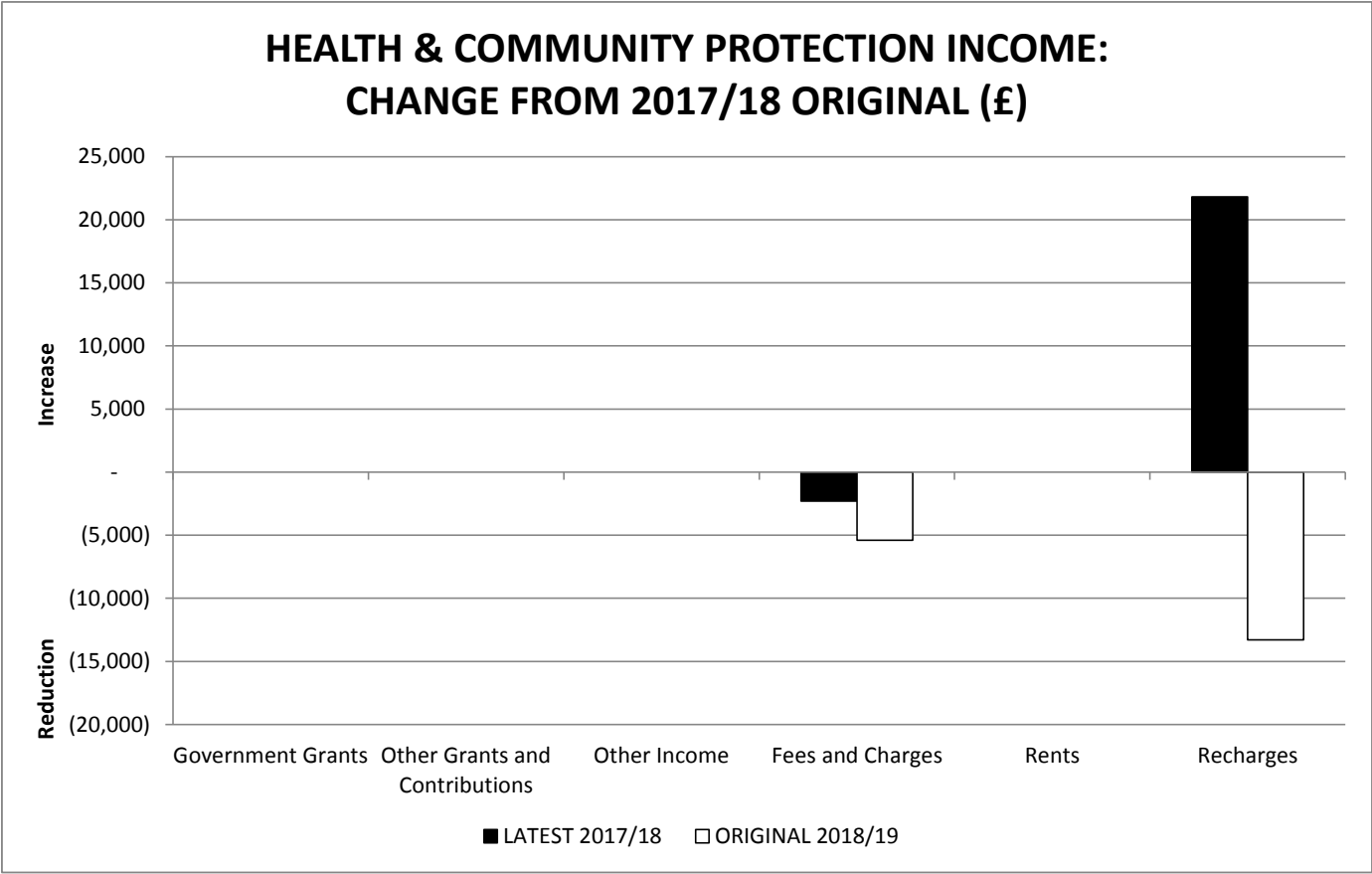
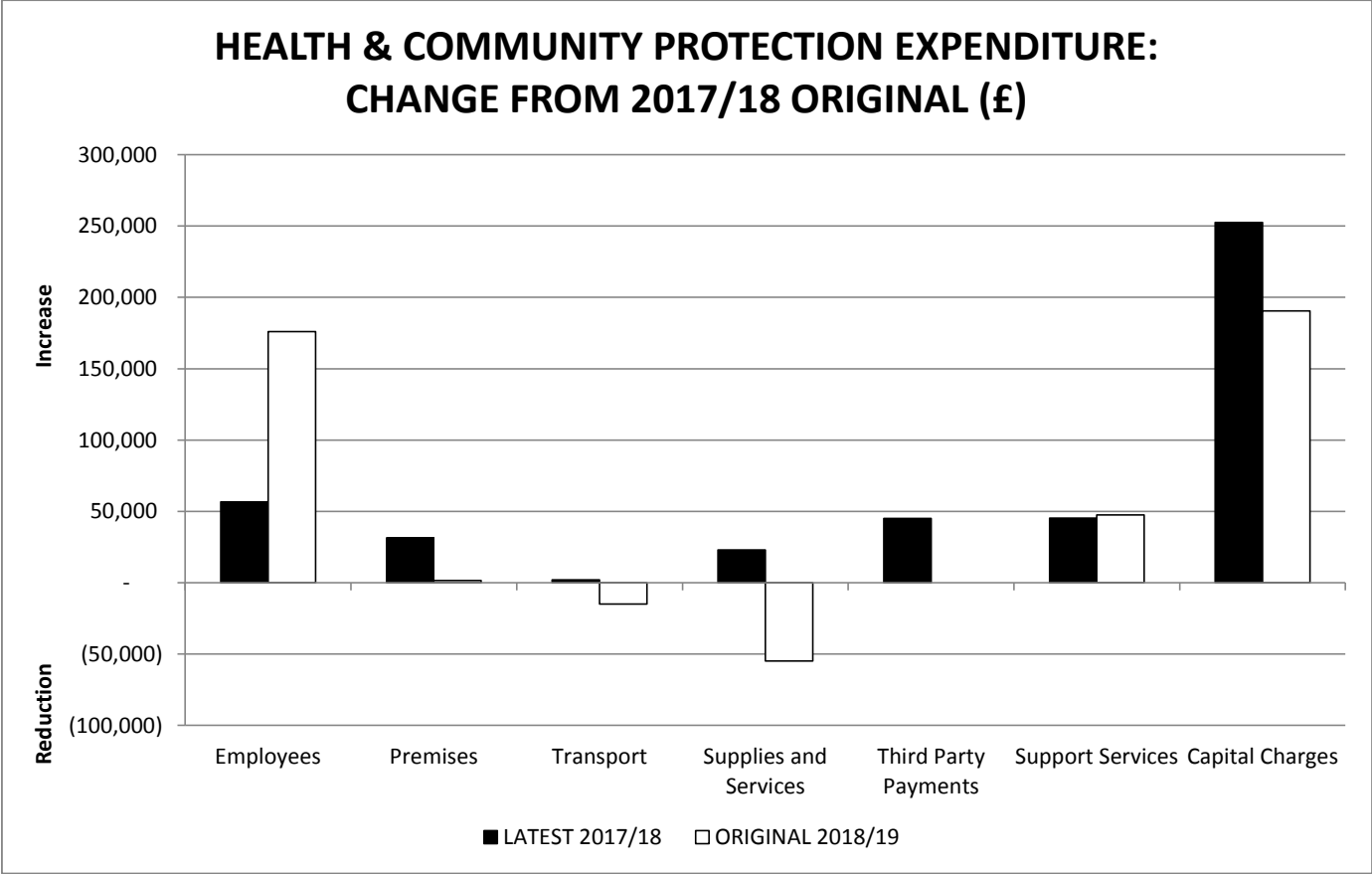
	ACTUAL 2016/17 £	ORIGINAL BUDGET 2017/18 £	LATEST BUDGET 2017/18 £	ORIGINAL BUDGET 2018/19 £
<u>HEALTH & COMMUNITY PROTECTION PORTFOLIO</u>				
S1001 COMMUNITY DEVELOPMENT	776,871	579,500	831,000	679,000
S1045 CCTV	163,822	170,300	188,600	220,300
S1640 SMALL GRANTS	29,766	30,300	30,400	30,300
S2102 COMMUNITY FORUMS	48,226	35,000	35,000	35,000
S2110 COMMUNITY PARTNERSHIP	209,908	168,700	255,700	246,500
S2141 CIVIL CONTINGENCIES	87,341	88,600	88,900	85,500
S2300 OFFICE ACCOMMODATION	-	(26,800)	-	-
S2360 LICENSING & REGISTRATION	43,394	75,300	112,700	117,900
S4210 EH ENVIRONMENTAL HEALTH CORE	18,123	82,600	28,300	21,300
S4270 FOOD+OCCUPATIONAL SAFETY+HEALTH	408,953	433,800	450,900	467,100
S4300 ENVIRONMENTAL PROTECTION	521,975	558,400	612,100	609,500
S4350 COMMUNITY SAFETY	207,700	206,400	211,900	211,700
S4810 ALLEVIATION OF FLOODING	161,129	164,400	157,400	206,900
TOTAL HEALTH & COMMUNITY PROTECTION PORTFOLIO	2,677,208	2,566,500	3,002,900	2,931,000
 <u>SUBJECTIVE ANALYSIS:</u>				
<u>EXPENDITURE:</u>				
Employees	1,673,041	1,701,800	1,758,400	1,877,700
Premises	352,016	362,400	393,900	364,000
Transport	46,020	49,100	51,100	34,200
Supplies and Services	821,924	725,300	748,400	670,500
Third Party Payments	63,014	69,200	114,200	69,200
Support Services	1,570,688	1,539,200	1,584,500	1,586,800
Capital Charges	500,256	299,300	551,700	489,700
TOTAL EXPENDITURE	5,026,959	4,746,300	5,202,200	5,092,100
 <u>INCOME:</u>				
Government Grants	-	(3,000)	(3,000)	(3,000)
Other Grants and Contributions	(113,043)	(25,000)	(25,000)	(25,000)
Other Income	(55,481)	(11,400)	(11,400)	(11,400)
Fees and Charges	(416,760)	(412,900)	(410,600)	(407,500)
Rents	(30,762)	(27,000)	(27,000)	(27,000)
Recharges	(1,733,705)	(1,700,500)	(1,722,300)	(1,687,200)
TOTAL INCOME	(2,349,751)	(2,179,800)	(2,199,300)	(2,161,100)
 NET COST OF HEALTH & COMMUNITY PROTECTION	 2,677,208	 2,566,500	 3,002,900	 2,931,000

HEALTH & COMMUNITY PROTECTION EXPENDITURE - 2018/19 BUDGETS



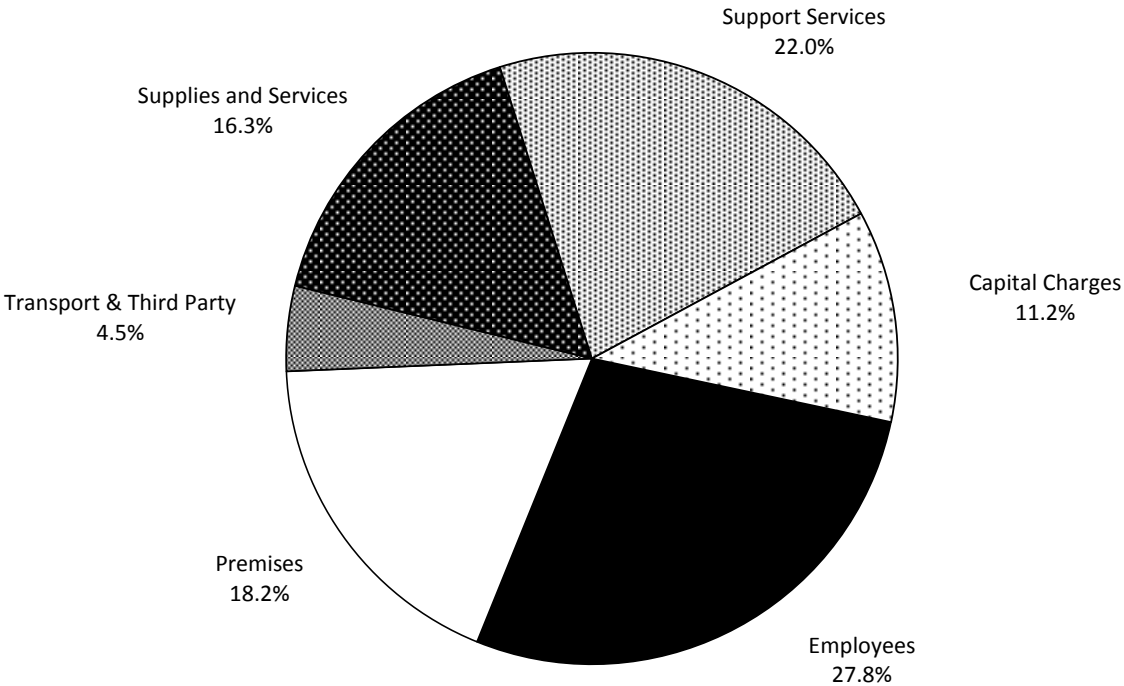
HEALTH & COMMUNITY PROTECTION INCOME - 2018/19 BUDGETS



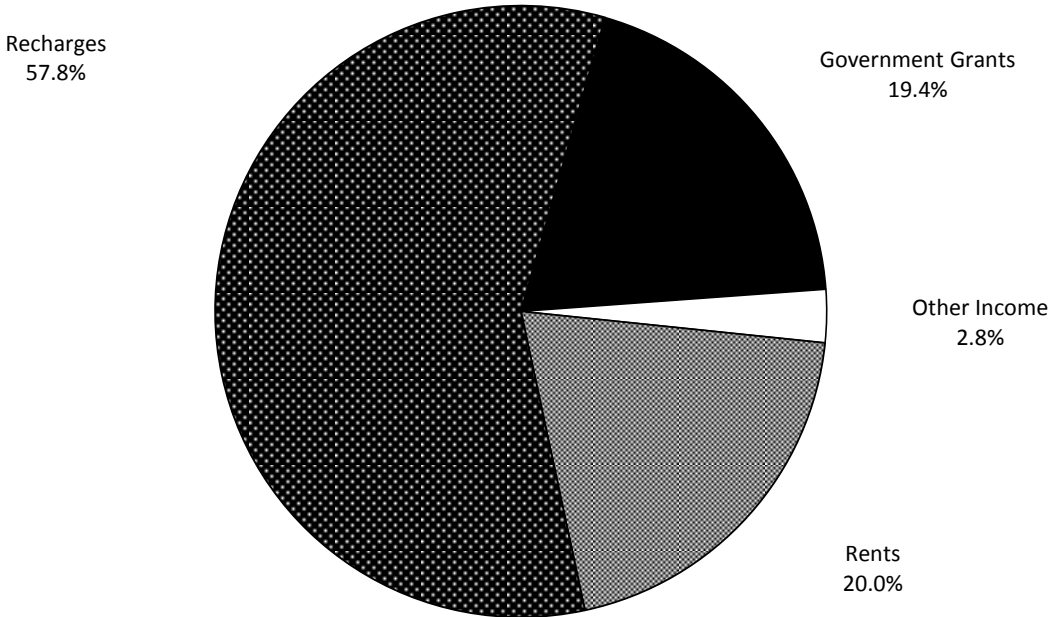


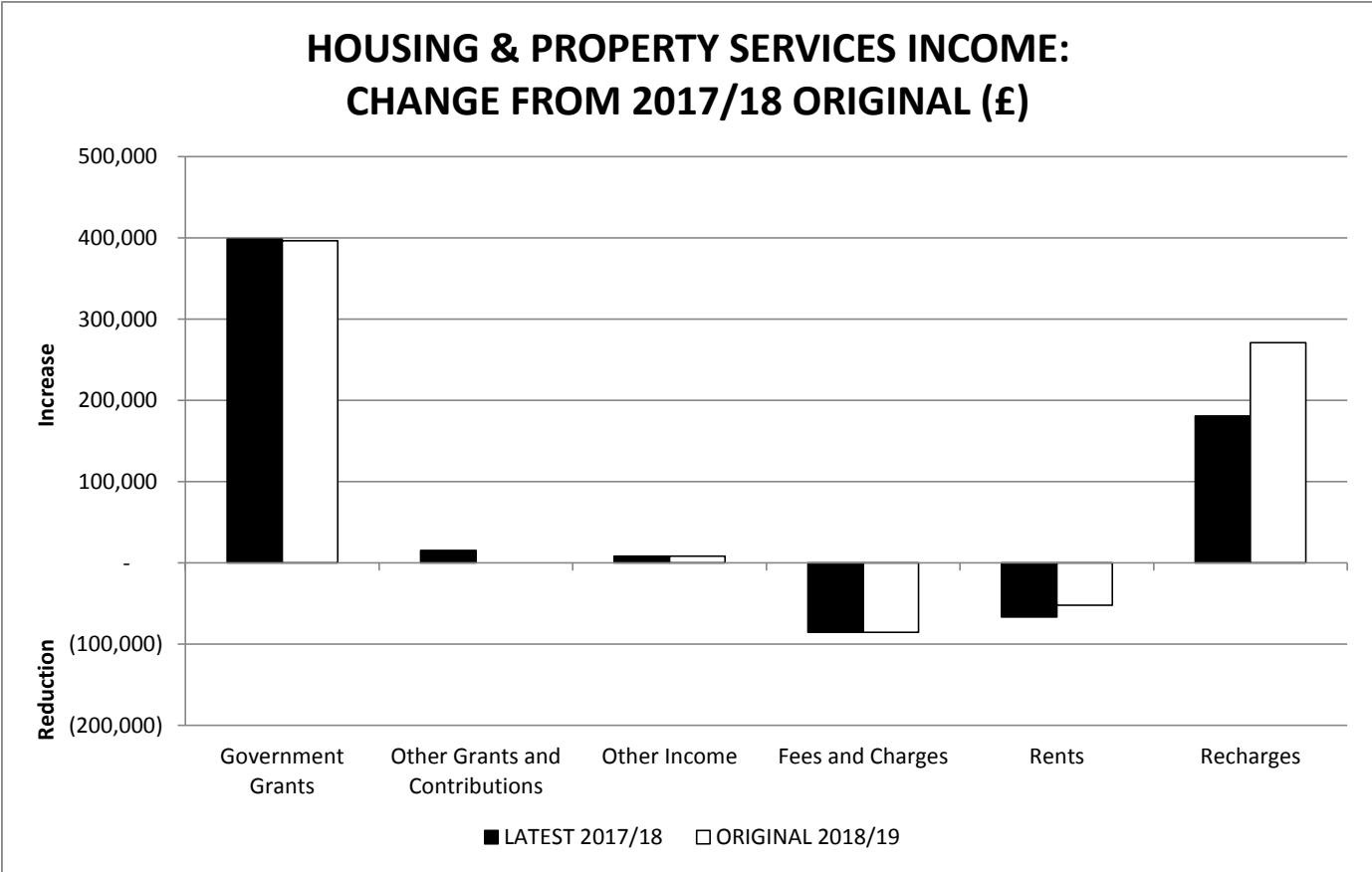
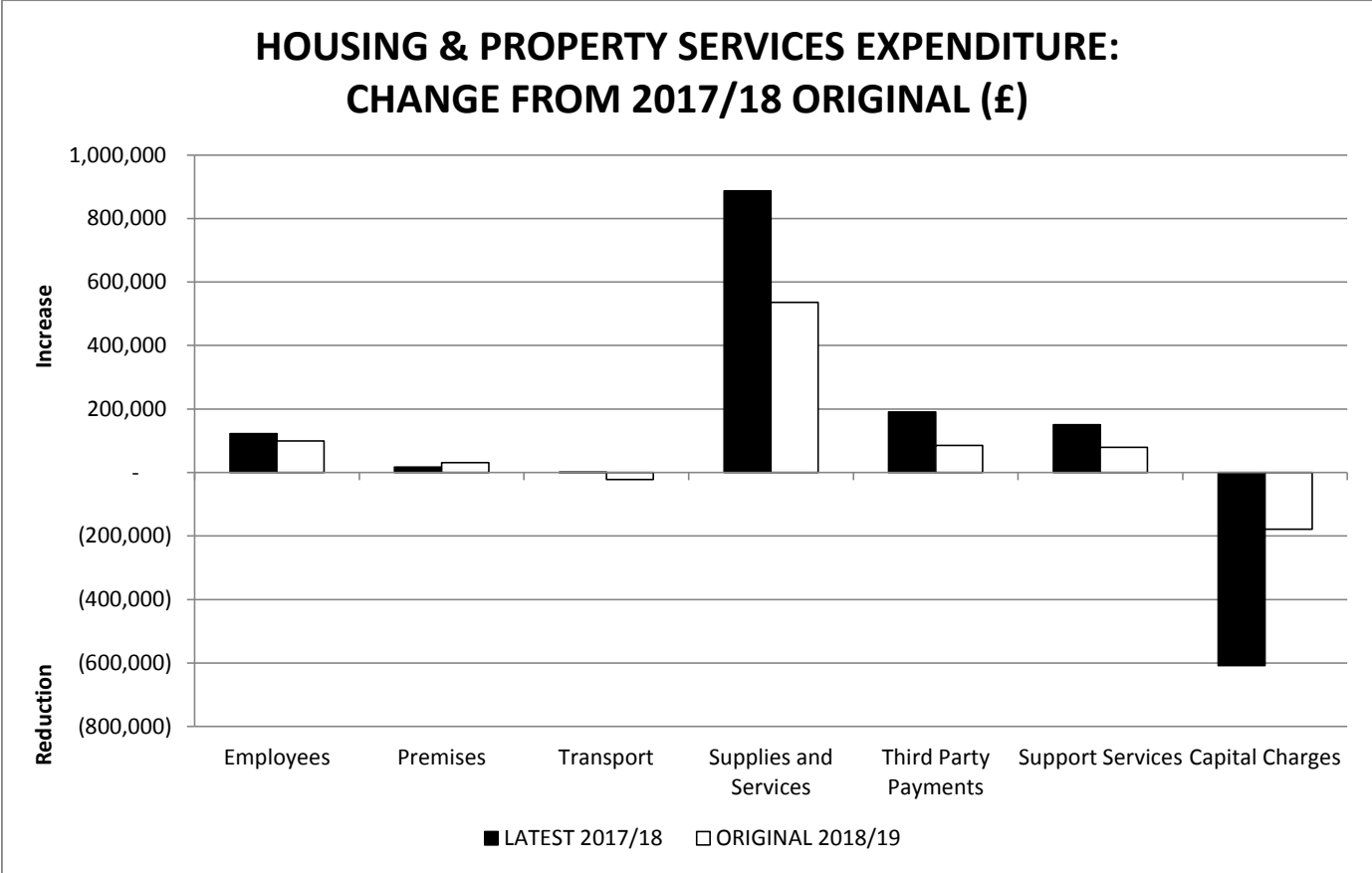
	ACTUAL 2016/17 £	ORIGINAL BUDGET 2017/18 £	LATEST BUDGET 2017/18 £	ORIGINAL BUDGET 2018/19 £
<u>HOUSING & PROPERTY SERVICES PORTFOLIO</u>				
S1050 PUBLIC CONVENIENCES	193,391	196,200	193,800	204,900
S1590 HOMELESSNESS/HOUSING ADVICE	653,186	556,700	734,500	639,900
S1605 HOUSING STRATEGY	381,743	373,900	492,600	260,700
S1610 OTHER HOUSING PROPERTY	(7,473)	(2,400)	800	19,700
S1615 CONTRIBUTIONS TO HRA	37,900	37,900	37,900	37,900
S1625 SUPPORTING PEOPLE TO HRA	-	-	-	-
S1630 PRIVATE SECTOR HOUSING	257,157	542,900	406,700	367,800
S1645 ASSET MANAGEMENT	-	(700)	40,000	30,000
S1650 ESTATE MANAGEMENT	(180,841)	(175,100)	(61,800)	49,000
S1660 WARWICK PLANT MAINTENANCE	-	-	-	-
S2300 OFFICE ACCOMMODATION	6,013	-	-	-
S4780 WDC HIGHWAYS	184,733	235,900	230,800	250,800
SW000 CORPORATE R+M UNALLOCATED	-	420,500	420,500	417,800
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL HOUSING & PROPERTY SERVICES PORTFOLIO	1,525,809	2,185,800	2,495,800	2,278,500
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
<u>SUBJECTIVE ANALYSIS:</u>				
<u>EXPENDITURE:</u>				
Employees	1,550,263	1,637,800	1,760,400	1,736,800
Premises	747,617	1,109,600	1,126,300	1,140,500
Transport	40,216	33,800	35,000	12,000
Supplies and Services	596,830	479,200	1,366,700	1,015,300
Third Party Payments	212,677	181,400	371,600	267,100
Support Services	1,300,956	1,292,000	1,442,300	1,371,000
Capital Charges	922,979	879,100	270,400	700,900
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL EXPENDITURE	5,371,538	5,612,900	6,372,700	6,243,600
	<hr/>	<hr/>	<hr/>	<hr/>
<u>INCOME:</u>				
Government Grants	(684,793)	(373,100)	(771,400)	(769,600)
Other Grants and Contributions	(250,015)	(87,900)	(103,000)	(87,900)
Other Income	(16,663)	(8,300)	(16,600)	(16,600)
Fees and Charges	(80,858)	(91,200)	(5,500)	(5,500)
Rents	(786,499)	(847,000)	(780,200)	(794,900)
Recharges	(2,026,901)	(2,019,600)	(2,200,200)	(2,290,600)
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL INCOME	(3,845,729)	(3,427,100)	(3,876,900)	(3,965,100)
	<hr/>	<hr/>	<hr/>	<hr/>
NET COST OF HOUSING & PROPERTY SERVICES	1,525,809	2,185,800	2,495,800	2,278,500
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HOUSING & PROPERTY SERVICES EXPENDITURE - 2018/19 BUDGETS



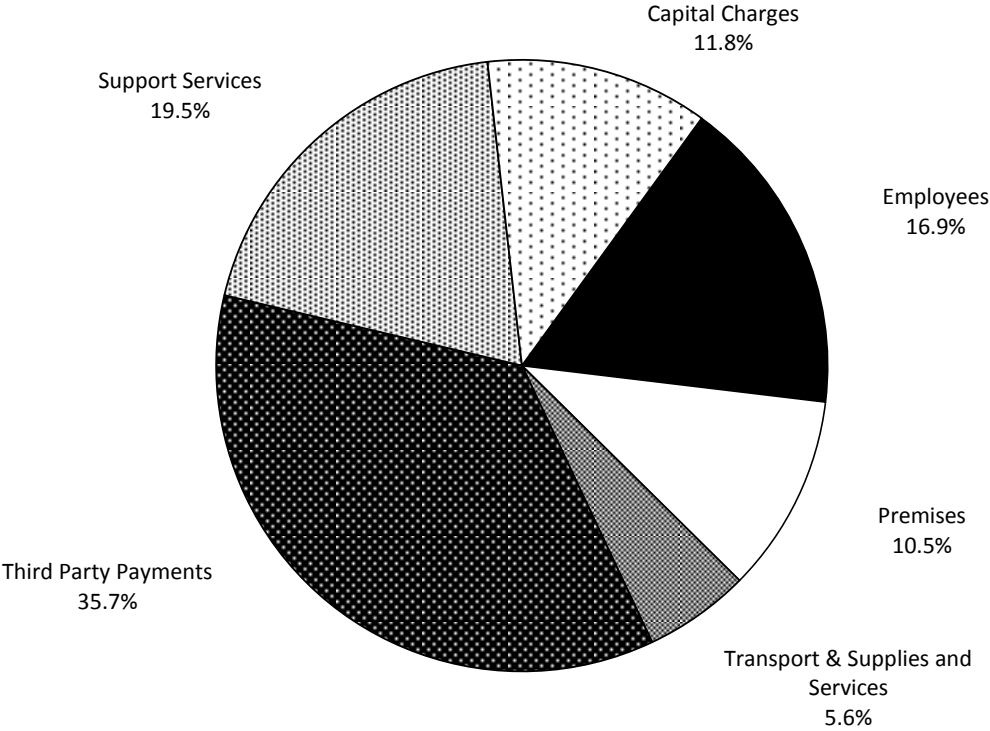
HOUSING & PROPERTY SERVICES INCOME - 2018/19 BUDGETS



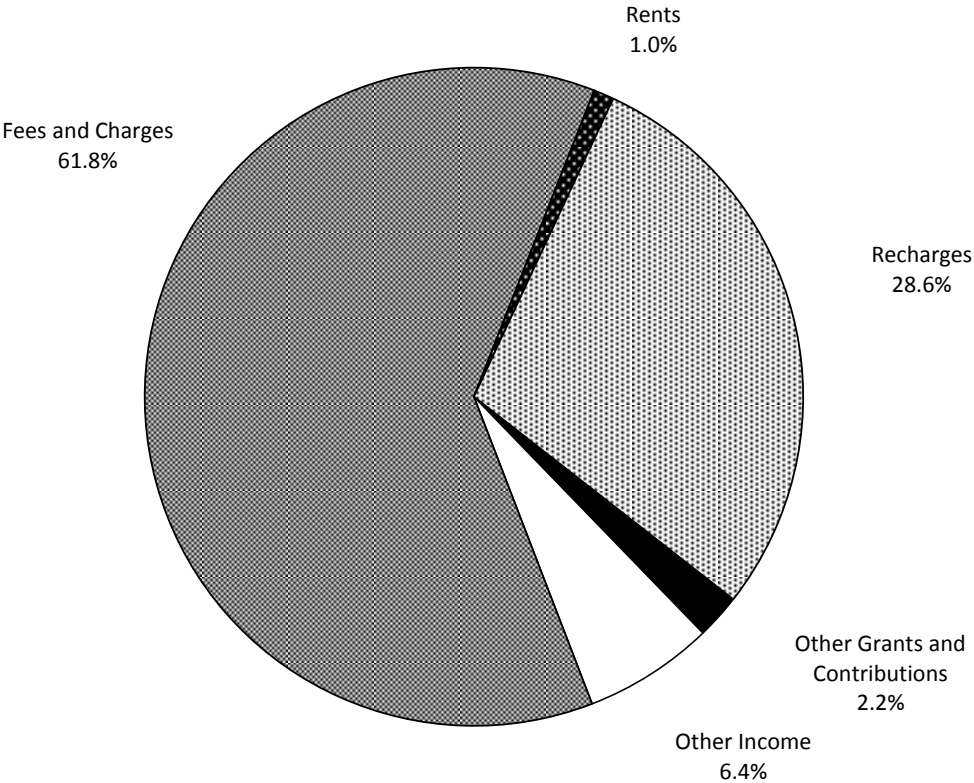


	ACTUAL 2016/17 £	ORIGINAL BUDGET 2017/18 £	LATEST BUDGET 2017/18 £	ORIGINAL BUDGET 2018/19 £
<u>NEIGHBOURHOOD SERVICES PORTFOLIO</u>				
S1020 NEIGHBOURHOOD SERVICES	-	(100)	-	-
S1105 CAR PARKS	(1,255,829)	(744,600)	(477,400)	(678,300)
S1250 WCC HIGHWAYS	33,203	21,300	46,500	54,900
S1258 GREEN SPACES CONTRACT MGT	336,665	469,700	310,900	356,900
S1270 GREEN SPACE DEVELOPMENT	816,312	1,467,700	1,490,800	1,545,100
S1289 OPEN SPACES	142,520	95,300	117,100	117,500
S1320 BEREAVEMENT SERVICES	(666,451)	(648,100)	(539,000)	(571,900)
S3100 ONE STOP SHOPS	-	49,600	-	-
S3200 RECEPTION FACILITIES & LEAMINGTON OSS	-	(300)	-	(41,700)
S3400 PAYMENT CHANNELS	-	-	-	-
S3450 CUSTOMER SERVICE CENTRE	-	-	-	-
S3655 HILL CLOSE GARDENS	25,000	20,000	20,000	20,000
S4060 STREET CLEANSING	1,429,709	1,310,800	1,500,100	1,544,000
S4090 WASTE MANAGEMENT	872,843	556,800	782,200	817,800
S4130 WASTE COLLECTION	1,887,964	1,867,600	1,971,700	2,059,000
S4180 ABANDONED VEHICLES	1,747	1,100	1,200	1,200
S4811 WATERCOURSES & CULVERTS	(4,979)	(200)	(200)	(200)
TOTAL NEIGHBOURHOOD SERVICES PORTFOLIO	3,618,704	4,466,600	5,223,900	5,224,300
<u>SUBJECTIVE ANALYSIS:</u>				
<u>EXPENDITURE:</u>				
Employees	1,821,949	1,988,300	2,101,500	2,236,400
Premises	1,410,080	1,375,000	2,138,800	1,393,200
Transport	27,554	48,800	49,200	40,200
Supplies and Services	815,014	697,600	935,700	704,200
Third Party Payments	4,774,661	4,523,000	4,627,600	4,717,800
Support Services	2,067,853	2,448,100	2,530,300	2,586,400
Capital Charges	661,068	894,500	838,300	1,559,900
TOTAL EXPENDITURE	11,578,179	11,975,300	13,221,400	13,238,100
<u>INCOME:</u>				
Other Grants and Contributions	(645,469)	(167,400)	(377,900)	(173,400)
Other Income	(577,618)	(499,900)	(499,900)	(513,900)
Fees and Charges	(4,792,111)	(4,691,100)	(4,792,600)	(4,954,400)
Rents	(61,515)	(51,300)	(75,300)	(82,300)
Recharges	(1,882,762)	(2,099,000)	(2,251,800)	(2,289,800)
TOTAL INCOME	(7,959,475)	(7,508,700)	(7,997,500)	(8,013,800)
NET COST OF NEIGHBOURHOOD SERVICES	3,618,704	4,466,600	5,223,900	5,224,300

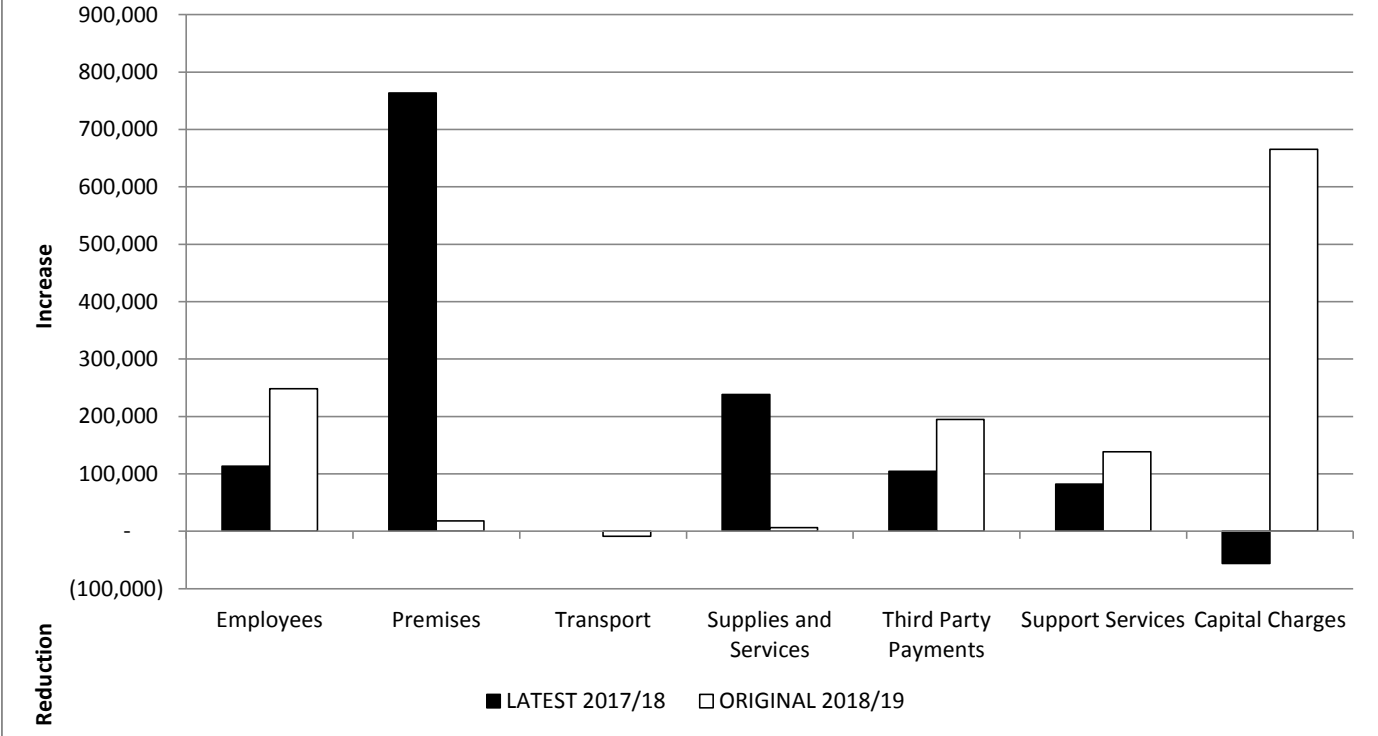
NEIGHBOURHOOD SERVICES EXPENDITURE - 2018/19 BUDGETS



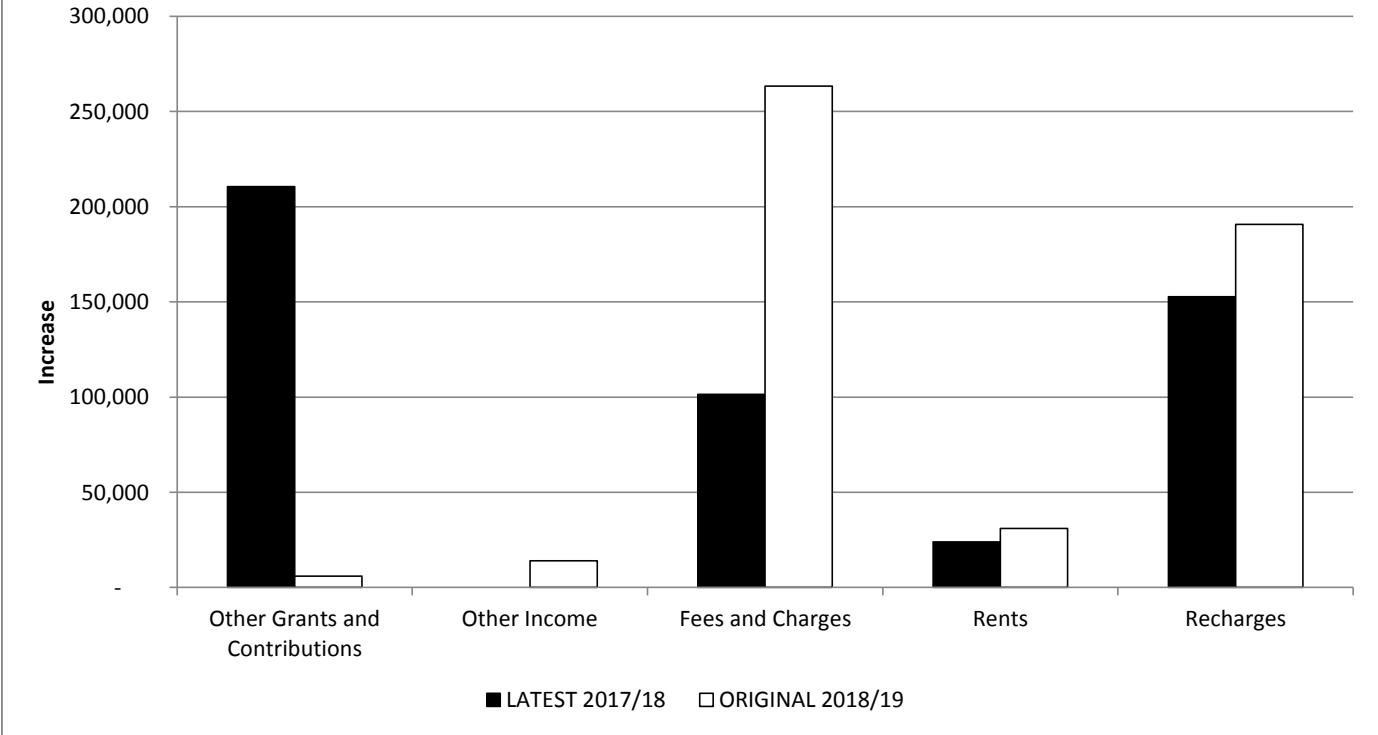
NEIGHBOURHOOD SERVICES INCOME - 2018/19 BUDGETS



NEIGHBOURHOOD SERVICES EXPENDITURE: CHANGE FROM 2017/18 ORIGINAL (£)

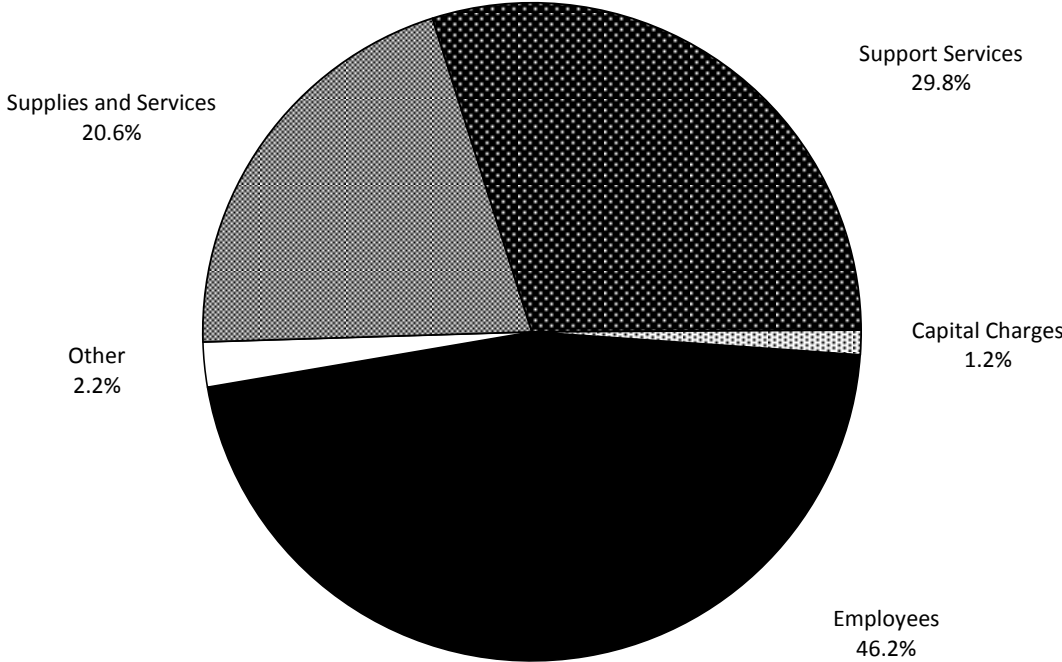


NEIGHBOURHOOD SERVICES INCOME: CHANGE FROM 2017/18 ORIGINAL (£)

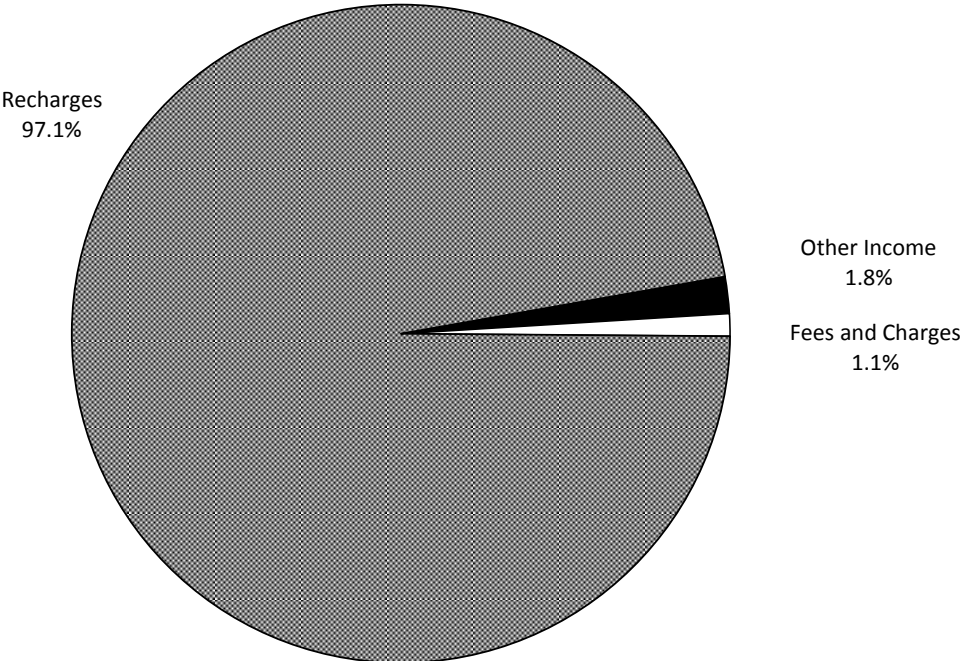


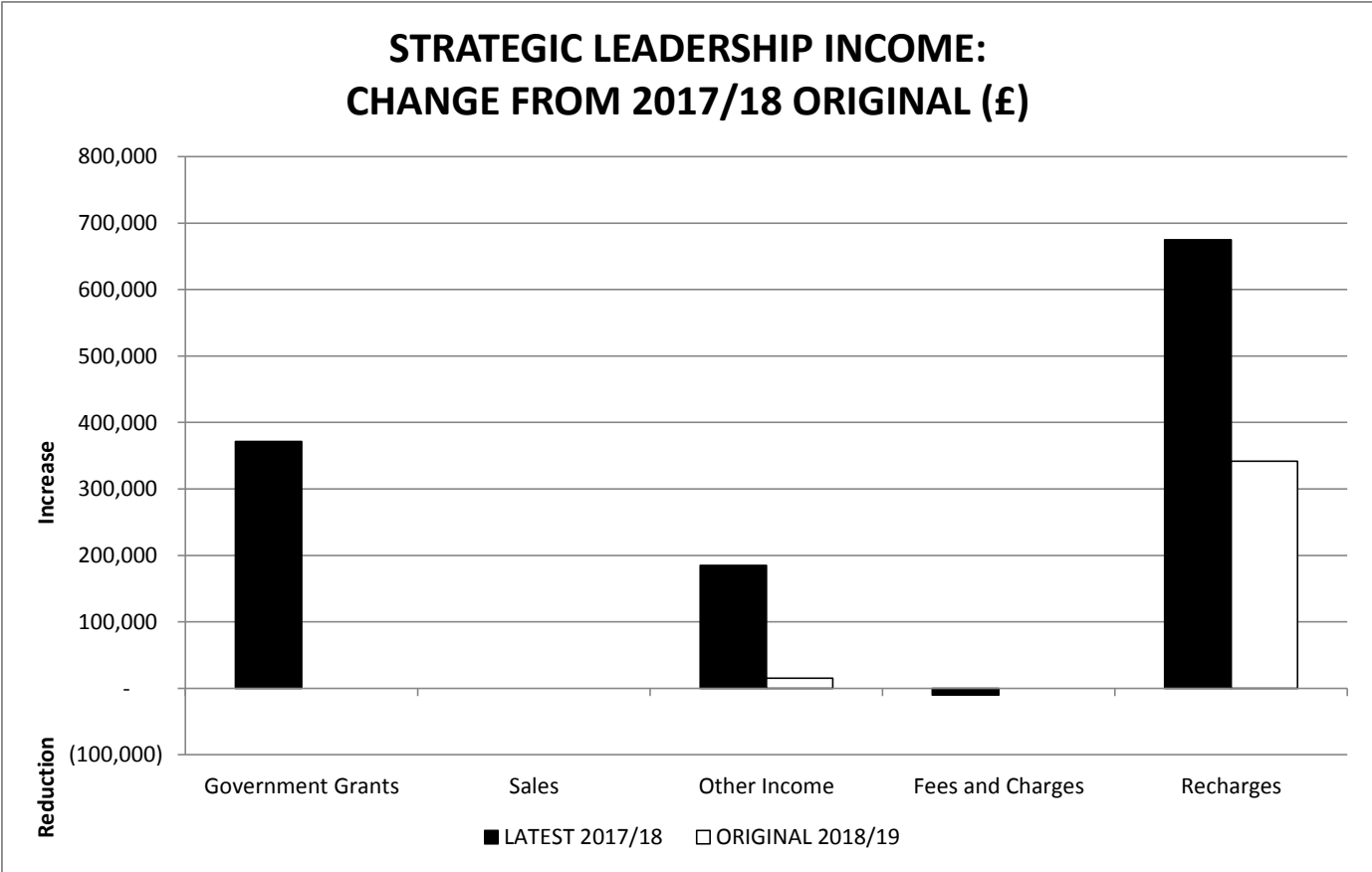
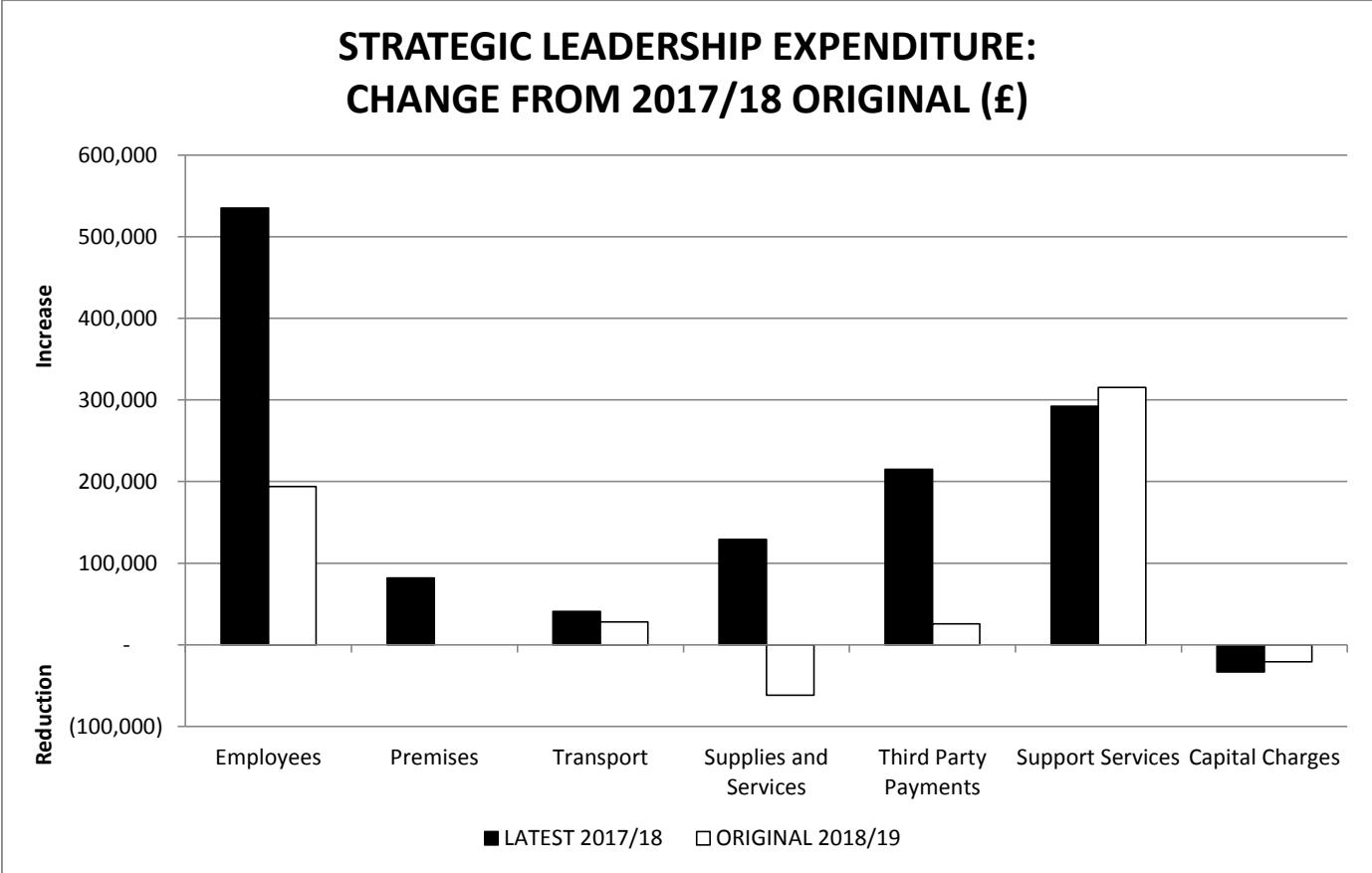
	ACTUAL 2016/17 £	ORIGINAL BUDGET 2017/18 £	LATEST BUDGET 2017/18 £	ORIGINAL BUDGET 2018/19 £
<u>STRATEGIC LEADERSHIP PORTFOLIO</u>				
S1368 RIVERSIDE HOUSE - THE SPACE	-	-	-	-
S2000 CHIEF EXECUTIVE'S OFFICE	19,846	19,700	20,000	20,000
S2004 LOCAL LOTTERY	-	-	-	(15,000)
S2010 CORPORATE PROJECTS	4,699	-	16,000	-
S2020 CORPORATE MANAGEMENT - CHIEF EXECUTIVE	433	2,800	-	-
S2060 HUMAN RESOURCES	24,469	8,000	4,800	50,200
S2080 MEMBER TRAINING	3,481	4,600	6,000	6,000
S2100 ORGANISATIONAL DEVELOPMENT	4,200	173,300	12,400	92,600
S2200 COMMITTEE SERVICES	-	(200)	-	(10,000)
S2220 DEMOCRATIC REPRESENTATION	900,602	870,200	1,030,200	1,090,600
S2240 ELECTIONS	133,213	74,400	85,300	67,900
S2260 ELECTORAL REGISTRATION	215,168	232,500	264,900	243,600
S2280 CHAIR OF THE COUNCIL	65,554	61,100	70,600	70,700
S2315 ASSISTED TRAVEL PASSES	(70)	-	-	-
S2340 MEDIA ROOM	26,888	(200)	11,200	-
S3210 ASSIST TRAVEL-TRANSPORT TOKENS	13,590	8,000	-	-
S3350 CSTEAM	-	(200)	-	-
S3452 CUSTOMER CONTACT MANAGER	-	-	2,200	-
S3470 WEB SERVICES	-	(100)	-	-
S3500 ICT SERVICES	(20,371)	(3,200)	(31,800)	(40,800)
S4870 LEGAL SERVICES (IN-HOUSE WDC)	-	900	-	-
S4871 LEGAL SERVICES (SHARED SERVICE WCC)	-	-	-	-
TOTAL STRATEGIC LEADERSHIP PORTFOLIO	1,391,702	1,451,600	1,491,800	1,575,800
 <u>SUBJECTIVE ANALYSIS:</u>				
<u>EXPENDITURE:</u>				
Employees	2,685,285	2,507,400	3,042,500	2,701,500
Premises	77,597	2,800	84,900	2,800
Transport	14,999	(22,800)	18,100	5,100
Supplies and Services	1,356,131	1,262,900	1,391,900	1,201,300
Third Party Payments	119,868	94,900	310,000	120,600
Support Services	1,517,685	1,423,200	1,715,500	1,738,700
Capital Charges	58,645	90,900	57,700	70,100
TOTAL EXPENDITURE	5,830,210	5,359,300	6,620,600	5,840,100
 <u>INCOME:</u>				
Government Grants	(34,016)	-	(371,300)	-
Sales	(2,624)	(2,400)	(2,400)	(2,400)
Other Income	(524,574)	(58,900)	(243,900)	(73,900)
Fees and Charges	(55,113)	(49,000)	(39,000)	(49,000)
Recharges	(3,822,181)	(3,797,400)	(4,472,200)	(4,139,000)
TOTAL INCOME	(4,438,508)	(3,907,700)	(5,128,800)	(4,264,300)
NET COST OF STRATEGIC LEADERSHIP	1,391,702	1,451,600	1,491,800	1,575,800

STRATEGIC LEADERSHIP EXPENDITURE - 2018/19 BUDGETS



STRATEGIC LEADERSHIP INCOME - 2018/19 BUDGETS





APPENDIX D

Major income budgets v actual 2013-2017

Sep-17

Crematorium

	£	£	£	£	%
	Original budget	latest budget	Actual	variance	variance
crematorium fees 2013/14	-940,300	-1,105,800	-1,134,700	-28,900	2.6%
crematorium fees 2014/15	-857,000	-1,051,000	-1,051,500	-500	0.0%
crematorium fees 2015/16	-902,600	-752,800	-1,045,200	-292,400	38.8%
crematorium fees 2016/17	-1,184,700	-1,205,200	-1,173,200	32,000	-2.7%
2016/17	latest budget	YTD 2017/18	budget 2016/17	YTD 2016/17	
crematorium fees 2017/18	-1,334,500	504,714	-1,205,200	476,256	
percentage of prior year actual/actual YTD		-43.0%		-40.6%	
Forecast indicative outturn based on prior year profile		-1,243,300			
Manager's Estimated out-turn		-1,251,000	per Budgets submitted for Fees & Charges report		

There is no budget profile that can be applied successfully to the income forecast as there are many changing variables, not under the control of the budget manager. The process of estimating income here can be extremely challenging for all involved. However, by the end of Q3, the process becomes easier, with a more informed out-turn prediction.

Waste recycling credits

	Original budget	latest budget	Actual	variance	variance
Recycling credit 2013/14	-420,000	-420,000	-438,900	-18,900	4.5%
Recycling credit 2014/15	-420,000	-420,000	-423,500	-3,500	0.8%
Recycling credit 2015/16	-420,000	-420,000	-473,800	-53,800	12.8%
Recycling credit 2016/17	-420,000	-440,000	-445,100	-5,100	1.2%
	latest budget	YTD 2017/18	budget 2016/17	YTD 2016/17	
Recycling credit 2017/18	-450,400	-108,003	-440,000	-112,520	
percentage of prior year actual/actual YTD		24.3%		25.3%	
Forecast indicative outturn based on prior year profile		-450,400			
Manager's Estimated out-turn		-450,400			

Planning

	Original budget	latest budget	Actual	variance	variance
fees & charges general 2013/14	-695,700	-850,000	-1,088,400	-238,400	28.0%
fees & charges general 2014/15	-695,700	-896,300	-1,031,700	-135,400	15.1%
fees & charges general 2015/16	-702,000	-870,000	-1,276,300	-406,300	46.7%
fees & charges general 2016/17	-702,000	-1,094,800	-1,084,600	10,200	-0.9%
	latest budget	YTD 2017/18	budget 2016/17	YTD 2016/17	
fees & charges general 2017/18	-1,100,000	679,700	-1,094,800	529,100	
percentage of prior year actual/actual YTD		-62.7%		-48.8%	
Forecast indicative outturn based on average weekly income this yr		-1,141,300	Includes projected carry over of income to 18/19		
Manager's Estimated out-turn		-1,400,000	Income is looking positive and is likely to exceed 2016/17 out-turn, despite WDC already receiving in advance ie for 2018/19 manager reserves right to amend later in year		

Car parking

	Original budget	latest budget	Actual	variance	variance
car parking fees 2013/14	-2,411,100	-2,506,100	-2,766,400	-260,300	10.4%
car parking fees 2014/15	-2,494,100	-2,706,100	-2,898,100	-192,000	7.1%
car parking fees 2015/16	-2,606,100	-2,746,100	-2,997,200	-251,100	9.1%
car parking fees 2016/17	-2,776,100	-2,966,100	-3,073,702	-107,602	3.6%
	latest budget	YTD 2017/18	budget 2016/17	YTD 2016/17	
car parking fees 2017/18	-2,973,000	-1,591,485	-2,966,100	-1,599,698	
percentage of prior year actual/actual YTD		51.8%		52.0%	
Forecast indicative outturn based on prior year profile		-3,057,900	Income above budget goes to Parking Reserve.		
Manager's Estimated out-turn		-3,088,000	This reflects reduced income for Station Approach due to the closure of the main car park and takes account of the reduced ticket sales over Aug/Sep.		

APPENDIX D

Major income budgets v actual 2013-2017

Sep-17

£ £ £ £ %

Royal Spa Centre

"Royal Spa Centre - all income (excluding Non-WDC Shows)"

	Original budget	latest budget	Actual	variance	variance
2013/14	610,900	571,900	606,000	34,100	5.96%
2014/15	581,600	585,200	591,600	6,400	1.09%
2015/16	581,500	581,500	633,600	52,100	8.96%
2016/17	582,800	760,900	826,400	65,500	8.61%
	latest budget	YTD 2017/18	budget 2016/17	YTD 2016/17	
2017/18	773,100	289,400	760,900	385,900	
Forecast indicative outturn based on prior years	590,516		Latest budget & Managers out-turn based on agreed revisions as part of budget setting process		
Manager's Estimated out-turn	773,100				

"Payments to Artistes for WDC promotions"

	Original budget	latest budget	Actual	variance	variance
2013/14	344,800	344,800	434,600	89,800	26.04%
2014/15	344,800	344,800	364,400	19,600	5.68%
2015/16	344,800	344,800	384,900	40,100	11.63%
2016/17	344,800	466,800	466,500	-300	-0.06%
	latest budget	YTD 2017/18	budget 2016/17	YTD 2016/17	
2017/18	436,800	99,809	344,800	140,392	
Forecast indicative outturn based on prior years	324,491		Latest budget & Managers out-turn based on agreed revisions as part of budget setting process		
Manager's Estimated out-turn	436,800				

"Net income"

	Original budget	latest budget	Actual	variance	variance
2013/14	266,100	227,100	171,400	-55,700	-24.53%
2014/15	236,800	240,400	227,200	-13,200	-5.49%
2015/16	236,700	236,700	248,700	12,000	5.07%
2016/17	238,000	294,100	359,900	65,800	22.37%
	latest budget	YTD 2017/18	budget 2016/17	YTD 2016/17	
2017/18	336,300	189,591	416,100	245,508	
Forecast indicative outturn based on prior years	266,025		Latest budget & Managers out-turn based on agreed revisions as part of budget setting process		
Manager's Estimated out-turn	336,300				

CAPITAL AND RESERVE FINANCING VARIATIONS FROM ORIGINAL 2017/18 BUDGETS

		Latest Budget 2017/18 £'000	Base Budget 2018/19 £'000
NOTIONAL CAPITAL FINANCING CHARGES (Line 2 re Table in Paragraph 14.1)	BASE BUDGET	(3,374)	(3,374)
	LATEST BUDGET	(2,973)	(5,236)
	CHANGE	401	(1,862)
Depreciation :			
Effect of revaluations, impairments, re-lives, transfers & current and past capital programmes		9	9
Revenue Expenditure Financed From Capital Under Statute (REFCUS):			
Effect of current and past capital programmes		393	458
Intangible Assets:			
Effect of current and past capital programmes		(1)	(1)
Introduction of capital financing charges		-	(2,328)
COST OF LOAN REPAYMENTS, etc. (Line 3 re Table in Paragraph 14.1)	BASE BUDGET	502	502
	LATEST BUDGET	223	534
	CHANGE	(279)	32
Change in interest charge in respect of Leisure Options		(289)	11
Finance lease interest charges		(4)	3
Minimum Revenue Provision (MRP)		14	18
REVENUE CONTRIBUTIONS TO CAPITAL (Line 4 re Table in Paragraph 14.1)	BASE BUDGET	498	498
	LATEST BUDGET	176	125
	CHANGE	(322)	(373)
Change in Disabled Facilities Grant administration		(373)	(373)
Additional General Fund revenue contributions to capital outlay re refuse containers		51	-
CONTRIBUTIONS TO / (FROM) RESERVES (Line 5 re Table in Paragraph 14.1)	BASE BUDGET	283	283
	LATEST BUDGET	(1,587)	2,013
	CHANGE	(1,870)	1,730
General Fund expenditure met from 2016/17 Earmarked Reserves		(289)	-
Expenditure slipped from 2017/18 to later years		117	(95)
Contributions to/from Reserves generally re service expenditure		(1,778)	(659)
Transfers to/(from) Business Rate Volatility Reserve		(195)	3,201
Transfers of grants to reserves		275	(717)
NET EXTERNAL INVESTMENT INTEREST RECEIVED (Line 6 re Table in Paragraph 14.1)	BASE BUDGET	(262)	(262)
	LATEST BUDGET	(295)	(336)
	CHANGE	(33)	(74)
Changes in interest rates		(67)	(144)
Change in interest on balances paid to H.R.A. due to variations in balances & interest rates		34	68
Change in deferred capital receipts		-	2
IAS 19 ADJUSTMENTS (PENSIONS) (Line 7 re Table in Paragraph 14.1)	BASE BUDGET	(603)	(603)
	LATEST BUDGET	(2,016)	(2,031)
	CHANGE	(1,413)	(1,428)
Net IAS19 changes for retirement benefits		(1,320)	(1,342)
Employer contributions to pension fund		71	71
Pension Interest and Rate of Return on Assets		(164)	(157)
CONTRIBUTIONS TO / (FROM) GENERAL FUND BALANCE (Line 8 re Table in Paragraph 14.1)	BASE BUDGET	(100)	(100)
	LATEST BUDGET	(100)	-
	CHANGE	-	100
Contribution from General Fund falling out		-	100

GLOSSARY OF TERMS

This appendix explains some uncommon terms used in this document.

Accruals

Cost of goods and services received but not paid for at the accounting date.

Actuarial gain (loss)

The changes in the pension fund's deficits or surpluses that arise because of:

- a) Events have not coincided with the assumption used by the actuary when carrying out the previous triennial valuation of the fund; or
- b) The actuary changing the assumptions used in the current triennial valuation exercise from those used previously.

Agency

Where one Authority (the main Authority) pays another Authority (the agent) to do work for them.

Amortisation

The drop in value of intangible assets throughout their economic lives (the equivalent of "depreciation" on Property, Plant and Equipment).

Asset

An item which has positive value to the organisation.

Band D Equivalent

Council Tax is a tax on domestic properties. Each domestic property is placed in a 'band' from A to H based on the capital value of that property in April 1991. Band D is the middle band and the other bands are weighted in relation to Band D. (E.g. Band A is weighted 5/9ths of Band D and Band H is 18/9ths of Band D). Using the weighted number of the domestic properties in the area produced the Band D Equivalent number of properties.

"Below the Line"

General Fund revenue expenditure can be roughly divided into two parts: "Above the Line" which is all of the costs of providing the services to the public; and "Below the Line" which is the capital, financing and reserve accounting adjustments required to the service expenditure in order to arrive at the Council Tax requirement.

Budget

A statement of our spending plans for a financial year, which starts on 1 April and ends on 31 March.

Business Rates (National Non-Domestic Rates – NNDR)

Businesses pay these rates to their billing authority instead of Council Tax. Business rates are pooled nationally and a share is given back to local authorities based on the number of people living in the area. The amount charged is calculated by multiplying the rateable value of each business property by the national rate in the pound which is set annually by the Government. From 1 April Government reforms have amended this process by allowing some degree of Business Rate retention.

GLOSSARY OF TERMS

Business Rate Retention Scheme

From 1 April 2013 Councils will be able to keep a proportion of the business rates revenue as well as growth on the revenue that is generated in their area. It will provide a direct link between business rates growth and the amount of money councils have to spend on local people and local services.

Capital expenditure

Expenditure on the acquisition of a Non-Current Asset or which enhances the value, usage or life of an existing Non-Current Asset.

Capital charges

The cost of servicing debt and depreciation of non-current assets.

CIPFA

Chartered Institute of Public Finance and Accountancy. One of the major accountancy institutes, CIPFA specialises in the public sector.

Collection Fund Account

There is a statutory requirement for billing authorities to maintain a separate Collection Fund Account. This account details the transactions relating to the collection of Council Tax and National Non-Domestic Rates (NNDR). The Council is responsible for collecting Council Tax on behalf of Warwickshire County Council, Warwickshire Police and Crime Commissioner and the town and parish councils. The Council is also responsible for collecting NNDR on behalf of the Government.

Corporate and democratic core

Expenditure on the many services we provide to the public including the cost of member representation and activities associated with public accountability.

Council Tax

A tax charged on domestic householders dependant on which of eight Council Tax Bands their property falls into. There is a reduction for empty properties or if you live on your own. From 1 April 2013 Councils must have a Council Tax Reduction Scheme which allows for Council Tax reductions of people, or classes of people, that are considered to be in financial need. In Warwickshire, the District and Borough Councils issue Council Tax bills and collect the Council Tax.

Council Tax Base

The total number of dwellings in a Billing Authority's area calculated by converting all the dwellings into Band D equivalents and deducting an allowance for non-collection, new builds and the Council Tax Reduction Scheme.

Current Assets

Cash or assets that or could reasonably be expected to be converted into cash within one year.

Depreciation

The fall in value of Property, Plant and Equipment. This is normally determined by division of the Balance Sheet value of the asset by its economic life.

Earmarked Reserves

Money set aside for a specific purpose.

GLOSSARY OF TERMS

General Fund Expenditure

This comprises all of the Council's services funded by Revenue Support Grant and Council Tax.

Housing Revenue Account (HRA)

This is a statutory account which identifies the income and expenditure associated with the provision of housing for council tenants. The main function of the account is to isolate, or 'ring fence', all transactions relating to council housing from the rest of the Council's functions which are funded from the General Fund.

IAS19 Adjustments

International Accounting Standard 19 (IAS 19) requires an authority to recognise the cost of retirement benefits when they are earned by employees, rather than when the benefits are eventually paid as pensions. We can only charge the actual value of benefits paid out against Council Tax. An IAS19 adjustment is made "below the line" to account for the difference.

IFRS

International Financial Reporting Standards – standards to which we have been required to produce accounts since 1 April 2010.

Intangible Assets

Intangible Assets - are non-current assets which have no physical presence but have an economic life of more than one year. Examples are software, patents and intellectual property.

Major Repairs Reserve Account

An account required by statute to fund capital repairs and maintenance or repay debt within the HRA.

Non-Current Assets

Assets which are not easily convertible to cash or not expected to become cash within the next year. These include, for example, Property (land & buildings), Plant and Equipment and Long-term Investments

Precept

The amount each non-billing Authority (e.g. County Council, Police Authority) asks the billing Authority (this Council) to collect every year to meet their spending requirements.

Provisions

Funds set aside to meet specific liabilities the payment of which is highly likely but for which there is no definite date of payment.

Prudential Code

A statutory code of practice for Local Authority capital finance that ensures:

- Capital expenditure plans are affordable;
- All external borrowing and other long term liabilities are within prudent and sustainable levels; and
- Treasury management decisions are taken in accordance with professional good practice.

GLOSSARY OF TERMS

Rateable Value (RV)

A value placed on all non-domestic properties (businesses) on which rates have to be paid, broadly based on the rent that the property might earn, after deducting the cost of repairs and insurance. The rateable value is determined by the Inland Revenue's Valuation Office Agency.

Reserves

These are amounts set aside for future policy purposes or to cover contingencies. . When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service revenue account in that year.

REFCUS (previously known as Deferred Charges)


This stands for Revenue Expenditure Financed from Capital Under Statute which is expenditure which may be deferred, but which does not result in, or remain matched with, assets controlled by the Council.

Revenue Expenditure

The day to day running expenses incurred by the Council in providing its services.

Support Services

The cost of overheads and support services are charged to those that benefit from the supply or service in accordance with the costing principles of the CIPFA Best Value Accounting Code of Practice. The total absorption costing principle is used – the full cost of overheads and support services are shared between users in proportion to the benefits received.

 Executive: 29th November 2017		Agenda Item No. <h1 style="text-align: center;">4</h1>
Title	Housing Revenue Account (HRA) budgets latest 2017/18 and base 2018/19	
For further information about this report please contact	Mike Snow Tel: 01926 456800 Andrew Rollins Tel: 01926 456803	
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		
Background Papers	HRA Business Plan Review (April 2017) 2017 Budget Report (Feb 2017) Housing Related Support (June 2017)	

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 878
Equality Impact Assessment Undertaken	No

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	14/11/17	Bill Hunt
Head of Service	14/11/17	Mike Snow
CMT	14/11/17	
Section 151 Officer	14/11/17	Mike Snow
Monitoring Officer	14/11/17	Andy Jones
Finance	14/11/17	Andrew Rollins
Portfolio Holder(s)	14/11/17	Councillor Phillips
Consultation & Community Engagement		
Final Decision?	Yes	
Suggested next steps (if not final decision please set out below)		

1. Summary

- This report presents the Housing Revenue Account (HRA) 2017/18 latest and 2018/19 base budgets. The figures are based predominately on the assumptions agreed in the HRA Business Plan Review (Executive 5th April 2017), including those relating to rents. A rent setting report will be presented to the Executive in February 2018 who will then recommend 2018/19 HRA Rents to Council.
- Appendix 'A' summarises the adjustments from 2017/18 base budgets to the 2017/18 latest budgets and 2018/19 base budgets.

2. Recommendation

To recommend to Council:

- (a) the latest revenue budget for Housing Revenue Account Services in respect of 2017/18 as outlined in Appendix 'A';

3. Reasons for the Recommendation

- 3.1** This report considers the current year's budget, and includes details of proposed updates to the 2017/18 Budget. The report also recommends the base budget requirements that will be used in the setting of the HRA budgets for 2018/19. These figures reflect the costs of delivering an agreed level of service, and any unavoidable changes in expenditure (for example, where the Council is contractually or statutorily committed to incur additional expenditure).
- 3.2** Any recent changes that need to be resolved that have not been included in the budgets at this stage will be fed into the February report. In February the Council will be in a position to agree the 2018/19 Budget and HRA rents for the year.
- 3.3** In agreeing the latest 2017/18 budgetary position, managers have reviewed their current and forecast financial requirements. Some changes have already been reported to Members as part of the Quarterly Budget Review Report in August, with further amendments being identified during the budget setting process to determine next year's base position.

3.4 Latest Budgets 2017/18

3.4.1 A review of the 2017/18 budget has also been carried out in order to establish the latest budget for the current year. This then informs the base position for 2018/19.

3.4.2 The following table summarises how the latest 2017/18 HRA budget has been calculated:

	£
Original Approved Net HRA Surplus 2017/18	(25,200)
Changes in Income and Expenditure	156,000
Changes in Supervision and Management	42,600
Pension adjustment changes	(236,200)

Contributions to / from reserves

37,600

LATEST NET HRA SURPLUS 2017/18

(25,200)

3.4.3 Key drivers of the change in Income and Expenditure budgets include:

- Increase in Housing Repairs Supervision to reflect cost of agreed service £116,000
- Increase in council tax payments following cessation of 30 day void period from April 2017 £112,500
- Increased contributions to provisions £112,700
- Reduction in repairs and maintenance costs (£95,500)
- Review of bad debt provision (£130,200).

3.4.4 Key drivers of the increase in Supervision and Management budgets include:

- Revised support service allocations £85,100.
- HRA Grounds maintenance charges previously incorrectly funded through the GF £92,900
- Additional sites covered by cleaning contract £25,100
- Fixed term staffing funded through Head of Housing vacancy £34,900
- Prevention works against illegal traveller encampments £17,500
- IAS 19 adjustments £74,100
- Housing Related Support restructure (£181,800)
- Increased Housing Repairs Supervision recharge to reflect cost of agreed service (£116,000)

3.4.5 Appendix 'A' provides a more detailed breakdown of key variances.

3.4.6 As a result of the above variations to the 2017/18 HRA budgets, the forecast contribution to the HRA Capital Investment Reserve for the year will be £4.6m.

3.4.7 At this moment in time there are no changes to the HRA element of the Housing Investment Programme that have not already been reported to and approved by the Executive. A full revision of the Housing Investment Programme will be presented to Council in February 2018.

3.5 2018/19 Base Budget

3.5.1 In determining the 2018/19 Base Budget, the over-riding principle is to budget for the continuation of services at the agreed level. The following adjustments need to be made to the 2017/18 Original Budgets.

- Removal of any one-off and temporary items
- Addition of inflation (contractual services and pay only)
- Addition of previously agreed growth items
- Addition of unavoidable growth items
- Inclusion of any identified savings

3.5.2 The table below summarises how the 2018/19 HRA base budget has been calculated.

	£
Original Approved Net HRA Surplus 2017/18	(25,200)
Changes in Income and Expenditure	413,400
Changes in Supervision and Management	(174,500)
Pension adjustment changes	(220,700)
Contributions to / from reserves	(21,500)
	<hr/>
BASE NET HRA SURPLUS 2018/19	(28,500)

3.5.3 Key drivers of the change in Income and Expenditure budgets include:

- Reduction in housing rents by 1% £247,800
- Increase in Housing Repairs Supervision to reflect cost of agreed service £178,300
- Increase in council tax payments following cessation of 30 day void period from April 2017 (includes 3.7% average Council tax increase) £117,400
- Increased contributions to provisions £112,700
- Reduction in repairs and maintenance costs (£249,700)

3.5.4 Key drivers of the decrease in Supervision and Management budgets include:

- Revised support service allocations £132,300.
- HRA Grounds maintenance charges previously incorrectly funded through the GF £104,200
- Additional sites covered by cleaning contract £31,800
- IAS 19 adjustments £90,100
- Housing Related Support restructure (£369,900)
- Increased Housing Repairs Supervision recharge to reflect cost of agreed service (£178,300)

3.5.5 Appendix 'A' provides a more detailed breakdown of key variances.

3.5.6 A number of assumptions have been made in setting the budgets for 2018/19.

Inflation

No inflation has been applied to budgets, apart from those where the Council is legally contracted to do so. 1% has been applied for an assumed pay award.

Rents

The base rent budget in this report is a baseline calculated from the rental assumptions presented in the 2017 HRA Business Plan.

The actual rents to be charged in 2018/19 and the Council's rent policy will be decided by Council in February 2018, and budgets will be updated to reflect those decisions.

The base 2018/19 budgets presented here allow for housing rents being reduced by 1% on the rent charged in 2017/18, to comply with the

Government's policy on rents for social housing. In the case of void properties, the base rent will be:

The assumed rent rate which should be what the previous tenant paid if that is already above Target Social Rent (Formula Rent) then reduced by 1% in the first relevant year and again by 1% for each successive year

or

The formula rent for 2017/18, minus 1% in 2018/19 rent year and so on until the recently agreed change from 2020 (see paragraph 8.2.1).

Rent budgets include the projected effect of void homes being moved to Target Social Rent (Formula Rent) when re-let.

Growth / Income Reductions

Unavoidable and previously committed growth has been included in the Base Budget.

Housing Related Support

The Supporting People Grant from Warwickshire County Council ceased from 31 July 2016, with a full year impact of £464,000 being included within the 2017/18 base budget.

An Executive Report was approved in June 2017 outlining a number of changes, including new charges to tenants, a redesign of staffing and private income generation plans. The Housing Related Support restructure has resulted in a reduction in budget (See paragraph 3.4.4 for 2017/18 part-year reduction and paragraph 3.5.4 for 2018/19 full year effect).

HRA Capital Investment Reserve

Any HRA surplus above that required to maintain the appropriate HRA working balance is transferred into the HRA Capital Investment Reserve to be used on future HRA capital projects. The 2018/19 Base Budget allows for a £4.6m contribution to the reserve.

Notional Interest

Notional interest has been charged to the HRA within the Capital Charges. This represents the cost of tying up resources in the asset. This has been charged against HRA garages and shops at their Existing Use Value (EUV). HRA housing has not been included in this calculation due to the assured nature of tenancies, restricting the council's ability to sell occupied housing assets.

4. Policy Framework

The Housing Revenue Account (HRA) latest budget 2017/18 and base budget 2018/19 report forms part of the Budgetary Framework for implementing Fit for the Future. This report is in accordance with the Council's Financial Strategy as last approved by the Executive in February 2017.

4.1 Fit for the Future (FFF)

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects. This report shows the

way forward for implementing a significant part of one of the Council's Key projects.

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

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/productivity of local economy Increased employment and income levels
Impacts of Proposal		
Ensure housing and services are suitable for occupiers, meeting their needs and contributing to their health and well-being.	Budgets set to ensure HRA open spaces are maintained.	HRA shop rentals agreed to ensure voids minimised and the District is a place that people will want to visit.
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
The HRA budgets provide the necessary resources to achieve these outcomes	Enable tenants needs to be met, and support improvement of services relating to Council Housing Stock.	The budgets ensure that debt can be serviced alongside the strategy outline in the HRA Business Plan.

A key element of Fit for the Future is ensuring that the Council achieves the required savings to enable it to set a balanced General Fund Budget whilst maintaining service provision. The Housing Revenue Account is subject to the same regime to ensure efficiency within the service and value for money for tenants.

4.2 Supporting Strategies

Each strand of the FFF Strategy has several supporting strategies. Improving housing standards in residents' homes directly and positively contributes to the Housing and Health-and-Wellbeing priorities within the Council's Sustainable Community Strategy. It also contributes to the Housing and Homelessness Strategy objective of improving the management and maintenance of existing housing.

4.3 Changes to Existing Policies

The budgets proposed are in accordance with existing policies. The report does not propose any changes to the policies regarding the plan and strategy which comprise the Housing Investment Programme.

4.3.1 HRA Business Plan

Under 'Self Financing' the HRA has taken on significant debt, £136.2m, but should have gained greater capacity to provide new homes and invest in the service. The HRA Business Plan projects income and expenditure over 50 years to demonstrate the ability to repay the debt, maintain the housing stock and provide new homes. The base budget for 2018/19 is calculated from the projections contained in the latest HRA Business Plan. The Business Plan and base budget will however need to be reviewed as more details of the Housing and Planning Act become known. Currently the Business Plan is reviewed on an annual basis, and reported to Executive in March. The Act contains a number of policy changes that will impact on the capacity of the HRA to support and develop the Council's landlord service.

4.4 Impact Assessments

All budget managers have reviewed their budgets as part of the comprehensive budget setting process, considering previous, current and future years, along with any possible issues that may impact upon their budgets. As part of this process, Budget Review reports are issued to the Executive and Senior Management Team. This is in addition to being reviewed on an ongoing monthly basis. Changes incorporated into the latest and 2018/19 budgets based on previously approved Executive Reports (Housing Related Support) will have had their impacts set out within their own reports, and assessed as part of the Executive process accordingly.

5. Budgetary Framework

5.1 Members are reminded that the 2018/19 HRA rents will be set in February after budgets are finalised, as part of a separate report to Executive.

5.2 For the setting of base 2018/19 revenue budgets, no inflation has been added other than where contracted or unavoidable. In addition, there is also a 1% increase allowed for in the salary budgets. This is consistent with the approach for General Fund Services. Other unavoidable price increases, including any potential for a higher pay award (an additional 1% would cost £29,000, plus any subsequent support service staff cost increases) will be funded through reduced contributions to the HRA Capital Investment Reserve.

6. Risks

- 6.1** The Council's Significant Business Risk Register contains several risks which are finance related. Shortage of finance will impact upon the Council's plans for the provision of services. Reduced income or increased expenditure will reduce the funding available.
- 6.2** The main sources of income which may be subject to reductions include:
- Rental income, including bad debts, void rent loss and Sale of Council Houses (SOCH) through Right to Buy (RTB)
 - Housing Related Support (tenant and private income)
 - Fees and charges
 - Investment interest
- 6.3** Increased expenditure in service provision may be due to:
- Inflation and price increases for supplies and services;
 - Increased demand for services increasing costs;
 - Changes to taxation regime;
 - Unplanned responsive expenditure;
 - Assumed savings in budgets not materialising;
 - Changes in Government legislation.
- 6.4** Triggers for increased costs or reduced income include:
- Economic cycle – impacting upon inflation, interest rates, unemployment, demand for services, Government funding available;
 - Unplanned expenditure, e.g. costs from uninsured events or legal costs;
 - Project costs – whereby there are unforeseen costs, or the project is not correctly costed, or the risks related to them are not properly managed.
 - Changes to assumptions underpinning the Housing Business Plan – these assumptions are closely monitored;
 - Levies, charges and reductions in housing stock that may result from compliance with the Housing and Planning Act;
 - Government policy, e.g. full rollout on Universal Credit.
- 6.5** Many controls and mitigations are in place to help manage these risks. These include:
- The comprehensive Budget Review process. This entails all budget managers reviewing their budgets on at least a monthly basis, considering previous, current and future years, along with any possible issues that may impact upon their budgets. As part of this process, Budget Review reports are issued to the Executive and Senior Management Team.
 - Financial Planning with the Housing Business Plan, bringing together all known/projected issues that will impact on HRA finances in the medium and long term.
 - Financial controls, including the Codes of Financial and Procurement Practice, system controls, reconciliations, audit (internal and external).
 - Project Management and associated controls.
 - Trained staff and access to appropriate professional advice (e.g. WCC Legal, Local Government Futures for advice on local government funding and developments in housing).
 - Scrutiny by Members of the Council's finances, including Budget Reports and the financial implications of all proposals brought to them for consideration.

- Maintaining a HRA Capital Investment Reserve (CIR) to enable repayment of self-financing loan, fund capital investment, such as providing new homes, and to fund any unexpected HRA costs. The HRA CIR currently stands at £22.9m.
- In addition to Reserves, the HRA Balance stands at £1.4m. This is available to accommodate any unplanned expenditure, or to make up any shortfall in income. However, the Council should seek to maintain the balance at this level and replenish any monies that are drawn down.
- The HRA follows the same Risk Management process as all Service Areas across the Council, including the on-going review and maintenance of risk registers.
- Specific causes of reductions to income or increased expenditure should continue to be managed by the Service Area as part of managing risks within the Service Risk Register. The Housing & Property Service Area Risk Registers are brought to Finance and Audit Scrutiny Committee every two years.

7. Alternative Option(s) considered

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

8. Background

8.1 With effect from April 2002, the Government determined how rents should be set for both housing association and Council properties, by setting out a formula that determines a target rent. Councils and housing associations were expected to amend and alter their rents to move towards this Target Social Rent which was designed to align rents across the two sectors. Municipal rents have traditionally been lower than those charged by associations. This policy, known as Rent Convergence, was abandoned by the government. However, the calculation for a Target Social rent, which determines what a council can charge unless it has entered into an agreement with Homes and Communities Agency to levy higher Affordable Rent (80% of full market rent) to fund new development, remains in place.

8.2 Housing and Planning Act

In October 2015, the Housing and Planning Act was published. This Act, which received Royal Assent in May 2016, provides for a number of policies that will impact on the financial viability of the HRA Business Plan. In the absence of detailed regulations, it is not possible to accurately predict the impact of these changes. However, it is possible to make some informed estimates about the impacts. The changes and these estimates are detailed below.

8.2.1 Social rents

As part of the Prime Ministers keynote speech at the October Conservative Party Conference, it was confirmed that from 2020 social rents will increase by the consumer price index plus 1% each year. The current policy of reducing rents by 1% each year will therefore continue until this time.

8.2.2 Right to Buy

The Right-to-Buy (RtB) is to be extended to tenants of housing associations, with the cost of funding the discounts given to tenants by the associations to be covered by local housing authorities. Local authorities will have a duty to consider but not an obligation to proceed with the sale of 'high value' properties as a way of helping them to find the necessary funds to support this policy. This is currently still at the Pilot stage and no formal notification has been given relating to national implementation.

8.2.3 'High Value' properties

A further update is expected on this policy, following confirmation in the 2016 Autumn statement that the Government was to be funding an expanded pilot, resulting in no Higher Value Asset payments from local authorities being required in 2017/18.

However it is still not clear how much each council will have to contribute towards this policy as the Government has yet to set out the formula or criteria that will be used for the calculation or to define what 'high value' will mean. It is likely that the criteria for what will in effect be a 'levy' on the HRA will relate in some form to the open market value of the each council's housing stock and the turnover of its stock.

In the absence of detail, it is therefore difficult to predict what the precise impact will be on Warwick District, which is a high-value housing area. However, by taking the predicted cost of extending RtB nationally, estimated at £1.5bn per annum and dividing it by the 1,682,000 council owned homes in England gives a potential 'levy' of £892 per home. When multiplied by the Council's 5,500 homes, the possible levy for Warwick District Council using this simplistic methodology could be £4.9m per year. To meet this for property sales would require the Council to sell at least 35 empty properties each year. Some forecasts have determined that a potential annual 'levy' could be as high as £17m per year for Warwick District Council's HRA.

8.2.4 Local Housing Allowance

With effect from April 2018 the payment limits that apply to Local Housing Allowance (LHA), which is payable to tenants in the private sector, will apply to all tenants whose social tenancy began after April 2016. The Council's rents are well below current LHA levels for family sized homes but in the case of those aged below 35 whether working or not, LHA is restricted to the cost of single room in a shared household, currently circa £72 a week. This is less than the cost of one bedroom council flat. The Council will therefore continue to consider its approach to this client group, including how it can assess and then manage the financial risks to the HRA Business Plan of this policy.

Appendix A
HRA 2017/18 Latest Budget and 2018/19 Base Budget

	ACTUAL 2016/17 £	ORIGINAL BUDGET 2017/18 £	LATEST BUDGET 2017/18 £	ORIGINAL BUDGET 2018/19 £
<u>S7000 HOUSING REVENUE ACCOUNT</u>				
DIRECT EXPENDITURE				
Housing Repairs Supervision	824,286	682,300	798,300	860,600
HRA Repairs and Maintenance	5,335,069	5,267,200	5,171,700	5,017,500
Electricity	65	400	400	400
Gas	(1,828)	-	-	-
Wood Fuel	5,401	-	-	-
R+M Mansafe Lines etc	4,128	-	-	-
Rates	2,072	2,100	-	-
Hsg Rates-Other Prop	49,334	19,700	132,200	137,100
Water Charges-Metered	42,655	32,600	32,600	32,600
Premises	6,261,182	6,004,300	6,135,200	6,048,200
Equipment Furniture & Materials	26	-	-	-
Other Hired & Con Serv	1,436	-	-	-
Debt Recovery Agency Costs	-	3,900	3,900	3,900
Contributions To Provisions	(925)	15,000	127,700	127,700
Bad Debts Provision	77,929	380,200	250,000	380,200
Supplies and Services	78,466	399,100	381,600	511,800
Direct Court Fees	11,437	-	-	-
Consultants Fees	927	-	-	-
Third Party Payments	12,364	-	-	-
Housing Services	-	-	-	-
Supervision & Management - General	2,230,655	2,826,400	2,684,900	2,681,900
Supervision & Management - Special	2,030,616	2,216,700	2,400,800	2,186,700
Support Services	4,261,271	5,043,100	5,085,700	4,868,600
Notional Interest	-	-	-	152,400
Loss / (Gain) On Impairment Of Assets	(36,778,508)	-	-	-
Depreciation on Council Dwellings	2,922,762	2,913,400	2,913,400	2,913,400
Depreciation on Other HRA Properties	516,715	541,800	541,800	541,800
Depreciation on Equipment	10,662	10,700	10,700	10,700
Capital Charges	(33,328,369)	3,465,900	3,465,900	3,618,300
TOTAL DIRECT EXPENDITURE	(22,715,086)	14,912,400	15,068,400	15,046,900

	ACTUAL 2016/17 £	ORIGINAL BUDGET 2017/18 £	LATEST BUDGET 2017/18 £	ORIGINAL BUDGET 2018/19 £
DIRECT INCOME				
Other Income	(5,000)	-	-	-
Other Licences	(1,046)	(4,100)	(4,100)	(4,100)
Heating Charges	(120,417)	(102,900)	(102,900)	(102,900)
Service Charges	(189,683)	(131,200)	(131,200)	(131,200)
Service Charges Supporting People	(163,000)	(147,500)	(147,500)	(147,500)
Water Charges	(32,891)	(31,100)	(31,100)	(31,100)
Service Charges Leasehold	(441)	-	-	-
Rents-Houses	(25,518,853)	(25,347,000)	(25,279,000)	(25,031,200)
Rents-Shared Ownership	(68,004)	-	(68,000)	(68,000)
Rents-Garages	(515,809)	(620,000)	(620,000)	(651,000)
Rents-Others	(293,105)	(320,000)	(320,000)	(320,000)
General Fund	(37,898)	(37,900)	(37,900)	(37,900)
General Fund- SP	(154,977)	-	-	-
TOTAL DIRECT INCOME	(27,101,124)	(26,741,700)	(26,741,700)	(26,524,900)
NET INCOME FROM SERVICES	(49,816,210)	(11,829,300)	(11,673,300)	(11,478,000)
Interest-Balances	(208,400)	(253,300)	(210,700)	(213,300)
Capital Charges - Adj	-	(100,000)	(100,000)	(100,000)
Depreciation Adj - Other HRA Property	544,100	-	-	-
NET OPERATIONAL INCOME	(49,480,510)	(12,182,600)	(11,984,000)	(11,791,300)
APPROPRIATIONS				
Reversal of Notional Interest	-	-	-	(152,400)
External Interest	4,765,564	4,765,600	4,765,600	4,765,600
Appropriation Re Depn + MRA	2,139,777	2,887,900	2,887,900	2,887,900
Capital financing	3,391,839	-	-	-
Cap Fin-Rev Contr to Cap Outlay(GF+HIP)	103,968	119,600	119,600	119,600
Cont from Reserves	171,900	8,000	8,000	8,000
Contrib HRA Capital Invest Reserve (Dr)	5,599,131	4,576,900	4,614,500	4,555,400
recognised gains/losses -asset sales	5,004,165	-	-	-
fixed assets impairment charged to rev	45,486,844	-	-	-
F Assets sales b/s val trf to I & E a/c	3,225,206	-	-	-
sur/def on reval of assets held for sale	43,304	-	-	-
Capital financing	(3,391,839)	-	-	-
Cont from Reserves	(20,000)	(100,000)	(100,000)	(100,000)
rec gains/losses - fa - reversal	(5,004,165)	-	-	-
fixed assets impairment charged to rev	(8,708,336)	-	-	-
F Asset sales trf from I & E to CAA a/c	(3,225,206)	-	-	-
employee benefits accruals (cr)	(5,004)	-	-	-
sur/def on reval of assets held for sale	(43,304)	-	-	-
Net IAS19 Charges for Retirement Benefits	(449,451)	(535,000)	(804,200)	(782,000)
Employers Contribs payable to Pension Fd	223,017	261,900	322,100	322,000
Pensions Interest+Rate of Return Assets	159,200	172,500	145,300	138,700
TAKEN FROM / (TO) BALANCES	(13,900)	(25,200)	(25,200)	(28,500)
Balance Brought Forward	(1,385,900)	(1,399,800)	(1,399,800)	(1,425,000)
BALANCE CARRIED FORWARD	(1,399,800)	(1,425,000)	(1,425,000)	(1,453,500)

Variations:**Premises:**

Housing Repairs Supervision - cost of agreed staffing structure	116,000	178,300
HRA Repairs and Maintenance		
Housing Repairs - Major - see section below	-	-
Housing Repairs - Responsive - see section below	-	-
Removal of 30 day void free Council tax period from April 2017	112,500	117,400

Supplies and Services

Contribution to provisions	112,700	112,700
Review of bad debt provision	(130,200)	

Supervision & Management:

Changes in Supervision & Management - General	(141,500)	(144,500)
Changes in Supervision & Management - Special	184,100	(30,000)

Income:

Housing Rents - 1% rent reduction (pending rent setting report)		315,800
Garage rents - 5% increase as per 2017/18 HRA Bus Plan (pending rent setting report)	-	(31,000)

Contributions to / (from) Reserves:

Changes in contribution to HRA Capital Investment Reserve due to all other changes	37,600	(21,500)
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IAS19 Pension Adjustments:

Increase in amounts charged to service accounts	(269,200)	(247,000)
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	ACTUAL 2016/17 £	ORIGINAL BUDGET 2017/18 £	LATEST BUDGET 2017/18 £	ORIGINAL BUDGET 2018/19 £
<u>S7010 HSG SUP+MAN GENERAL</u>				
DIRECT EXPENDITURE				
Employees	1,338	7,100	7,100	7,200
Premises	175,091	185,400	183,400	192,500
Supplies and Services	97,386	102,800	104,200	107,700
Third Party Payments	354,161	376,200	376,200	376,200
TOTAL DIRECT EXPENDITURE	627,976	671,500	670,900	683,600
DIRECT INCOME				
Other Income	(60,699)	(41,000)	(41,000)	(41,000)
Other Grants and Contributions	(11,110)	(20,000)	(20,000)	(20,000)
Fees and Charges	(205,496)	(119,800)	(130,800)	(130,800)
TOTAL DIRECT INCOME	(277,305)	(180,800)	(191,800)	(191,800)
NET DIRECT (INCOME) / EXPENDITURE	350,671	490,700	479,100	491,800
Support Services	2,704,270	3,018,000	3,004,100	3,050,700
Recharges	(824,286)	(682,300)	(798,300)	(860,600)
NET (INCOME) / EXPENDITURE TO SUMMARY	2,230,655	2,826,400	2,684,900	2,681,900

<u>Variations:</u>			
<u>Fees and Charges</u>			
Increase in Right to Buys - admin fee per purchase		(11,000)	(11,000)
<u>Support Services:</u>			
Revised allocations		(13,900)	32,700
<u>Recharges</u>			
Revised to reflect cost of Housing Repairs Supervision. Ongoing Vacancies in 2017/18		(116,000)	(178,300)

	ACTUAL 2016/17 £	ORIGINAL BUDGET 2017/18 £	LATEST BUDGET 2017/18 £	ORIGINAL BUDGET 2018/19 £
<u>S7200 HOUSING SERVICES</u>				
DIRECT EXPENDITURE				
Employees	1,430,927	1,510,100	1,614,700	1,669,000
Premises	4,535	-	-	-
Transport	43,210	39,900	38,700	18,300
Supplies and Services	146,773	297,100	201,600	197,100
Third Party Payments	97,250	163,700	181,500	183,700
TOTAL DIRECT EXPENDITURE	1,722,695	2,010,800	2,036,500	2,068,100
DIRECT INCOME				
Other Income	(42,578)	(39,600)	(39,600)	(39,600)
Fees and Charges	(47,024)	(47,000)	(47,000)	(47,000)
TOTAL DIRECT INCOME	(89,602)	(86,600)	(86,600)	(86,600)
NET DIRECT (INCOME) / EXPENDITURE	1,633,093	1,924,200	1,949,900	1,981,500
Support Services	479,791	518,600	584,700	568,800
Recharges	(2,112,884)	(2,442,800)	(2,534,600)	(2,550,300)
NET (INCOME) / EXPENDITURE TO SUMMARY	-	-	-	-

<u>Variations:</u>			
<u>Employees:</u>			
Restructure of staff to Neighbourhood services		(34,200)	800
IAS19 Pension adjustments		137,600	145,500
<u>Supplies and Services:</u>			
Lettings Incentive Scheme budget requirement reduced - moved to third party payments		(95,500)	(100,000)
<u>Third Party Payments:</u>			
Budget moved from Supplies and Services to match expenditure		17,800	20,000
<u>Support Services:</u>			
Revised allocations		66,100	50,200
<u>Recharges:</u>			
Change in costs to be reallocated		(91,800)	(107,500)

	ACTUAL 2016/17 £	ORIGINAL BUDGET 2017/18 £	LATEST BUDGET 2017/18 £	ORIGINAL BUDGET 2018/19 £
<u>S7015 HSG SUP+MAN SPECIAL</u>				
S7410 WARWICK RESPONSE	491,487	651,100	475,000	720,500
S7440 HOUSING SUPPORT	434,676	435,700	515,000	88,000
S7450 CENTRAL HEATING	141,743	153,900	154,100	153,900
S7460 COMMUNITY CENTRES	3,255	9,900	9,900	9,900
S7620 HSG OPEN SPACES	442,396	382,500	567,600	567,800
S7630 HSG COMMUNAL AREAS	345,624	372,700	396,400	403,200
S7635 ESTATE SUPERVISORS	162,201	161,600	233,500	194,100
7928 REPM FIRE RISK ASSESSMENTS- COMMUNAL	9,236	49,300	49,300	49,300
NET COST TO HRA SUMMARY	2,030,618	2,216,700	2,400,800	2,186,700

S7410 WARWICK RESPONSE

DIRECT EXPENDITURE

Employees	549,808	572,600	655,900	696,700
Premises	6,352	7,100	6,700	10,300
Transport	23,570	35,400	19,900	5,900
Supplies and Services	147,898	138,900	149,000	230,600
Third Party Payments	168	300	300	300

TOTAL DIRECT EXPENDITURE

727,796	754,300	831,800	943,800
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DIRECT INCOME

Other Grants and Contributions	(144)	-	-	-
Other Income	(69,472)	(30,000)	(50,000)	(50,200)
Fees and Charges	(274,933)	(250,300)	(436,300)	(433,900)

TOTAL DIRECT INCOME

(344,549)	(280,300)	(486,300)	(484,100)
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NET DIRECT (INCOME) / EXPENDITURE

383,247	474,000	345,500	459,700
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Support Services	108,240	177,100	129,500	260,800
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NET COST TO SUP + MAN SUMMARY

491,487	651,100	475,000	720,500
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Variations:

Employees:

Housing Related Support (HRS) Restructure redundancy payments	95,200		
HRS Restructure - merging of Housing Support Team & Warwick Response	(65,600)	41,200	
IAS 19 Pension adjustments	52,600	73,900	

Transport

Reduction in car mileage claims due to use of Electric Lifeline Vehicles	(15,500)	(29,500)	
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Supplies and Services:

Cost of Lifeline Units	10,100	91,700	
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Other Income:

Cost of Lifeline Units recovered from recipients	(20,000)	(20,200)	
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Fees and charges

HRS Restructure - increase in Service charges and private income - Exec 28th June	(186,000)	(183,600)	
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Support Services:

Revised allocations	(47,600)	83,700	
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	ACTUAL 2016/17 £	ORIGINAL BUDGET 2017/18 £	LATEST BUDGET 2017/18 £	ORIGINAL BUDGET 2018/19 £
<u>S7440 HOUSING SUPPORT</u>				
DIRECT EXPENDITURE				
Employees	218,628	254,500	262,100	63,600
Premises	15,020	8,900	8,800	5,600
Transport	11,971	10,100	10,400	300
Supplies and Services	63,997	78,700	81,700	100
Third Party Payments	2,728	-	-	-
TOTAL DIRECT EXPENDITURE	312,344	352,200	363,000	69,600
DIRECT INCOME				
Other Income	(1,811)	(200)	(200)	-
Fees and Charges	(4,536)	(3,100)	(3,100)	-
TOTAL DIRECT INCOME	(6,347)	(3,300)	(3,300)	-
NET DIRECT (INCOME) / EXPENDITURE	305,997	348,900	359,700	69,600
Support Services	128,679	89,000	157,500	20,600
Recharges	-	(2,200)	(2,200)	(2,200)
NET COST TO SUP + MAN SUMMARY	434,676	435,700	515,000	88,000

Variations:

Employees:

HRS Restructure - staff recoded to S7410 (190,900)

Supplies and Services

HRS Restructure (78,600)

Support Services:

Revised allocations 68,500 (68,400)

S7450 CENTRAL HEATING

DIRECT EXPENDITURE

Premises 139,698 151,700 151,900 151,700
Supplies and Services 1,732 1,900 1,900 1,900

TOTAL DIRECT EXPENDITURE

141,430 153,600 153,800 153,600

Support Services 313 300 300 300

NET COST TO SUP + MAN SUMMARY

141,743 153,900 154,100 153,900

	ACTUAL 2016/17 £	ORIGINAL BUDGET 2017/18 £	LATEST BUDGET 2017/18 £	ORIGINAL BUDGET 2018/19 £
<u>S7460 COMMUNITY CENTRES</u>				
DIRECT EXPENDITURE				
Premises	3,860	6,400	6,400	6,400
Supplies and Services	115	4,200	4,200	4,200
TOTAL DIRECT EXPENDITURE	3,975	10,600	10,600	10,600
DIRECT INCOME				
Other Income	(720)	(700)	(700)	(700)
TOTAL DIRECT INCOME	(720)	(700)	(700)	(700)
NET COST TO SUP + MAN SUMMARY	3,255	9,900	9,900	9,900

S7620 HSG OPEN SPACES

DIRECT EXPENDITURE				
Premises	15,197	30,200	47,700	30,200
Supplies and Services	5,068	3,000	3,000	3,000
Third Party Payments	314,856	293,400	386,200	397,600
TOTAL DIRECT EXPENDITURE	335,121	326,600	436,900	430,800
Support Services	107,275	55,900	130,700	137,000
NET COST TO SUP + MAN SUMMARY	442,396	382,500	567,600	567,800

Variations:

Premises

Prevention works against Illegal Gypsy and traveller encampments 17,500

Third Party Payments

HRA Grounds Maintenance charges previously funded by GF 83,000 85,500
HRA Grounds Maintenance contract new sites 9,800 10,100

Support Services

Revised allocations 74,800 81,100

S7630 HSG COMMUNAL AREAS

DIRECT EXPENDITURE				
Premises	281,509	304,400	329,500	336,200
Supplies and Services	357	600	600	600
TOTAL DIRECT EXPENDITURE	281,866	305,000	330,100	336,800
Support Services	63,758	67,700	66,300	66,400
NET COST TO SUP + MAN SUMMARY	345,624	372,700	396,400	403,200

Variations:

Premises:

Review of cleaning contract - additional sites 25,100 31,800

	ACTUAL 2016/17 £	ORIGINAL BUDGET 2017/18 £	LATEST BUDGET 2017/18 £	ORIGINAL BUDGET 2018/19 £
<u>S7635 ESTATE SUPERVISORS</u>				
DIRECT EXPENDITURE				
Employees	147,619	146,900	203,300	164,600
Premises	8,570	16,100	15,600	16,300
Transport	11,816	4,000	14,000	14,100
Supplies and Services	6,231	6,300	6,900	6,300
Third Party Payments	1,651	-	700	-
TOTAL DIRECT EXPENDITURE	175,887	173,300	240,500	201,300
Support Services	13,314	15,300	20,000	19,800
Recharges	(27,000)	(27,000)	(27,000)	(27,000)
NET COST TO SUP + MAN SUMMARY	162,201	161,600	233,500	194,100

<u>Variations:</u>				
<u>Employees</u>				
Funding of 6 month fixed term from Head of Housing vacancy underspend			34,900	
IAS 19 adjustments			21,500	16,200
<u>Transport</u>				
Running costs for 4 vans - Estates services review			10,000	10,100

7928 REPM FIRE RISK ASSESSMENTS- COMMUNAL

DIRECT EXPENDITURE				
Premises	9,236	49,300	49,300	49,300
NET COST TO SUP + MAN SUMMARY	9,236	49,300	49,300	49,300

	ACTUAL 2016/17 £	ORIGINAL BUDGET 2017/18 £	LATEST BUDGET 2017/18 £	ORIGINAL BUDGET 2018/19 £
<u>S7900 HOUSING REPAIRS - MAJOR</u>				
7900 REPM PAINTING & DECORATIONS	448,370	100,000	100,000	100,000
7901 REPM CONCRETE REPAIRS	49,927	40,000	40,000	40,000
7905 EMR REPM COMMUNAL FLOORING CARPETS	-	-	10,700	-
7910 REPM ELECTRICAL REPAIRS	539,966	601,400	575,400	575,300
7912 REPM GAS/HEATING MAINTENANCE	540,175	594,100	596,900	596,800
7914 REPM HRA LIFT MAINTENANCE	44,129	39,400	42,600	37,300
7916 REPM DOOR ENTRY & SECURITY MAINTENANCE	58,618	60,000	60,300	60,300
7918 REPM SHOP MAINTENANCE	10,449	10,700	10,700	10,700
7920 REPM HRA STAIRLIFT MAINTENANCE	23,907	75,400	72,200	81,700
7922 REPM LEGIONELLA TESTING	16,688	34,600	34,600	34,600
7923 EMR MOBILITY SCOOTER STORE (REPM FIRE PR	350	-	32,700	-
7925 EMR FIRE PREV BLOCKS OF FLATS (REPM FIRE	19,030	-	-	-
7926 REPM FIRE PREVENTION WORKS	9,273	150,000	150,000	150,000
7929 EMR SHELTERED SCHEMES ALARM SYSTEMS	92,340	-	114,700	-
7930 REPM HRA PATHS AND SURFACING	58,243	100,000	100,000	100,000
7940 REPM HRA ASBESTOS WORKS	696,797	637,600	400,300	400,300
H071 LOT7 GAS OVERHEADS	-	-	-	-
NET EXPENDITURE TO HRA SUMMARY	2,608,262	2,443,200	2,341,100	2,187,000

Variations:

Communal Flooring Carpets

Slippage from 2016/17

10,700

Electrical Repairs

Communal safety checks contract savings

(26,000)

(26,100)

Mobility Scooter Store (Fire Prevention Work):

Slippage from 2016/17

32,700

-

Sheltered Schemes Alarm Systems:

Slippage from 2016/17

114,700

-

Asbestos Works

Change in asbestos management strategy

(237,300)

(237,300)

S7950 HOUSING REPAIRS - RESPONSIVE

7960 REPR VOID REPAIR CONTRACT	1,061,668	1,271,500	1,271,500	1,271,500
7964 REPR OUT OF HOURS CONTRACT	(90)	-	-	-
7966 REPR DAY TO DAY REPAIRS CONTRACT	1,614,758	1,493,800	1,500,400	1,500,300
7968 REPR GARAGES: RESPONSIVE REPAIRS	49,833	58,700	58,700	58,700
NET EXPENDITURE TO HRA SUMMARY	2,726,169	2,824,000	2,830,600	2,830,500

Variations:

Day to Day Repairs Contract

Substantial painting and decorating done in 2015/16. Programme reduced for 2016/17 and further for 2017/18

6,600

6,500

 Executive 29 November 2017		Agenda Item No. 5
Title	Civil Penalties Policy-Private Sector Housing	
For further information about this report please contact	Ken Bruno Housing Strategy and Development Manager Telephone: 01926 456044 Email: ken.bruno@warwickdc.gov.uk Mark Lingard Private Sector Housing Manager Telephone: 01926 456410 Email: mark.lingard@warwickdc.gov.uk	
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	N/A	
Background Papers	Council's Enforcement Policy	

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: 908
Equality Impact Assessment Undertaken	Yes – Appendix 3

Officer/Councillor Approval		
Officer Approval	Date	Name
Deputy Chief Executive	6/11/17	Bill Hunt
Head of Service	3/11/17	Lisa Barker
CMT	6/11/17	Chris Elliott
Section 151 Officer	6/11/17	Mike Snow
Monitoring Officer	6/11/17	Andrew Jones
WCC Legal Services	9/11/17	Caroline Gutteridge
Finance	6/11/17	Andrew Rollins
Portfolio Holder(s)	7/11/17	Councillor Peter Phillips
Consultation & Community Engagement		
Presentation given to the Landlords Forum on 13 September 2017, including the likely scale of civil penalties.		
Final Decision?	No	
Suggested next steps (if not final decision please set out below)		
The recommendations will go to council should executive agree them.		

1. **Summary**

- 1.1 This report brings forward a policy to enable officers to use new powers contained in the Housing and Planning Act 2016 to apply civil penalties as an alternative to a prosecution in the Magistrates Court for various offences in private sector housing.

2. **Recommendations**

- 2.1 That the Executive recommends to council that:
- a) A policy of using civil penalties as set out in this report be adopted;
 - b) The process for imposing a civil penalty set out in appendix two be approved.
 - c) The schedule of civil penalties listed in appendix one be approved.
 - d) Delegated authority be given to the Head of Housing Services to make decisions about imposing civil penalties in individual cases.

3. **Reasons for the Recommendations**

- 3.1 The Housing & Planning Act 2016 gives local authorities the power to apply civil penalties for a range of offences in connection with private sector housing that have previously required action to be taken in the Magistrates' Court.
- 3.2 Although the powers are set out in legislation, for officers to use them the council must formally adopt a policy to do so, within which it has the discretion to set a schedule of penalties for the various offences.
- 3.3 The schedules in appendices one and two have been worked up by Warwick District Council's Private Sector Housing Team in partnership with colleagues in the West Midlands, including Warwickshire, with the intention of having a consistent framework across the region for the introduction of these civil penalties in terms of both the level of the penalties and the process for applying them.
- 3.4 So that the policy can be applied quickly and efficiently once adopted it is proposed that the Head of Housing Services should be granted the authority to decide on the use of penalties in individual cases.

4. **Policy Framework**

4.1 **Fit for the Future (FFF)**

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things the FFF Strategy contains several Key projects.

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

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all. Housing needs for all met. Impressive cultural and sports activities. Cohesive and active communities.	<u>Intended outcomes:</u> Area has well looked after public spaces. All communities have access to decent open space. Improved air quality. Low levels of crime and ASB.	<u>Intended outcomes:</u> Dynamic and diverse local economy. Vibrant town centres. Improved performance/productivity of local economy. Increased employment and income levels.
Impacts of Proposal		
This proposal provides another tool to use in ensuring that private sector housing is suitable for its occupiers, meeting their needs and contributing to their health and well-being.	None.	None.
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained. All staff have the appropriate tools. All staff are engaged, empowered and supported. The right people are in the right job with the right skills and right behaviours.	<u>Intended outcomes:</u> Focusing on our customers' needs. Continuously improve our processes. Increase the digital provision of services.	<u>Intended outcomes:</u> Better return/use of our assets. Full Cost accounting. Continued cost management. Maximise income earning opportunities. Seek best value for money.
Impacts of Proposal		
None.	In providing a new option in enforcement work the proposal helps to improve services to occupiers in private sector housing.	While not an objective of the proposal, the charging regime does have the potential to generate new income for the council.

4.2 Supporting Strategies

Each strand of the FFF Strategy has several supporting strategies. Improving housing standards in residents' homes directly and positively contributes to the Housing and Health-and-Wellbeing priorities within the Council's Sustainable Community Strategy. It also contributes to the Housing and Homelessness

Strategy objective of improving the management and maintenance of existing housing.

4.3 Changes to Existing Policies

This report does not change existing policies but introduces a new policy that enables use to be made of an additional option in carrying out private sector housing enforcement work.

4.4 Impact Assessments – An impact assessment has been completed and is attached as appendix three to the report. No adverse or negative impact has been identified for any particular group as a result of the proposed policy.

5. Budgetary Framework

5.1 Private sector enforcement work is undertaken by the Private Sector Housing Team and is already budgeted for. It is not envisaged that introducing the new penalties will increase workloads or require new budgetary provision to be made.

5.2 Unlike prosecutions in the Magistrates' Court the council will be able to retain the income from civil penalties. In the medium term therefore this could generate a small new revenue stream for the authority although this can only be used for private sector housing regulation work.

6. Risks

6.1 The introduction of a new scheme brings the risks of legal challenges and increased bureaucracy in the early days of implementation. This has been mitigated by working with other authorities across the West Midlands, ensuring a wider range of knowledge, skills and experience has been brought to bear in developing the procedure and penalty schedule.

7. Alternative Option(s) considered

7.1 Proposing a different charging structure: this would undermine the work to establish a clear and consistent approach across Warwickshire and the West Midlands region. This would create the risk of increased legal challenges, increased cost and require additional officer resources to implement.

7.2 Not adopting a civil penalties policy: this would limit the Council's options in its role as a regulator of private sector housing. It could also affect community confidence in the Council's ability and ambition to deal with poor management and to raise housing standards.

8. Background

8.1 The number of people housed in private rented accommodation now exceeds the number of people housed in socially rented properties both nationally and locally. The government is in the process of giving more powers to local authorities to tackle rogue landlords through the Housing & Planning Act 2016 (HPA).

8.2 It was originally expected that the bulk of the measures in the HPA would be commenced together, along with detailed regulations. However work in central

government was delayed by the General Election and this is not now expected this year.

- 8.3 Nevertheless, in April 2017 civil penalties of up to £30,000 became available as an alternative to prosecution for certain specified offences as follows:
- a) Failure to comply with Improvement Notice (Housing Act 2004 Section 30)
 - b) Failure to license an HMO under Housing Act 2004 Part 2 (Housing Act 2004 Section 72)(mandatory licensing)
 - c) Failure to license houses under Housing Act 2004 Part 3, (Housing Act 2004 Section 95)(selective licensing)
 - d) Failure to comply with an Overcrowding Notice, (Housing Act 2004 Section 139(7))
 - e) Breach of Management Regulations in respect of HMOs. (Housing Act 2004 Section 234)
- 8.4 A criminal standard of evidence is required to establish beyond reasonable doubt that an offence has been committed, and landlords do have a right of appeal.
- 8.5 Since April work has been undertaken with the West Midlands Enforcement Group and the District and Borough Councils in Warwickshire to produce a consistent charging framework and process.
- 8.6 Our intention had been to bring forward a policy on all of the new powers, indeed this was placed on the Forward Plan (ref 880) some time ago. However, because the government timescale for implementation of other HPA measures is currently unclear and this piece of work is now complete, it was felt appropriate to bring it forward on its own.
- 8.7 Advantages of the proposal include:
- There will be greater consistency in that the financial penalty will match the seriousness of the offence. (The Private Sector Housing Team's experience is that there can be a wide variation in the financial penalties imposed by the Magistrates' Court for similar offences.)
 - It will act as a deterrent to rogue landlords.
 - It will help the Council defend any potential appeals to the First Tier Tribunal.
 - Despite the right of appeal, it is not expected to be as resource intensive as a prosecution in the Magistrates' Court.

Charging Table for Determining the Value of Civil Penalties

Failure to comply with an Improvement Notice (Section 30)	£
First offence (note 1)	5000
Subsequent second offence by same person/company (note 2)	15000
Further subsequent offences by same person/company (note 7)	25000
Premiums (use all that apply)	
Acts or omissions demonstrating high culpability (note 8)	+2500
Large housing portfolio (10+ units of accommodation) (note 3)	+2500
Multiple Category 1 or high Category 2 Hazards (note 4)	+2500
Vulnerable occupant and/or significant harm occurred as result of housing conditions (note 5)	+2500
Perpetrator demonstrates their income to be less than £440 per week (note 6)	-50%

Offences in relation to licensing of HMOs under Part 2 of the Act (Section 72)	£
Failure to obtain property licence (section 72(1)) (note 1)	10000
Subsequent second offence by same person/company (note 2)	30000
Perpetrator demonstrates their income to be less than £440 per week (note 6)	-50%
Breach of licence conditions (Section 72(2) and (3)) - per licence breach	
	5000
Perpetrator demonstrates their income to be less than £440 per week (note 6)	-50%

Offences in relation to licensing of HMOs under Part 3 of the Act (Section 95)	£
Failure to licence (section 95(1)) (note 1)	10000
Subsequent second offence by same person/company (note 2)	30000
Perpetrator demonstrates their income to be less than £440 per week (note 6)	-50%
Breach of licence conditions (Section 95(2)) - per licence breach	5000
Perpetrator demonstrates their income to be less than £440 per week (note 6)	-50%

Offences of contravention of an overcrowding notice (section 139)	£
First relevant offences (note 1)	5000
Subsequent second offence by same person/company (note 2)	15000
Premiums (use all that apply)	
Acts or omissions demonstrating high culpability (note 8)	+2500
Vulnerable occupant and/or significant harm occurred as result of overcrowding (note 3)	+2500
Perpetrator demonstrates their income to be less than £440 per week	-50%

<i>week</i>	<i>(note 6)</i>	
Failure to comply with management regulations in respect of HMOs (Section 234)		£
<i>First relevant offence (note1)</i>		1000/ offence
<i>Subsequent second offence by same person/company for the same offence</i>		3000/ offence
Premiums (use all that apply)		
<i>Acts or omissions demonstrating high culpability</i>	<i>(note 8)</i>	+2500
<i>Large housing portfolio (10+ units of accommodation)</i>	<i>(note 3)</i>	+2500
<i>Vulnerable occupant and/or significant harm occurred as result of housing conditions</i>	<i>(note 5)</i>	+2500
<i>Perpetrator demonstrates their income to be less than £440 per week</i>	<i>(note 6)</i>	-50%

Note 1 – Offences that may be dealt with by way of imposing a financial penalty

- The starting point for a civil penalty is based on the number of previous convictions or imposition of a financial penalty for the same type of offence in the previous four years.
- After the starting point has been determined, relevant premiums are added to the starting amount to determine the full civil penalty to be imposed
- No single civil penalty may be over £30,000. Where the addition of all relevant premiums would put the penalty above the maximum, it shall be capped at £30,000

Note 2 - Subsequent second offence by same person/company

- The Council will take into account any such convictions or financial penalties irrespective of the locality to which the offence relates.

Note 3 - Large housing portfolio (10+ units of accommodation)

- The premium is applied where the perpetrator has control or manages 10 or more units of accommodation.
- For the purposes of this premium, the definition of a person having control and person managing are as defined by Housing Act 2004 Section 263.

Note 4 - Multiple Category 1 or high Category 2 Hazards

- This premium will apply where the failure to comply with the Improvement Notice relates to three or more Category 1 or three or more high scoring Category 2 hazards associated with different building deficiencies. For the avoidance of doubt this means that where two hazards are present but relate to the same property defect, they are counted as one hazard for purposes of this calculation.
- For the purpose of this premium, a high scoring Category 2 hazard is defined as one scored following the Housing Health and Safety Rating System as "D" or "E".

Note 5 - Vulnerable occupant and/or significant harm occurred as result of housing conditions

- This premium will be applied once, if either the property is occupied by a vulnerable person or if significant harm has occurred as a result of the housing conditions.
- For the purposes of this premium a vulnerable person is defined as someone who forms part of a vulnerable group under Housing Health and Safety Rating System relating to hazards present in the property or an occupant or group of occupants considered by the Council to be at particular risk of harm to which the perpetrator ought to have had regard.
- For the purposes of this premium, significant harm is defined as physical or mental illness or injury that corresponds to one of the four classes of harm under the Housing Health and Safety Rating System Operating Guidance.

Hazard	Vulnerable age group (age of occupant)
Damp and mould growth	14 and under
Excess cold	65 or over
Excess heat	65 or over
Carbon Monoxide	65 or over
Lead	under 3 years
Personal hygiene, sanitation and drainage	under 5 years
Falls associated with baths etc.	60 or over
Falling on level surfaces etc.	60 or over
Falling on stairs etc.	60 or over
Falling between levels	under 5 years
Electrical hazards	under 5 years
Fire	60 or over
Flames, hot surfaces etc.	under 5 years
Collision and entrapment	under 5 years
Collision and entrapment - low headroom	16 or over
Position and operability of amenities etc.	60 or over

Note 6 - Perpetrator demonstrates their income to be less than £440/week

- This premium will be applied after all other relevant premiums have been included and if applicable will reduce the overall civil penalty by 50%.
- To be applicable, the person served by the Notice of Intent must provide sufficient documented evidence of income.
- The figure of £440 per week is to be calculated after omission of income tax and national insurance.
- The Council reserves the right to request further information to support any financial claim, and where this is incomplete or not sufficiently evidenced may determine that the premium should not be applied.

Note 7 - Previous history of non-compliance with these provisions

- This premium is applied where there has been more than one conviction or imposition of a financial penalty for the same type of offence in the previous four years.
- The Council will take into account any such convictions or financial penalties irrespective of the locality to which the offence relates.

Note 8 – Acts or omissions demonstrating high culpability

- This premium will be applied where, the person to which the civil penalty applies, acted in a reckless or deliberate manner in not complying with the statutory notice or previous relevant formal advice.

Process for Imposing Civil Penalties

- 1.0 The implementation of civil penalties would need to follow the general principles set out in the Regulators Code, which have been included in the Council's Enforcement Policy.
- 1.1 Where it has been determined that a civil penalty may be appropriate to impose as an alternative to prosecution, the Council will follow the process set out below:
- 1.2 A "Notice of Intent" shall be served on the person suspected of committing the offence. The Notice shall specify:
 - The amount of any proposed civil penalty
 - The reasons for proposing the civil penalty
 - Information about the right to make representation to the Council.
- 1.3 The person to which the notice relates will be given 28 days to make written representation to the Council about the proposal to impose a civil penalty. The representation may be via any legible written format, but to aid respondents, a form will be included with the Notice of Intent.
- 1.4 Following the 28 day period the Council will decide:
 - Whether to impose a civil penalty on the person
 - The value of any such penalty imposed.
- 1.5 If the Council decides to impose a civil penalty, a Final Notice shall be issued imposing that penalty. The Final Notice will specify:
 - The amount of the financial penalty
 - The reasons for imposing the penalty
 - Information about how to pay the penalty
 - The period for payment of the penalty
 - Information about rights of appeal to the First Tier Tribunal
 - The consequences of failure to comply with the Notice
- 1.6 Civil penalties are an alternative to criminal proceedings and as such if a penalty is imposed, no criminal proceedings can be initiated for the same offence.
- 1.7 The Council may, at any time:
 - Withdraw a Notice of Intent or Final Notice
 - Reduce the amount specified in a Notice of Intent or Final Notice
- 1.8 Where the Council decides to take either action, it will write to the person to whom the Notice was given.

Consequences of non-compliance

- 2.1 If, after any appeal has been finally determined or withdrawn, a person receiving a civil penalty does not pay all or part of the penalty charge, the Council will recover the penalty by order from a County Court. Where appropriate, the Council will also seek to recover the costs incurred in taking this action from the person to which the civil penalty relates.

Equality Impact Assessment

Service Area	Housing Services – Private Sector Housing
Policy/Service being assessed	Civil penalties
Is this is a new or existing policy/service? If existing policy/service please state date of last assessment	It is a new policy. Civil penalties were introduced by the Housing and Planning Act 2016 N/A
EIA Review team – List of members	Ken Bruno Mark Lingard Paul Hughes
Date of this assessment	16 October 2017
Signature of completing officer (to be signed after the EIA has been completed)	Mark Lingard
Name and signature of Head of Service (to be signed after the EIA has been completed)	Lisa Barker

A copy of this Equality Impact Assessment Report including relevant data and information should be saved in the Equality and Diversity Folder on the shared drive.

Form A1

INITIAL SCREENING FOR STRATEGIES/POLICIES/FUNCTIONS FOR EQUALITIES RELEVANCE TO ELIMINATE DISCRIMINATION AND PROMOTE EQUALITY



High relevance/priority



Medium relevance/priority



Low or no relevance/ priority

Note:

1. Tick coloured boxes appropriately, and depending on degree of relevance to each of the equality strands
2. Summaries of the legislation/guidance should be used to assist this screening process

DEPARTMENT:	Relevance/Risk to Equalities																							
State the Function/Policy /Service/Strategy being assessed:	Gender			Race			Disability			Sexual Orientation			Religion/Belief			Age			Socio-economic			Priority status For EIA		
Civil penalties	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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Form A2

Equality Impact Assessment
Please Explain

Stage 1 – Scoping and Defining

(1) What are the aims and objectives of policy/service?

The Housing and Planning Act 2016 has introduced civil penalties to provide local authorities with another option to help improve housing standards in the private rented sector. The responsibility has been given to local authorities to determine the scale of the civil penalties up to a maximum of £30,000, as an alternative to a prosecution in the Magistrates Court.

Warwick District Council’s Private Sector Housing Team have been liaising with colleagues in the West Midlands region and within Warwickshire to agree a consistent framework for the introduction of these civil penalties.

(2) How does the policy/service fit with the council’s wider objectives?

The proposed civil penalties policy links in with the People strand of Fit for the Future and its intended outcomes of improved health and housing needs for all being met.

Improving housing standards in residents’ homes directly and positive contributes to the Housing and Health and Wellbeing priorities within the Council’s Sustainable Community Strategy.

(3) What are the expected outcomes of the policy/service?

Who is intended to benefit from the policy/service and in what way?

It is generally accepted that the quality of some of the housing in the private rented sector can be lower than in other tenures. The government is in the process of giving more powers to local authorities to tackle rogue landlords and raise housing standards.

Civil penalties are also intended to help vulnerable occupants of private sector properties. Additional penalties are imposed where the offence affects a vulnerable person.

Hazard	Vulnerable age group (age of occupant)
Damp and mould growth	14 and under
Excess Cold	65 or over
Excess Heat	65 or over
Carbon Monoxide	65 or over
Lead	under 3 years
Personal Hygiene, Sanitation and Drainage	under 5 years
Falls associated with baths etc.	60 or over
Falling on level surfaces etc.	60 or over
Falling on stairs etc.	60 or over
falling between levels	under 5 years
Electrical hazards	under 5 years
Fire	60 or over
Flames, hot surfaces etc.	under 5 years
Collision and entrapment	under 5 years
Collision and entrapment - low headroom	16 or over
Position and operability of amenities etc.	60 or over

<p>(4) Does this policy/service have the potential to directly or indirectly discriminate against any particular group?</p> <p>Please identify all groups that are affected and briefly explain why</p>	RACE NO	AGE NO	GENDER NO
	RELIGION/BELIEF NO	DISABILITY NO	SEXUAL ORIENTATION NO
Other – please specify			
(5) Are there any obvious barriers to accessing the service?	There needs to be the criminal standard of proof, beyond reasonable doubt, that an offence has occurred to be able to use civil penalties.		
(6) How does the policy/service contribute to promotion of equality?	It helps towards the objective of housing needs for all being met.		
(7) Does the policy/service have the potential to promote good relations between groups?	N/A		
<u>Stage 2 - Information Gathering</u>			
(1) What type and range of evidence or information have you used to help you make a judgement about the policy or service?	Discussions with the West Midlands Enforcement Group and all the District and Borough Council's in Warwickshire		
(2) What consultation/ information has been used? What new consultation, if any, do you need to undertake?	Presentation given to the Landlords Forum on 13 September 2017		

Stage 3 – Making a Judgement

(1) From your data and consultations is there any adverse or negative impact identified for any particular group?

No adverse or negative impact has been identified for any particular group as a result of proposed policy.

Is there any evidence of needs not being met?
e.g. language or physical access barriers;
lack of appropriate resources or facilities

It is generally accepted that the quality of some of the housing in the private rented sector can be lower than in other tenures.


(2) If there is an adverse impact, can this be justified?

N/A

(3) What actions are going to be taken to reduce or eliminate negative or adverse impact?	N/A																				
(4) Is there any positive impact? Does it promote equality of opportunity between different groups and actively address discrimination?	Civil penalties will be applied consistently across the West Midlands region and Warwickshire and there are increased penalties to help protect vulnerable occupiers.																				
<u>Stage 4 – Action Planning, Review & Monitoring</u>																					
<p>If No Further Action is required then go to – Review & Monitoring</p> <p>(1) Action Planning – Specify any changes or improvements which can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.</p>	<p>EIA Action Plan</p> <table border="1" data-bbox="779 730 2040 949"> <thead> <tr> <th>Action</th> <th>Lead Officer</th> <th>Date for completion</th> <th>Resource requirements</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Action	Lead Officer	Date for completion	Resource requirements	Comments															
Action	Lead Officer	Date for completion	Resource requirements	Comments																	
(2) Review and Monitoring State how and when you will monitor policy and EIA Action Plan	The operation of the Civil Penalties Policy will be reviewed after 12 months. If any equalities issues have arisen these will be addressed during that review.																				

A copy of this EIA has been filed to the Council's L drive - **L:/Equalities & Diversity/EIA/2010/Housing Financial Assistance**

The Equality Impact Assessment on this policy was undertaken on 16 October 2017 and it will be reviewed on 16 October 2020.

 Executive		Agenda Item No. 6
Title	Corporate Apprenticeship Fund	
For further information about this report please contact	Elaine Priestley – Senior HR Officer Tracy Dolphin – HR Manager	
Wards of the District directly affected		
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?	Yes/No If yes state why	
Date and meeting when issue was last considered and relevant minute number		
Background Papers		

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

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	21.9.17	Chris Elliott/Andrew Jones/Bill Hunt
Head of Service	21.9.17	As above
CMT	21.9.17	As above
Section 151 Officer	21.9.17	Mike Snow
Monitoring Officer	21.9.17	Andrew Jones
Finance	21.9.17	Mike Snow
Portfolio Holder(s)	21.9.17	Andrew Mobbs
Consultation & Community Engagement		
Consultation has taken place with SMT/CMT and the recognised Unions		
Final Decision?	Yes/No	
Suggested next steps (if not final decision please set out below)		
Report to Employment Committee recommending the adoption of a Corporate Policy.		

1. **Summary**

- 1.1 The purpose of this report is to request funding to support a Corporate Apprenticeship Programme. A Corporate Apprenticeship Programme would operate in addition to the Council's agreed staffing establishment and budget.

2. **Recommendation**

- 2.1 The Executive approves a budget of up to £100,000 for 2018/19 and £150,000 per annum thereafter for a Corporate Apprenticeship Programme, with this being incorporated within the Medium Term Financial Strategy and considered as part of the Base Budget Report, subject to the agreement of the scheme by Employment Committee.

3. **Reasons for the Recommendation**

- 3.1 The creation of a fund for a Corporate Apprenticeship Programme will ensure the sustainability of a dedicated programme enabling the District Council to offer up to 8 apprenticeship opportunities at any one time.

The rationale for raising the number of apprentices employed by the Council and increasing the apprenticeship training offered includes:

- To address difficulties in recruiting into some hard to recruit to areas.
- An investment in new skills and planning for the future.
- The introduction of the Apprenticeship Levy commits the Council to paying a percentage of its paybill (0.5%) less an allowance of £15k per annum. This equates to approximately £50k for WDC for 2017/18 and is a recurring cost.
- The District Council has an ageing workforce so there is the potential to lose skills and create skills gaps as staff retire.

- 3.2 **Benefits to Apprentices** - Apprentices can gain the skills that WDC and other local employers need and that are relevant to the local economy, therefore improving their prospects of progressive earnings and sustained employment.

Other benefits include:

- learning while earning
- gaining a recognised qualification
- receiving off-the-job training specific to their apprenticeship
- working alongside experienced staff

- 3.3 **Benefits to the Authority** - Enables WDC to train staff to the level required, as well as assuring that there are people available with strong technical and good employability skills.

Other benefits include:

- staff are trained to the WDC's specific requirements
- apprentices can help fill skills gaps
- increased productivity
- a higher calibre of staff
- proven retention

4. **Policy Framework**

4.1 Fit for the Future (FFF)

The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end the FFF People strand contains several Key projects of which the Salary, Benefits and Recruitment Review is one. This report shows the way forward for implementing a corporate Apprenticeship scheme which is a priority work stream as part of the review.

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

FFF Strands		
People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
<u>Intended outcomes:</u> Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	<u>Intended outcomes:</u> Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	<u>Intended outcomes:</u> Dynamic and diverse local economy Vibrant town centres Improved performance/productivity of local economy Increased employment and income levels
Impacts of Proposal		
The right people in the right jobs support the Council in delivering its intended outcomes.	The right people in the right jobs support the Council in delivering its intended outcomes	The right people in the right jobs support the Council in delivering its intended outcomes. The employment of apprentices will contribute to raising the skills of the local labour force and can support the employment of support specific groups, for example NEETS (Not in Education, Employment and Training)
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
<u>Intended outcomes:</u> All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported	<u>Intended outcomes:</u> Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	<u>Intended outcomes:</u> Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities

The right people are in the right job with the right skills and right behaviours		Seek best value for money
Impacts of Proposal		
To ensure we are competitive in being an 'Employer of choice' attracting, training and retaining talent to the District Council.	Creates additional capacity for staff to innovate, support change initiatives, and make best use of new technology.	Enables access to the Apprenticeship Levy funding

4.2 Supporting Strategies

Each strand of the FFF Strategy has several supporting strategies and the relevant ones for this proposal are explained here.

People Strategy

4.3 The People Strategy outlines the future needs of our workforce to enable us to attract, recruit and retain the right people; provide the development they need to allow them to grow and progress; manage potential and plan for the future. The way in which we lead and support our people is a key element to the successful delivery of quality services.

4.4 The review also seeks to recognise the plans that will enable the Council to recruit and retain staff of the calibre required to deliver its services efficiently and effectively.

4.5 **Impact Assessments** – Consideration has been given to equality issues.

5. **Budgetary Framework**

5.1 Costs incurred by implementing the proposed Corporate Apprenticeship Programme would be in addition to the Council's established staffing budget.

The proposed salary costs of an apprentice range between £7,814-£14,470 plus on costs subject to age, level of apprenticeship and whether 12 months have been completed.

Apprentices aged 19 and over, who have completed the first year of apprenticeship must be paid the National Living Wage for their age. This is currently between £5.60 to a maximum of £7.50 per hour.

The Council already has to pay approximately £50,000 to the Government Apprenticeship levy in 2017/18. The Council is effectively able to get this funding back to pay for training costs, but not to fund employment costs.

It is important to note the additional indirect costs, both monetary and time related. The opportunity cost is difficult to assess together with the impact on staff overall, some examples are:

- apprentice time spent 'off job' training
- manager time to plan, support and prepare their resources and the team
- training for mentoring

- HR support, time and costs to co-ordinate programme, interviews, training, work with managers, teams and apprentices to ensure the programme is fully supported.

5.2 The proposed apprentice pay scales are shown in the appendix. Depending on the nature of the apprenticeship, it may be necessary for these pay bands to be flexed.

5.3 The total cost of employing 8 apprentices could be up to 150,000. This has been included as a recurring cost within the Medium Term Financial Strategy and Base Budget for 2018/19 being considered by the 29 November Executive

5.4 It should be noted that £150,000 is a maximum cost based on 8 apprentices over 25 with one year's experience in the apprenticeship. In reality it is unlikely this will ever be the case however it covers all eventualities. In 2018/19 it is anticipated that a cohort of apprentices will be recruited to join the Council midway through the year. Consequently, for 2018/19, a lower figure of £100,000 is proposed and has been included within the Base Budget.

6. Risks

6.1 This scheme forms part of a wider initiative to mitigate any risks to the Council relating to future recruitment, retention and skills gaps. If a Corporate Scheme is not funded there is the potential risk to one of the work streams that support the effective workforce planning for the Council.

6.2 There may not be suitable vacancies or employment opportunities to retain apprentices at the end of the apprenticeship training.

7. Alternative Option(s) considered

7.1 Not to introduce a funded Corporate Apprenticeship Programme
- This was discounted as not meeting the Council's objectives to recruit, train and retain staff. It would also prevent access to the Apprenticeship Levy which the Council has to pay regardless of the number of apprentices employed.

8. Background

8.1 Like all Local Authorities Warwick District Council (WDC) has a low proportion of young people working for the organisation, with our Workforce Profile indicating that on 1st November 2017 from 474 members of staff 4.22% were aged between 18-24.

The proportion of older workers, the 55-64 age group is 21.52% and the over 65's 4.64%

This has implications for the resourcing of future service delivery, indicating the need for a more targeted approach to succession planning. One specific approach to address this age imbalance is to offer apprenticeships. This will help the organisation to address specific skills shortages by 'growing our own', as well as encouraging more young people to consider careers in local government.

As a public employer within the District, the Council can seek to lead by example, offering younger people opportunities to study for relevant national

qualifications at the same time as earning a salary, and contributing effectively to the District's economy.

A corporate policy/guidelines and dedicated support from HR will support managers/staff to understand and follow the process to recruit, manage, mentor and support apprentices and promote apprenticeships.

Organisational Benefits:

Supports key strategic objectives of the Council.

- Will contribute towards achieving a more balanced workforce as a workforce profile found the average age of a WDC employee is nearly 46 years.
- Help to raise the educational attainment of the WDC employees. This approach could also be extended to include employees 'at risk' in securing employment in a new role.
- Apprentices provide positive role models for the Council in their own communities.
- A means of replenishing 'high potential' candidates as older and more experienced workers leave the organisation.
- By 'growing our own' – securing higher retention rates through career pathways and reducing recruitment costs.
- Succession Planning – ensuring that we can identify employees potentially approaching retirement/or career progression and ensuring that knowledge and skills are not 'retired'/lost when the employee departs.
- Help tackle some staffing shortages, and reduced reliance on agency/temporary staff.
- Greater staff retention / reduced turnover.
- Apprentices have a positive impact on staff morale by stimulating new and fresh ideas.
- Provides existing staff with coaching and mentoring opportunities, contributing to CPD.
- Opportunities to work closer with partners and training providers; as well as actively exploring the option of becoming a training provider in our own right.

Community Benefits:


- Strengthen links and relationships between the Council and local communities, particularly if we recruit apprentices who reside in the District.
- Demonstration of a Council commitment to promoting inclusion, wellbeing and reducing poverty.
- A tool to tackle high local levels of Worklessness in specific groups – for example NEETS, (Not in Education, Employment and Training), particularly if we target recruitment to local people.
- Raise attainment and aspirations for the young people of Warwick District.
- Contributes to raising skill levels in the local labour workforce.

8.2 Subject to the Executive agreeing the funding a corporate policy/guidelines will be presented to Employment Committee. Dedicated support from HR will support managers/staff to understand and follow the process to recruit, manage, mentor and support apprentices and promote apprenticeships.

8.3 Subject to the funding and Corporate Policy being agreed and Employment Committee a recruitment campaign will be undertaken during National Apprentice Week in February 2018.

Proposed Warwick District Council Apprentice rates of pay:

Level	Apprentice Salary bands from April 2017	
Legal Minimum Apprentice rate under 25	£129.50 per week (£3.50 per hour) £6,752.50 per annum (NMW for Apprentices)	Not proposed but consideration could be given for using it in conjunction with a degree apprenticeship NI NIL Pension £1,323 Total £8,075.5
Point 1 (Rate used for all Apprentices recruited)	£149.85 per week (£4.05 per hour) £7,813.61 per annum (equivalent to NMW for 16-17 yr old)	All New Starter WDC Apprentices NI NIL Pension £1,532 Total £9,345.61
Point 2	£207.20 per week (£5.60 per hour) £10,804.00 per annum (NMW for 18-20 yr old)	19 th birthday and have completed 12 months of the scheme NI £372 Pension £2,118 Total £13,294
Point 3	£260.85 per week (£7.05 per hour) £13,601.46 per annum (NMW for adults)	21 st birthday and have completed 12 months of the scheme. Fixed term salary point for higher Apprentices, year in Industry Students, internships NI £757 Pension £2,666 Total £17,024.46
Point 4	£277.50 per week (£7.50 per hour) £14,469.64 per annum (NLW for adults)	25th birthday and have completed 12 months of the scheme. NI £877 Pension £2,836 Total £18,182.64

	Executive 29th November 2017	Agenda Item No. 7
Title	Hours of Flying for Model Planes on St Mary's Lands, Warwick	
For further information about this report please contact	Chris Elliott Chris.elliott@warwickdc.gov.uk 01926 456003	
Wards of the District directly affected	Saltisford, Warwick	
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	Report to the Executive in 2003 and in 2005.	
Background Papers	Presentation to St Mary's Lands Working Party 25 th October 2017 Masterplan – August 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
Equality Impact Assessment Undertaken	No (If No state why below)
It does not relate to one of the protected characteristics under the Equalities Act	

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	07.11.17	Chris Elliott
Head of Service	07.11.17	Robert Hoof, Marianne Rolfe
CMT	07.11.17	Chris Elliott, Bill Hunt, Andrew Jones
Section 151 Officer	07.11.17	Mike Snow
Monitoring Officer	07.11.17	Andrew Jones
Finance	07.11.17	Mike Snow
Portfolio Holder(s)	13.11.17	Cllr Noel Butler
Consultation & Community Engagement		
<p>The issue of the extent of flying hours allowed was raised and discussed at the most recent meeting of the St Mary's Lands Working Party. Working Party members were asked to forward any comments to assist with the preparation of this report and it has extended to include some residents of the recently revived LADRA – a residents group.</p>		
Final Decision?	No	
<p>Suggested next steps (if not final decision please set out below) A further report is brought back following the completion of the assessment work and the public consultation.</p>		

1. Summary

- 1.1 This report seeks to consider a request for changes to the present restrictions on the hours of operating model flying craft on St Mary's Lands, Warwick back to the hours of operation previously allowed which would allow more flying time, these being to allow flying from 10 am to 9pm/Dusk (whichever is sooner) on Monday to Fridays and from 11am to 9pm/Dusk (which is the sooner) on Weekends and Bank Holidays, for silent planes only. Currently the operating hours are on Monday to Friday from 10am to 7pm and on Weekends and Bank Holidays from 11am to 4pm.
- 1.2 It is proposed that an assessment of potential ecological, noise and health and safety impacts be undertaken and if that assessment shows no significant issues then a formal public consultation would also be undertaken. The results of that work to be brought back in a report to the Executive for a final decision.

2. Recommendation

- 2.1 That the Executive agrees to ecological, noise, and health and safety impact assessments be undertaken on the proposal to restore the operating hours of the model aircraft as set out in recommendation 2.2 of this report.
- 2.2 That once the information derived from recommendation 2.1 is received and provided it generates no significant issues then a public consultation be undertaken on the request to restore the hours of operation for silent flying model aircraft as follows: 10 am to 9pm/Dusk (whichever is sooner) on Monday to Fridays and from 11am to 9pm/Dusk (whichever is sooner) on Weekends and Bank Holidays.
- 2.3 That the results of the public consultation and the assessments referred to in the recommendations 2.1 and 2.2 be reported back to the Executive for a final decision.

3. Reasons for the Recommendation

- 3.1 St Mary's Lands is a large public open space on the western side of Warwick lying between the edge of town and the country side leading to the A46. It is an area that falls wholly within the town's Conservation Area; houses a Grade II Listed Building with also the listed Hill Close Gardens immediately adjoining; and, is partly a Local Nature Reserve (see Plan 1 and 2).
- 3.2 St Mary's Lands is also home to a variety of uses and activities many of which are historic in nature; e.g. racecourse; golf course; football; local community use (Corps of Drums); walking, running, dog walking, etc. In addition, the area has for 90 years been used as an area in which people can use to fly model aircraft. This makes it one of the oldest venues, if not the oldest, in the country for flying of model aircraft.
- 3.3 The improvement of St Mary's Lands area is one of the Council's key projects, the Council having agreed in August 2017 to a Master Plan for the area as well as a delivery plan which is now being implemented. The Working Party that brings together the organisations involved with the area is now focusing on the implementation of the Master Plan and has extended its membership to a few other groups including the local association of model aircraft flyers. At its most recent meeting that group made a presentation and sought support for a re-

introduction of the more extensive hours of operation that used to operate prior to the last consideration of this issue by the Council in 2004.

- 3.4 The main issue previously was the impact of noise on nearby residents and trying to manage the risk of aircraft falling and hitting people or property. The local group outlined that 99.9% of model aircraft now flown are battery driven rather than petrol as was previously the case and therefore are very quiet so that noise nuisance is no longer an issue. The Councils' records bear this out – there have been no noise nuisance complaints registered for at least 4 years. Similarly, there have been no recorded incidents of any crashes affecting people or property in recent times.
- 3.5 Appendix 1 illustrates slides that set out the request from the group to restore the hours for silent model aircraft to 10am to 9pm/Dusk (whichever is sooner) on Monday to Fridays and from 11am to 9pm/Dusk (whichever is sooner) on Weekends and Bank Holidays. Currently the operating hours are on Monday to Friday from 10am to 7pm and on Weekends and Bank Holidays from 11am to 4pm. The Working Party was generally supportive of the request, but further comments were sought from the members and contacts of the Working Party. Contact was made with the recently revived LADRA. Many comments from residents and responses to them from the model flyers were received to aid the preparation of this report and these are set out at Appendix 2.
- 3.6 In summary the issues raised so far have been:
1. Potential of noise nuisance to nearby residents
 2. Potential of health and safety issues for other users of the area
 3. Clarification of the location of the landing strip and flying area allowed
 4. Impact on the local ecology bearing in mind the flying area overlaps a Local Nature Reserve
 5. Policing of any restrictions
- 3.7 There is little recorded evidence of the first two issues now being problems. However, prohibiting petrol driven aircraft completely and preventing drones being used would further mitigate these issues. Nonetheless it would be prudent to have a formal assessment undertaken.
- 3.8 Point 3 above can be assisted by the works proposed as part of the delivery of the Master Plan – see Appendix 3.
- 3.9 In respect of point 4 it is proposed that an ecological impact assessment be undertaken.
- 3.10 Regarding point 5, policing of the existing restrictions relies on the model plane flyers themselves and others in the area being aware of any breaches. The same situation would apply in any revised scenario.
- 3.11 It is suggested that an assessment of the potential noise, health and safety and ecological impacts be undertaken. Once that information has been collected and it demonstrates no significant issues then a formal public consultation be carried out, the results of which would then be reported back to the Executive via the Working Party for a decision on whether to proceed. This will take a few months to complete.
- 3.12 This approach would allow all the issues to be properly examined and considered and this is important given the potential risks that may arise.

4. Policy Framework

4.1 Fit for the Future (FFF)

4.1.1 The Council's FFF Strategy is designed to deliver the Vision for the District of making it a Great Place to Live, Work and Visit. To that end amongst other things it contains several Key projects of which St Mary's Land is one.

4.1.2 The FFF Strategy now has 3 pillars – People, Services and Money and each has an external and internal element to it. The table below illustrates the impact of the proposal in this report.

People	Services	Money
External		
Health, Homes, Communities	Green, Clean, Safe	Infrastructure, Enterprise, Employment
Intended outcomes: Improved health for all Housing needs for all met Impressive cultural and sports activities Cohesive and active communities	Intended outcomes: Area has well looked after public spaces All communities have access to decent open space Improved air quality Low levels of crime and ASB	Intended outcomes: Dynamic and diverse local economy Vibrant town centres Improved performance/productivity of local economy Increased employment and income levels
Impacts of Proposal		
<i>None</i>	<i>The proposal may have an impact on the ecology of the area, but this will be assessed. Equally it could contribute toward improving accessibility to people whose hobby is flying model aircraft.</i>	<i>None</i>
Internal		
Effective Staff	Maintain or Improve Services	Firm Financial Footing over the Longer Term
All staff are properly trained All staff have the appropriate tools All staff are engaged, empowered and supported The right people are in the right job with the right skills and right behaviours	Focusing on our customers' needs Continuously improve our processes Increase the digital provision of services	Better return/use of our assets Full Cost accounting Continued cost management Maximise income earning opportunities Seek best value for money
Impacts of Proposal		
<i>None</i>	<i>It may help extend an amenity to local people.</i>	<i>None.</i>

4.2 Supporting Strategies

The recently adopted St Mary's Lands Master Plan is relevant to this issue. Provision is made for the activity within the masterplan; the issue here is the hours of operation. The Master Plan makes no comment either way but does seek to keep the area "green" and to protect its natural habitats.

4.3 **Impact Assessments** – Not relevant.

5. Budgetary Framework

5.1 The model flying activity does not directly generate any revenue for the Council and the cost of mowing the landing strip is contained within the budget provision for grounds maintenance. The additional demarcation and information boards form part of the works funded to help improve St Mary's Lands.

5.2 The health and safety assessment proposed can be undertaken internally, and in the case of the noise and the ecological survey, the work will be funded by the St Mary's Lands budget. Otherwise there is no budgetary implication of this proposal.

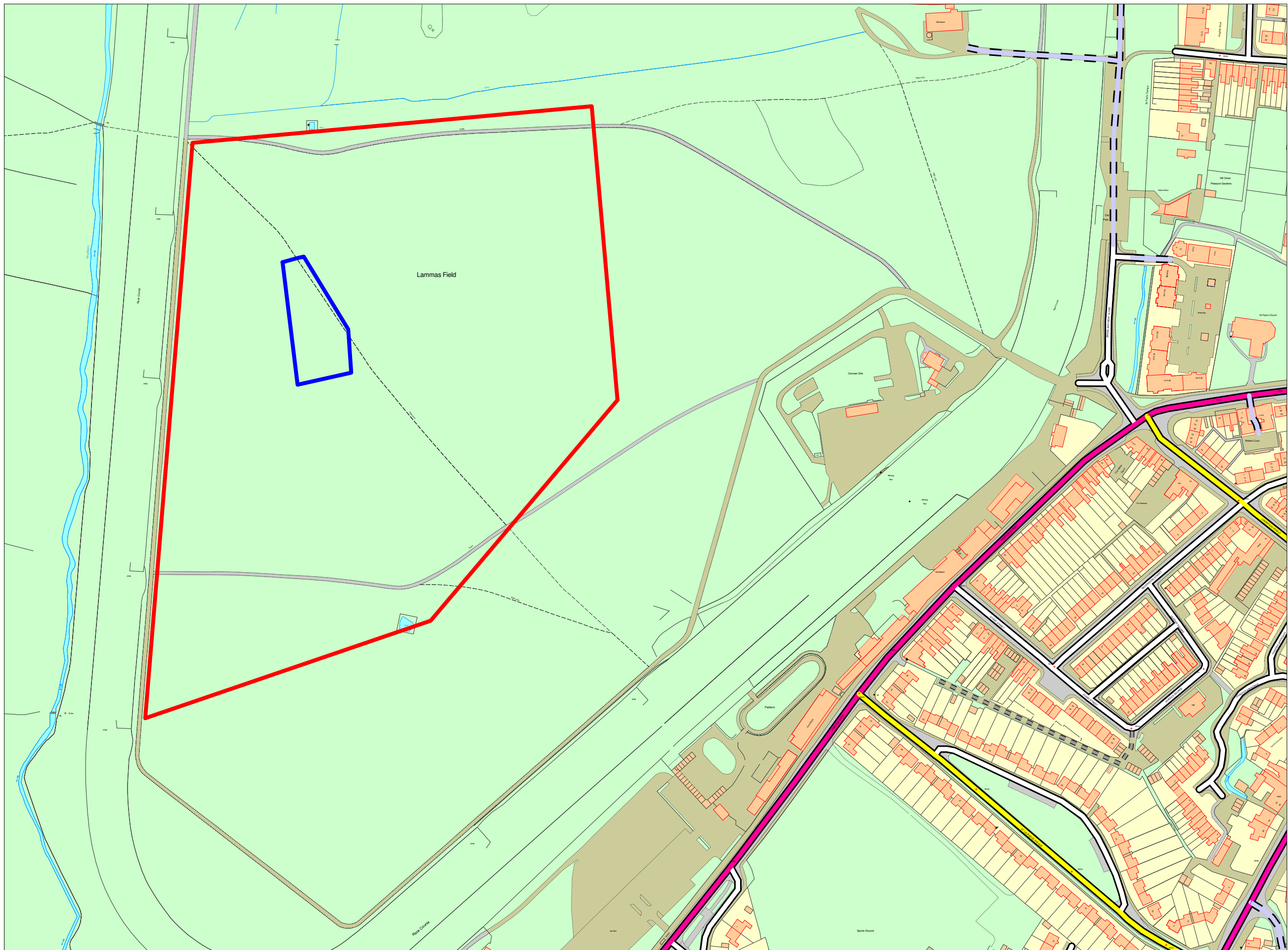
6. Risks

6.1 The assessments proposed would help evaluate the level of risk to other users of the area and from that to the Council if it was held liable for not having effectively managed that risk, in the event an incident occurred.

7. Alternative Option(s) considered

7.1 The Council could decide not to agree to any change but there does now appear to be some evidence that a change in technology could mean that longer hours may be acceptable. However, that will not be known for certain until all the assessments are undertaken, and the public consultation results known.

Key
 Model aircraft flying
 Flying area
 Launch strip



Neighbourhood Services
 Riverside House
 Milverton Hill
 Royal Leamington Spa
 CV32 5HZ

**St Mary's Land
 Model Flying**

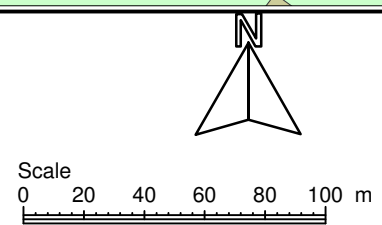
Scale: 1:2500 (appx)

Date: 12 January 2012

Ref: SMLFLY1

Drawn: CMH

Base map: SP2764NW



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 Ordnance Survey 100018302



HABITAT BIODIVERSITY AUDIT
 Warwickshire Museum Fields Services,
 The Butts, Warwick,
 CV34 4SS
 Tel (01926) 412197
 Fax, (01926) 412947

Warwick Racecourse
SP26S1

Surveyor(s): J.J. BOWLEY
 Date(s): 13/6/11

© Crown Copyright and database right 2011. Ordnance Survey 100019520. Location: SP273847
 Copyright of the data remains the property of the Habitat Biodiversity Audit for Warwickshire, Coventry and Solihull Local Authority: Warwick District Council
 While every effort has been made to ensure that the data is accurate in accordance with Phase I habitat survey standards the project cannot guarantee its accuracy or accept responsibility for any changes to land use or habitat that may have occurred since the survey was undertaken
 Boundary of pLWS: _____



Local Wildlife Sites Evaluation Form

Site Name: Warwick Racecourse	Site Ref: SP26 S1	Grid Ref: SP273647
Local Authority Area: Warwick DC	Date Selected: 02/11/2011	
Site description:	Suitably managed: Yes	Area: 23.21 ha
<p>The LWS comprises a large area of unenclosed fairly level semi-improved grassland within the southern half of Warwick Racecourse, immediately south of the golf course and west of the town. Historically it formed part of Warwick (or St Mary's) Common, also known as Lammass Fields; and was traditionally roughly grazed by commoners animals, but was also used for recreation by the townsfolk. Racing began here during the 18th century with the first stand built in 1808. With the cessation of grazing the grassland was often managed in the post-war years by intensive mowing which presumably lowered species diversity considerably. In recent years increasingly large areas of grassland have been left unmown at least during the summer months and former sports pitches on the west side have been sown with wildflower mixes.</p> <p>Early 19th century plant records suggest that the common was quite wet in the more low-lying parts and today there is still an area of wet and dry rush pasture with a small pond and spring situated towards the southern end of the LWS. This fenced area is embanked and used as a storm water retention area to help with drainage on the racecourse. Much of the LWS is around 50-55m ASL, but the height gently increases towards the north-east to a low knoll situated just over 60m ASL. This hill is of local historical importance as it was here or close by that the vanished medieval hamlet of <i>Levenhull</i> was situated and part of the ridge-and-furrow open field system is still clearly visible on the north side of the LWS. This knoll is now crowned by a small plantation.</p> <p>The underlying geology consists of non-calcareous Keuper Marl and associated clays. The area is drained by two streams flowing south to the R.Avon which form the boundaries of the racecourse, but not of the LWS. These create local wildlife corridors, with the eastern brook also containing some minor associated wetland habitats. Beyond the racecourse the land is now wholly urban or suburban on three sides but to the west there is still a network of small to medium grass and arable fields. To the north of the LWS is a golf course with a large mixed plantation and small balancing reservoir beyond, all of which contribute to the diversity of habitats in the local area.</p> <p><u>Grassland</u></p> <p>Most of the LWS consists of neutral semi-improved grassland which is dominated by a mix of typical grasses such as Meadow Foxtail, Sweet Vernal-grass, Yorkshire Fog, Meadow Barley, Perennial Ryegrass, Timothy and Smooth Meadow-grass, but with False Oat-grass becoming increasingly dominant in areas which have not been mown for some time. The most diverse swards occur in the better drained areas such as on the ridge-and-furrow, where Common Bent, Red Fescue and Smaller Catstail are dominant, with locally frequent Crested Dogstail in places. The variety of forbs in these areas is still not great but both diversity and abundance are increasing annually through the cessation of summer mowing. Both Meadow and Bulbous Buttercups are now abundant, while both Common Knapweed and Lady's Bedstraw are frequent on the ridge-and-furrow and on the banks around the wet grassland. Other more locally frequent species include Yarrow, Common Mouse-ear, Pignut, Common Catsear, Field Wood-rush, Ribwort Plantain, Creeping Cinquefoil, Selfheal, Common Sorrel, Goatsbeard and Red Clover, with occasional</p>		

Yellow Rattle. In some areas of tall longer-standing False Oat-grass such as along the northern boundary with the golf course and at the southern end, there has been recent tall herb invasion with abundant Cow Parsley and frequent Hogweed, Creeping Thistle and other species.

The most diverse area of grassland is the recently seeded former sports field situated on the western side of the LWS. Here the herbs include abundant Yarrow, Common Knapweed, Hedge Bedstraw and Oxeye Daisy, with frequent Lady's Bedstraw, Common Birdsfoot-trefoil, Ragged Robin, Yellow Rattle and occasional Field Scabious.

A further area of until recently close mown grassland to the north of the present football pitches is also now becoming more diverse possibly due to seeding, with occasional-locally frequent Yarrow, Agrimony, Common Knapweed, Common Mouse-ear, Hedge and Lady's Bedstraws, Common Birdsfoot-trefoil, Ribwort Plantain, Meadow Buttercup and Red Clover all noted.

The grassland is hard to classify using the NVC (National Vegetation Classification) but may have resembled MG4 (Meadow Foxtail-Great Burnet community) originally. Great Burnet (*Poterium sanguisorba*) is still present in one spot in the north-western corner of the racecourse (and outside the LWS). Parts of the present grassland now show affinities to both MG5 (Crested Dogstail-Common Knapweed community) and MG6 (Perennial Ryegrass-Crested Dogstail community), but with MG1 (False Oat-grass dominant community) now becoming widespread.

Rush Pasture and Wetland

This area of wet grassland enclosed by low bunds at the southern end of the LWS probably contains the last relict vegetation from the former common. Here the ground is dominated by Creeping Bent, Marsh Foxtail, Meadow Foxtail, Hairy Sedge, Yorkshire Fog, Soft Rush and Creeping Buttercup, with Red Fescue in the dryer areas. More occasional species here includes Lady's Smock, Glaucous Sedge, Tufted Hair-grass, Compact Rush, Hard Rush, Meadow Vetchling, Field Wood-rush and Lesser Stitchwort.

The pond despite its small size is very diverse, with a marginal swamp containing Hop Sedge, Great Willowherb, Meadowsweet, Yellow Iris, Purple Loosestrife, Reed Canary-grass, Common Reed and Common Reedmace, and an abundant submerged growth of Rigid Hornwort. Marginal plants here and in the nearby drain contains Fool's Watercress, Lesser Water-parsnip, False Fox-sedge, Hoary Willowherb, Common Duckweed, Water Mint, Water Forgetmenot, Redshank, Lesser Spearwort, Celery-leaved Buttercup, Clustered Dock and Brooklime.

A small plantation of trees on the knoll at the north-east corner of the LWS is not of any significance though it provides some cover for nesting birds. The trees are fairly young and around 6-7m tall, with dominant Ash and a sprinkling of Sycamore, Norway Maple, Silver Birch, Beech, Pedunculate Oak, Rowan and Scots Pine. Apart from sparse Ash and Sycamore regeneration the only shrub layer is an area of fairly dense Snowberry in the centre of the plantation. The field layer is dominated by Cow Parsley, with local areas of Ivy.

Fauna

The unmown summer grassland is now locally important for its ground breeding birds, including probably 10-12 pairs of Skylarks and four pairs of Meadow Pipits, both of which have increased in recent years. Both Common Whitethroat and Reed Bunting breed annually at the pond, while Grasshopper and Sedge Warblers have also occurred there. Yellow Wagtails feed regularly on the mown areas during the summer and Hobbys are regular visitors. Other annual passage migrants include Wheatear and Whinchat, while Green Sandpiper, Redshank and Tree Pipit have also been seen recently. A few Snipe occur in the rush pasture during winter.

The grassland holds good populations of butterflies and moths, including Common Blue, Small Copper and Burnet-moth.

Phase 1 Habitats present: Semi-improved grassland, rush pasture and pond. Small area of mixed but mainly native deciduous plantation.

Evaluation against the criteria

Habitat criteria applied: Grassland and marsh

SCIENTIFIC CRITERIA	Elements of the criteria applying to the site						COMMUNITY CRITERIA	Elements of the criteria applying to the site				
	1	2	3	4	5	6		1	2	3	4	5
Diversity	√	√	√	√			Physical & Visual Access	√	√		√	
Rarity	√						Educational Value					
Size	√						Community & Amenity Value	√	√	√		
Naturalness	√						Aesthetic Appeal & Landscape	√	√	√	√	
Fragility	√	√					Geographical Position		√			
Typicalness	√	√					Recorded History	√	√	√		
Ecological Position			√				Continuity of Landuse	√	√	√		
Significant Populations												
Potential Value	√											

Why this site qualifies as a Local Wildlife Site: summary of assessment

Warwick Racecourse qualifies as a Local Wildlife Site with 13 scientific and 17 community criteria applying, of which the following are considered to be the most important.

Diversity

The LWS contains several different grassland types ranging from relatively diverse semi-improved neutral grassland resembling MG4 or MG5 communities (NVC) to damp rush pasture and MG1 and tall herb communities with low diversity. These areas hold many typical herbs and grasses including Meadow Foxtail, Sweet Vernal-grass, Crested Dogstail, Common Knapweed, Lady's Bedstraw and Yarrow. There is also a pond and adjacent marginal swamp, while wet ditches and dry banks add further variety. The grassland is locally important for invertebrates and nesting birds, including a small colony of the county uncommon Meadow Pipit.

Rarity

Such a large area of unenclosed semi-improved grassland is unusual in the county. It is a county important site for breeding Meadow Piptits, while county notable or uncommon plants include Lesser Water-parsnip, Hop Sedge, Field Scabious, Ragged Robin, Lesser Spearwort and Yellow Rattle, although two of these (Field Scabious and Ragged Robin) were probably introduced with

wildflower seed.

Fragility

The survival and continued improvement in species diversity within the grassland will depend on continued sensitive management. This should include an annual autumn cut in more diverse sections, but leaving some blocks of grassland over winter for ground feeding and roosting birds such as owls, which are rotated for mowing every two years to prevent the spread of tall herb and scrub. Ground breeding birds are at risk from visitor pressure, particularly from unleashed dogs, and preferably some areas should be temporarily fenced and sign-posted during the spring and summer.

Ecological Position

Although the site is fairly isolated from other areas of semi-improved grassland, it is connected to other local habitats via the stream corridors on the eastern and western boundaries of the racecourse.

Potential Value

Through continued management there is scope for creating blocks of both MG4 and MG5 grassland, both of which are threatened habitats in Warwickshire. Some small scrapes in the rush pasture area would encourage more wetland birds to use the site.

Physical and Visual Access

The LWS is crisscrossed with public footpaths and the whole area is of open access, and is heavily used for recreation by local townspeople. There are extensive views across the racecourse from the high ground in the town to the east, but the stands and enclosures partly block views from the Hampton Road to the south.

Community and Amenity Value

The site is an important recreational resource for the people of Warwick and the whole of St. Mary's Lands play an important part in the local and racing communities, as well as in the history of the town.

Recorded History

Botanical records for the site go back almost 200 years with the publication of a county list by William Perry (1817), later curator at the museum in Warwick.

Continuity of Landuse

The LWS has been under permanent pasture or grassland for many centuries, although the presence of ridge-and-furrow shows that the northern part of the site was under cultivation until at least the 14th century.

Sources of Information :		Recorder Site No:	Ecosite No: 15/26
Survey Details:			Location of records (HBA / WWT / WBRC / EN / Other)
Date:	Survey Type:	Surveyors:	
16/5 and 13/7/11 6 and 8/8/07	Phase 2	J J Bowley	HBA/WSP
	Phase 2	J J Bowley	
8/6/01 June-July 1997	Phase 1	M Smith	HBA
	Phase 1	S Rufus et al	
	General records		WBRC
<p>Any Other Information:</p> <p>The remainder of the racecourse including St Mary's Lands Plantation to the north is not considered to be currently of LWS quality and will remain as a pLWS. There is a possibility of wildflower meadow creation on the golf course in future.</p> <p>The probably non-native Autumn Crocus (<i>Crocus nudiflorus</i>) has been established on the race course in one of only two extant county sites, since at least 1812, but has apparently declined in recent years. It is thought now only to occur on the north-eastern side of the racecourse (outside the LWS) and a survey is needed to determine the current status.</p> <p>Plot's Elm (<i>Ulmus plotii</i>) is now confined in the county to one possible tree in the north-western corner of the racecourse near the reservoir (and again outside the LWS). This needs to be critically examined as a hybrid is suspected.</p>			
Completed By: J J Bowley Date: 18/10/11		Map attached: Yes Species list attached: Yes	
<p>Passed by Sites Selection Panel: Yes / No / Further survey required: (circle as appropriate)</p> <p>Signed: candidate Wildlife Site Date:</p>			

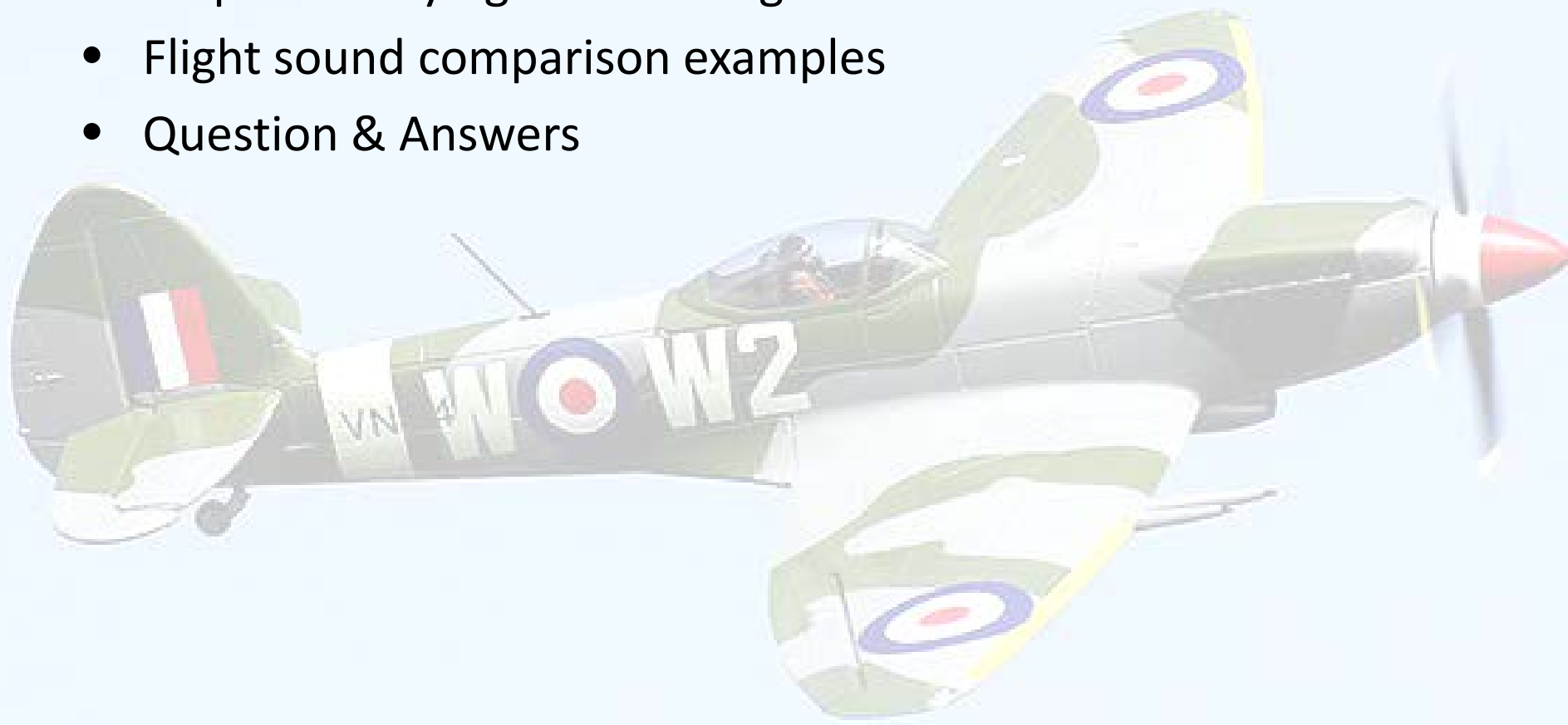


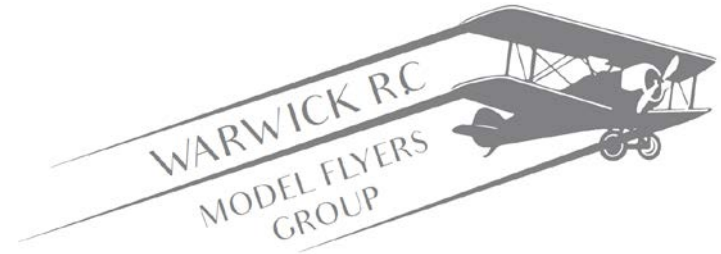
WDC – FSML Working Party Meeting - October 2017



Agenda

- Introduction
- Answers to Public comments
- Requested Flying hours changes
- Flight sound comparison examples
- Question & Answers





- WRCMFG take our hobby very seriously – after all, we do not wish to see our favourite planes damaged. For Insurance, we are requested to have a minimum cover of £5 million, however, we all covered by the BMFA, with civil liability up to £25 Million per claim

- We recognise we have a duty of care to other users of SML – clear audible instructions are given for both take off and landing. Pre flight checks are made. An observer is present.

- Health & safety is one of our key Objectives. All flight times, any incidents and weather and airstrip conditions are logged, after each daily session.

- 99.9% of all planes flown at SML are now electrically powered – resulting in none of the noise issues of old.

- Children, walkers and dog owners alike, are always welcomed as long as they show the same consideration as WRCMFG does.

3 x only Comments made on WDC 10 year plan Public questionnaire re. Model Flying at Warwick

COMMENT 1: 'Model planes – need strict guidelines and policing to avoid discouraging wildlife, esp. skylarks

RESPONSE: Whilst respecting the needs of wild life, we also need to recognise other 'needs'

a) Planes have flown at SML for 90 years, meaning:

- * The birds should be well used to model planes by now. We are not there all hours / every day
- * We are under the main flight path for Birmingham Airports large jets
- * We are under flight paths from both Coventry & Wellesbourne for smaller and lower flying aircraft
- * We see birds of prey hovering, in hunting mode, over the field regularly i.e. Kestrels....our planes cannot hover
- * We also see large birds of prey from the castle, buzzards from surrounding trees and latterly, many sea birds circling. These all cast a shadow in bright sunlight.

b) We, the tax paying Public have recreational needs.

- I love flying, but personally am not interested in Horse Racing, Football & Golf
- We all need to recognise and respect each others passions, hobbies and activities



COMMENT 2: 'My priorities are the 'wild' areas to be preserved for biodiversity, + the footpath cycle tracks. Not so keen on hotel, sports and model flying.'

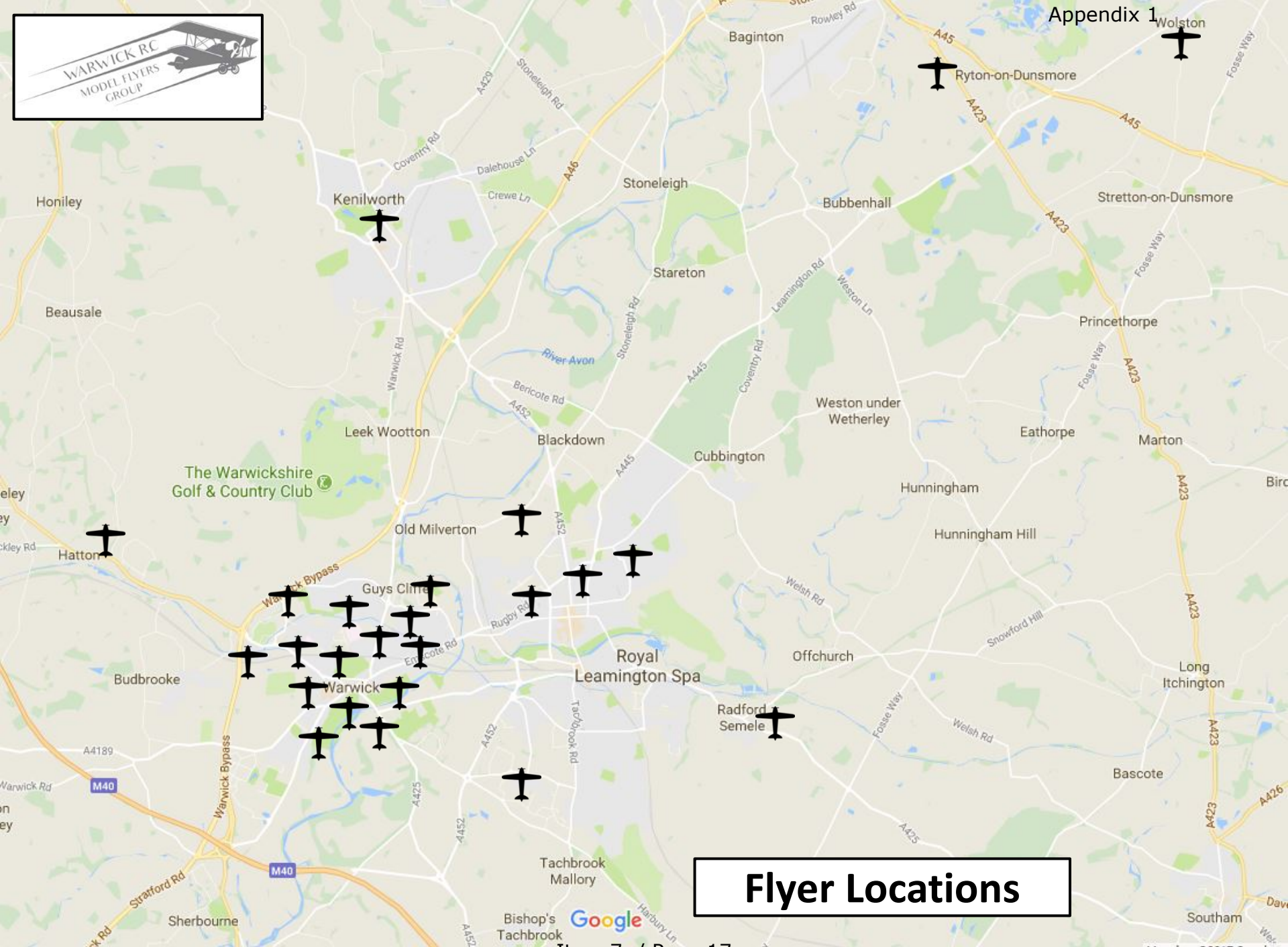
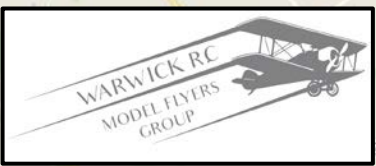
RESPONSE: As said, this land is for everyone - we must learn to respect each others activities.

COMMENT 3: 'I have no objection to the proposals save for "addressing the "needs" of the model aeroplane flyers" for an improved grassed take off / landing strip. **NOISE!** If you won't ban flying, please, please dramatically reduce the noise level. Why cater for a minority at the expense of the majority, also that minority are not local residents / Council Tax Payers.'

RESPONSE:

- * The surface improvements (i.e. Mowing) are a small cost, and vital in terms of H&S for safe takeoff and landings.
- * A Public common should cater for the needs of the various group activities.
- * The NOISE level spoken about appears to come from ill informed sources who have no idea, of the now classed 'Silent Flight' aircraft, now flown on SML
- * We regard the comment about local non tax paying residents as inflammatory and this requires substantiation.
Recently, I discovered that the few that complain most have not ventured over to the flying field in years... the years when noisy I.C. planes were in abundance. Our own survey shows local attendance (see next slide)

WRCMFG welcomes anyone with doubts as regards to noise, to come over, watch the flying and see for themselves



Flyer Locations

Requested Changes to Flying Hours

Information from the BMFA regarding adherence to the Code of Practice on noise from model aircraft 1982.

quote:

*'When defining Model aircraft, the Code states in paragraph 4.1(b) :
there are many types of model aircraft, and several of these are either silent or powered by rubber or electric motors, noise form which is insignificant. this Code is not concerned with them. It is therefore sensible, when making a planning application for models powered by IC (i.e. Fuel) engines, to ask that silent flight models be allowed to fly for 7 days a week without restriction'*

- Leaving rubber power aside, It can be noted that the Code was written in 1982 and that, with the exception of Gliders & Rubber powered planes, only noisy IC engines were available.
- Today, we that fly regularly at Warwick, fly only gliders or electric powered planes. It is a great shame that during this Summer, it would have been possible to have flown 'quietly' up to 9pm, the later hours being cooler.
- This of course also benefits the 'full time working contingency' who currently find it difficult to get home from work, charge up batteries and get to the field, in time for a decent flying session.
- As a group, we are almost 99.9% electric powered, actively dissuading I.C. Flight. In fact we have knowledge of flyers who have swapped out their I.C. engines for electric motors.
- Note: We are only requesting a move back to the previous permitted flying hours, that were changed due to noise issues and complaints.





Flying hours - REVISION PROPOSAL



British Model Flying Association

Patron : HRH The Duke of Edinburgh KG
 President : Air Chief Marshal Sir Michael Alcock
 GCB KBE DSO FEng FIMechE FRAS

Chacksfield House
31 St Andrew's Road
Leicester LE2 8RE

Tel: 0116 2440028
Fax: 0116 2440645
Email: admin@bmfa.org

Date: 17th May 2016

Mr Laurie Barton
 15 Pleasant Way
 Leamington Spa
 Warwickshire
 CV32 5XA

Dear Mr Barton,

Flying hours for Quiet/Silent Flight model aircraft

Further to our conversation yesterday with regard to the above.

I understand that the restrictions applied to your permitted hours of operation for your flying site were perhaps imposed on the basis of mitigating any potential nuisance caused by the noise emitted from your aircraft.

There is a specific code of practice issued by the Department of the Environment for the minimisation of noise from model aircraft. This is the standard guidance which we provide to our Clubs and Members and it is also the code of practice used by Local Authorities and Landowners. It is printed in full within the BMFA Members Handbook (available on the website).

This code of practice specifically states (4.1 b) that "there are many types of model aircraft and several of these are either silent or powered by rubber or electric motors, noise from which is insignificant". The Code goes on to say that it is not concerned with these.

I can confirm that the BMFA does support the appropriate use of restricted hours of operation for noisier models powered by internal combustion engines, but we also strongly support increased or unrestricted hours of operation for quiet/silent aircraft which do not present any noise nuisance.

Many of our Affiliated Clubs operate in exactly this way and we hope that the Local Authority/landowner dealing with your group will be amenable to this approach.

If there is anything which we can do to assist you or any or the other parties involved, then please contact me directly.

Yours sincerely

Dave Phipps
 Chief Executive

Vice Presidents: Air Commodore Robert McAlpine CBE DFC MA BSc MRAeS RAF Kath Watson FSAE Martin Dilly FSAE

The body delegated by the Royal Aero Club for the control, regulation and administration of the sport of model flying.
 United Kingdom representative to the Commission Internationale d'Aéro Modélisme, Fédération Aéronautique Internationale,
 Society of Model Aeronautical Engineers Ltd., a company limited by guarantee. Registered in England 457067. VAT Registration No. 191 2442 75.
 Regd. Office S.M.A.E. Ltd., Chacksfield House, 31 St. Andrew's Road, Leicester LE2 8RE.



- This letter clarifies the BMFA's official definition of 'Silent Flight'

- The proposals for change overleaf are shown as 'current' on the left, and 'proposed' on the right.

- The last line in 'Rules of Flying', relates to Internal Combustion Engine Fuel Planes, therefore has been amended. (in red)

Flying hours - REVISION PROPOSAL

Model aircraft flying

We have two sites where you are welcome to fly model aircraft, one at Warwick Racecourse and one at [Newbold Comyn](#).

These sites are both used by other visitors as well and flyers are expected to behave in a way that does not unduly disturb other users of the site or nearby residents. We have set out some rules that are designed to ensure the safety of everyone visiting the area and the comfort of nearby residents, whilst still allowing model flyers to enjoy their hobby. If you fly on one our sites you must adhere to the rules below.

Rules of flying

- Flying should take place only within the flying areas shown on the plans below. Flyers must make every effort to ensure that models do not stray beyond this.
- These are public areas and flyers must give priority to other visitors at all times
- All flyers must be current members of the British Model Flyers Association (BMFA) and covered by a minimum of £5 million public liability insurance. Evidence of BMFA membership must be available for inspection by Council Officers at all times whilst flying
- Only models of less than 7kg may be flown
- Flyers must at all times comply with Civil Aviation Authority's Air Navigation Order and code of practice CAP 658 "Model Aircraft: A Guide to Safe Flying"
- All models flown must be fitted with an appropriate silencer and operated in a manner which minimises the potential to cause noise nuisance. Flyers causing a noise nuisance to neighbouring residents may be asked to cease flying

Flying times

Flying may only take place during the following times:

- Monday - Friday (excluding bank holidays): 10:00am to 7:00pm
- Weekends and bank holidays: 11:00am to 4:00pm

Additional restrictions at Warwick Race Course

At Warwick Race Course the following additional restrictions on flying times apply:

- On Wednesdays and Sundays only silent flight is permitted - no powered flight
- Flying is not permitted during race meetings

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Rules of flying

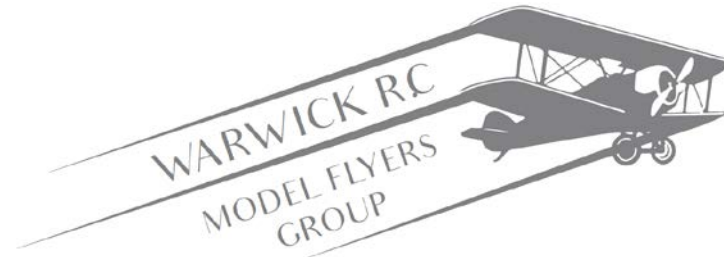
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- Only models of less than 7kg may be flown
- Flyers must at all times comply with Civil Aviation Authority's Air Navigation Order and code of practice CAP 658 "Model Aircraft: A Guide to Safe Flying"
- **All Internal Combustion Engine models flown (ICE)**, must be fitted with an appropriate silencer and operated in a manner which minimises the potential to cause noise nuisance. Flyers causing a noise nuisance to neighbouring residents may be asked to cease flying

Flying times – 'Silent Flight' only

Flying may only take place during the following times:

- Monday to Friday 10am to 9pm (or dusk, whichever is sooner)
- Weekends and Bank Holidays: 11am to 9pm (or dusk, whichever is sooner)





Thank you for your kind attention

any

Questions please

Comments and Responses (in blue) to the Proposal

1. Regarding the model planes on the common - it wasn't just the noise that worried us.

a) There was a bit of an accident when one got out of control and hit a member of the public walking across the Common.

**** In all of his 60 years flying, Barry cannot recall any such occasion. Flyers are a tight knit bunch and we would certainly get hear about it.***

**** We have constantly requested that in the event of any problems, we need date / time / details, including names of persons involved, especially in the further event of any potential claim.***

b) Every model plane flyer had to have public liability insurance - how can that be policed - we would never be sure if uninsured flyers we using the common.

**** As a requirement of using the site, we all have to be members of the B.M.F.A. As such we are covered up to 25million pounds per any one claim. We regularly check our flying group.***

2. I am not sure if I would hear the model planes in Linen Street even if they were not battery powered!

a) But the suggestion to increase the hours but only for battery ones seems sensible

**** It is not even possible to hear electric planes from the Stands. you would need to be at least within 50 feet of the Airstrip. The only noise present is from the motorway.***

3. We think that as long as the residents are happy that the planes are battery operated and quiet and they are only flying within the agreed hours they should continue.

a) We also think that the residents who have complained in the past about the noise and it affects mainly should be the ones consulted about any change of flying hours. We certainly would not like to have to sit in our gardens and listen to the perpetual droning noise.

**** With 99.9% of electric flight, there is no danger of that. In any event, you are too far away.***

4. I'm not at all keen on model airplanes.

a) There was one flown in the summer which sounded as though the Battle of Britain was still raging in the skies.

* To answer this we need a bit more evidence i.e. Date / Time. It is more than likely to be an ICE powered model that for the past 3-4 years, we do not fly

5. Good afternoon xxx, if as Jane says aircraft are now silent then we have no objection to increased flying time.

* Thank you for your support

6. No problem with model aircraft that make no noise

a) but would certainly want restrictions to stay in place for petrol powered ones- preferably banning the latter altogether!

* This could be a distinct possibility for the future. With 99.9% of planes electric, we would have no objection to this suggestion. ICE powered planes, in any event must stay with the current flying hours.

7. Model plane suggestions seems reasonable (but we've never heard them from where we are anyway)

* Quite.

8. Regarding the planes, I would not be keen to extend flying times to dusk unless it was exclusively for the silent battery powered types, as we have no information about return of petrol engined versions. You may want to check with Sheila as the restrictions were hard won previously.

* We have no intention at all to include ICE planes in the changing of hours back to the original times. There will be no 'return' of ICE power. This request is only for Silent flight electrically powered planes.

9. I've no objections to the proposal re times of flying model aircraft.

* Thank you

10. I agree with Jane Sault about the model aeroplanes.

a) It's great that the common is used for this purpose and since there is very little if any noise to Ladra residents I hope that their request for extending their flying times might be met.

* Thank you. Just to re-state....electric planes cannot be heard by LADRA residents. It was hard to see them, let alone hear them, from the Coronation Bar, which some of the working Party Committee can verify.

11. I am conscious that model aircraft have been flown here for very many years. But in that time the pattern of use of the area has changed dramatically and it is now used much more intensively with greater public access.

a) There is a real potential for danger to the public from model aircraft crashing and there is a history of model planes crashing on the golf course and indeed one crashed onto the roof of a parked caravan some years ago.

*** These 'few' incidents over time.....and a good few years ago seem to be what everyone keeps referring to, and have almost become folklore, with the story getting bigger and more catastrophic than ever.**

*** Let me explain: * today's technology is very advanced compared to the issues you are speaking about.**

*** planes were previously run on 35Mhz units which were unreliable to say the least**

*** today's transmitter / receivers are 2.4Mhz and lock electronically on to each individual model, meaning no intrusion into signals.**

*** we only fly latest technology Remote Control electronics and electrically powered planes.**

*** for the caravan incident we are aware of, the plane was what we call 'free flight', meaning no Radio Control.**

*** we record any incident in a log book following each flying session, including stray golf balls, out of control dogs and forced landings.**

b) Has there been a full risk assessment of allowing the continued flying of model aircraft on this site as part of the current review of the use of St Mary's land and if not, why not?

*** I do not know of one. Why would one be required after such a long history of flight i.e. 91 years. Does this include risk assessments for the football club, golf club etc etc?**

c) With regard to altering the flying hours, it would be interesting to have a demonstration of current model aircraft and the noise they generate.

*** the presentation that was issued had a very good noise comparison within the last 2 slides. We would have hoped you had all had the chance to see this via your own particular representative,**

however, we did offer to give the Working Party...or anyone interested an onsite demonstration.

d) Clearly the battery driven planes are less noisy; could this be a site for only battery driven 'silent' planes with all petrol driven planes prohibited on this site? If the planes are demonstrably and genuinely silent, a longer flying time for such 'silent' planes may be reasonable.

*** This is always a possibility. I cannot see ICE planes making any sort of comeback. It is noisy, smelly and polluting.**

e) It is not clear where the flying zone markers will be sited; is it realistic for the model aircraft to take off, land and be flown wholly within the airspace defined by these markers?

*** The markers and sign board are in fact destined to be situated around the actual airstrip in order to make the public aware for the purposes of health & safety. They are not flight boundaries.**

f) Finally, there is no reference to the flying of drones.... Should it be stipulated they can only be flown within the model aircraft flying zone?

*** Quadcopters (Drones) are also battery powered, and as far as our Group is concerned, must fly within the set boundary. This boundary will also be clearly displayed on the Airstrip information board.**

12. I can see that noise will be reduced if the only models flown are battery powered.

*** True**

a) Unfortunately they do have a down side as well, you can't hear them coming! Rules concerning users of the 'common' runway need to be enforced. Flight area can be breached easily.

*** We seem to be damned if we do and damned if we don't.**

b) I remember, although it was 30 years ago, having a glider "land" in my back garden, closely followed by the owner knocking on my door.

*** 30 years ago !!!!! that could have been 'free flight' or early unreliable 35Mhz radio. As said previously, our technology ensures full 'locked in' control.....and we do fly within our area.**

c) A recently published map shows a typical day of arrivals onto Birmingham Airport Runway 33. A great number of these fly across St Mary's Lands. I don't know just how low they are but would hate for a model to hit one.

*** Our models have a maximum ceiling of 400feet, Small light aircraft 400 up to 2000 feet and Airliners flying over towns are restricted by the CAA to above 2000 feet. We are in the lowest legal airspace.**

13. I personally think that there are so many walkers and other people using the common now it is not safe to fly any model aeroplanes.

*** We fly most days. over the past 4 years, I have seen no real difference in Public attendance. There are usually 10 to 20 walkers and dog owners over a 2 hour flying period.**

a) They do not keep within the flight area.

*** Do you mean now.....or years ago? I can assure you we take our flying very seriously and fly within our boundary. Some proof of this would be appreciated.**

b) There is also the problem of policing the rules and regulations, basically they can do as they please.

*** We largely police the rules ourselves.....we cannot do as we please as we have a duty of care to other users of the site largely for Health & safety reasons.**

c) If they are allowed to continue the time limits should be kept as they are and only battery powered planes allowed.

*** on what grounds. This is very one sided and not particularly constructive.**

d) Most importantly all flying should be banned when the skylarks are nesting, they are more important and should be protected at all costs!

*** This is an outdoor activity like many others. You are now suggesting we can only enjoy our pastime in the winter?**

*** I don't personally like football, horse racing or golf. This is my recreation as a retiree. it gets me out in the fresh air, and with a skill.**

*** These are not toys, but expensive models (averaging £150 to £300). We certainly do not consider ourselves irresponsible in what we do.**

*** Will you also ban dog walkers and children who regularly storm through the long grass, for many more hours in the day than we are there.**

*** Why create a Nature reserve in 2012 when you are fully aware of the fact that model planes are flown on the same ground for 91 years.**

14 verbal comments:

There is no policing of the model plane fliers, no control over what they do!

*** We police ourselves, responsibly. We cannot be in attendance 24-7, but when we are there, we all fly responsibly.**

15 verbal comment:

We don't need any extension of flying time, twilight or 11 pm is ridiculous.

*** Where has 11pm come from, this is not our request???**

*** Broad statements without backup are not constructive.....reasons please**

*** There are no restrictions for sport or anything else. Restriction of hours makes it impossible for working folk to charge batteries and get to the Airstrip before kerfew.**

16 verbal comment.

Possible to extend times but who is going to police it. I am not near enough to hear it so shouldn't be asked.

*** We police ourselves, responsibly. We cannot be in attendance 24-7, but when we are there, we all fly responsibly.**

17 verbal comment.

They don't keep within their flying area there is no one to check what they do.

*** Broad statements without backup are not constructive.....reasons please**

It is too busy over there especially at weekends could be dangerous. I worry about the birds.

*** Do you have statistics available to compare to weekday usage?**

*** An Ecology study by an independant body, for the BMFA is attached to give some idea of effects on wildlife.**

Additional email received

18) *With regard to the flying club: as a resident, I would have no objection to increased hours providing that there is complete safety to other users of the area.*

a) The LADRA committee which pressed for no flying did so because a plane had crashed near the path where children were walking. The noise was only one factor. **There could have been a fatality.**

*** Please let me have the full details of this so we can investigate. how long ago: date / Glider, RC or free flight / Exact location**

b) Are remote controls completely reliable? That should be looked into.

*** as stated previously, the latest technology used by us is directly locked on to each model. Anything in life can fail at some point, that is why we are insured**

*** batteries are monitored, and a range check is done on every model. i.e. the transmitter is put into very low battery power mode and is expected to still perform well.**

*** We are more than happy to meet anyone at the strip to discuss their concerns.**

Finally:

Most of the comments received are useful and assist us to find an amicable solution. It is difficult to answer comments without any backup.

One of the suggestions regarding policing, prompted us to make a suggestion.

Barry Clay is a formal Model flight instructor.

Another of the things we can do is vet the new flyers / visitors. It may be possible to provide his contact details on the webpage & signage, stating that anyone wishing to fly, must first contact the group to have the plane checked over and perform a basic handling competence check.

All flyers will also be checked for BMFA current membership (therefore insurance cover) and carry their membership cards at all times when attending the site.

We may not be in attendance every time there is a flyer on site, therefore not in a 'catch all' situation, but this may help. At least we will be able to keep records of the flyers that contact us.

If the Group decided they would prefer Silent & electric flight only, and a ban on ICE planes, then we are open to that suggestion, if it means we can revert to the previous flying hours i.e. 9pm or dusk

We are very much Pro Electric Power, actively discouraging ICE flyers. Almost all have now converted their planes to electric motors.



St Marys Lands



Model Aircraft Flying

We have two sites where you are welcome to fly model aircraft, one at St Mary's Lands and one at Newbold Comyn.

These sites are both used by other visitors as well and flyers are expected to behave in a way that does not unduly disturb other users or nearby residents. The rules below have been designed to ensure the safety of everyone visiting the area and the comfort of nearby residents, whilst allowing model flyers to enjoy their hobby. If you fly on one of these two you must adhere to the following rules:

Rules of Flying

- Flying should take place only within the flying area defined by the boundary markers. Flyers must make every effort to ensure that models do not stray beyond this.
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Additional restrictions at St Mary's Lands

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Contacts

Warwick District Council
Tel. 01926 456128
www.warwickdc.gov.uk/parks

Warwick Model Flyers
www.warwickmodelflyers.org.uk

90 Glorious Years at St. Marys Lands Flying Site

The Wright brothers first flew in 1903 marking the start of sustained flight and the advancement of aviation beyond all expectations. Eleven years later we saw the aeroplane evolve into a machine used for fighting purposes, refined from the original Wright patents, using wood and fabric as the main building material. Interest in aeronautics gathered momentum worldwide and information was exchanged by enthusiasts on the best types of design, and how to build the most efficient aerofoil sections. In 1927 a turning point came about which proved the aeroplanes capability to fly long distances. Charles Lindbergh flew the Atlantic nonstop, travelling from Roosevelt field, Long Island, New York to Paris in the Spirit of St Louis aeroplane. These were to be known as the 'Golden Years' of aviation.

Meanwhile worldwide groups of enthusiasts were busy designing and flying small flying machines as models. At that time the only available power was rubber power which was twisted into skeins and provided the necessary power to the twisted tinplate propeller blades. Model groups were formed and flew from open land or 'commons' and this is where our own roots start as model builders and flyers. In 1926 wealthy gentlemen would travel up from London to their other properties in the Midlands. They would tend their well kept gardens at Warwick, now known as Hill Close Gardens, whilst they waited for the race days ahead. In between there was another interesting group of people appearing on St Marys Lands; bowler-hated men were carrying frail flying machines, and meeting up to fly their creations on the common. They were known as aeromodellers, the first people experimenting with what were known as A-Frame pushers. These were twin rubber driven models with motors facing outwards and simple wire skid undercarriages. **Miniature aviation first appeared at Warwick on the very land we fly on today in 1926, a year before Lindberghs flight across the Atlantic.**

In 1936 model aeroplane competitions were starting to appear and attract large crowds of people. The aerodrome at nearby Baginton was to become the scene of one such event which was repeated that same year at St Mary's Land. Model flyers from all over the country gathered to fly their machines, some of which were covered with oiled silk and made from bamboo and other materials. Just like today the friendly banter and exchange of ideas took place. Today, you can see a typical gatherings of the young and not so young enjoying a days flying.



As the war years approached there was to be a nationwide ban on flying powered aeroplanes in case of any confusion with invading German aircraft. Model flying did carry on although much more in a limited capacity. The Army used the land for practise and the odd Westland Lysander would be seen landing here in connection with Budbrooke barracks not far away, and the old satellite Warwick airfield across the way flying Airspeed Oxford aircraft doing landing practise. A plan for an A-Frame pusher like the ones used on our common.

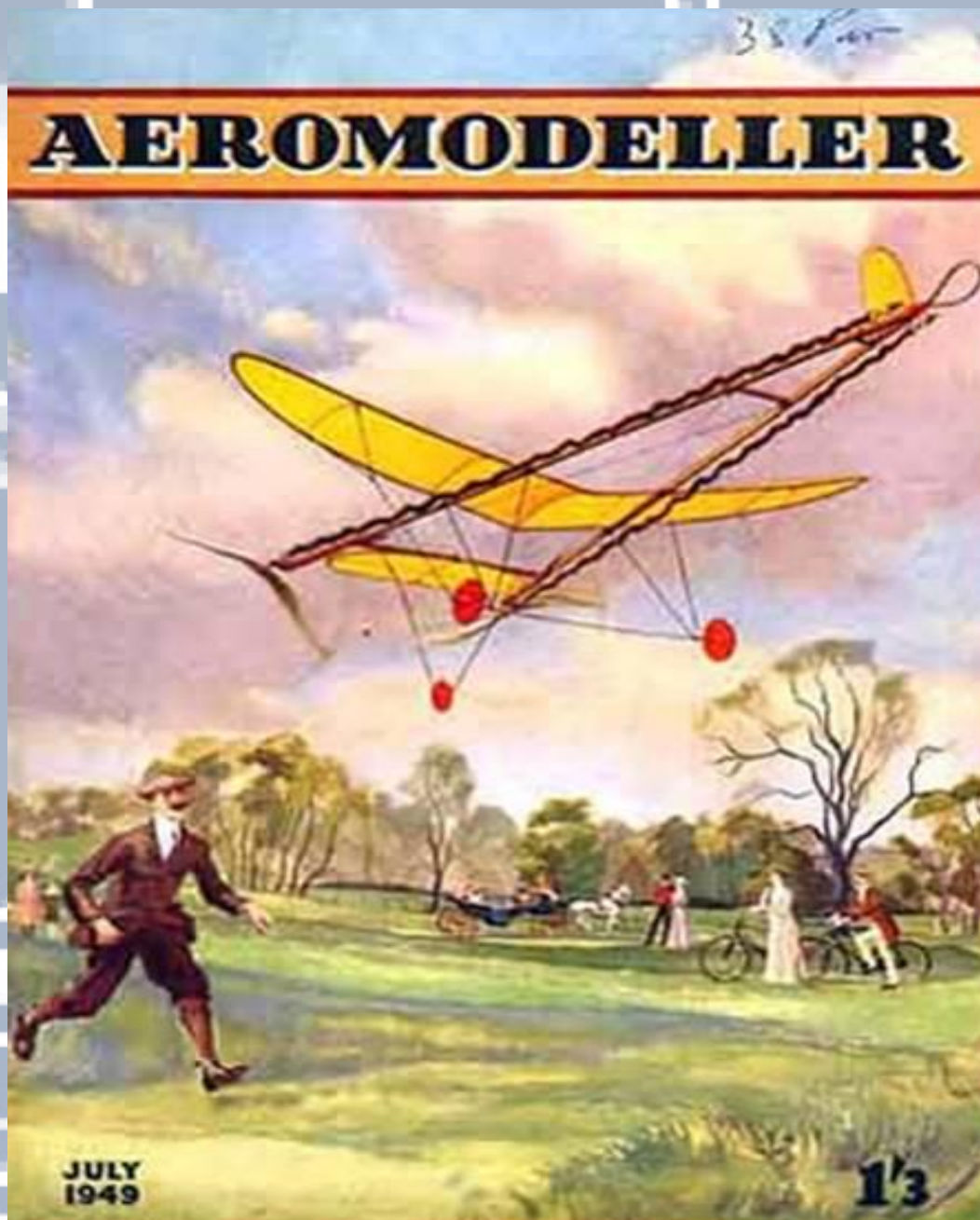
So we, The Warwick Model Flyers, are the current custodians of an activity that has been practised on St Mary's Lands for 90 years. The common has been very much a small part of the history of aviation throughout time. Even though the model types, and technology has changed dramatically, the same enthusiasm prevails as it did all of those years ago.

WDC MODEL FLYING FIELD

In the interests of Health & Safety, the Public are kindly requested to not venture on to the mown Airstrip area during model flying.

We would kindly request that you keep both children and pets under control whilst in this area.

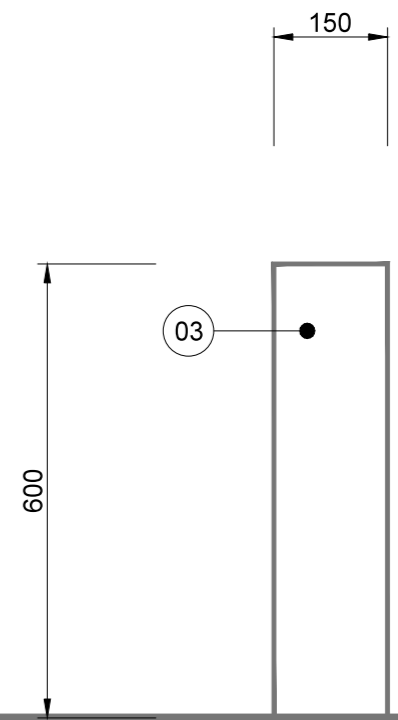
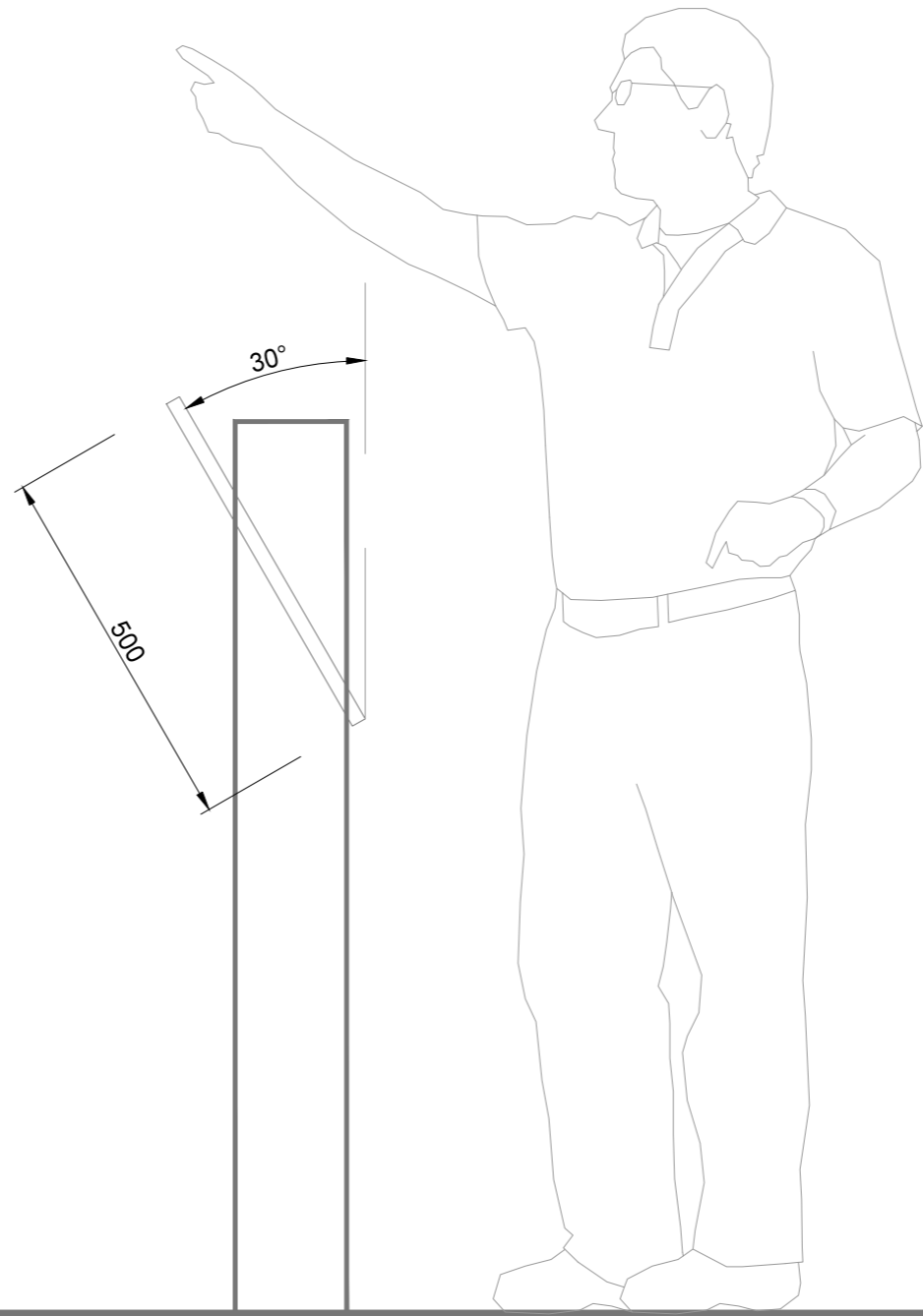
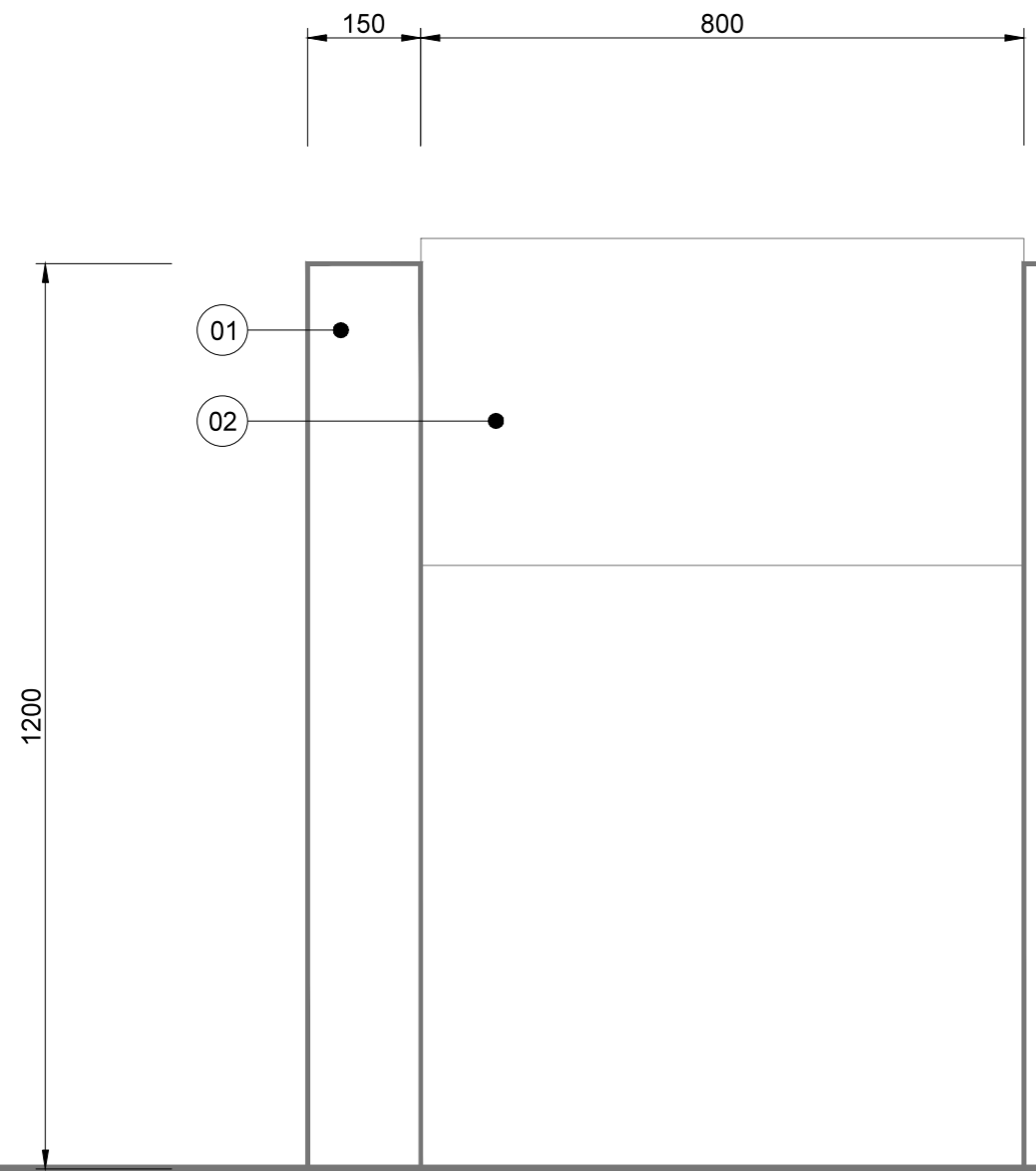
If you would like to view the flying, you are more than welcome. Please stand safely in the same area as the flyers.



Model Flying at SML

ZONE 2: WARWICK COMMON

- 01 - 150 X 150MM AIR DRIED OAK POST WITH PYRAMID TOP DETAIL. POSTS 1200MM ag.
- 02 - 800 X 500MM NON FADE GRAPHIC PANEL MOUNTED ONTO TIMBER BOARD FIXED AT 30 DEG ANGLE TO TIMBER POSTS WITH HEX-BOLT RECESSED SECURITY FIXINGS.
- 03 - 150 X 150MM AIR DRIED OAK MARKER POST WITH PYRAMID TOP DETAIL. POSTS 600MM ag. INFORMATION GRAPHICS ROUTED PRIOR TO PAINTING.
- 04 - POSTS SET IN CONCRETE FOOTING TO MANUFACTURERS RECOMMENDATIONS



INTERPRETATION SIGNAGE ELEVATION

INTERPRETATION SIGNAGE SECTION

WMF FIELD BOUNDARY MARKER ELEVATION



CAUTION
WDC MODEL
FLYING FIELD

