

**Council meeting: Wednesday, 25 November 2020**

Notice is hereby given that an ordinary meeting of Warwick District Council will be held remotely on Wednesday, 25 November 2020 at **6.00pm** and available for the public to watch via the Warwick District Council [YouTube channel](#).

**Agenda**

**1. Apologies for Absence**

**2. 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 disclosed 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.

**3. Minutes**

To confirm the minutes of the meeting of the Council held on 2 September 2020.

**(Pages 1 to 10)**

**4. Communications and Announcements**

**5. Petitions**

To consider the petition, of 1149 signatures, from the Restore Kenilworth Lido Group, that reads as follows:

*"At a time when Lidos across the country are growing in popularity it seems a poorly judged and short-sighted decision by Warwick District Council, to close Kenilworth's outdoor pool in Abbey Fields. Outdoor swimming is valuable for both physical and mental wellbeing. As we all try to adapt to the 'new normal' brought about by Coronavirus this must be given high priority. Simply the fact that being outdoors is proven to reduce the risk of contracting or spreading Coronavirus warrants an urgent review of outdoor leisure facilities.*

*Outdoor swimming in Kenilworth is part of the town's history. Abbey Fields Lido was one of the 1st in the country. The current outdoor pool is the furthest from*

*the sea and the only safe public outdoor swimming facility within 30 miles. The pool's heritage is highly valued, but change is in its history. The original pool has already been rebuilt twice and we now have the perfect opportunity to create a lido for today; with the latest chemical free filtering, and the best 21st century design and eco credentials.*

*As well as providing a wonderful community facility Kenilworth Lido would also bring visitors to the town, benefiting the local economy, at a time when we need to do everything we can to keep Kenilworth open for business.*

*We therefore call on Warwick District Council to carry out Kenilworth Town Council's call for WDC to pause the current Kenilworth leisure project and 'create a revised plan'; and this to include a Feasibility Study into the viability of an outdoor pool."*

In line with the Council's petition scheme, the petition organiser will be given five minutes to present the petition at the meeting. The petition will then be discussed by councillors for a maximum of 15 minutes. The Council will then decide how to respond to the petition at this meeting. This decision would be one on which the Council's Executive is required to make the final decision, therefore the Council will decide whether to make recommendations to the Executive or to take no action at all.

Additional information on the number of signatories is set out in the agenda  
**(Pages 1 to 3)**

## **6. Notices of Motion**

To consider a notice of Motion from Councillor B Gifford to be seconded by Councillor Syson, that reads as follows:

*"While we all remember the pleasure of firework displays in our childhood, in recent years their nature has changed, becoming as much a spectacle to be heard as one to be seen. The occasions on which people let off fireworks have also become much wider. Unfortunately, very loud fireworks cause great distress to pets and wild animals, and the really loud (up to 150 decibel) fireworks are often used as an anti-social weapon. These explosive fireworks have no place in either public displays or private gardens, and we urge the Government to ban their sale. This would not inhibit the enjoyment of quieter fireworks in public or private spaces.*

*This Council:*

- urges the UK Government to introduce legislation to limit the maximum noise level of fireworks to 90dB for those sold to the public for private displays*
- urges local suppliers of fireworks to stock 'quieter' fireworks for public display."*

In line with Council procedure rules a short introductory speech will be made by the proposer followed by the proposal of the motion. Once seconded the procedure for debating motions will be followed. After any debate the Motion will be put to a vote and will either be carried or lost.

## **7. Leader and Portfolio Holders' Statements**

## **8. Questions to the Leader of the Council & Portfolio Holders**

**9. Employment Committee Report**

To consider a report of the 15 September 2020.

**(Page 1 to 15)**

**10. Executive Report**

To consider a report of the 17 November 2020.

**(To follow)**

**11. Licensing & Regulatory Committee Report**

To receive the report of the Licensing & Regulatory Committee of 16 November 2020.

**(Pages 1 and 2 and Appendix 1)**

**12. Common Seal**

To authorise the affixing of the Common Seal of the Council to such deeds and documents as may be required for implementing decisions of the Council arrived at this day.



Chief Executive

Published Tuesday 17 November 2020

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For enquiries about this meeting please contact Warwick District Council, Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ

Telephone: 01926 456114

E-Mail: [committee@warwickdc.gov.uk](mailto:committee@warwickdc.gov.uk)

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# WARWICK DISTRICT COUNCIL

Minutes of the meeting held remotely on Wednesday 2 September 2020, at 6.00pm which was broadcast live via the Council's YouTube Channel.

**PRESENT:** Councillor Ashford (Chairman); Councillors Bartlett, Boad, Cooke, Cullinan, Davison, Day, A Dearing, J Dearing, K Dickson, R Dickson, Evans, Falp, B Gifford, C Gifford, Grey, Hales, Heath, Illingworth, Jacques, Kennedy, Kohler, Leigh-Hunt, Luckhurst, Mangat, Margrave, Matecki, Milton, Morris, Murphy, Nicholls, Noone, Norris, Redford, Rhead, Roberts, Russell, Skinner, Syson, Tangri, Weber and Wright.

## 32. **Apologies for Absence**

Apologies for absence were received from Councillors Grainger and Tracey.

## 33. **Declarations of Interest**

There were no declarations of interest.

## 34. **Minutes**

The minutes of the meeting of the Council held on the 5 August 2020 were proposed by Councillor Day, duly seconded by Councillor Cooke and signed by the Chairman as a correct record.

## 35. **Communications and Announcements**

The Chairman took the opportunity to publicly record the thanks of the Council to all those who had been involved in delivering the Shielding Hub for Warwick District.

The Chairman informed Council that there was no business to be considered under agenda items: 5 – Petitions and 6 - Notices of Motion.

## 36. **Leader's & Portfolio Holders' Statements**

There were statements from the Portfolio Holders for: Development, Councillor Cooke; Finance & Business, Councillor Hales; Health & Community Protection, Councillor Falp; and Housing & Property, Councillor Matecki. These were shared before the meeting and were set out at Appendix 1 to the minutes.

In response Councillor Wright asked the Portfolio Holder for Business & Finance if he could advise on the uptake of the grants available to businesses and, more importantly, if the Council was faced by the same in future, would we do differently to improve in the future?

In response, Councillor Hales explained that the grants were a Government scheme administered by the Council. 2,447 grants, totalling £31.6million had been awarded, which was a 95.6% uptake. He also took the opportunity to thank all the officers who had been involved in the process of making in the grant awards.

Councillor Rhead, the Portfolio Holder for Environment, updated Council on the progress regarding the Climate Emergency Action Plan. He summarised the work that had taken place since February 2020 on this programme of works: Planning

permission low carbon homes at Turpin Court; commissioned works to improve the EPC rating of Council homes to a C standard work: the citizens assembly had been commissioned and was due to start in October 2020; funding agreed for 48 electric vehicle charging points in car parks that would be installed in Spring 2021; from October 220 the Council would be moving to a sustainable electricity provider reducing carbon consumption by over 80%, the equivalent of 2470tonnes of CO<sub>2</sub>; a report was due to Executive in October on the most energy -consuming Council buildings; the better points sustainable travel scheme would be rolled out more widely as part of common wealth games project; the tree planting scheme would start from this tree planting season, subject to Executive approval on 1 October; two electric pool cars were now in place for Council officers to use; funding established for electric charging points for taxis and incentives for them to switch to electric vehicles; the event guidance from the Council had been revised to support plastic free events; 85 locations in the District had adopted the water refill scheme; and the Council had removed 10 plastic sources from the organisation. Within the next couple of months, officers were to establish carbon monitoring procedure, and this could be reported on to Councillors.

Councillor Davison asked the Portfolio Holder for Environment, that with the new build properties it was recognised that the final build did not achieve the energy efficiency that the was anticipated in the plans, and therefore what steps would be taken to mitigate against this? He also asked that in respect of the 80% reduction in Carbon consumption, if the details could be shared with all Councillors.

In response, Councillor Rhead explained that the 80% reduction was from the switch to green energy.

In response, Councillor Matecki explained that the Council had engaged with a local specialist in this area of work to help mitigate any such performance gaps.

Councillor Day, the Leader of the Council, reminded Council that children were returning to schools and students back to university. This would impact on economy and public health and as a result the Council was working with the University and public health bodies to help protect public health but it needed all of us to follow government guidance. The Council would continue to remind people of the need to follow the guidance because this would help keep businesses open and as Councillor must support our officers in this work.

Superb work had been done by WDC officers who had gone above and well beyond to get work done to support our most vulnerable residents and our businesses during the first phases of this pandemic.

He acknowledged the regular work of the Council had not stopped and continued despite delivering the additional demands. The Council had continued to bring forward major projects which would help protect jobs and strengthen the economy across Warwick District and south Warwickshire.

The Local Government Review that was underway and the Council had engaged with our Borough and District Council neighbours across their leaderships and their Officers, working together on that joint research project, with the support of Deloittes, to look at all the options for local government reform in Warwickshire. Leaders had challenged Warwickshire County Council, who had adopted a unilateral approach to continue with the County Council and reform it as a unitary body for the whole of Warwickshire.

### 37. Questions to the Leader of the Council & Portfolio Holders

Councillor B Gifford asked the Portfolio Holder for Development if they had responded to the Government's consultation on Planning for the Future, and if so did the Portfolio Holder consult with Stratford District Council about the proposed responses.

In response, Councillor Cooke explained that all Warwick District Councillors had been invited to a seminar on 9 September 2020 to discuss this legislation, and that he and Councillor B Gifford had been invited to a similar one, held by WCC on 15 September 2020.

The consultation on the White Paper closed on 29 October 2020 and he wanted to hear what was said at these seminars before responding. He also had a meeting scheduled with officers to discuss the White Paper, and in particular how this Council should respond. He also welcomed the suggestion of discussing this with colleagues at Stratford District to explore the potential for a joint approach.

In response to a supplementary question from Councillor B Gifford, Councillor Cooke stated that he would not rule out discussing this matter with the Development Programme Advisory Board but wanted to review this first with all Councillors.

Councillor C Gifford asked the Portfolio Holder for Health & Community Protection that with the reopening of pubs, clubs and restaurants and the return of University Students, there appeared to be increased numbers of Street Marshals on duty on Saturday evenings. To support this work, she asked if the mid-week numbers would be increased as well, and if the University would be paying for an increased number during the week?

In response, Councillor Falp explained that the Council was working with the university to ensure that returning and new students were provided with information to advise them about Covid-19, and the procedures in place. Additional street marshals had been deployed when lockdown restrictions eased, to allow the opening of pubs and restaurants, however the number of marshals had since returned to routine numbers. The number of marshals deployed was based on intelligence, recognising events in the town, special nights, pay days etc. The university paid for the marshals deployed on Monday to Thursday evenings during term time. Routinely, in the first weeks of a new academic years there were enhanced numbers and hours of deployment. The operational schedule for the marshals had been agreed with the university.

In addition, the Council had a new Student Housing Enforcement Officer post within the Private Sector Housing Team. The university and Warwick District Council had agreed to jointly fund a one year extension of this post from 1 October 2020.

Councillor Kohler asked the Portfolio Holder for Health & Community Protection:

- a) Had these triggers now been agreed?
- b) Were you clear on the Council's role and responsibilities if a local lockdown was required in our District?
- c) Were officers happy that they had access to all of the resources that would be required if a local lockdown was required?
- d) Had the issues around data sharing mentioned at the last Council now been resolved?

In response, Councillor Falp explained the criteria for triggers had been established, however each case would be assessed on its own merits. The role of the Council and its responsibilities were clearly laid out in the local outbreak management plans and supporting standard operating procedures which had been established. The Council had participated in an exercise to test all of the procedures in addition to responding to individual cases, clusters and outbreaks in environments. The Council had recruited additional environmental staff to work centrally at a county level to provide support to each district and borough. The data sharing agreements were being worked upon.

Councillor Skinner asked the Portfolio Holder for Health & Community Protection in the light of much adverse publicity created by the proposed update of the draft Dog Control Orders being put into the public domain, whether it would be appropriate for the Council to completely withdraw this current draft. A new draft could then be worked on, taking into account stakeholder group's consultations before any further changes are made to the Orders.

He also asked if there was a time element to consider, and if so could the current Orders be kept and set for review following a new draft in a year's time.

In response, Councillor Falp explained that it was extremely unfortunate that the stakeholder pre-consultation suggestions were placed into the public domain, and as a result, had created the misunderstanding. The pre consultation with stakeholders, as requested by the Licensing and Regulatory Committee was designed to gather stakeholder thoughts in order to formulate the final proposals for the new public space protection orders (previously known as Dog control orders), to be agreed by the Committee before going out to public consultation.

Legislation required public consultation for the revocation, extension of existing or changing of the requirements. The Council was reviewing the options in regard to the approach to these public space protection orders, in order to move forward positively.

In response to a supplementary question from Councillor Skinner, Councillor Falp explained that it was not possible to amend the orders in anyway and carry out the consultation then required within the limited time available. Therefore, to do so would see all the orders cease to exist and no orders would be in place to, as an example, prevent dogs being in play areas.

Councillor Davison stated that with schools and universities reopening, there was the risk that COVID would be detected in these student populations. Recent news items suggested that school classes or even whole year groups would need to self-isolate in this case. With universities, the challenges were even greater as one student could have multiple contacts from teaching groups, university activities, social groups and accommodation. He asked the Portfolio Holder for Health and Community Protection as to what part would the Council play in these scenarios, for example in terms of test, track and trace as well as deciding which groups of students need to self-isolate.

In response, Councillor Falp explained that the Council was part of the local track and trace programme which had been developed with all health protection partners. The initial tracing of contacts in complex cases was undertaken by the public health tracers where additional support was required in large complex cases, and environmental health colleagues had assisted. The local processes for workplaces and schools environments with cases, clusters or outbreaks had been established procedures and processes which had been tested and challenged. The Council

formed part of the incident management groups established to address cases which would take the decisions as to who would be required to self-isolate.

In response to a supplementary from Councillor Davison, Councillor Falp explained that after working with our neighbouring Districts, there had been a review to reflect on the process of local restrictions being introduced in Leicester, to see how to respond if a similar position occurred in this District. Councillor Day added to this, encouraging Councillors to promote the weekly newsletter from this Council, as this was a vital way of disseminating information to residents.

Councillor Davison asked the Leader that as many national restrictions had been lifted and all were being encouraged to visit restaurants, bars etc, could the Council revise its guidance to officers so that site visits were less difficult to arrange. He felt that Councillors needed to be addressing their residents needs effectively, which often required visiting them, and that the Council could not wait for Covid-19 to be over as it was likely to be around for some time.

In response, Councillor Day explained that officers would review the current guidance to ensure safety for all.

Councillor Milton asked the Portfolio Holder for Culture & Neighbourhood if they agreed that the recent Traffic Assessment relating to the Castle Farm Leisure Development conducted on behalf of the Council was inaccurate.

In the absence of the Portfolio Holder for Culture & Neighbourhood, Councillor Day explained that there were some inaccuracies, which had now been corrected, but methodology and technical were sound. The second draft of the report would include additional information to explain the conclusions more clearly and details of impact of move of Kenilworth Wardens to the site.

Councillor A Dearing asked the Portfolio Holder for Culture & Neighbourhood if they could provide details of why the idVerde Abbey Fields Management Plan had been delayed, as it was it was very overdue and it was needed to inform the Travel Plan to the new Kenilworth Leisure Facilities.

In the absence of the Portfolio Holder for Culture & Neighbourhood, Councillor Day explained that the idVerde team had been impacted because they were furloughed in March. The draft plan had been completed, and as a result an agreed ecological survey had been awarded and completed, and once concluded this would be published.

There was, however, no direct link to travel plan and the planning applications could be submitted without this.

Councillor Wright asked the Leader if they would formally thank Jeremy Wright MP right for raising the significant issues caused by the development of HS2 in the District, including road closures without notice, which had a significant impact on local residents and had resulted in high level review of with a view to improvement locally.

In response, Councillor Day agreed and thanked Councillors Wright, Redford and Illingworth for their work in supporting their communities during the construction of HS2, because of the impact this was having on quality of life for our residents in the District.



Councillor Tangri asked the Portfolio Holder for Environment if he was able to attend the fuel poverty strategy webinar later in that week that officers were attending.

In response, Councillor Rhead said that he would investigate and respond to Councillor Tangri directly.

Councillor R Dickson asked the Leader if he could confirm when the residents meeting to discuss the Castle Farm traffic survey due would take place.

In response, Councillor R Dickson explained that he was not aware, but that he would find out and share with Councillors.

Councillor Weber asked that the Chairman could review the approach to written questions and statements ahead of Council in November and feedback to all Councillors. The Chairman agreed to this.

### 38. **Special Responsibility Allowance for Programme Advisory Board Chairs**

At its meeting on 5 August 2020, on the advice of officers, Council had deferred consideration of a recommendation from the Executive in respect of a Special Responsibility Allowance (SRA), so that the view of the Council's Independent Remuneration Panel (IRP), which had not been received at that date, could be considered.

The proposal for a small SRA was for the Chair of Programme Advisory Boards, in recognition of the responsibility for coordinating work, regular liaison with officers and the potential number of meetings each year. The allowance proposed was the same level as that of the Members of the Planning Committee and the lowest value offered by the Council. By law, the proposals needed referring to the Council's IRP for it to provide a view before Council took a decision on this.

An SRA of £260.10 per annum for the Chairman of a Programme Advisory Board, had been recommended for approval and this had been reviewed by the Chairman of the IRP who had raised no objection. This was on the understanding that this, along with all other Members' Allowances, would be reviewed as part of the wider review starting in December 2020.

It was therefore proposed by Councillor Day, seconded by Councillor Cooke and

**Resolved** that the Special responsibility Allowance of £260.10 per annum for the Chairman of a Programme Advisory Board, be approved.

### 39. **Executive Reports**

It was proposed by Councillor Day and seconded by Councillor Cooke that the reports of the Executive on 24 August 2020 should be approved subject to the including of Minute 29.

Minute 29 was also included because the decision of Executive should have asked Council to amend the Constitution to reflect the Delegated Authority from the Executive. This amendment to the Constitution was proposed by the Leader at the meeting.

**“Resolved** that: (3) delegated authority be given to the Head of Cultural Services in consultation with the Portfolio Holder for Culture, for the decision as to the future inclusion of new areas of the Council’s Parks and Open Spaces within the remit of this policy.”

Councillors Milton and B Gifford spoke on this item regarding the proposed fees for Park Exercise Permits, as set out in Minute 29.

**Resolved** that the reports of the Executive of 24 August 2020 be approved, subject to the amendment above.

(Agenda item 11 Extension of Delegated Authority DS(70) was not proposed at the meeting and therefore the item was not considered, the time limited delegations within this, therefore, fell away)

#### 40. **Programme Advisory Boards**

It was proposed by the Councillor Day, seconded by Councillor Cooke and

**Resolved** that the membership of the six programme advisory Boards as set out below:

- (1) Climate Emergency- Councillors J Dearing (Chair), Kohler, Milton, Murphy, Skinner & Tracy;
- (2) Culture & Neighbourhood - Councillors Noone (Chair), A Dearing, Jacques, Murphy, Russell and Skinner
- (3) Finance & Business - Councillors Bartlett (Chair), R Dickson, Luckhurst, Syson, Tracy & Weber;
- (4) Development - Councillors Grey (Chair), B Gifford, Jacques, Leigh-Hunt, Tangri, weber;
- (5) Health & Community Protection - Councillor Mangat (Chair), C Gifford, Evans, Ashford and Illingworth;
- (6) Housing & Property, Councillors Roberts 9Chair), Cullinan, K Dickson, Kennedy, Leigh-Hunt and Margrave.

#### 41. **Common Seal**

It was proposed by Councillor Ashford, seconded by Councillor Day and

**Resolved** that the Common Seal of Warwick District Council be affixed to such documents as it may be required for implementing decisions of the Council arrived at this day

(The meeting ended at 7.22pm)

CHAIRMAN

2 September 2020

## Minute 36 Leader's and Portfolio Holders' Statements

### Item 7 Leader's and Portfolio Holders' Statements

#### Portfolio Holder for Business & Finance (Councillor Hales)

I would like to pay credit to the great work done by the council and its partners to reopen the High Streets, retail hospitality and leisure sectors has led to a significant increase in footfall and businesses opening up in the high 80% now. We continue to work very closely with all these sectors and also the tourism industry as green shoots start to appear.

Small Business & Retail, Hospitality & Leisure Grant Funds - We have now completed the grants and am delighted to announce that the team made 2,447 payments and a total of £31,690,000. Based on the original total grant received of £33,124,000, this equates to over 95.6% paid to businesses in our area. There has been a huge amount of work contacting businesses who qualify for this grant from Paul Town/Steve Marshall & their team & also the team processing all the grants and ensuring these businesses receive these grants into their accounts as quickly as possible, so my thanks to Jon Dawson and his team as well.

Discretionary Grants – We have now launched our final scheme, and have opened it up to all businesses, whether they be based from offices or home, who have had their business income affected by Covid 19. Can I pay credit to Gayle Spencer and her team for all their hard work so far and will update figures at meeting.

Finance Systems Replacement Project – Warwick District Council have signed a £489,000 with enterprise provider Technology One, which will help digitally transform the council IT systems. My thanks to all the project board for their hard work & also Keith Eales for leading this and his hard work in making sure this important project has been kept on track.

In terms of finance, I would like to thank the Finance & Audit Scrutiny Committee and especially the Head of Finance for their hard work as we continue to review our finances and the challenges that lie ahead, and am looking forward at working with Councillor Bartlett and the Programme Advisory Board and reporting back with how we are going to deal with these pressing issues.

#### Portfolio Report Development Services (Councillor Cooke)

##### Planning Enforcement

I have asked the Development Manager Gary Fisher to review the entire operation of our Enforcement Team and bring forward proposals aimed at lowering the backlog of outstanding cases which currently stands at about 250. This is in spite of us increasing staffing last year. I have received complaints from several Council members about a lack of progress on cases they have reported, but also from some of our Parish Councils.

I have asked Mr Fisher to also consider not only how we prioritise the order of dealing with cases but how we communicate to private complainants and to Parish Councils. We need to keep them informed as to how the complaint will be handled and progressed.

I have also asked Mr Fisher to arrange a briefing for all members on enforcement matters. It is clear to me that some council members do not understand how the system works and the information that **they** should provide when they submit a complaint.

## **Local Plan Review**

Irrespective of what happens with our proposed merger with Stratford we have always intended to work together and do our Local Plan Review jointly. The joint review would eventually lead to producing a South Warwickshire Local Plan.

Discussions are currently taking place between Dave Barber, Phil Clarke and senior officers at Stratford.

Discussions are progressing positively and although it is early days, it looks likely that there would be a Joint Local Plan Team, resourced from within the existing staff resources of each Council. Possibly a requirement for a total of 3 or 4 members of staff, and that during periods of intense activity, this team is supported by the remaining planning policy staff of each Council.

In terms of governance, sovereignty would stay with each Council, in that Plan Submission and Adoption should be decided independently by each Council. However, feeding in to sign off of key decisions by the respective Councils a number of other measures would need to be put in place which are still being discussed.

## **Portfolio Holder for Health & Community Protection (Councillor Falp)**

### **Pavement Licences**

The regulatory section is extremely busy at the moment but with support from colleagues the web site is being updated regularly with information on Pavement Furniture licences, how to apply and who has applied. As you know there is only a two week turn around for pavement furniture licences. If Councillors search for pavement licences on the District Council website it will give you information on what premises have applied for a licence.

Up to last Thursday 27<sup>th</sup> August 12 applications have been received so far (the largest number in Warwickshire). 8 have been determined (with one refusal and one partial issue), two are in Consultation and two are in Determination.

The process has also begun to contact premises around the Town centres (to start with) who have not obtained a licence but are using the pavements, about ensuring compliance with the law. So there is an expectation that numbers of applications will rise.

I would like to thank Kathleen Rose the Licensing Team Leader and all the staff working on this for the speed and efficient way it is being handled.

### **Dog Control Orders**

Councillors have been receiving e mails from residents re these orders. The Licence and Regulatory Committee asked at a recent meeting, before the Dog Control Orders current regulations and suggestions for possible changes went out to public consultation, that Land Owners, Parish and Town Councils and other key stakeholders were consulted. This was before they would meet to debate what may or may not be included in the proposals that would then go out for Public Consultation.

One of my residents contacted me and asked why the District Council were banning dogs from Newbold Comyn. That is not happening and never was but when some people choose to raise alarm without all the facts known and before what is being consulted on is even agreed misinformation happens. I am sorry that dog owners have been upset by what has happened but I can assure them when the time is right they will be properly consulted so the committee can have an informed debate with their views rightly heard

**Portfolio Holder for Housing & Property (Councillor Matecki)**

I am delighted to tell you that we completed on the former Waverley riding school in Cubbington, a residential development site which has existing planning permission for 17 dwellings including 7 affordable homes providing a mix of units. This is a positive step forward, boosting the number of affordable homes and for our wider plans to enable local people to have high quality, modern, energy efficient homes within the district.

With over 60 former rough sleepers/single homeless people now accommodated as part of the Council's everyone in initiative, the team have been working on the provision of move on solutions and last month submitted a bid to Government. This sought financial help with securing appropriate accommodation and the provision of support to enable people to maintain their homes. The bid has been 'co-produced' with MHCLG advisors who are happy with our approach. We should hear more about this at the end of the month.

The Council's Housing Allocation Policy has now been in place for four years and was geared to address the conditions that prevailed at the beginning of the decade. Much has changed since then and to ensure that our policy is better aligned, we have been reviewing the policy so that it is flexible and responsive to the contemporary challenges that our society faces. I have already invited the Shadow Portfolio Holders to put forward thoughts or ideas and will be putting our ideas for change to our first Housing Policy Board. The Allocation Policy sets out to ensure that the scarce resource of social housing is allocated fairly, transparently and legally, balancing all the complex and competing issues

Council  
25 November 2020

**Title: Petition**

**Lead Officer: Graham Leach, Democratic Services Manager & Deputy  
Monitoring Officer, 01926 456114 [graham.leach@warwickdc.gov.uk](mailto:graham.leach@warwickdc.gov.uk)**

**Portfolio Holder: Andrew Day**

**Public briefing note**

**Wards of the District directly affected: None**

Contrary to the policy framework: No

Contrary to the budgetary framework: No

Key Decision: No

Included within the Forward Plan: No

Equality Impact Assessment Undertaken: No

Consultation & Community Engagement: No

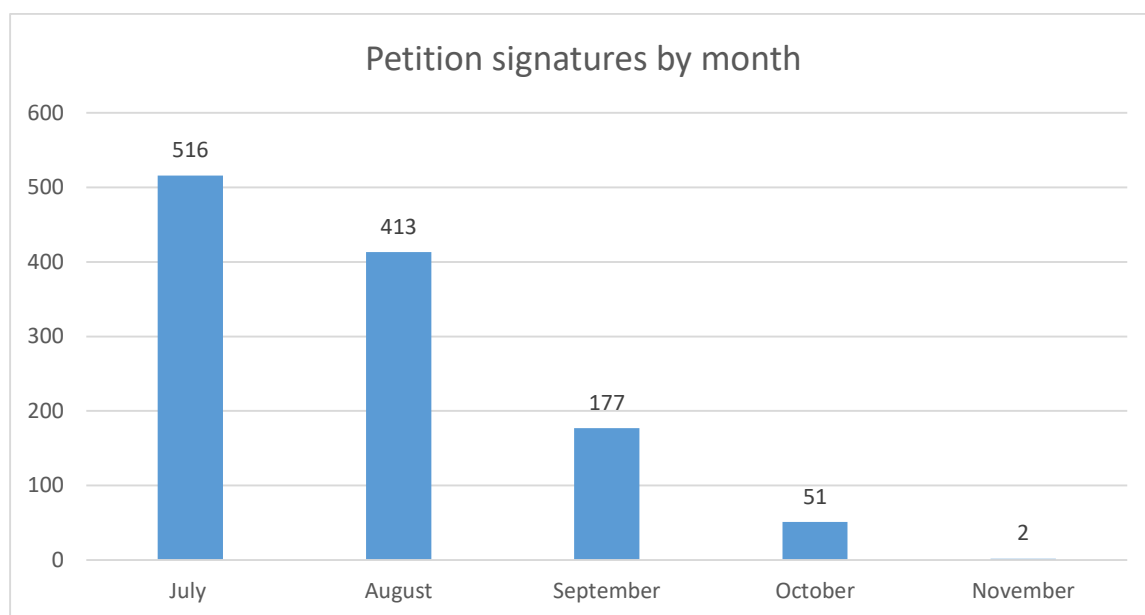
Final Decision: Yes

**Officer/Councillor Approval**

<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Chief Executive/Deputy Chief Executive	16/11/20	Andrew Jones
Head of Service	16/11/20	Rose Winship
CMT		
Section 151 Officer	16/11/20	Mike Snow
Monitoring Officer	16/11/20	Andrew Jones
Finance		

## 1. Background

- 1.1 Following the submission of the Petition titled "Restore Kenilworth Lido" as set out on Item 5 of the agenda, the Chairman of the Council asked for officers to analyse the signatures and provide an over of these to Councillors as part of the agenda papers.
- 1.2 On the petition submitted, on 4 November 2020, there were 1204 signatures of which 45 were discounted by officers because they were duplicate, incomplete or blank. This provides a revised total of 1159.
- 1.3 The petition was launched in July with the first signature on 19 July. The most recent signature received was on 1 November 2020. The graph below shows the number of signatures by month.



- 1.4 From the 1159 signatures 1128 (97.3%) were from the UK. The table below provides a breakdown by country, of those signatories from outside the United Kingdom.

Non-UK country	
Spain	10
Australia	5
USA	4
New Zealand	2
Cambodia	1
Canada	1
Cyprus	1
France	1
Hong Kong	1
Isle of Man	1
Netherlands	1
Sevastapol, Crimea	1
South Africa	1
Uruguay	1

- 1.5 Table 3 below provides a breakdown of the United Kingdom signatories by being in Warwick District and outside the District.

**Table 3**

<b>WDC/Non WDC</b>	
WDC residents*	435
Non-WDC residents	724
% WDC residents	37.5%

NB: the current population of Warwick District is 142,484.

- 1.6 Table 4 below sets out the details of signatories by postcode within Warwick District.

**Table 4**

<b>WDC postcode</b>	<b>Signatures</b>	<b>% of WDC signatures</b>	<b>% of total signatures</b>
CV8	237	54.5%	20.4%
CV31	29	6.7%	2.5%
CV32	104	23.9%	9.0%
CV33	4	0.9%	0.3%
CV34	36	8.3%	3.1%
CV35	25	5.7%	2.2%
B94	0	0.0%	0.0%
B95	0	0.0%	0.0%

- 1.7 It should also be noted that the petition is still available so sign on line and there are now 1264 signatures on line (as at 16 November 2020) however officers had not been provided with an updated list of signatures to review the potential additional signatories.



# Employment Committee

Excerpt of the minutes of the remote meeting held on Tuesday 15 September 2020 at 6.00pm, which was broadcast live via the Council's YouTube Channel.

**Present:** Councillor Margrave (Chairman); Councillors Day, B Gifford, Hales, Kennedy, Kohler, Mangat, Tangri and Tracey.

## 7. **Apologies and Substitutes**

- (a) there were apologies for from Councillor Wright; and
- (b) there were no substitutions made.

## 8. **Declarations of Interest**

There were no declarations of interest made.

## 12. **Gender Pay Gap and Ethnicity Pay Gap reporting**

The Committee considered a report from Human Resources which presented the mandatory gender pay gap information that must be reported to central Government and published on the Warwick District Council website.

In accordance with the Equality Act 2010 with effect from 30 March 2018 it was a requirement to report and publish specific gender pay gap information; this was the third annual statement. The Council was required to publish the report before 1 April 2021.

The Council's gender pay reporting figures had been calculated using the standard methodologies used in the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017. The data included the following types of staff: Employees with a contract of employment (part time, full time, permanent and fixed term), Casuals/Workers.

The mean gender pay gap was 14.32% (a total decrease of 0.98% since 2018). The median gender pay gap was 15.5% (a total increase of 4.60% since 2018). Females in lower graded part time roles had increased by 16 and at the same time males in these roles had decreased by 10. The mean bonus pay had increased by 8.37%, an increase from 2019 of 0.29%, however the same numbers of males and females received a payment and the medium bonus payment was 0% difference with both groups receiving £444. The proportion of females in the top two pay quartiles was exactly 50%.

Following a Notice of Motion to Council in June 2020, the Council decided that it would publish relevant annual data, including an Ethnicity Pay Gap report alongside the current Gender Pay Gap report. Further review of the Ethnicity Pay Gap reporting data would be reviewed by the Task and Finish Group.

It was proposed by Councillor Gifford, seconded by Councillor Kohler and

**Recommended** that the

- (1) Gender Pay Gap reporting as at 31 March 2020 presented in Appendix 1 as appended to the minutes, be approved for publication; and
- (2) Ethnicity Pay Gap reporting as at 31 March 2020 presented in Appendix 2 as appended to the minutes be approved for publication.

(The meeting ended at 6.33pm)

CHAIRMAN  
23 March 2021

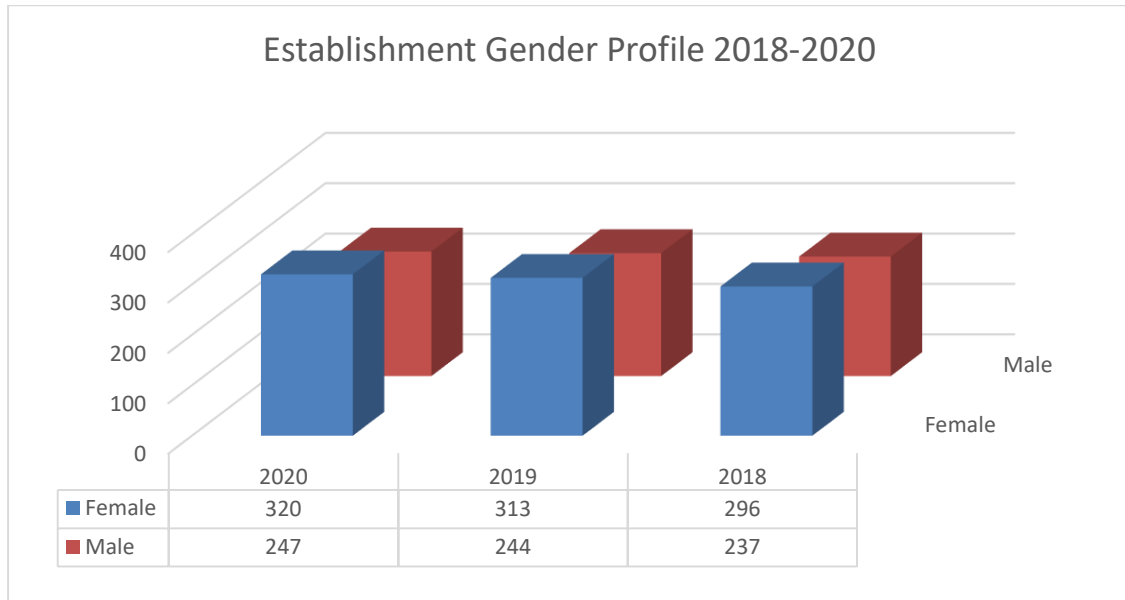
**GENDER PAY GAP REPORT AS AT 31.3.20****1. Background Information**

- 1.1 The gender pay gap report for Warwick District Council sets out the gender pay gap information relating to employees in line with the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.
- 1.2 Any company who employs more than 250 employees are required to report on their:
- a. Mean gender pay gap
  - b. Median gender pay gap
  - c. Mean bonus gender pay gap (including long service and honoraria)
  - d. Median bonus gender pay gap (including long service and honoraria)
  - e. Proportion of males and females receiving a bonus payment
  - f. Proportion of males and females in each quartile band
- 1.3 This report identifies Gender pay gap data using pay data on the snapshot date of 31<sup>st</sup> March 2020, and in relation to 'bonuses' paid between 1<sup>st</sup> April 2019 and 31<sup>st</sup> March 2020.
- 1.4 The information must be published on both the Council's website and available for at least 3 years and on the designated government website. This is the third pay gap data report to be compiled.
- 1.5 This data is being reported early to Employment Committee September 2020 at the request of the September 2019 Employment Committee.

**2.0 WDC Workforce Profile**

- 2.1 The WDC gender pay reporting figures have been calculated using the standard methodologies used in the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.
- 2.2 The data includes the following types of staff:
- Employees with a contract of employment (part time, full time, permanent and fixed term)
  - Casuals/Workers
  - Apprentices
- 2.3 The data does not include temporary staff employed through an agency

## 2.4 Gender Profile



As at 31.3.20 Warwick District Council employed 567 people (contracted and casual staff) - an increase of 34 from 21.3.18.

	2020	2019	2018
<b>Female</b>	320	313	296
<b>Male</b>	247	244	237
<b>Total</b>	567	557	533

<b>Female</b>	2020	2019	2018
Employees	320	313	296
% of employees	56%	56%	56%
Full time	162	171	152
Part time	122	115	115
% part time	38%	37%	38%
Casual workers	36	27	29
Average week p/t	23 hours	22 hours	23 hours
Hours between	7.5 -35 hrs	7.5 -35 hrs	7.5 – 35 hours
Average week all	31 hours	31 hours	31 hours
% Managerial roles	16.6%	14%	14%

<b>Male</b>	2020	2019	2018
Employees	247	244	237
% of employees	44%	44%	44%
Full time	200	187	178
Part time	28	29	38
% part time	11%	12%	16%
Casual workers	19	28	21
Average week p/t	20.7 hrs	21.8 hours	22.8 hours
Hours between	7.67 – 35 hours	7.67 – 35 hours	7.67 – 35 hours
Average week all	35 hours	35 hours	34.7 hours
% Managerial roles	27%	21%	21%

### 3. Mean and Median Gender Pay Gap Results

We have used the guidance detailed on the gov.uk website to calculate this data described as: 'The gender pay gap of the organisation should be calculated as hourly pay, as both a:

- mean figure (the difference between the average of male and female pay).
- median figure (the difference between the midpoints in the ranges of male and female pay)'.

As a summary the results for Warwick District Council are set out below:

	Year	Female	Male	Difference between Female and Male mean & median hourly rate
<b>Number of employees</b>	2020	320	247	
	2019	313	244	
	2018	296	237	
<b>Mean hourly rate</b>	2020	£12.92	£15.08	14.32%
	2019	£12.43	£14.56	14.63%
	2018	£12.20	£14.41	15.3%
<b>Median hourly rate</b>	2020	£11.07	£13.11	15.5%
	2019	£11.24	£12.49	10%
	2018	£11.02	£12.37	10.9%
<b>Mean bonus payment</b>	2020	£390	£427	8.66%
	2019	£60.90	£61.08	0.29%
	2018	£34.47	£18.20	-89.4%
<b>Median bonus payment</b>	2020	£444	£444	0%
	2019	£500	£130	-284.6%
	2018	£750	£447	-68%
<b>Proportion who received a bonus</b>	2020	1.5%	2%	
	2019	13.4%	14.3%	
	2018	6%	3%	

3.1 For the purposes of Gender Pay Gap reporting a bonus payment includes a 'one off honoraria' and Warwick District Council 'Long Service Awards'.

3.2 The mean hourly rate is the "average" hourly rate when adding together the total of the hourly rates of all employees and dividing the total by the number of employees. The median hourly rate is the "average", middle hourly rate of all employees. This is calculated by sorting the hourly rate of workers from lowest to highest and working out what the middle employee's hourly rate is.

3.3 The mean can be affected by a small number of high earners, whereas the median takes into account the distribution of pay across the workforce and is less affected by a small number of high earners.

#### 4.0 Pay Quartiles

4.1 2019 – 2020 hourly rates within Warwick District Council range from £4.35 (apprentice rate) to £58.25. When dividing all employees into 4 quartiles the pay rates for the 4 quartiles are shown below:

**WDC Pay Quartiles by Gender 31.3.20**

Quartile	No. of males	No. of females	Total	Males	Females	Total %
Lower Quartile £4.35 to £10.24	46	95	141	33%	67%	100%
Lower Middle Quartile £10.24 to £11.88	59	83	142	42%	58%	100%
Upper Middle Quartile £11.88 to £16.60	58	84	142	41%	59%	100%
Upper Quartile £16.60 to £58.25	84	58	142	59%	41%	100%

**WDC Pay Quartiles by Gender 31.3.19**

Quartile	No. of males	No. of females	Total	Males	Females	Total %
Lower Quartile £4.10 to £9.78	55	84	139	40%	60%	100%
Lower Middle Quartile £9.78 to £11.61	57	82	139	41%	59%	100%
Upper Middle Quartile £11.61 to £15.94	49	90	139	35%	65%	100%
Upper Quartile £15.94 to £57.11	83	57	140	59%	41%	100%

**WDC Pay Quartiles by Gender 31.3.18**

Quartile	No. of males	No. of females	Total	Males	Females	Total %
Lower Quartile £4.59 to £9.55	54	80	134	37%	63%	100%
Lower Middle Quartile 9.72 to £11.74	48	85	133	36%	64%	100%
Upper Middle Quartile £11.74 to £15.63	52	81	133	39%	61%	100%
Upper Quartile £15.63 to £55.99	83	50	133	62%	38%	100%

4.2 Quartile Pay Band Summary - In order for there to be no gender pay gap, there would need to be an equal ratio of male to female in each quartile. However, within the Council 61.6% of the employees in the three lowest quartiles are female and 38% are male. This is reversed in the highest quartile with 59% being male and 41% women.

4.3 The figures set out above have been calculated using the standard methodologies used in the Equality Act 2010 (Gender Pay Gap Information) Regulations 2017.

## 5.0 Summary of Gender Pay Gap Data as at 31<sup>st</sup> March 2020

- The Mean Gender pay gap is 14.32% (a total decrease of 0.98% since 2018).
- The Median Gender pay gap is 15.5% (a total increase of 4.60% since 2018). Females in lower graded roles have increased by 16 and at the same time males in these roles have decreased by 10.
- The Mean Bonus pay has increased by 8.37% an increase from 2019 of 0.29% however the same numbers of males and females received a payment and the Medium bonus payment is 0% difference with both groups receiving £444.

## 6.0 Analysis

At Warwick District Council the mean hourly rate for females grew by 0.49p whereas the mean hourly rate for men grew by 0.52p.

The median hourly rate for females decreased by 0.17p and the median hourly rate for males grew by 0.62p. This is largely attributable to the higher number of females in the lower graded roles compared to males.

The lowest pay rate increased from £4.10 to £4.35 due to an increase in the apprenticeship pay rate.

## 7.0 National Picture

- 7.1 The Government Equalities Office (GEO) and the Equality and Human Right Commission (EHRC) have suspended gender pay gap reporting regulations for this year, due to the Covid-19 (Coronavirus). This means that there will be no expectation for employers to report their gender pay gaps for the 2019/20 reporting year (18/19 actual year). The Government's decision to relax this year's gender pay gap reporting deadline was due the unprecedented pressure faced by organisations. The table below gives the results that had been reported for 2018/19 (data the year prior to this report) prior to this announcement.

Employer	Employer Size	% Difference in hourly rate	% Difference in hourly rate	% Women in lower pay quartile	% Women in lower middle pay	% Women in upper middle pay	% Women in top pay quartile
North Warwickshire Borough Council	Not Provided						
Nuneaton & Bedworth Borough Council	500 to 999	4.5	4.3	64	44	56	50
Rugby Borough Council	Not Provided						
Stratford-On-Avon District Council	250 to 499	19.1	18.3	74.6	70.4	59.2	33.8
Warwick District Council	500 to 999	14.6	10	60	59	65	41
Warwickshire County Council	1000 to 4999	3.2	11.4	72.3	73	60.6	65.5

From the Office of National Statistics, the median **gender pay gap** among all employees fell from 17.8% in 2018 to 17.3% in **March 2019**, and continues to decline

We have compared the Council's gender pay gap results for the mean and median hourly pay to the Office of National Statistics (ONS) - Annual Survey of Hours and Earnings (ASHE) provisional earnings data for

October 2019 for jobs in the United Kingdom in the table below:

Description	Mean	Median
<b>United Kingdom</b>	16.2	17.3
Public Sector	15.7	16.8
Private Sector	19.9	23.6
<b>Warwickshire</b>	18.0	17.7
Warwick Area	24.2	17.9
Warwick District Council	15.3 (2018) 14.6 (2019) 14.3 (2020)	10.9 (2018) 10.0 (2019) 15.5 (2020)

At the date of compiling this report there is insufficient data published to draw effective comparisons for 31<sup>st</sup> March 2020 data.

**7.2 What are the factors influencing Warwick District Council's gender pay gap?**

7.3 Under the law, males and females must receive equal pay for:

- the same or broadly similar work;
- work rated as equivalent under a job evaluation scheme; or
- work of equal value.

7.4 Warwick District Council is committed to the principle of equal opportunities and equal treatment for all employees, regardless of sex, race, religion or belief, age, marriage or civil partnership, pregnancy/maternity, sexual orientation, gender reassignment or disability. It has a clear policy of paying employees equally for the same or equivalent work, regardless of their sex (or any other characteristic set out above).

7.5 As such it:

- operates job evaluation methodology to grade all jobs, using the Hay Job Evaluation Scheme to ensure that jobs are paid fairly;
- ensures that allowances are awarded fairly and consistently across the Council;
- re-evaluates job roles and pay grades as necessary to ensure a fair structure.

7.6 Warwick District Council is confident that its gender pay gap does not stem from paying males and females differently for the same or equivalent work.

7.7 On the date that this information was taken we employed more females than males, therefore it would be expected that there are more females than males at almost every level of the organisation. However, this is not replicated in the upper quartile.

**8.0 Publication**

WDC Gender pay gap data will be published at the end of March 2021.



## 9.0 Next steps

- 9.1 The data reported is based on March 2020 data, and comparisons have been drawn with the March 2018 and 2019 data which gives a positive indication of the direction of travel.

Update on previous actions:

- a) As discussed at Employment Committee in 2019 - further work on MI is now being scoped as part of the new Payroll system including the recruitment portal for 2021.
- b) MI has been enhanced in how it is presented to SMT to provide trends in recruitment and retention.
- c) As highlighted benchmarking data has been difficult to obtain however reviewing how we can deliver 'family friendly' policies/schemes has been a key priority – e.g. Maternity 'pay back' scheme withdrawn; Health and well-being scheme implemented.

It is apparent from the current high level data that females are not proportionality represented in the upper pay quartiles, utilising the data from the new recruitment portal in 2021 will support how we first understand and then address the causes of this as necessary, with some further examples to be considered below:

- i. Analysis of number of female applicants to roles and success rate.
- ii. Develop a greater evidence base to determine the proportion of female staff who return to work after maternity and adoption e.g. full time; part time and same role and those that continue in post a year after returning.
- iii. Any impact from COVID-19

And continue to:

- iv. Ensure consistent recruitment training that is fit for purpose e.g. recognition of unconscious bias.
- v. Increase awareness of 'work apprenticeship' training to encourage more employees to improve their skills and experience to enable the opportunity to progress their career.
- vi. Promote a consistent and transparent process to career grades and progression.
- vii. Promote Mentoring/Coaching opportunities.
- viii. Continue to develop flexible working options that support effective work life balance including career breaks/sabbaticals.

- 9.2 It should be noted that addressing the underlying causes of a gender pay gap and developing an effective action plan is an ongoing and iterative process. Time is required to both consider in detail the approach to adopt, and to refine the content as well as consider comparative data to be able to benchmark best practice both internally and externally. This will be incorporated into our Equality and Diversity and Inclusion actions as part of the People strategy updates.

## **Definitions**



For the purposes of reporting, **Standard Hourly Rate** includes the following:

- Basic Salary
- Casual payments
- Honoraria paid monthly to recognize acting up duties
- Shift premium pay
- Retention allowances
- Living Wage Foundation top ups
- Unsocial hours payments
- Standby payments
- First Aid Allowances
- Market Related Supplements

Not required to be included in reporting are:

- Overtime
- Mileage, subsistence and other expenses
- Redundancy payments
- Anyone receiving nil pay during the period e.g. on maternity / sick leave / leave with no pay
- Salary sacrifice amounts

### **Bonus**

Bonus pay means any remuneration that is in the form of money, vouchers, securities, securities options or interests in securities and relates to profit sharing, productivity, performance, incentive or commission. Non-consolidated bonuses are included. Long service awards with a monetary value are also included.

For WDC, this captures Long Service Awards and one-off honoraria payments. Regular honoraria payments are excluded from "bonus" calculations and included in "ordinary pay".

We believe this is in line with the ACAS guidance, but it is unclear whether other Councils have followed this definition as closely as ourselves and we have previously had conflicting advice.

### **Gender Pay Gap**

The gender pay gap is a measure of labour market or workplace disadvantage, expressed in terms of a comparison between males and females average hourly rates of pay. The gap can be measured in various ways and it is important to understand how the gap is being measured. The hourly rates of pay, excluding overtime are used to take account of the fact that many more males than females work full-time. Overtime is excluded because it is recognised that male employees work more overtime than female employees due to female's caring responsibility and part-time nature of work.

Gender pay is different to equal pay. The gender pay gap is the difference between the average hourly rate of pay of a male employee and the average hourly rate of a female employee as a percentage. The gender pay gap is calculated using both mean and median hourly rates.

### **Equal Pay**

There have been laws in place since the 1970s requiring employers to pay male and female who are doing 'like work', 'work of equal value' or 'work rated as equivalent' the same salary and to have equal contractual terms such as annual leave and pension payments. The law was updated in the Equalities Act 2010. This is known as equal pay.

Equal pay and gender pay are separate and not necessarily related. A company can be equal pay compliant and still have a gender pay gap. When a company pays equally and has a gender pay gap the cause is likely to be the distribution of males and females in different grades.

### **Mean Vs Median**

The mean hourly rate is the 'average' hourly rate when adding together the total of the hourly rates of all employees and dividing the total by the number of employees.

The median hourly rate is a different way of calculating an "average" hourly rate where the average is the middle hourly rate of all employees. This is calculated by sorting the hourly rate of workers from lowest to highest and working out what the middle employee's hourly rate is.

The mean average can be affected by a small number of high earners, whereas the median takes into account the distribution of pay across the workforce and is less affected by a small number of high earners.

### **Mean Gender Pay Gap**

The difference between the mean hourly rate of pay of male full-pay relevant employees and that of female full-pay relevant employees.

#### **To calculate the mean**

The mean is an average of all the numbers in a dataset, that is you have to add up all the numbers and then divide the result by how many numbers you are dealing with. To find the mean hourly rate for WDC's full-pay relevant male employees, all the hourly rates will be added together and then divided by the total number of full-pay relevant male employees. This will give the "mean" hourly rate.

### **Median Gender Pay Gap**

The difference between the median hourly rate of pay of male full-pay relevant employees and that for female full-pay relevant employees.

#### **To calculate the median**

The median is the numerical value which splits the top 50% and the bottom 50%. To find the median, all the hourly rates for all employees will be listed in numerical order; if there are an odd number of values, the median is the number in the middle. If there is an even number, the median is the mean of the two central numbers.

### **Bonus**

The gender pay gap is the average value of bonuses paid to female relevant employees expressed as a percentage of the average value of bonuses paid to male relevant employees. For Warwick District Council, bonuses as defined for the purposes of the Gender pay Gap are retention payments, one-off honoraria and long service awards.

Regular honoraria payments, to cover an acting up situation, are excluded from "bonus" calculations and included in "ordinary pay".

### **Mean Bonus Gap**

The difference between the mean bonus pay paid to male relevant employees and that paid to female relevant employees.

**Median Bonus Gap**

The difference between the median bonus pay paid to male relevant employees and that paid to female relevant employees.

**Bonus Proportions**

The proportions of male and female relevant employees who were paid bonus pay during the relevant period.

**Quartile Pay Bands**

The proportions of male and female full-pay relevant employees in the lower, lower middle, upper middle and upper quartile pay bands.

**Quartiles**

A quartile is one of the three points that divide the population of data into 4 equal parts. In the context of gender pay gap reporting, the four quartile pay bands are created by dividing the total number of full-pay relevant employee into four equal parts. For clarification, that is not WDC Pay bands.

**Measures**

A positive measure, for example 18%, indicates the extent to which females earn, on average, **less** per hour than their male counterparts.

A negative measure, for example -18%, indicates the extent to which females earn, on average, **more** per hour than their male counterparts. This may happen, for example, if WDC employ a high proportion of males in low-paid part-time work, and/or the senior and higher paid employees are female.

## Ethnicity Pay Gap Reporting

### 1. Background

The overall ethnicity pay gap is defined as the difference between the average (mean and median) pay of Black, Asian and minority ethnic (BAME) employees and White British employees expressed as a percentage of the mean and median pay of BAME employees.

In January 2019 the UK government closed its consultation on ethnicity pay gap reporting. We do not yet know what will come of that consultation, but it seems highly likely that in the future this will become a new requirement alongside gender pay gap reporting. We are recommending that from this reporting year onwards the Council voluntarily publishes its ethnicity pay gap data because we believe it's an important step towards ensuring our workforce is diverse, inclusive and fair for everyone.

We use the term BAME throughout this report however we recognise its limitations as a term that combines and therefore dilutes the experiences of Black, Asian and other minority ethnic groups.

This report includes the Council's ethnicity pay gap data using the snapshot date of 31<sup>st</sup> March every year.

### 2. BAME profile

At June 2020, the Black, Asian and Minority Ethnic (BAME) profile at the Council, comparing the percentage of White British and other ethnicities, shows a similar representation of BAME employees as of 11.33%, snapshot as of June 2020 (58 out of 512 and 46 (8.99% not known), compared with the general population of Warwickshire (11.8%).

	2020		2019		2018	
<b>Not Known</b>	60	10.6%	64	11.5%	47	8.8%
<b>BAME</b>	57	10 %	52	9.4%	46	8.7%
<b>White</b>	450	79.4%	441	79.1%	440	82.5%
<b>Total</b>	567		557		533	

### 3. Mean ethnicity pay gap

- 3.1 There is an 8.9% pay gap between the mean hourly rate for BAME employees and those White British / unknown at 31 March 2020.
- 3.2 The Council's mean ethnicity pay gap has reduced by 3.8 percentage points from 12.7% since 2018.

### 4. Median ethnicity pay gap

- 4.1 There is an 11.2% pay gap between the median hourly rate for BAME employees and those White British / unknown at 31 March 2020.
- 4.2 The Council's median ethnicity pay gap has reduced by 2.7 percentage points from 13.9% since 2018.

## 5. Bonus pay

- 5.1 In terms of mean hourly bonuses, those of BAME background earn less (£370.00) than White British employees (£413.33). The gap is 10.5% in favour of White British employees.
- 5.2 In terms of median bonuses, those of BAME background earn more (£370.00) than total employees (£327.60) employees. The gap is -12.9% in favour of BAME employees.

## 6. Proportion by pay band quartiles

**WDC Pay Quartiles by Ethnicity 31.3.20**

Quartile	Not Known	%	BAME	%	White	%
Lower Quartile £4.35 to £10.24	25	17.7%	13	9.2%	103	73.1%
Lower Middle Quartile £10.24 to £11.88	14	9.9%	22	15.5%	106	74.6%
Upper Middle Quartile £11.88 to £16.60	9	6.3%	13	9.2%	120	84.5%
Upper Quartile £16.60 to £58.25	12	8.5%	9	6.3%	121	85.2%

- 6.1 At 31 March 2020 the highest concentration of BAME employees is in the lower middle quartile (15.5%).
- 6.2 The percentage of BAME employees in the upper quartile has increased by 1.8 percentage points and by 0.2 percentage points in the upper middle quartile since March 2018.
- 6.3 Since March 2018, the percentage of BAME employees in the lower quartile has decreased by 1.3 percentage points.

**WDC Pay Quartiles by Ethnicity 31.3.19**

Quartile	Not known	%	BAME	%	White	%
Lower Quartile £4.10 to £9.78	24	17.3%	11	7.9%	88	63.3%
Lower Middle Quartile £9.78 to £11.61	13	9.35%	19	13.6%	107	76.9%
Upper Middle Quartile £11.61 to £15.94	12	8.6%	15	10.8%	111	79.8%
Upper Quartile £15.94 to £57.11	15	10.7%	7	5%	118	84.3%

6.4 At 31 March 2019 the highest concentration of BAME employees is in the lower middle quartile (13.6%).

<b>WDC Pay Quartiles by Ethnicity 31.3.18</b>						
<b>Quartile</b>	<b>Not known</b>	<b>%</b>	<b>BAME</b>	<b>%</b>	<b>White</b>	<b>%</b>
<b>Lower Quartile</b> £4.59 to £9.55	9	6.7%	14	10.5%	111	82.8%
<b>Lower Middle Quartile</b> 9.72 to £11.74	10	7.5%	14	10.5%	109	82%
<b>Upper Middle Quartile</b> £11.74 to £15.63	13	9.8%	12	9%	108	81.2%
<b>Upper Quartile</b> £15.63 to £55.99	15	11.3%	6	4.5%	112	84.2%

6.5 At 31 March 2018 the highest concentration of BAME employees is in the lower and lower middle quartiles, both at 10.5%.

## 7. Raw Data

		<b>Not Known</b>	<b>BAME</b>	<b>White</b>	<b>OVERALL</b>	<b>Difference between BAME and Overall mean &amp; medium rates</b>
<b>Number of employees</b>	2020 2019 2018	60 64 47	57 52 46	450 441 440	567 557 533	
<b>Mean hourly rate</b>	2020 2019 2018	12.81 12.47 13.49	12.62 11.66 11.81	14.16 13.69 13.67	13.86 13.36 13.53	8.9% 12.07% 12.7%
<b>Median hourly rate</b>	2020 2019 2018	10.54 10.27 12.13	10.54 10.27 10.44	12.35 11.85 12.13	11.88 11.61 12.13	11.2% 11.5% 13.9%
<b>Mean bonus payment</b>	2020 2019 2018	0 554.29 1800	370 600 600	413.33 442.21 625	413.33 422.21 681.58	10.5% 9.9% 11.9%
<b>Median bonus payment</b>	2020 2019 2018	0 500 1800	370 500 750	444 250 750	327.60 250 750	-12.9% -100% 0%
<b>Proportion who received a bonus</b>	2020 2019 2018	0% 10.9% 2.13%	1.75% 7.69% 8.69%	2% 14.96% 3.18%	1.76% 12% 3.56%	

# Executive

Excerpt of the Minutes of the meeting held remotely on Tuesday 17 November 2020 at 6.00pm, which was broadcast live via the Council's YouTube Channel.

**Present:** Councillors Day (Leader), Cooke, Falp, Grainger, Hales, Matecki and Rhead.

**Also Present:** Councillors: Boad (Liberal Democrat Group Observer), A Dearing (Green Group Observer), Mangat (Labour Group Observer), Milton (Chair of Overview & Scrutiny Committee) and Nicholls (Chair of Finance & Audit Scrutiny Committee).

## Part 1

(Items upon which a decision by the Council was required)

### 49. Fees and Charges

The Executive considered a report from Finance detailing the proposals for discretionary Fees and Charges, in respect of the 2021 calendar year. It also showed the latest Fees and Charges 2020/21 income budgets, initial budgets for 2021/22 and the actual out-turn for 2019/20.

The Council was required to update its Fees and Charges in order that the impact of any changes could be fed into the setting of the budget for 2021/22. Discretionary Fees and Charges for the forthcoming calendar year needed to be approved by Council.

In the financial climate, and with the impact of COVID-19, it was important that the Council carefully monitored its income, eliminated deficits on service specific provisions where possible, and minimised the forecast future General Fund revenue deficit.

Budget Managers were tasked with seeking to achieve additional income of 15%. However, for some Fees and Charges, legislation and other factors made it unviable to achieve this, and so these had been set in accordance with such legislation, and service knowledge provided by the managers. This was intended to make a contribution towards the savings that the Council needed to make in its overall budget over future years, with the timeline for making significant savings being significantly reduced due to the impact of Covid-19

As a result of this, the Fees and Charges, outlined in Appendix A to the report, presented an overall forecast increase in income of 9% (£647,000).

The Regulatory Manager had to ensure that licensing fees reflected the current legislation. The fees charged needed to reflect the amount of officer time and associated costs needed to administer them.

New cremation fees were proposed to meet potential new or differing customer requirements.

Land Charges and Building Control fees were ring fenced accounts. Income levels for Land Charges had reduced, due to the transfer of the LLC1 fee to



## **EXECUTIVE MINUTES (Continued)**

the Land Registry Service. There had been a corresponding fall in staffing costs and payments to Warwickshire County Council to reflect this. Income and expenditure was carefully monitored to avoid creating a large surplus (or deficit) on the Land Charges Control Account, which needed to break even. Building Control was subject to competition from the private sector and had to set charges that were competitive within this market.

Management of the Council's Leisure Centres was by Everyone Active. The contract definition stated that 'The Contractor shall review the (following) core products and prices each year and submit any proposed changes to the Authority for approval (the "Fees and Charges Report")'. Everyone Active were expected to request an increase on some of these prices, in line with the Retail Prices Index (RPI). Previously, when the leisure centres were operated by the Council, most years the charges were increased by around RPI. It was recommended that, provided the changes proposed by Everyone Active to the core products and prices were within the September RPI, that the Heads of Culture and Finance, in consultation with the relevant Portfolio Holders, could accept the changes. In reviewing the proposed increases, officers would consider previous years increases to avoid automatic year on year increases in prices.

Linear car parking charges were to be removed, to be replaced with charges covering specified stay durations. Sunday charges were also to be in place at all car parks from 4 January 2021, and parking for electric vehicles would be free.

New fees were included to reflect the increase in products and services offered as part of the Lifeline service.

The revenue effects of the proposed fees and charges were summarised in the following table (ring fenced accounts had been removed).

<b>General Fund Services</b>	<b>Actual 2019/20 £</b>	<b>Original Budget 2020/21 £</b>	<b>Forecast 2020/21 £</b>	<b>Forecast 2021/22 £</b>	<b>Change 2020/21 Original to 2021/22 %</b>
Chief Executive's Office	62,726	45,000	30,000	47,300	5.11%
Culture		209,600	39,600	229,400	9.45%
	237,511				
Development	1,338,974	1,337,700	1,071,900	1,364,000	1.97%
Health & C.P.	2,000	6,800	6,800	7,400	8.82%
Housing	0	84,800	0	0	
Neighbourhood		5,503,900	4,436,500	6,186,700	12.41%
	5,005,386				
<b>Total General Fund Services</b>	<b>6,646,597</b>	<b>7,187,800</b>	<b>5,584,800</b>	<b>7,834,800</b>	<b>9.00%</b>
<b>Housing Revenue Account</b>	<b>413,491</b>	<b>443,700</b>	<b>430,000</b>	<b>445,000</b>	<b>0.29%</b>

Increased income from fees and charges sought to generate income to cover the costs of the provision of respective services. Any increases would reduce the ongoing savings target within the Financial Strategy.

## **EXECUTIVE MINUTES (Continued)**

The forecasts for 2020/21 and 2021/22 would be reviewed within both the Base Budget Report in December 2020, and the Budget Setting Report in February 2021. Managers would also continue to review their projections on a monthly basis.

In terms of alternative options, the various options affecting individual charges were outlined in sections 8 to 16 of the report.

Fees and Charges for 2021/22 could remain at the same level as for 2020/21, which would increase the savings to be found over the following five years, unless additional activity could be generated to offset this. This was not a realistic option, given the position of the Financial Strategy, and the level of savings required.

An addendum circulated prior to the meeting advised Members *both new and renewal applications will no longer receive the concession for reduced fees for HMO licensing for landlords with multiple dwellings.*

The addendum also advised Members of an update to Appendix A to the report, where the proposed increase in the price of a season ticket at Linen Street Car Park, which was set out on page 65, was included in error and should have read:

Linen Street Multi Storey (100 spaces)	Charge from 2/4/20	Proposed Charge from 4/1/21
- Per Annum	£521.50	£521.50
- Per Month	£62.00	£62.00

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

Councillor Hales thanked the Finance and Audit Committee and the Programme Advisory Board for their advice. He then proposed the report as laid out and subject to the addendum as circulated and detailed above.

### **Recommended to Council that**

- (1) the Fees and Charges proposals, as set out in Appendix A to the minutes, to operate from 4 January 2021, be agreed; and
- (2) provided the changes proposed by Everyone Active to the core products and prices from January 2021 are within the September RPI, the Heads of Culture and Finance, in consultation with the relevant Portfolio Holders, be authorised to accept these charges.

(The Portfolio Holder for this item was Councillor Hales)  
Forward Plan Reference 1,138

## **EXECUTIVE MINUTES (Continued)**

### **50. Sherbourne Resource Park – Proposal to become a Partner Council**

The Executive considered a report from the Deputy Chief Executive (BH) and Neighbourhood Services proposing that the Council invest in the opportunities presented by the development of a regional Materials Recycling Facility (MRF) and formally join the following local authorities as a Partner Council in the project:

- Coventry City Council (CCC)
- Stratford District Council (SDC)
- Rugby Borough Council (RBC)
- Nuneaton & Bedworth Borough Council (NBBC)
- North Warwickshire Borough Council (NWBC)
- Solihull Metropolitan Borough Council (SMBC)
- Walsall Council (WC)

Warwick District Council (WDC) was collecting approximately 10,000 tonnes of dry mixed recycle (DMR) materials under its waste collection contract. This was sorted, processed and taken to market by its contractor, with their costs and with a risk premium, reflecting the risk of fluctuations in the value of the processed materials, reflected in the contract price. Under the proposals in the report, the Council would in future send all of its DMR to the MRF.

Evidence from recent procurement exercises in Coventry and in neighbouring Warwickshire authorities had demonstrated an upward trend in the contract costs associated with material recycling. Within the current group of Partner Councils, the gate fees for disposal of recyclates were above £65p/t and these costs, plus the additional haulage costs of transporting waste to recycling facilities, were reflected back in contract prices. Market intelligence indicated that further substantial rises were likely as the private sector continued to move the risk of reducing end market prices, and the likelihood of future additional costs arising from new legislation on recycling to local authorities. It was anticipated that the removal of risk from, and the reduction of cost for the contractor, resulting from the use of the MRF, would reduce the future costs of the proposed new waste collection contract, which was the subject of a separate report considered by the Executive on the 17 November 2020 at Minute Number 56 (Waste Contract Renewal – Update Report).

In 2017/18 an initial feasibility study was undertaken, led by Coventry City Council (CCC), to consider the technical and economic viability of developing a MRF to serve CCC, neighbouring local authorities and commercial businesses across the region. This study indicated a positive business case, subject to more detailed information. That business case had subsequently been developed further and concluded that a MRF with a capacity of processing between 120,000 and 175,000 k/tonnes per annum, with c90,000 k/t, rising to c120,000 k/t from local authorities, would be commercially viable. This base case was prepared on conservative assumptions and sensitivities had been run through the financial modelling, to measure the economic and commercial considerations of additional Partner Councils and third party commercial dry mixed recycle, and the benefit to each Partner Council.

## **EXECUTIVE MINUTES (Continued)**

In order to make the construction of the MRF financially viable and allow both risk and reward to be shared across the local government sector, a formal agreement (the Joint Working Agreement) was put in place between CCC, NBBC, NWBC, RBC, SMBC and WC, who would become Partner Councils in the project, based on the principle of joint decision making, with any formal voting decision weighted on each partner's proportionate stake in the project. Each Partner Council would become a shareholder in a wholly owned arms-length company that would construct and operate the MRF, with their stake based on the principle of proportionality, represented as a percentage stakeholding equivalent to their proportion of the total tonnage of DMR to be provided to the MRF by all the partners. SDC were subsequently offered the opportunity to become a Partner Council, and chose to do so in October 2019.

WDC were offered the same opportunity to join the project as a full Partner Council but chose to join at an advanced stage. A planning application was submitted for the MRF on a site allocated for such a facility within the CCC Local Plan, adjacent to the existing Waste to Energy Plant at Bar Road, Coventry, and was due to be considered by the CCC Planning Committee in November 2020. An OJEU compliant procurement exercise was undertaken by CCC (the Procuring Authority) on behalf of the other Partner Councils, as provided by the Joint Working Agreement. To minimise risk, separate packages were procured for a Design and Build civil engineering contract and the fit-out contract, and was subject to a competitive dialogue phase of negotiations prior to final bid submissions being made. The securing of planning consent and the final tender submission prices would allow the project to be brought to 'financial close' on 1 March 2021.

The existing partners made it clear to WDC that a formal decision on whether the Council wished to join the project was required by the end of November 2020, so that the necessary arrangements could be made without compromising the indicative timetable of works. The timetable had been designed to allow contract awards to be made on 1 March 2021, with development to then commence, commissioning of the completed facility to begin in late 2022, and the facility to become fully operational in summer 2023. The key milestone dates in the indicative programme were set out at confidential Appendix Three to the report.

This deadline was driven by the need for all the Partner Councils to understand and budget for their financial contribution to the project. At the financial close of this phase of the project, the Partner Councils would be required to establish jointly an arms-length company (AssetCo), which would enter into the contracts to deliver the recycling solution, funded through loans from the partners.

In agreeing the recommendation to join the project the Council would be:

- committing to its share of the costs of the construction, development and operation of the MRF;
- committing the recycling tonnage of dry material recycle (DMR) collected within its District for the next 20 years; and
- committing to establishing, being represented on and being bound by the decisions of Assetco, who would control operation of the MRF for 40 years.

## **EXECUTIVE MINUTES (Continued)**

In so doing the Council was, along with the other Partner Councils, potentially committing to remain a project partner for 40 years. Once the Joint Working Agreement had been signed, this Council, or any successor body, could only leave the project if:

- the gate fee for use of the MRF was calculated to exceed the agreed maximum gate fee, as specified in the Joint Working Agreement, at confidential Appendix Five to the report, when the final Business Case was assessed at financial close;
- all partners agreed not to proceed with the project, prior to financial close;
- all partners agreed to dissolve AssetCo;
- AssetCo was formally wound-up;
- WDC's shareholding was transferred to another public sector body who took on WDC's responsibilities under the agreements (for example, were changes to be made to the current local government structure within Warwickshire).

The financial business case for WDC to join the project was based on the detailed cashflow modelling set out in confidential Appendix One to the report, and the overall conclusion on project viability was set out in confidential Appendix Two to the report. This modelling was underpinned by the assumption that all DMRs from each of the Partner Councils would be committed to the project. This guaranteed supply of materials made the MRF cost effective, whilst leaving tonnage headroom within its handling capacity for either growth in the future needs of the Partner Councils, as recycling rates increased, or commercial growth and/or the addition of more Partner Councils.

This business case modelling was undertaken on WDC's behalf by KPMG and then analysed thoroughly by WDC's Finance team. It demonstrated that joining the project should deliver significant financial benefits to the Council.

The commitment to the project was potentially for 40 years (the lifespan of the MRF), the loan facility was for 20 years, mirroring the length of the Waste Supply Agreement, and the contracts that Partner Councils would enter into with AssetCo. The financing of the second 20-year period would, therefore, be a decision for the Partner Councils (or their successor bodies) to make.

The use of the MRF allowed the Council to mitigate the known risk of the costs of recyclate processing continuing to rise, and this being passed on to the Council through increased waste collection contract prices. The MRF was designed to provide a flexible solution, capable of producing high quality recyclate, with built-in redundancy to evolve with future changes in waste legislation and targeted material streams. On completion it would be the most advanced facility of its type in the UK, placing WDC and the other Partner Councils in the advantageous position of being at the forefront of change.

The project also offered an opportunity to use WDC's investment power to reduce the long term cost of a key statutory service whilst potentially improving the quality of the recycling service this Council offered and reducing the impact of climate change.

## **EXECUTIVE MINUTES (Continued)**

In joining the project, a decision from full Council was needed to provide the authority to add the project to the Council's capital programme, make provision to subscribe for ordinary shares in AssetCo and contribute cash to AssetCo, in accordance with the Joint Working Agreement, and make provision to fund the loan facility that this Council would be required to make available to the AssetCo. The provisions within this recommendation provided the necessary legal and financial approvals for this.

In making the decision to join the project, the Council needed to make provision for payment of a share of the costs of developing the project to financial close. These costs were shared by the existing partners, with their respective cost shares determined by the ratio of their 2018/19 DMR tonnages. In joining the project, WDC would be required to pay a proportion of the 'sunk' costs of developing the project up to financial close, with the other Partner Councils share reducing proportionately. This payment would be made to the Procuring Partner, CCC, that had borne the costs of the project work to date.

The detailed of the cost to WDC, not exceeding £300,000, was set out in confidential Appendix Two to the report. It was proposed that this was funded through a Public Works Loan Board (PWLB) loan.

The Council needed to make provision for a one-off payment to subscribe for ordinary shares in AssetCo, at the point of the financial closure of the project. The details of the cost to WDC, not exceeding £100,000, was set out in confidential Appendix Two to the report. It was proposed that this was funded through a PWLB loan.

The appointment of representatives to outside bodies was a decision for full Council, and recommendation 2.2.5 to Council sought a delegation from full Council to the Chief Executive, in consultation with the Leader.

Subject to Council approving recommendation 2.2, the Executive needed to exercise its powers under Section 12 of Local Government Act 2003 and Section 1 of the Localism Act 2011 to establish the AssetCo, the 'arms-length' trading company, that would be structured to accommodate both local authority and, through a Teckal compliant subsidiary company, private sector trading. Therefore, for ease it was proposed that the Chief Executive was delegated authority to enter into the relevant legal agreements and associated documents.

Additionally, as set out in paragraph 5.2 of the report and confidential Appendix Two to the report, the Council would need to make provision within its Capital programme for up to a maximum of £400,000 of up-front funding for the delivery of the project.

Prior to the establishment of the AssetCo and the final decision to proceed with the project, the Partner Councils were bound by the terms of the Joint Working Agreement.

To join the project, the Council was required to sign the Deed of Adherence, as set out at confidential Appendix Four to the report, which provided for WDC to be added as a signatory to the Joint Working Agreement, as set out at confidential Appendix Five to the report.

## **EXECUTIVE MINUTES (Continued)**

In making their decision on this recommendation, Members considered the contents of the Warwickshire Legal Services advice note, set out at confidential Appendix Six to the report.

The business case for the project, required each Partner Council to make available a minimum loan provision to the AssetCo. The level of the provision required to be made by each Partner Council was based on its future shareholding stake in the AssetCo. The level of that stake was, in turn, derived from its proportion of the total tonnage of DMR to be provided by all the Partner Councils, based on 2018/19 actual tonnages. For WDC, the percentage stake of its future proposed shareholding in the AssetCo was set out in confidential Appendix Nine to the report, and the minimum loan provision was set out in confidential Appendix Two to the report.

However, Council was recommended to make a larger loan provision of up to a maximum of £6m available to AssetCo. This higher level of loan facility would protect the Council against the impact of any price fluctuations generated by the appraisal of the final contract bid submissions on the final Business Case, prior to sign off at financial close.

It was, therefore, proposed that the final level of loan should be determined under delegated authority and should be reported to Council as part of the February 2021 Budget Setting report.

The future governance of the AssetCo would be set out in a future Shareholders Agreement that would be signed by all the Partner Councils prior to contract award.

The current draft of this Agreement was attached at confidential Appendix Seven to the report. It was proposed that the final version would be agreed under the delegated authority, as set out in recommendation 8, with further detailed advice sought from Warwickshire Legal Services, allowing comments to be fed into the drafting process as appropriate.

The Council also needed to commit to the future supply of its DMR to be directed to the MRF for the 20-year period, as set out in the Waste Supply Agreement, that would be signed by all the Partner Councils prior to contract award.

The current draft of this Agreement was attached at confidential Appendix Eight to the report. It was proposed that the final version would be agreed under the delegated authority as set out in recommendation 9, with further detailed advice sought from Warwickshire Legal Services, allowing comments to be fed into the drafting process as appropriate.

The project was managed by a Project Team, comprising officers seconded from Coventry City Council. External, independent advice on legal, financial and the technical aspects of the project, had been procured from Pinsett Mason LLP, KPMG, and Wardle Armstrong respectively. The Project Team reported to a Project Board, comprised of senior officer representatives from each of the Partner Councils. Since the Leadership Coordination Group indicated in-principle support for WDC to become a Partner Council, officers were afforded observer status on the Project Board and the Finance and Legal sub-groups, which were developing the Waste Supply and Partnership

## **EXECUTIVE MINUTES (Continued)**

Agreements respectively. These governance arrangements would remain in place until the financial close and the formal establishment of Sherbourne Recycling Limited, the AssetCo.

However, when AssetCo was established, it required new governance arrangements.

The members of the AssetCo Board would be the managing directors of Sherbourne Recycling Limited, and would have legal responsibilities to the Company, rather than directly to their respective Councils. It was, therefore, critical that the WDC Board Member was aware of the political priorities of the Council so they could ensure that these were properly reflected in Board discussions.

Given the prominence and financial importance of the MRF to the Council and in recognition that this was first time the Council had participated in a jointly managed but wholly local government owned arms-length company, it was proposed that regular briefings were provided to the named Members by the Board Member, so they could receive appropriate guidance on what outcomes this Council sought to achieve through the operation of the AssetCo. How this was done would be a member decision, and alternative options to the arrangement proposed in recommendation 10 were considered.

Members noted that where a decision of the Board could be made under the reserved matter arrangements, as set out in the Shareholders Agreement, a report would be presented to Executive or Council, as appropriate (and mirror reports would be taken through the governance structures of the other Partner Councils), so the Council's views would be determined in advance of any Board decision, and the Board Member would be requested to have regard to the decision when voting.

In addition to the proposal in the recommendation above, it was proposed that the Neighbourhood PAB would receive regular reports on both the operation of the MRF and the implementation and performance of the proposed new joint waste contract with Stratford District Council, that was the subject of a report considered by the Executive on 17 November 2020, at Minute Number 56 - Waste Contract Renewal – to which it was fundamentally linked.

The proposed reporting to the PAB was to ensure backbench Members were engaged in the Council's decision-making processes and were able to see when and where their views and suggestions had shaped or influenced outcomes.

Soft market testing of the proposed joint waste contract, provided strong evidence that the removal of kerbside sorting of recyclates, and the guarantee that the DMR materials would be purchased by the MRF for a set gate fee, increased the likelihood of competing and competitive bids being received through an external procurement exercise.

In terms of alternative options, not becoming a Partner Council in the MRF project was not recommended as it would deliver none of the benefits set out in the report, expose the Council to the financial risks arising from either placing the responsibility for making suitable alternative



## **EXECUTIVE MINUTES (Continued)**

arrangements for DMR processing on the waste collection contractor or taking on that direct responsibility, and would effectively mean that the proposed joint waste contract with SDC could not be progressed without the risk of higher prices being loaded into tender returns, and/or no contractors submitting a tender, because there was not unanimity of recycle processing arrangements over the whole geography covered by the contract.

The option of deferring a decision to allow the Council to request further information was not recommended, given the time constraints for decision making. However, the Council would be joining a well-established project, nearing financial close, and the range of information available to allow the evaluations underpinning the recommendations was considerable and sufficient to allow an informed decision to be made.

Alternative options were available to provide guidance to the Council's Board representative on AssetCo, for example, replacing the recommended three named members with a group of alternative membership, or dispensing with the arrangement entirely and leaving this function to the Neighbourhood PAB. These options were not recommended because of the prominence and financial importance of the MRF to the Council.

The Overview and Scrutiny Committee considered this report alongside the report at Minute Number 56 – Waste Contract Renewal – Update Report, because they both dealt with waste management. It noted and accepted the contents of both reports. The comments it made focussed on service delivery and therefore have been recorded in the minutes for that item.

The Committee expressed its thanks to the Portfolio Holder, Councillor Grainger and Julie Lewis, the Head of Neighbourhood Services

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

Councillor Grainger thanked both of the Scrutiny Committees and proposed the report as laid out.

### **Recommended to Council that**

- (1) the project be added to the to the Council's approved capital programme;
- (2) a loan facility of up to a maximum of £6m to be made available to Sherbourne Recycling Limited (AssetCo), that will own and operate the MRF, on appropriate commercial market terms funded from Public Works Loan Board (PWLB) borrowing, be approved;
- (3) a one-off payment be made of up to £300,000 to the Procuring Authority during financial year 2020/21, funded from PWLB borrowing, as this Council's contribution to the development costs of the project up to financial close-down, in accordance with the terms of the Joint Working

## **EXECUTIVE MINUTES (Continued)**

Agreement, be approved;

- (4) a one-off payment be made of up to £100,000 during financial year 2020/21, funded from PWLB borrowing, to subscribe for ordinary shares in AssetCo and contribute cash to AssetCo in accordance with the Joint Working Agreement, be approved; and
- (5) authority be delegated from the Council to the Chief Executive, in consultation with the Leader of the Council, to appoint an officer as representative of the Council as a director of AssetCo.

### **Resolved** that

- (1) the proposal to become a full Partner Council in the Sherbourne Resource Park, Materials Recycling Facility (MRF) project, be supported;
- (2) the implications of joining the project, as set out at paragraphs 3.1.5 and 3.1.6 in the report, be noted;
- (3) the financial appraisal of the project proposals and the implications for this Council, as set out in confidential Appendices One and Two, be noted;
- (4) this Council will be required to confirm to the current Partner Councils whether or not it wishes to become a full investing partner in the project no later than 26 November 2020, be noted;
- (5) the indicative programme for the financial close of the project, contract award and the subsequent construction and fit-out periods, as set out at confidential Appendix Three to the report, be noted;
- (6) subject to Council on 25 November agreeing the proposed recommendations above, the use of the Council's powers under Section 12 of the Local Government Act 2003 and Section 1 of the Localism Act 2011 be approved to (but not limited to):
  - (a) authorise the Deputy Chief Executive (BH), in consultation with the Portfolio Holder for Neighbourhood and the Leader of the Council, to negotiate, agree and enter into all relevant legal agreements and associated documents necessary to give

## **EXECUTIVE MINUTES (Continued)**

effect to the proposal;

- (b) acquire shares in AssetCo, (Sherbourne Recycling Limited, the wholly owned company to be established by the Partner Councils) funded by Public Works Loan Board (PWLB) loan finance as set out in Section 5 and confidential appendix Two to the report;
  - (c) negotiate and agree a loan facility of up to a maximum of £6m to be made available to AssetCo on appropriate commercial market terms;
  - (d) negotiate and agree variations to the terms of the loan facility;
  - (e) enter into the relevant legal agreements and associated documents necessary to manage and operate AssetCo (the Shareholders Agreement);
  - (f) enter into a Waste Supply Agreement with AssetCo, committing the Council's dry material recycle tonnage for 40 years;
  - (g) agree to provide upfront funding for the project of up to £400k, as set out in confidential Appendix Two, including the one-off payment to the Procuring Authority as set out in paragraph 2.2.3 and the cash contribution to AssetCo as set out in paragraph 2.2.4, and this be included in the Capital Programme and funded from PWLB borrowing, or other appropriate funding as determined by the Head of Finance in accordance with the Council's Code of Financial Practice.
- (7) subject to Council on 25 November agreeing the proposed recommendations above, the signature of the Deed of Adherence to commit the Council to the Joint Working Agreement with the other Partner Councils, as set out at confidential Appendices Four and Five respectively, noting the legal advice from Warwickshire Legal Services set out at confidential Appendix Six to the report, be approved;
- (8) subject to Council on 25 November agreeing the proposed recommendations above, authority be delegated to the Deputy Chief Executive (BH) and Head of Finance, in consultation with the Finance Portfolio Holder to determine the level of

## **EXECUTIVE MINUTES (Continued)**

loan to be provided to AssetCo, up to the maximum threshold of £6m;

- (9) subject to Council on 25 November agreeing the proposed recommendations above, current draft of the Waste Supply Agreement, as set out at confidential Appendix Eight to the report, and authority be delegated to the Deputy Chief Executive (BH) and Head of Neighbourhood Services, in consultation with the Neighbourhood Portfolio Holder and Leader of the Council to finalise the Agreement, be noted;
- (10) subject to Council on 25 November agreeing the proposed recommendations above, the Board of the future AssetCo will be comprised of one appropriately trained senior officer from each Partner Council, be noted;
- (11) the Leader of the Council and the Finance and Neighbourhood Portfolio Holders will receive feedback from and provide guidance to the officer representative on the AssetCo Board, be approved and that where a formal Board decision is required that would impact on the partners an appropriate Executive report would be brought forward;
- (12) oversight of, and guidance on the future operation of the MRF will also available through the Neighbourhood Programme Advisory Board (PAB), be noted; and
- (13) the potential beneficial impact of the approach proposed is subject to the proposed joint waste contract that is the subject of the Waste Contract Renewal Update Report (Minute Number 56), and that the overall financial position will not be known until the proposed waste collection tenders have been analysed in summer/autumn 2021, at which point the Council's Medium Term Financial Projections will be updated.

(The Portfolio Holder for this item was Councillor Grainger)  
Forward Plan Reference 1,151

### **51. Public and Press**

**Resolved** that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following items by reason of the likely disclosure of exempt information within the paragraph of Schedule 12A of the Local Government Act 1972, following the Local  
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## **EXECUTIVE MINUTES (Continued)**

Government (Access to Information) (Variation) Order 2006, as set out below.

Minute Numbers	Paragraph Numbers	Reason
58, 59, 60	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

### **58. Confidential Appendices to Item 4 – Sherbourne Resource Park – Proposal to become a Partner Council**

The Executive approved the confidential Appendices in relation to Agenda Item 4, Minute Number 50 – Sherbourne Resource Park – Proposal to become a Partner Council.

(The meeting ended at 7.26pm)

## Fees and Charges 2021/22

		Actual 2019/20 £	Original Forecast 2020/21 £	Latest Forecast 2020/21 £	Original Forecast 2021/22 £
<b>General Fund Services</b>					
<a href="#">Chief Executive's Office</a>	(App A2)	62,726	45,000	30,000 <b>-33.3%</b>	47,300 <b>5.1%</b>
<a href="#">Culture</a>	(App A3)	237,511	209,600	39,600 <b>-81.1%</b>	229,400 <b>9.4%</b>
<a href="#">Development</a>	(App A14)	1,338,974	1,337,700	1,071,900 <b>-19.9%</b>	1,364,000 <b>2.0%</b>
<a href="#">Health &amp; Community Protection</a>	(App A31)	2,000	6,800	6,800 <b>0.0%</b>	7,400 <b>8.8%</b>
<a href="#">Housing</a>	(App A40)	0	84,800	0	0
<a href="#">Neighbourhood</a>	(App A42)	5,005,386	5,503,900	4,436,500 <b>-19.4%</b>	6,186,700 <b>12.4%</b>
<b>Total General Fund Services</b>		<b>6,646,597</b>	<b>7,187,800</b>	<b>5,584,800 -22.3%</b>	<b>7,834,800 9.0%</b>
<b>Housing Revenue Account</b>					
<a href="#">HRA</a>	(App A57)	413,491	443,700	430,000 <b>-3.1%</b>	445,000 <b>0.3%</b>

### Notes:

- i) Recommended charges to operate from 4th January 2021 (unless otherwise stated).
- ii) Charges inclusive of VAT where applicable (unless otherwise stated).
- iii) Juniors are regarded as persons under 18 years of age (unless otherwise stated)

## Chief Executive's Department

ICT - GIS section	Current Charge £	Proposed Charge From 4/1/21 £	
<b>Street Naming and Numbering</b>			
Rename/number existing property	39.00	41.00	5.13%
Amend a Development Layout	79.00	83.00	5.06%
Add a name to existing numbered property	Nil	Nil	
Naming of a New Street	128.00	134.50	5.08%
Numbering of New Development -			
1-10 plots	£79 per plot	£83 per plot	
11+plots	£790 plus £22 per plot	£830 plus £23 per plot	
Additional copies of 'Confirmation of Address' letters	Upon request	Upon request	
Renaming of a street	Upon request	Upon request	

	Actual 2019/20 £	Original Forecast 2020/21 £	Latest Forecast 2020/21 £	Original Forecast 2021/22 £
<b>ICT - GIS section</b>				
<a href="#">Street Naming and Numbering</a>	62,726	45,000	30,000	47,300
<b>Total ICT GIS Section</b>	<u>62,726</u>	<u>45,000</u>	<u>30,000</u>	<u>47,300</u>

## Culture

	Actual 2019/20 £	Original Forecast 2020/21 £	Latest Forecast 2020/21 £	Original Forecast 2021/22 £
<b>Culture and Heritage:</b>				
<a href="#">Royal Spa Centre</a>	86,498	78,000	0	81,900
<a href="#">Royal Pump Room</a>	1,772	1,100	100	1,200
<a href="#">Town Hall Room Hire</a>	91,209	66,000	10,000	75,000
<b>Total Culture and Heritage</b>	<b>179,479</b>	<b>145,100</b>	<b>10,100</b>	<b>158,100</b>
<b>Recreation and Sport:</b>				
<a href="#">Tennis</a>	1,621	4,200	1,100	2,100
<a href="#">Bowls</a>	14,508	16,600	3,900	16,600
<a href="#">Football, Rugby, Hockey Pitches</a>	13,457	16,500	9,000	18,700
<a href="#">Edmondscote Track</a>	20,142	15,500	10,000	19,200
<a href="#">Miscellaneous Charges</a>	0	5,600	1,300	5,000
<a href="#">Lillington Recreation Centre</a>	8,304	6,100	4,200	9,700
<b>Total Recreation and Sport</b>	<b>58,032</b>	<b>64,500</b>	<b>29,500</b>	<b>71,300</b>
<b>Total Culture</b>	<b>237,511</b>	<b>209,600</b>	<b>39,600</b>	<b>229,400</b>



**Culture****Culture and Heritage****Royal Spa Centre**

(Free of V.A.T. unless otherwise stated)

**Avon Hall:**

	<b>Charge</b>	<b>Proposed Charge</b>
	<b>From 2/1/20</b>	<b>From 4/1/21</b>

**With the exception of below, all charges are by negotiation****Catering:**

When light refreshments are required, these shall be provided by the Arts Section's Customer Services Team , with whom arrangements should be made

When the premises are booked for functions requiring licensed refreshments, the Bar be provided by and . under the control of the Council.

**Main Auditorium**

by negotiation by negotiation

The service of the Duty Manager and/or member of the Technical Staff are included in all the hire charges.

**Balcony / Conservatory:**

by negotiation by negotiation

The service of the Duty Manager and/or member of the Technical Staff are included in all the hire charges.

**Studio / Cinema**

	<b>Actual 2019/20</b>	<b>Original Forecast 2020/21</b>	<b>Latest Forecast 2020/21</b>	<b>Original Forecast 2021/22</b>
<b>Income (Net of V.A.T.)</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Events	85,722	76,000	0	79,800
Additional Facilities	776	2,000	0	2,100
<b>Total Royal Spa Centre</b>	<b>86,498</b>	<b>78,000</b>	<b>0</b>	<b>81,900</b>

	Charge From 2/1/20 £	Proposed Charge From 4/1/21 £	
<b>ROYAL PUMP ROOM</b>			
(All prices inclusive of V.A.T. unless otherwise stated)			
<b>ASSEMBLY ROOM: ALL BY NEGOTIATION</b>			
<b>PRIVATE, NON-COMMERCIAL BOOKINGS:</b>	80%	80%	
<b>COMMERCIAL BOOKINGS:</b>	100%	100%	
<b>VOLUNTARY ORGANISATIONS:</b>	65%	65%	
<b>ANNEXE:</b>			
<b>PRIVATE, NON-COMMERCIAL BOOKINGS:</b>	80%	80%	
<b>COMMERCIAL BOOKINGS:</b>	100%	100%	
<b>VOLUNTARY ORGANISATIONS:</b>	65%	65%	
<b>EDUCATION ROOM:</b>			
Schools, Colleges & Educational Groups:			
- per day	42.50	45.00	5.88%
- per session (Half day)	32.00	35.00	9.38%
Commercial or non-educational hirers - by negotiation with the Head of Cultural Services with a minimum charge of £10 per hour)			
Additional Facilities :			
Piano (Per booking)	78.00	80.00	2.56%
	+VAT	+VAT	
<b>ART GALLERY AND MUSEUM:</b>			
<b>Art Exhibitions :</b>			
- commission on pictures sold	30%	30%	
	<b>Original</b>	<b>Latest</b>	<b>Original</b>
	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>
<b>INCOME (Net of V.A.T.)</b>	<b>2020/21</b>	<b>2020/21</b>	<b>2021/22</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Assembly Room, Annexe, Education Room	1,712	1,000	0
Art Exhibitions - Commission on sales	60	100	100
<b>Total Royal Pump Room</b>	<b>1,772</b>	<b>1,100</b>	<b>100</b>
			<b>1,200</b>

## Culture

### Culture and Heritage

	Charge From 2/1/20 £	Charge From 4/1/21 £
<b>TOWN HALL ROOM HIRE</b>		
(Free from V.A.T.)		

All charges are by negotiation

<b>PRIVATE, NON-COMMERCIAL BOOKINGS:</b>	80%	80%
<b>COMMERCIAL BOOKINGS:</b>	100%	100%
<b>VOLUNTARY ORGANISATIONS:</b>	65%	65%

	Actual 2019/20 £	Original Forecast 2020/21 £	Latest Forecast 2020/21 £	Original Forecast 2021/22 £
<b>Income (Net of V.A.T.)</b>				
<b>Town Hall Room Hire</b>	91,209	66,000	10,000	75,000

## Culture

### Recreation and Sport

#### Tennis

Per court per hour

(Excluding All Weather Pitch)

Victoria Park Tennis operates as a concession with the operator setting the charges

	Actual 2019/20 £	Original Forecast 2020/21 £	Latest Forecast 2020/21 £	Original Forecast 2021/22 £
<b>Income (Net of V.A.T.)</b>				
<b>Total Tennis</b>	<b>1,621</b>	<b>2,100</b>	<b>1,100</b>	<b>2,100</b>

<b>Bowls</b>	<b>Charge From 2/1/20 £</b>	<b>Proposed Charge From 4/1/21 £</b>	
Per person - per hour	4.80	5.50	14.58%
Senior Citizens	2.40	2.75	14.58%
Under 18's / Disabled / Unemployed	2.40	2.75	14.58%
Under 5s	Free	Free	
Season Ticket	68.00	78.00	14.71%
Club Season Ticket	35.00	36.00	2.86%
Club Member Season Ticket	35.00	36.00	2.86%
Commonwealth Games Rate for 1 green plus function Room per hour	40.00	45.00	12.50%
Commonwealth Games Rate for 1/2 green plus function Room per hr	20.00	23.00	15.00%
Commonwealth Rate room hire	39.30	45.00	14.50%
Hire of Green (for morning, afternoon or evening session)	by negotiation	by negotiation	

#### Club Bookings

Subject to negotiation and agreement by Head  
of Finance and Cultural Services

New rates introduced in recognition of non profit making organisations and Commonwealth Nations  
booking the bowls in in relation to the 2022 Commonwealth Games

## Culture

## Recreation and Sport

	Actual 2019/20	Original Forecast 2020/21	Latest Forecast 2020/21	Original Forecast 2021/22
Income (Net of V.A.T.)	£	£	£	£
Individuals	1,824	2,300	0	2,400
Clubs, bookings etc.	3,684	4,400	1,900	4,600
Local club rentals	9,000	9,200	2,000	9,600
<b>Total Bowls</b>	<b>14,508</b>	<b>15,900</b>	<b>3,900</b>	<b>16,600</b>

	Current Charge 2020/21 Season		Proposed Charge 2021/22 Season	
	Adult	Junior	Adult	Junior
Football	£	£	£	£
<b>Hire of Pitch:</b>				
a) Pitch only	40.00	22.00	42.00	23.00
b) With Dressing Room / Showers	64.00	40.00	67.00	42.00
<b>Hire of Pitch for Season (Once a week):</b>				
a) Pitch only *	555.00	290.00	583.00	305.00
b) With Dressing Room / Showers *	1,005.00	500.00	1,055.00	525.00

**Hire of Pitch for Season (Once fortnightly):**

a) Pitch only *	277.00	145.00	290.00	152.00
b) With Dressing Room / Showers *	503.00	250.00	525.00	262.50

**Rounders Pitch**

N/A

	<b>Actual</b>	<b>Original</b>	<b>Latest</b>	<b>Original</b>
<b>INCOME (Net of V.A.T.)</b>	<b>2019/20</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>
	<b>£</b>	<b>2020/21</b>	<b>2020/21</b>	<b>2021/22</b>
		<b>£</b>	<b>£</b>	<b>£</b>
<b>Total Football, Rugby, Hockey Pitches</b>	<b>13,457</b>	<b>17,900</b>	<b>9,000</b>	<b>18,700</b>

\* Exclusive of VAT. However, if bookings do not fulfil Customs and Excise criteria for VAT free charge, VAT must be added.

Summary of requirements for VAT free hire of sports facilities:

- i) User must be a club, school or similar body.
- ii) Clear evidence of agreement required, e.g. exchange of letters.
- iii) Payment to be made in full whether or not hire takes place.
- iv) Hire must be for a sports season or three months, whichever is less.
- v) Hirer must have exclusive use of the facility for hire period.

## Culture

## Recreation and Sport

	Charge From 2/1/20 £	Proposed Charge From 4/1/21 £	
<b>Edmondscote Athletics Track</b>			
<b>Athletic Track:</b>			
<b>Day Tickets:</b>			
- Adults	4.80	5.50	14.58%
- Juniors / Senior Citizens	2.80	3.00	7.14%
<b>Season Tickets:</b>			
- Adults *	125.00	137.50	10.00%
- Juniors / Senior Citizens *	63.00	69.50	10.32%
* Season Tickets - charges are reduced from 1st October to March 31st by 60%			
<b>Reservation of Track for Group Sessions:</b>			
<b>Training:</b>			
- Session not exceeding 4 hours	55.00	60.00	9.09%
- Schools / Junior	42.00	46.00	9.52%
<b>Sports Meetings - per session of four hours or part thereof:</b>			
<b>Weekdays:</b>			
- Schools / Junior	62.00	68.00	9.68%
each additional hour or part thereof	21.50	24.00	11.63%
- Others	95.00	105.00	10.53%
each additional hour or part thereof	32.00	35.00	9.38%
<b>Saturdays:</b>			
- Schools / Junior	90.00	95.00	5.56%
each additional hour or part thereof	32.00	35.00	9.38%
- Others	138.00	151.00	9.42%
each additional hour or part thereof	47.00	52.00	10.64%
<b>Sundays:</b>			
- Schools / Junior	112.00	123.00	9.82%
each additional hour or part thereof	42.00	46.00	9.52%
- Others	174.00	191.50	10.06%
each additional hour or part thereof	62.00	68.00	9.68%
Use Of Floodlighting - per hour or part thereof	10.00	11.00	10.00%
Use of P.A. System - per period	25.00	27.50	10.00%
Use of Pavilion Facilities - per 4 hour period	45.00	49.50	10.00%
- each additional hour (or part)	18.50	20.00	8.11%

## Culture

### Recreation and Sport

	Actual 2019/20 £	Original Forecast 2020/21 £	Latest Forecast 2020/21 £	Original Forecast 2021/22 £
<b>Income (Net of V.A.T.)</b>				
<b>Total Edmondscote Track</b>	<b>20,142</b>	<b>17,500</b>	<b>10,000</b>	<b>19,200</b>

\* The Floodlighting rate has never been applied as it would be unaffordable to all clubs and the condition of the lighting was poor. We have now improved the lighting and wish to apply a rate that is considered affordable.

	Charge From 2/1/20 £	Proposed Charge From 4/1/21 £	
<b>Miscellaneous Charges</b>			
<b>Pavillion Hire:</b>			
Hire of Vic Park Bowls Pavilion -external hirers per hr up to 3 hrs)	42.00	46.50	10.71%
Hire of Victoria Park Bowls Pavilion - internal hirers per day	52.00	57.50	10.58%
Hire of Victoria Park Bowls Pavilion - internal hirers up to 3 hrs	40.00	44.00	10.00%

### Parks Exercise Permits

	Monthly £	Annual £	Monthly £	Annual £
<b>1-3 Sessions per week</b>				
Groups up to 5	30.00	310.00	30.00	310.00
Groups of 6 or more	75.00	760.00	75.00	760.00
<b>4 or More sessions per week</b>				
Groups up to 5	50.00	510.00	50.00	510.00
Groups of 6 or more	125.00	1,260.00	125.00	1,260.00

	Actual 2019/20 £	Original Forecast 2020/21 £	Latest Forecast 2020/21 £	Original Forecast 2021/22 £
<b>INCOME (Net of V.A.T.)</b>				
Sporting Events in Parks	0	5,600	1,300	5,000

### Community Sports Development

Various courses of a variety of durations and at many locations from basic children's participation and learning up to adult advanced coaching / training.

Prices from free of charge up to £50 per day dependent on the location, need and subsidy.



## Culture

### Recreation and Sport

	Proposed Charge From 2/1/20 £	Proposed Charge From 4/1/21 £	
<b>LILLINGTON RECREATION CENTRE</b>			
<b>Sporting and Youth Organisations:</b>			
- per morning / afternoon	23.00	26.00	13.04%
- per evening / weekend (per 2 hour session)	23.00	26.00	13.04%
- each additional hour or part thereof	11.50	13.00	13.04%
<b>Other Organisations:</b>	by negotiation	by negotiation	

	Actual 2019/20 £	Original Forecast 2020/21 £	Latest Forecast 2020/21 £	Original Forecast 2021/22 £
<b>INCOME (Net of V.A.T.)</b>				
<b>Total Lillington Recreation Centre</b>	<b>8,304</b>	<b>8,400</b>	<b>4,200</b>	<b>9,700</b>

### FACILITIES FOR PERSONS IN RECEIPT OF UNEMPLOYMENT BENEFIT AND INCOME SUPPORT AND STUDENTS

1. Facilities available free of charge during times shown. If no time is shown it is during all normal hours the activity is available.

Tennis (Beauchamp Gardens)

Edmondscote Athletic Track - Monday to Thursday: 9 a.m. to 5.30 p.m., Friday : 9 a.m. to 4.00 p.m.  
(sometimes restricted by bookings)

Newbold Hall / Jephson Room, Spa Centre -

2. Facilities available at reduced charges during times shown.

Bowls - Casual usage 10 a.m. to 5 p.m.

-Senior citizens rates

Edmondscote Athletic Track - Monday to Thursday 5.30 onwards and Sunday mornings

-Junior rate

Coaching Courses	-Reduced price on selected courses (see local press for details)
Art Gallery / Craft Courses	-Reduced price on selected courses (see local press for details)
Royal Spa Centre	-Reduced ticket prices at selected performances (see local press for details)
	-Standby tickets for some concerts and shows, 50% reduction, dependant upon availability
	Tickets will only be sold 30 minutes prior to start of performance.

\* At least 50% of players must fulfil eligibility criteria

### **FACILITIES FOR PERSONS IN RECEIPT OF UNEMPLOYMENT BENEFIT AND INCOME SUPPORT AND STUDENTS**

3. The department operates a whole range of other facilities which are offered without charge (such as paddling pools, playgrounds, parks, Jephson Gardens) and activities (such as Sunday Band concerts, plays in the parks) which are advertised in the local press as appropriate. Play schemes during the summer holidays are also free.

For full details of our services, or for further information on leisure opportunities, please ring the Cultural Services Department on 01926 456207

#### **NOTE:**

- (a) Use of the above facilities free or at a reduced charge is conditional upon production of a current :

E.S. 40 (Job Seekers Allowance)

#### **OR**

Benefits Agency decision notice or book for Income Support

#### **OR**

Benefits Agency decision notice or book for Family Credit

#### **OR**

Students Association (Union) Card specifying Full time status or

Students Association (Union) Card, non-specific and Student aged under 25 years

- (b) Children of the above may receive discounts on certain holiday courses

Every Active also offer discounts – please contact the Centres for further details

**Development**

	<b>Actual 2019/20 £</b>	<b>Original Forecast 2020/21 £</b>	<b>Latest Forecast 2020/21 £</b>	<b>Original Forecast 2021/22 £</b>
<b>Building Control</b>				
<a href="#">Building Control Fees</a>	858,837	836,000	700,000	840,000
<b>Total Building Control</b>	<b>858,837</b>	<b>836,000</b>	<b>700,000</b>	<b>840,000</b>
<b>Development Control</b>				
<a href="#">Development Control</a>	52,474	70,000	38,500	70,000
<b>Total Development Control</b>	<b>52,474</b>	<b>70,000</b>	<b>38,500</b>	<b>70,000</b>
<b>Self Building Section</b>	0	1,000	1,000	1,500
<b>Enterprise Team</b>				
<a href="#">Enterprise Team</a>	278,437	273,400	238,400	277,500
<b>Total Enterprise Team</b>	<b>278,437</b>	<b>273,400</b>	<b>238,400</b>	<b>277,500</b>
<b>Markets</b>				
<a href="#">Markets</a>	1,624	25,000	0	26,300
<b>Total Markets</b>	<b>1,624</b>	<b>25,000</b>	<b>0</b>	<b>26,300</b>
Bowls Championship - Parking	14,021	16,300	0	18,700
Events Team - Open Spaces	20,830	2,000	0	15,000
<b>Land Charges</b>				
Local Land Charges	112,752	115,000	94,000	115,000
<b>Total Land Charges</b>	<b>112,752</b>	<b>115,000</b>	<b>94,000</b>	<b>115,000</b>
<b>TOTAL DEVELOPMENT</b>	<b>1,338,974</b>	<b>1,337,700</b>	<b>1,071,900</b>	<b>1,364,000</b>

## Development

## The Building (Local Authority Charges) Regulations 2010

TABLE 1: NEW BUILD OF HOUSES OR FLATS (Dwellings / flats up to 300m<sup>2</sup>)

## Notes:

1. For a 'full plans' application, the plan fee is required immediately to process the application. This is followed by an inspection fee which is payable on commencement of the building work.
2. For a 'building notice' application the entire fee is required immediately to process the application.

Number Of Dwellings	Charge From 1/4/20 £	Proposed Charge From 1/4/21 £	
<u>Full Plans Applic: Submission Fee</u>			
1	£330.00	£330.00	0.00%
2	£390.00	£390.00	0.00%
3	£450.00	£450.00	0.00%
4	£510.00	£510.00	0.00%
5	£570.00	£570.00	0.00%
6	£630.00	£630.00	0.00%
<u>Full Plans Applic: Inspection Fee</u>			
1	£600.00	£600.00	0.00%
2	£770.00	£770.00	0.00%
3	£950.00	£950.00	0.00%
4	£1,130.00	£1,130.00	0.00%
5	£1,300.00	£1,300.00	0.00%
6	£1,480.00	£1,480.00	0.00%
<u>Building Notice</u>			
1	£930.00	£930.00	0.00%
2	£1,160.00	£1,160.00	0.00%
3	£1,400.00	£1,400.00	0.00%
4	£1,640.00	£1,640.00	0.00%
5	£1,870.00	£1,870.00	0.00%
6	£2,110.00	£2,110.00	0.00%

For sites with more than 6 dwellings please contact us for a quote

For the fee for new houses with floor areas in excess of 300m<sup>2</sup> please contact Building Control.

The fee for a new house or flat includes the garage whether attached or detached.

For full plans applications the fees are split. The submission fee must be paid with the application.

The Inspection fee can also be paid at the same time or be invoiced once the works have started.

## Development

### The Building (Local Authority Charges) Regulations 2010

**TABLE 2: CERTAIN BUILDING WORK IN DWELLINGS**

**Notes:**

1. In a domestic property if alterations (up to £5,000 value, window replacement, replacement roof or garage conversions) are taking place at the same time as an extension (not including loft or basement conversions) there is a 50% discount in the fees for the alterations.
2. If there is more than one extension on a single dwelling, the floor areas for each extension are added together for a single overall fee.
3. Where work is concerned with the provision of access or facilities for a disabled person, in certain circumstances there are exemptions from fees. Please contact Building Control .
4. For a 'full plans' application, the plan fee is required immediately to process the application. This is followed by an inspection fee which is payable on commencement of the building work.
5. The floor area is internal, not including the area of the external walls.

## Development

TABLE 2: CERTAIN BUILDING WORK IN DWELLINGS (Continued)

		Charge From 1/4/20	Charge From 1/4/21	
		£	£	
<b>Full Plans Application: Submission Fee</b>				
1	Full (or part) garage conversion	£305.00	£305.00	0.00%
1	Replacement windows	£135.00	£135.00	0.00%
1	Domestic Re-roofing up to £10,000 value	£200.00	£200.00	0.00%
	Solar panels and replacement thermal elements	£200.00	£200.00	0.00%
2	Erection of a garage or car port up to 60m <sup>2</sup>	£305.00	£305.00	0.00%
	Domestic extensions up to 40m <sup>2</sup>	£180.00	£180.00	0.00%
3	Domestic extensions from 40m <sup>2</sup> - 60m <sup>2</sup>	£220.00	£220.00	0.00%
3	Loft or basement conversions up to 40m <sup>2</sup>	£180.00	£180.00	0.00%
3	Loft or basement conversion from 40m <sup>2</sup> - 60m <sup>2</sup>	£220.00	£220.00	0.00%
4	Underpinning	£400.00	£400.00	0.00%
<b>Full Plans Application: Inspection Fee</b>				
1	Full (or part) garage conversion	Nil	Nil	
1	Replacement windows	£135.00	£135.00	0.00%
1	Domestic Re-roofing up to £10,000 value	£200.00	£200.00	0.00%
	Solar panels and replacement thermal elements	£200.00	£200.00	0.00%
2	Erection of a garage or car port up to 60m <sup>2</sup>	Nil	Nil	
	Domestic extensions up to 40m <sup>2</sup>	£300.00	£300.00	0.00%
3	Domestic extensions from 40m <sup>2</sup> - 60m <sup>2</sup>	£400.00	£400.00	0.00%
3	Loft or basement conversions up to 40m <sup>2</sup>	£300.00	£300.00	0.00%
3	Loft or basement conversion from 40m <sup>2</sup> - 60m <sup>2</sup>	£400.00	£400.00	0.00%
4	Underpinning	Nil	Nil	
<b>Building Notice</b>				
1	Full (or part) garage conversion	£305.00	£305.00	0.00%
1	Replacement windows	£135.00	£135.00	0.00%
1	Domestic Re-roofing up to £10,000 value	£200.00	£200.00	0.00%
	Solar panels and replacement thermal elements	£200.00	£200.00	0.00%
2	Erection of a garage or car port up to 60m <sup>2</sup>	£305.00	£305.00	0.00%
	Domestic extensions up to 40m <sup>2</sup>	£480.00	£480.00	0.00%
3	Domestic extensions from 40m <sup>2</sup> - 60m <sup>2</sup>	£620.00	£620.00	0.00%
3	Loft or basement conversions up to 40m <sup>2</sup>	£480.00	£480.00	0.00%
3	Loft or basement conversion from 40m <sup>2</sup> - 60m <sup>2</sup>	£620.00	£620.00	0.00%
4	Underpinning	£400.00	£400.00	0.00%
1	There is a 50% discount for replacement windows, replacement roof, garage conversion or other works up to £5,000 value (not including loft or basement conversions) if these works are taking place at the same time as a domestic extension			
2	Garages in excess of 60m <sup>2</sup> should be calculated using Table 3.			
3	Domestic extensions over 60m <sup>2</sup> should be calculated using Table 3. There is a minimum fee of £470.			
4	The fees for loft and basement conversions in excess of 60m <sup>2</sup> should be calculated using Table 3.			
5	For full plans applications the fees are split. The submission fee must be paid with the application. The Inspection fee will be invoiced once the works have started or alternatively it can be paid with the submission fee.			

## Development

### The Building (Local Authority Charges) Regulations 2010

**TABLE 3: ALL OTHER BUILDING WORK**

**Notes:**

1. For loft / basement conversions there is a minimum fee of £470
2. For domestic extensions over 60m<sup>2</sup> there is a minimum fee of £470
3. If a 'full plans' application is being made for work requiring a fee of £270 or less the whole fee is payable upon application. Otherwise, 40% of the total fee will be required with the application form as the plan fee. An invoice will be sent on commencement of the work for the remaining 60%, which forms the 'inspection fee'.
4. The estimated cost should be in line with recommended RICS rates, not including VAT or fees paid to architects, etc.
5. Where work is concerned with the provision of access or facilities for a disabled person, in certain circumstances there are exemptions from fees. Please contact Building Control
6. If electrical works are part of a larger project, no further fee is payable. The fee for an application purely for electrical works should be calculated on the basis of Table 3, however a BS7671 completion certificate will need to be issued by an electrician registered with an approved 'competent person' scheme. This electrician should be appointed by the applicant.

## Development

## The Building (Local Authority Charges) Regulations 2010

TABLE 3: ALL OTHER BUILDING WORK (Continued)

Estimated Cost of Building Work	Charge From 1/4/20 £	Proposed Charge From 1/4/21 £	
<b>Full Plans Application: Submission Fee</b>			
£0 to £5,000	£240.00	£240.00	0.00%
£5,001 to £10,000	£305.00	£305.00	0.00%
£10,001 to £15,000	£140.00	£140.00	0.00%
£15,001 to £20,000	£170.00	£170.00	0.00%
£20,001 to £30,000	£200.00	£200.00	0.00%
£30,001 to £40,000	£230.00	£230.00	0.00%
£40,001 to £50,000	£260.00	£260.00	0.00%
£50,001 to £60,000	£290.00	£290.00	0.00%
For works valued over £60,000 please contact us			
<b>Full Plans Application: Inspection Fee</b>			
£0 to £5,000	Nil	Nil	
£5,001 to £10,000	Nil	Nil	
£10,001 to £15,000	£230.00	£230.00	0.00%
£15,001 to £20,000	£270.00	£270.00	0.00%
£20,001 to £30,000	£310.00	£310.00	0.00%
£30,001 to £40,000	£350.00	£350.00	0.00%
£40,001 to £50,000	£390.00	£390.00	0.00%
£50,001 to £60,000	£430.00	£430.00	0.00%
For works valued over £60,000 please contact us for a quote			
<b>Building Notice</b>			
£0 to £5,000	£240.00	£240.00	0.00%
£5,001 to £10,000	£305.00	£305.00	0.00%
£10,001 to £15,000	£370.00	£370.00	0.00%
£15,001 to £20,000	£440.00	£440.00	0.00%
£20,001 to £30,000	£510.00	£510.00	0.00%
£20,001 to £40,000	£580.00	£580.00	0.00%
£40,001 to £50,000	£650.00	£650.00	0.00%
£50,001 to £60,000	£720.00	£720.00	0.00%

For works valued over £60,000 please contact us for a quote

There is a 50% discount for replacement windows, replacement roof, garage conversion or other works up to £5,000 value if these works are taking place at the same time as a domestic extension.

For full plans applications the fees are split. The submission fee must be paid with the application.

The Inspection fee will be invoiced once the works have started or alternatively it can be paid with the submission fee.

**Fees are inclusive of V.A.T.**



## Development

**The Building (Local Authority Charges) Regulations 2010**  
**BUILDING REGULATIONS - SUPPLEMENTARY CHARGES**

	<b>Charge From 1/1/20 £</b>	<b>Proposed Charge From 1/4/21 £</b>	
Following changes to the national guidance governing Building Regulations Fees, the following charges were introduced with effect from 1 January 2020: (All the following supplementary charges are plus VAT)			
Returned Cheques	55.00	55.00	0.00%
Reactivating Archived Files	55.00	55.00	0.00%
Additional Inspections	55.00	55.00	0.00%
Re-directing Invoices	55.00	55.00	0.00%
Copies of decision notices and completion certificates	25.00	25.00	0.00%
Research	55.00	55.00	0.00%
Pre-application site inspections	55.00	55.00	0.00%

	<b>Actual 2019/20 £</b>	<b>Original Forecast 2020/21 £</b>	<b>Latest Forecast 2020/21 £</b>	<b>Original Forecast 2021/22 £</b>
<b>INCOME (Net of V.A.T.)</b>				
<b>Building Control Fees</b>	<b>858,837</b>	<b>836,000</b>	<b>700,000</b>	<b>840,000</b>

## Development

## Development Control

		Charge From 2/1/20 £	Proposed Charge From 4/1/21 £	
Permitted Development Enquiries (Self Assessment online free)		50.00	50.00	0.00%
Local Plan 2011-2029 Publication Draft		N/A	N/A	
<b>NEW:</b> Written requests relating to the Planning History of a Site		200.00	200.00	0.00%
<b>Pre-Application Advice Fees</b>				
<b>Tier 1:</b> Self service advice via the WDC website		No charge	No charge	
<b>Tier2A:</b> Written response request if plan permission is required		100.00	100.00	0.00%
<b>Tier2B:</b> Request for a written response to the acceptability of a minor proposal	Householders	100.00	100.00	0.00%
	Other proposals	250.00	250.00	0.00%
<b>Tier2C:</b> Provision of verbal advice at the Development Management / Building Control householder drop in session		No Charge	No Charge	
<b>Tier 3:</b> Provision of pre-application advice for small scale non-householder proposals which do not fall with tiers 4 - 6				
	per meeting	300.00	300.00	0.00%
	written response	300.00	300.00	0.00%
	both	600.00	600.00	0.00%
<b>Tier 4:</b> Provision of pre-application advice for proposals which fall within the "minor" development category: i.e. residential proposals of 1 - 9 dwellings or involving a site area up to 0.5 ha; commercial proposals involving less than 1,000 sq. m of floor space or a site area of less than 1 ha				
	per meeting	600.00	600.00	0.00%
	written response	600.00	600.00	0.00%
	both	1,200.00	1,200.00	0.00%
<b>Tier 5:</b> Provision of pre-application advice for proposals which fall within the "small scale major" development category: i.e. residential proposals of 10 - 199 dwellings or involving a site area of 0.5 - 4 ha; commercial proposals involving between 1,000 and 9,999 sq. m of floor space or a site of 1 - 2 ha				
	per meeting	1,200.00	1,200.00	0.00%
	written response	1,200.00	1,200.00	0.00%
	both	2,400.00	2,400.00	0.00%
<b>Tier 6:</b> Provision of pre-application advice for proposals which fall within the "large scale major" development category: i.e. residential proposals of 200 or more dwellings or involving a site area of 4 ha or more; commercial proposals involving between 10,000 sq. m or more of floor space or a site of 2 ha				
	per meeting	1,800.00	1,800.00	0.00%
	written response	1,800.00	1,800.00	0.00%
	both	3,600.00	3,600.00	0.00%

## Development

### Development Control

All fees are inclusive of V.A.T.

A fee will be charged for advice which:

- and apply to all development proposals including those following both the grant of outline planning permission (i.e. prior to the submission of reserved matters applications) and the refusal of planning permission.
- *For any specific development proposal, a fee will not be charged for the first round of advice (provided by means of either a written response or meeting) relating to proposals which:-*
  - are brought forward by small charitable organisations that are based within Warwick District where the proposal either i. falls within tiers 2 to 3 or ii where larger schemes falling within tiers 4 to 6 are proposed to directly benefit the users of *the charity*;
  - are for residential development and include *the provision of at least 90% affordable housing*.
  - assist disabled people: for example, proposals involving modifications to make a more accessible or user friendly.
  - require Listed Building consent (not including redevelopment schemes where the work to a Listed Building is part of a wider proposal).
  - are for employment development falling within the B use class.

	Actual 2019/20 £	Original Forecast 2020/21 £	Latest Forecast 2020/21 £	Original Forecast 2021/22 £
<b>INCOME (Net of V.A.T.)</b>				
<b>Development Control</b>	<b>52,474</b>	<b>70,000</b>	<b>38,500</b>	<b>70,000</b>

### Self-Build Homes Register

To be included on the register, there will be an entry charge of £55 for Part 1 and £27.50 for Part 2.

People entered on Part 1 of the register are to pay a higher fee as there is duty for local authorities to meet the demand on this part of the register. The fee is outside of the scope of VAT.

5.1 If an application to join the register is unsuccessful then the fee will be refunded in full.

5.2 After 12 months, entrants in part 1 are required to pay a renewal fee of £20 and re-register otherwise they will be removed.

	Actual 2019/20 £	Original Forecast 2020/21 £	Latest Forecast 2020/21 £	Original Forecast 2021/22 £
<b>INCOME (Net of V.A.T.)</b>				
<b>Total Self Build Register</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>1,500</b>

**Development****Enterprise Team**

		<b>Charge From 1/4/20 £</b>	<b>Proposed Charge From 1/4/21 £</b>
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**Court Street Creative Arches**

Annual Rent Excluding V.A.T. - which should be added at the prevailing rate.

All Units	Single or Double Arch	by negotiation	by negotiation
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**Althorpe Enterprise Hub**

Office Tariff: Monthly Licence Fee (excluding V.A.T. - which should be added at the prevailing rate)

Includes Service Charge

Unit Number	No of Desks			
1	3	490	497	1.50%
2	3	512	520	1.50%
3	4	626	635	1.50%
4	3	557	565	1.50%
5	2	408	414	1.50%
6	2	372	378	1.50%
7	2	373	378	1.37%
8	2	373	378	1.37%
9	2	408	414	1.60%
10	3	557	565	1.48%
11	4	626	635	1.50%
12	3	466	473	1.50%
13	12	2,007	2,037	1.50%
14	3	550	558	1.50%
15	3	535	543	1.50%
16	3	550	558	1.50%
17	12	2,045	2,076	1.50%

Fees include service charge and 1 parking space - except Unit 12 which does not have parking allocated

Conference Room Hire Charges (excluding V.A.T. - which should be added at the prevailing rate)

Althorpe Enterprise Hub Tenants:

Per Hour		16.75	17.00	1.50%
Half Day	Morning 9.00 am to 12.30 p	50.25	51.00	1.50%
	Afternoon 1.00 pm to 4.30 p	50.25	51.00	1.50%
Full Day	9.00 am to 5.00 pm	100.50	102.00	1.49%

**Development****Enterprise Team**

		<b>Charge From 1/4/20 £</b>	<b>Proposed Charge From 1/4/21 £</b>	
Althorpe Enterprise Hub Other Organisations:				
Half Day	Morning 9.00 am to 12.30 p	67.00	68.00	1.49%
	Afternoon 1.00 pm to 4.30 p	67.00	68.00	1.49%
			136.00	
Full Day	9.00 am to 5.00 pm	134.00	136.01	1.50%

NOTE: Times above are for guidance only and can be negotiated

**26 H.T.**

		<b>Charge From 1/4/20 £</b>	<b>Proposed Charge From 1/4/21 £</b>	
Includes service charge				
Unit Number	No.of Desks			
1	8	897.31	910.75	1.50%
2	8	972.73	987.50	1.52%
3	3	406.79	413.00	1.53%
4	10	1,063.20	1,080.00	1.58%
5	5	529.57	537.50	1.50%
6	4	513.28	521.00	1.50%
7	4	513.28	521.00	1.50%

**Court Street: COWork - Arch 4**

	<b>Charge From 1/4/20 £</b>	<b>Proposed Charge From 1/4/21 £</b>	
Pricing tariff - (including V.A.T.)			
Monthly subscription (cost per month) Dedicated desk package	270.00	275.00	1.85%
P.A.Y.G			
Per day	15.00	15.50	3.33%
Per half day	9.00	9.50	5.56%
Per hour	3.50	3.75	7.14%

	<b>Actual 2019/20 £</b>	<b>Original Forecast 2020/21 £</b>	<b>Latest Forecast 2020/21 £</b>	<b>Original Forecast 2021/22 £</b>
<b>INCOME (Net of V.A.T.)</b>				
<b>Enterprise Team</b>	<b>278,437</b>	<b>273,400</b>	<b>238,400</b>	<b>277,500</b>

**Development****Business Support and Events Team****MARKETS**

(Free of V.A.T. unless otherwise stated)

Farmers' Market charge per stall per market to stallholders:

	<b>Proposed Charge From 2/1/20 £</b>	<b>Proposed Charge From 4/1/21 £</b>	
- Warwick (4-5 per year)	33.00	35.00	6.06%
- Leamington	33.00	40.00	21.21%
- Leamington (Covent Garden, 9 per year)	0.00	40.00	

Market Contractor charge per stall per market to stallholders:

- Leamington and Warwick	33.00	35.00	6.06%
- Kenilworth	29.25	30.00	2.56%

% of stall income due to Warwick District Council:

Number of Stalls:	%	%
Up to 29	20%	20%
Up to 39	25%	25%
Up to 49	30%	30%
Up to 59	35%	35%
60-79	40%	40%
Over 80	50%	50%

<b>INCOME (Net of V.A.T.)</b>	<b>Actual 2019/20 £</b>	<b>Original Forecast 2020/21 £</b>	<b>Latest Forecast 2020/21 £</b>	<b>Original Forecast 2021/22 £</b>
<b>Total Markets</b>	<b>1,624</b>	<b>25,000</b>	<b>0</b>	<b>26,300</b>

## Development

## Business Support and Events Team

	Charge From 2/1/20 £	Proposed Charge From 4/1/21 £	
<b>MISCELLANEOUS CHARGES</b>			
Ticketed Commercial Events (Exempt from VAT)	By negotiation	By negotiation	
Set-up and break-down days- percentage of day rates above (Exempt from VAT)	35%	35%	0.00%
Additional cleansing recharged at cost			
- per 6 cubic yard skip	56.00	64.50	15.18%
	+ VAT	+ VAT	
- per additional litter pick	20.50	23.50	14.63%
	+ VAT	+ VAT	
<b>Deposits:</b> (VAT not applicable)			
Charitable/Community events <250 people	100.00	115.00	15.00%
Other Charitable/Community events	250.00	287.50	15.00%
Commercial with 15 or under trading units	250.00	287.50	15.00%
Commercial with over 15 trading units	500.00	575.00	15.00%
Fairs with 5 or fewer rides	500.00	575.00	15.00%
Fairs with over 5 rides	1,000.00	1,150.00	15.00%
Deposits should be paid in advance and repaid after the event less cleaning/reinstatement costs (if appropriate)			
<b>CIRCUSES AND FAIRS - up to seven days</b>	1,850.00	2,127.50	15.00%
(Exempt from V.A.T.)			
Each additional day or part thereof (subject to negotiation and agreement by Heads of Finance and Cultural Services).	310.00	356.50	15.00%
<b>PUMP ROOM GARDENS CORNER SITE (per day):</b>	175.00	201.25	15.00%
(Exempt from V.A.T.)	minimum	minimum	
(Subject to negotiation and agreement by Heads of Finance & Cultural Services)			
<b>FILMING ON WDC LAND</b>			
(Exempt from V.A.T.)	by negotiation	by negotiation	
	<b>Actual</b>	<b>Original</b>	<b>Latest</b>
<b>INCOME (Net of V.A.T.)</b>	<b>2019/20</b>	<b>Forecast</b>	<b>Forecast</b>
	<b>£</b>	<b>2020/21</b>	<b>2020/21</b>
		<b>£</b>	<b>£</b>
Special Events	20,830	2,000	0
Circuses and Fairs	5,500	5,100	0
<b>Total Miscellaneous Charges</b>	<b>26,330</b>	<b>7,100</b>	<b>0</b>

## Development

## Business Support and Events Team

BOWLS - CHAMPIONSHIP PARKING		Charge	Proposed	
		From 2/1/20	Charge	
		£	From 4/1/21	
			£	
Victoria Park:				
Car Parking:				
- National Championship Bowls Events - per day		5.00	5.75	15.00%
- 5 Day Parking Pass		20.00	23.00	15.00%



**Development****Local Land Charges**

	<b>Actual 2019/20 £</b>	<b>Original Forecast 2020/21 £</b>	<b>Latest Forecast 2020/21 £</b>	<b>Original Forecast 2021/22 £</b>
<b>Local Land Charges (ringfenced account)</b>				
<a href="#">Local Land Charges</a>	112,752	115,000	94,000	115,000
<b>TOTAL LOCAL LAND CHARGES</b>	<u>112,752</u>	<u>115,000</u>	<u>94,000</u>	<u>115,000</u>

	<b>Charge From 2/1/20 £</b>	<b>Proposed Charge From 4/1/21 £</b>	
<b>Search Fee (non-electronic)</b>			
CON29R Official Search (includes VAT)	96.00	110.50	15.10%
<b>Part II - Optional Enquiries</b>			
CON290 (PARTII)	12.00	14.00	16.67%
CON290 (PARTII) Enquiry 22 (refer direct to County Council)	0.00	0.00	0.00%
<b>Other Work</b>			
Additional (Non-standard) Questions	24.00	27.50	14.58%
Additional land parcel (all search types)	12.00	14.00	16.67%

All of the above fees are outside the scope of V.A.T. unless otherwise stated.

	<b>Actual 2019/20 £</b>	<b>Original Forecast 2020/21 £</b>	<b>Latest Forecast 2020/21 £</b>	<b>Original Forecast 2021/22 £</b>
<b>INCOME (Net of V.A.T.)</b>				
<b>Local Land Charges (ringfenced account)</b>	112,752	115,000	94,000	115,000

**Development****Legal Services**

	<b>Charge From 2/1/20 £</b>	<b>Proposed Charge From 4/1/21 £</b>
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**CHARGES FOR LOCAL AUTHORITY LEGAL WORK****Disposals, Licences, Easements, etc.**

Disposals (excluding those on the open market)	At cost	At cost
Leases	At cost	At cost
Licences	At cost	At cost
Licence to plant in Highway - Initial Fee	At cost	At cost
Rights of Way / Easements	At cost	At cost
Licenses to Assign (Commercial / Residential)	At cost	At cost

(refer to County Council if possible)

**Mortgages**

Supply of Epitome and Abstract of Title: Photocopy charge	see below	see below	
Redemption of Mortgages	No charge	No charge	
Council entering into Conveyance releasing part of mortgaged property	At cost	At cost	
Postponement of Council's Discount provisions	88.00	101.00	14.77%
Release of one party to mortgage	250.00	287.50	15.00%
Applic for retrospective consents to Property Alterations	65.00	75.00	15.38%

**Miscellaneous Agreements concerning the Development of Land**

Sect 106 Agreements - Town & Country Plan Act 1990	available via w available via website
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**Photocopying (Inclusive of V.A.T.)**

A4 Single sided	0.11	0.13	15.00%
A4 Single sided - colour	0.88	1.00	13.64%
A4 Double sided	0.22	0.25	15.00%
A4 Double sided - colour	1.50	1.75	16.67%
A3 Single sided	0.22	0.25	15.00%
A3 Single sided - colour	1.80	2.10	16.67%
A3 Double sided	0.44	0.50	13.64%
A3 Double sided - colour	3.00	3.45	15.00%
A0 Plans	17.50	20.00	14.29%
A0 Plans - colour	60.00	69.00	15.00%

## Health and Community Protection

## Licensing

	Actual 2019/20 £	Original Forecast 2020/21 £	Latest Forecast 2020/21 £	Original Forecast 2021/22 £
<b>Licensing and Registration (ringfenced account)</b>				
<a href="#">Licensing and Registration</a>	156,383	208,000	208,000	238,100
<b>Total Licensing and Registration</b>	<b>156,383</b>	<b>208,000</b>	<b>208,000</b>	<b>238,100</b>

**LICENSING and REGISTRATION:**

(V.A.T. not applicable)

Hackney Carriage / Private Hire Licence +Horse Drawn Vehicles:

	Current Charge from 2/1/20 £	Proposed Charge From 4/1/21 £	
Vehicle Licence (PH) - Application Fee	49.00	50.00	2.04%
Vehicle Licence (PH)	82.50	84.00	1.82%
Vehicle Licence (PH) Renewal- Application Fee	49.00	50.00	2.04%
Vehicle Licence Renewal (PH)	78.50	80.00	1.91%
2nd Vehicle Licence Renewal (PH) -	49.00	50.00	2.04%
2nd Vehicle Licence Renewal (PH) - licence	40.50	41.00	1.23%
Vehicle Licence (HC) - Application Fee	50.00	51.00	2.00%
Vehicle Licence (HC)	82.50	84.00	1.82%
Vehicle Licence (HC) Renewal- Application Fee	50.00	51.00	2.00%
Vehicle Licence Renewal (HC)	80.00	81.50	1.88%
2nd Vehicle Licence Renewal (HC) - app	50.00	51.00	2.00%
2nd Vehicle Licence Renewal (HC) - licence	40.00	40.75	1.88%
Vehicle Licence (PH) with Dispensation- Application Fee	51.00	52.00	1.96%
Vehicle Licence (PH) with Dispensation- Licence Fee	83.00	84.50	1.81%
2nd annual (PH) renewal with dispensation - app	51.00	52.00	1.96%
2nd annual (PH) renewal with dispensation - lic	42.00	42.75	1.79%
Renewing Vehicle Licence with Dispensation (PH)- app	51.00	52.00	1.96%
Renewing Vehicle Licence with Dispensation (PH)- licence	80.50	82.00	1.86%
2nd Vehicle Licence Renewal with Dispensation (HC) - New cha	83.50	85.00	1.80%
Vehicle Licence - Transfer of Vehicle	40.75	41.50	1.84%
Medical Administration fee (included with new/renewal applica	18.00	18.00	0.00%
Annual Medical (without Application)	20.00	20.00	0.00%
HC/PH driver licence - grant 3years (new) -application	106.00	108.00	1.89%
HC/PH driver licence - grant 3years (new) - licence	252.00	257.00	1.98%
HC/PH driver licence - renewal 3years (new) -application	92.00	93.50	1.63%
HC/PH driver licence - renewal 3years (new) - licence	252.00	257.00	1.98%
Replacement Driver's Badge	32.00	32.50	1.56%
Replacement Driver's or Vehicle's Paper Licence	20.00	20.00	0.00%
Replacement Drivers Dashboard ID	37.00	37.75	2.03%
Replacement Vehicle Plate	25.00	25.50	2.00%
New Driver's Knowledge Test	72.00	73.50	2.08%
Private Hire Operator's Licence (5year) - New Application	105.00	107.00	1.90%
Private Hire Operator's (5year) -Licence	780.00	795.50	1.99%
Private Hire Operator's Licence (5year) -renew Application	55.00	56.00	1.82%
Private Hire Operator's (5year) - Renew Licence	780.00	795.50	1.99%

## Health and Community Protection

## Licensing

	Current Charge from 2/1/20	Proposed Charge From 4/1/21	
<b>LICENSING and REGISTRATION:</b>	<b>£</b>		<b>£</b>
(V.A.T. not applicable)			
DBS Check	75.00	76.50	2.00%
Local Government (Misc. Provisions) Act 1982			
Sex Establishments Licence - new Application	2,450.00	2,500.00	2.04%
Sex Establishments Licence - new Licence	4,650.00	4,700.00	1.08%
Sex Establishments Licence -renewal Application	2,300.00	2,350.00	2.17%
Sex Establishments Licence -renewal Licence	4,650.00	4,700.00	1.08%
Transfer	2,250.00	2,300.00	2.22%
Variation	2,250.00	2,300.00	2.22%
Street Trading Consent Licence:			
Static Pitch - new application	75.00	76.50	2.00%
Static Pitch - licence	210.00	214.00	1.90%
Touring Pitch - new application	70.00	71.00	1.43%
Touring Pitch - licence	200.00	204.00	2.00%
Day Trading	60.00	61.00	1.67%
Group Trading			
Category 1 (up to 20)	100.00	102.00	2.00%
Category 2 (21 to 49)	125.00	127.50	2.00%
Category 3 (50 to 75)	150.00	153.00	2.00%
Category 4 (76 to 99)	175.00	178.50	2.00%
Category 5 (over 100 traders)	200.00	204.00	2.00%
Transfer of Consent	40.00	40.75	1.88%
Variation to Consent	60.00	61.00	1.67%
Replacement Badge	25.00	25.50	2.00%
Replacement Paper Consent	20.00	20.00	0.00%
Additional Employee	40.00	40.75	1.88%
Small Lotteries - renewal	20.00	20.00	0.00%
Small Lotteries -new	40.00	40.00	0.00%
Scrap Metal			
Site Licence (3 year)	795.00	810.00	1.89%
Additional Site licence	665.00	678.00	1.95%
Renewal of Site licence	666.00	679.00	1.95%
Variation of Site licence	75.00	76.50	2.00%
Collectors licence (renewal) -	615.00	627.00	1.95%
Collectors Licence (3 year)	640.00	652.00	1.88%
Variation Collectors Licence	75.00	76.50	2.00%
Replace or copy licences	20.00	20.00	0.00%
Change of licence details (trading name, address etc.)	30.00	30.60	2.00%
Change of site manager	70.00	71.00	1.43%
Change of site	155.00	158.00	1.94%
Replacement ID Badge	30.00	30.50	1.67%
CCTV viewing charge	99.00	114.00	

## Health and Community Protection

	Actual 2019/20	Original Forecast 2020/21	Latest Forecast 2020/21	Original Forecast 2021/22
	£	£	£	£
Sex Establishments	6,650	7,000	7,000	7,000
Consent for Street Trading	10,645	7,000	7,000	7,000
Small Lotteries	2,240	2,000	2,000	2,000
Hackney Carriages / Private Hire	135,144	190,000	190,000	194,000
Scrap Metal	704	1,000	1,000	1,000
CCTV	1,000	1,000	1,000	1,200
Total Licences	<u>156,383</u>	<u>208,000</u>	<u>208,000</u>	<u>212,200</u>
	<u><u>          </u></u>	<u><u>          </u></u>	<u><u>          </u></u>	<u><u>          </u></u>
	Actual 2019/20	Original Forecast 2020/21	Latest Forecast 2020/21	Original Forecast 2021/22
	£	£	£	£
Licensing	156,383	208,000	208,000	212,200
Environmental Health:				
<a href="#">Pest Control</a>	1,158	2,600	2,600	2,700
<a href="#">Food Safety</a>	0	2,700	2,700	3,000
<a href="#">Pollution Control</a>	842	1,500	1,500	1,700
<a href="#">Licensing</a>	16,256	18,400	18,400	19,300
Total Environmental Health	<u>18,256</u>	<u>25,200</u>	<u>25,200</u>	<u>26,700</u>
TOTAL HEALTH & COMM PROT	<u>174,639</u>	<u>233,200</u>	<u>233,200</u>	<u>238,900</u>

**Health and Community Protection****Environmental Health****PEST CONTROL**

(Inclusive of V.A.T.)

<b>Charge</b>	<b>Proposed</b>
<b>From 2/1/20</b>	<b>Charge</b>
<b>£</b>	<b>From 4/1/21</b>
<b>£</b>	<b>£</b>

**RODENT CONTROL:**

(Control of Rat &amp; Mice Infestation)

**Non Domestic Premises (without contract):**

- One man and van per hour	90.00	92.00	2.22%
- Two men and van per hour	119.00	121.00	1.68%

**Domestic Premises:**

Rat Infestation	Free	Free	
Mice Infestation:			
- Standard Charge	78.00	80.00	2.56%
- Persons in receipt of Inc Support or Job seekers Allowance	Free	Free	
Persons in receipt of a State pension/Pension Credits	39.00	40.00	2.56%
Persons Registered Disabled	39.00	40.00	2.56%

**TREATMENT FOR OTHER PESTS:**

- Standard Charge			
- Bedbugs	84.00	86.00	2.38%
- Fleas and Cockroaches	84.00	86.00	2.38%
- Persons in receipt of Inc Support or Job seekers Allowance	Free	Free	
Persons in receipt of a State pension/Pension Credits	42.00	43.00	2.38%
Persons Registered Disabled	42.00	43.00	2.38%

**STRAY DOGS:**

- Administration charge for processing stray dogs	27.00	27.00	0.00
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**INCOME (Net of V.A.T.)**

	<b>Actual</b>	<b>Original</b>	<b>Latest</b>	<b>Original</b>
	<b>2019/20</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Pest Control	1,028	2,100	2,100	2,100
Stray Dogs processing- administration	130	500	500	600
<b>Total Pest Control</b>	<b>1,158</b>	<b>2,600</b>	<b>2,600</b>	<b>2,700</b>

## Health and Community Protection

## Environmental Health

	<b>Charge From 2/1/20 £</b>	<b>Proposed Charge From 4/1/21 £</b>	
<b>FOOD SAFETY:</b>			
Food Inspection:			
- Non-Statutory Inspections	180.00	198.00	10.00%
Health Certificate	70.00	77.00	10.00%

	<b>Actual 2019/20 £</b>	<b>Original Forecast 2020/21 £</b>	<b>Latest Forecast 2020/21 £</b>	<b>Original Forecast 2021/22 £</b>
<b>INCOME (Net of V.A.T.)</b>				
<b>Total Food Safety Charges</b>	<b>0</b>	<b>2,700</b>	<b>2,700</b>	<b>3,000</b>

	<b>Charge From 2/1/20 £</b>	<b>Proposed Charge From 4/1/21 £</b>	
<b>POLLUTION CONTROL:</b>			
Contaminated Land Search	104.00	120.00	15.38%

	<b>Actual 2019/20 £</b>	<b>Original Forecast 2020/21 £</b>	<b>Latest Forecast 2020/21 £</b>	<b>Original Forecast 2021/22 £</b>
<b>INCOME (Net of V.A.T.)</b>				
<b>Total Pollution Control Charges</b>	<b>842</b>	<b>1,500</b>	<b>1,500</b>	<b>1,700</b>

## Health and Community Protection

## Environmental Health

	Charge From 2/1/20 £	Proposed Charge From 4/1/21 £	
<b>LICENSING</b>			
(V.A.T. not applicable)			
Dangerous Wild Animals Act	441.00	463.00	4.99%
New Zoo Licence (5yr)	1,442.00	1,514.00	4.99%
Renewal Zoo Licence (6 years)	1,648.00	1,730.00	4.98%
<b>Animal Welfare Licence</b>			
<b>Home/Day Boarder</b>			
Application fee	150.00	157.50	5.00%
Licence Fee 1 yr	100.00	105.00	5.00%
Licence Fee 2 yr	140.00	147.00	5.00%
Licence Fee 3 yr	180.00	189.00	5.00%
Additional Host (franchise) added to Application fee	60.00	63.00	5.00%
<b>Commercial Boarding (A) (1-25 dogs)</b>			
Application fee	200.00	210.00	5.00%
Licence Fee 1 yr	130.00	136.50	5.00%
Licence Fee 2 yr	170.00	178.50	5.00%
Licence Fee 3 yr	210.00	220.50	5.00%
<b>Commercial Boarding (B) (more than 25 dogs)</b>			
Application fee	250.00	262.50	5.00%
Licence Fee 1 yr	130.00	136.50	5.00%
Licence Fee 2 yr	170.00	178.50	5.00%
Licence Fee 3 yr	210.00	220.50	5.00%



**Health and Community Protection****Environmental Health**

	<b>Charge From 2/1/20 £</b>	<b>Proposed Charge From 4/1/21 £</b>	
<b>LICENSING (CONTINUED)</b>			
(V.A.T. not applicable)			
<b>Pet Shop Licence</b>			
Application fee	300.00	315.00	5.00%
Licence Fee 1 yr	130.00	136.50	5.00%
Licence Fee 2 yr	170.00	178.50	5.00%
Licence Fee 3 yr	210.00	220.50	5.00%
<b>Exhibition &amp; Performance Licence</b>			
Application fee	200.00	210.00	5.00%
Licence Fee 3 yr	100.00	105.00	5.00%
<b>Hiring of Horses A (1-16)</b>			
Application fee	200.00	210.00	5.00%
Licence Fee 1 yr	130.00	136.50	5.00%
Licence Fee 2 yr	230.00	241.50	5.00%
Licence Fee 3 yr	330.00	346.50	5.00%
<b>Hiring of Horses B (17 or more)</b>			
Application fee	250.00	262.50	5.00%
Licence Fee 1 yr	130.00	136.50	5.00%
Licence Fee 2 yr	230.00	241.50	5.00%
Licence Fee 3 yr	330.00	346.50	5.00%
<b>Dog Breeding Licence A (1 to 10 bitches)</b>			
Application fee	200.00	210.00	5.00%
Licence Fee 1 yr	130.00	136.50	5.00%
Licence Fee 2 yr	170.00	178.50	5.00%
Licence Fee 3 yr	210.00	220.50	5.00%
<b>Dog Breeding Licence B (11 or more bitches)</b>			
Application fee	250.00	262.50	5.00%
Licence Fee 1 yr	130.00	136.50	5.00%
Licence Fee 2 yr	170.00	178.50	5.00%
Licence Fee 3 yr	210.00	220.50	5.00%
Variations (charge depends on nature of variation and if a visit is requ	40.00	42.00	5.00%
Requests for re-inspections	180.00	189.00	5.00%

**Any vets charges accrued are charged back to the applicant**

## Health and Community Protection

## Environmental Health

	<b>Charge From 2/1/20 £</b>	<b>Proposed Charge From 4/1/21 £</b>	
<b>LICENSING (CONTINUED)</b>			
(V.A.T. not applicable)			
<u>Local Government (Misc. Provisions) Act 1982</u>			
Premises Registration Ear Piercing, Tattooing (Application)	150.00	157.50	5.00%
Premises Registration Ear Piercing, Tattooing (Licence Fee)	120.00	126.00	5.00%
Personal Registration Electrolysis, Acupuncture (Application)	110.00	115.50	5.00%
Personal Registration Electrolysis, Acupuncture (Licence Fee)	120.00	126.00	5.00%
Temporary Tattoo Events - Cost per Day			
Temp Event Premises registration (per business) -Applic	70.00	73.50	5.00%
Temp Event Premises reg (per business at event) -Licence	120.00	126.00	5.00%
Variations to above licences (From) - new charge	35.00	36.50	4.29%

	<b>Actual 2019/20 £</b>	<b>Original Forecast 2020/21 £</b>	<b>Latest Forecast 2020/21 £</b>	<b>Original Forecast 2021/22 £</b>
<b>INCOME (Net of V.A.T.)</b>				
Total Licensing - Skin Piercing/Tattooing	7,400	3,500	3,500	3,700
Riding Establishments	1,360	4,000	4,000	4,200
Zoos	1,373	0	0	0
Animal Boarding Establishments	4,304	9,000	9,000	9,400
Animal Breeding	1,112	1,000	1,000	1,100
Pet Shops	267	500	500	500
Exhibit/Performing Animals	440	400	400	400
<b>Total Licensing</b>	<b>16,256</b>	<b>18,400</b>	<b>18,400</b>	<b>19,300</b>

## Housing

	Actual 2019/20 £	Original Forecast 2020/21 £	Latest Forecast 2020/21 £	Original Forecast 2021/22 £
<b>Private Sector Housing Renewal</b>				
<a href="#">Improvement Grants Admin</a>	0	84,800	0	0
<a href="#">HMO Renewal</a>		23,300	23,300	23,800
<b>TOTAL HOUSING and PROPERTY</b>	<u>0</u>	<u>108,100</u>	<u>23,300</u>	<u>23,800</u>

	Proposed Charge From 2/1/20 £	Proposed Charge From 2/1/21 £
Charges for The Administration of Improvement Grants	at cost	at cost
Home Improvement Agency fee (% cost of works)	12.5%	12.5%
Immigration Inspection Fee	137.8 + VAT	140.60 + VAT
Statutory Notice Administrative Fee	at cost	at cost

	Actual 2019/20 £	Original Forecast 2020/21 £	Latest Forecast 2020/21 £	Original Forecast 2021/22 £
<b>INCOME (Net of V.A.T.)</b>				
<b>Improvement Grant Admin. Charges</b>		84,800	0	0

**Housing****Housing in Multiple Occupation Licensing**

		Charge From 2/1/20 £	Charge From 4/1/21 £	
New Applications:	Number of Occupants			
Full Fee	5 only	857.00	874.00	1.98%
	6 to 12	992.00	1,012.00	2.02%
	13 to 20	1,136.00	1,159.00	2.02%
	21+	1,313.00	1,339.00	1.98%
Multiple Discounted Fee *	5 only	825.00	N/A	5.94%
	6 to 12	952.00	N/A	6.30%
	13 to 20	1,099.00	N/A	5.46%
	21+	1,270.00	N/A	5.43%
Licence Renewal Fees:				
Full Fee	5 only	634.00	665.00	4.89%
	6 to 12	728.00	765.00	5.08%
	13 to 20	838.00	880.00	5.01%
	21+	964.00	1,012.00	4.98%
Multiple Discounted Fee *	5 only	594.00	N/A	11.95%
	6 to 12	691.00	N/A	10.71%
	13 to 20	800.00	N/A	10.00%
	21+	927.00	N/A	9.17%

\* Multiple Discount Fee Removed from 4/1/21

Late Licence Application Fee (after initial reminder letter)	110.00	126.50	15.00%
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Appointment of Manager Fee:	Manager Fee	57.20	N/A
	Discounted Fee**	30.50	N/A

\*\* Payable where manager has been 'fit and proper person' checked in the last 5 years

**Administrative Charges:**

Repeat requests for documents	55.50	64.00	15.32%
Finder's Fee for unlicensed HMO (penalty)	163.00	187.50	15.03%
(If the landlord/owner has failed to notify wdc of the licensable HMO)			
Photocopying Charges: Additional copying (per document)	5.50	6.25	13.64%

**Mobile Homes Act 2013 Fees****Mobile Home Site New Application/Variation Fee**

sites with up to 10 units	282.00	324.00	14.89%
sites with 11 to 50 units	315.00	362.50	15.08%
sites with 51 to 100 units	349.00	401.00	14.90%
sites with more than 100 units			

**Mobile Home Site Annual Inspection Fee**

sites with up to 10 units	225.00	259.00	15.11%
sites with 11 to 50 units	259.00	298.00	15.06%
sites with 51 to 100 units	292.00	336.00	15.07%
sites with more than 100 units			

Mobile Home Site Re-inspection Fee	83.00	95.50	15.06%
Mobile Home Site Administrative Fee	33.50	38.50	14.93%

## Neighbourhood

	Actual 2019/20 £	Original Forecast 2020/21 £	Latest Forecast 2020/21 £	Original Forecast 2021/22 £
<b>Car Parking</b>				
<a href="#">Car Parking</a>	3,231,593	3,418,500	2,298,000	3,737,300
<b>Total Car Parking</b>	<u>3,231,593</u>	<u>3,418,500</u>	<u>2,298,000</u>	<u>3,737,300</u>
<b>Waste Collection:</b>				
<a href="#">Refuse Collection</a>	180,551	150,800	200,000	173,400
<b>Total Waste Collection</b>	<u>180,551</u>	<u>150,800</u>	<u>200,000</u>	<u>173,400</u>
<b>Bereavement Services:</b>				
<a href="#">Cemeteries</a>	312,277	412,900	400,100	481,500
<a href="#">Crematorium</a>	1,280,965	1,521,700	1,538,400	1,794,500
<b>Total Bereavement Services</b>	<u>1,593,242</u>	<u>1,934,600</u>	<u>1,938,500</u>	<u>2,276,000</u>
<b>TOTAL NEIGHBOURHOOD</b>	<u>5,005,386</u>	<u>5,503,900</u>	<u>4,436,500</u>	<u>6,186,700</u>

## Bereavement Services

	Charge From 2/1/20 £	Proposed Charge From 4/1/21 £	
<b>CEMETERIES</b>			
(Free of V.A.T. unless otherwise stated)			
<b>SALE OF BURIAL RIGHTS * (For a period of 50 years)</b>			
Each Grave - Area without kerbstones			
Each Grave - Area with kerbstones			
Standard grave with/without kerbstone for coffin/casket 6'9" x 25"	1,320.00	1,580.00	19.70%
Large Grave	1,700.00	1,970.00	15.88%
Selection Fee (Grave space chosen out of rotation)	370.00	430.00	16.22%
Selection Fee (as above) - for child, 1/2 Size & Ashes	150.00	215.00	43.33%
Child's grave	550.00	700.00	27.27%
Half size grave for Cremated Remains	550.00	700.00	27.27%
Exclusive Burial Rights - Garden of Remembrance	250.00	290.00	16.00%
Extension of expired rights (standard* grave 5 year extension)	124.00	158.00	27.42%

\* extension of expired rights for non-standard size graves will be calculated pro-rata per square foot.

Graves purchased for future use will be charged out of rotation fee in addition to the fee for the exclusive right of burial

**INTERMENT \***

**Request delegated authority to Head of service in conjunction with Portfolio Holder to change or introduce fees for enhanced services required as a result of extraordinary or emergency events**

Person aged 17 years and above :

Adult interment (irrespective of depth)	900.00	1,045.00	16.11%
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Cremated Remains	190.00	220.00	15.79%
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Cremated Remains - St. Nicholas Church Yard	190.00	220.00	15.79%
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Children :

Still-born to not exceeding 1 month (Parents are resident in WDC area)

Still-born to not exceeding 1 month (Parents NOT resident in WDC ar	115.00	135.00*	17.39%
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Child aged between 1 month & 16 years (parents resident in WDC area)

Child aged between 1 month & 16 yrs (parents not resident in WDC ar	115.00	135.00*	17.39%
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Woodland Burial (Oakley Wood)	1,300.00	1,495.00	15.00%
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Surcharge of 50% for non-residents

\* Fee recoverable from Central Government and is NOT charged to bereaved parents

**MEMORIAL FEES :**

Headstone and other memorials up to 3' 6" - incl 1st inscript	220.00	255.00	15.91%
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Vase and other memorials under 1' 0" - incl 1st inscript	220.00	255.00	15.91%
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Additional Inscription	100.00	115.00	15.00%
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Kerbstones

Kerbset memorials (including the first inscription)	420.00	483.00	15.00%
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**OTHER CHARGES:**

Manual search of Burial Registers (per 30 mins or part thereof)

	45.00	55.00	22.22%
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- Includes email confirmation of details.

	65.00	80.00	23.08%
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- Includes confirmation of details sent by post

Specialist contractor services

Cost + 20%

Assistance when making arrangements without a funeral director

86.00

Assistance when making arrangements without a funeral director -

(concession for those eligible to claim for a funeral payment)

No charge

## Bereavement Services

<b>CEMETERIES</b>	<b>Charge From 2/1/20</b>	<b>Proposed Charge From 4/1/21</b>	
Use of Kenilworth Cemetery Chapel	115.00	130.00	13.04%
Late arrival(charged after 10mins + for every subsequent 15mins)	150.00	200.00	33.33%
Transfer exclusive right of burial	80.00	95.00	18.75%
Preparing documents for relinquish of grant	80.00	95.00	18.75%
Marking out grave	50.00	60.00	20.00%
Temporary grave marker (1 year only)		35.00	
Late deliv of burial paperwork (after 10am,3 working days prior to buri	55.00	65.00	18.18%
Late cancellation of burial (after 10am, 3 working days prior to burial)	200.00	230.00	15.00%
Very Late cancellation of burial-if excavation has already been carried	Full cost of Interment		
Late notification of coffin size or incorrect coffin size supplied (after 10am, 3 working days prior to burial)	200.00	230.00	15.00%
Personal Delivery of cremated remains to Cemetery or within Warwicl District	100.00	115.00	15.00%

\* Surcharge of 200% for non-residents on sale of burial rights and interments

<b>INCOME (Net of V.A.T.)</b>	<b>Actual 2019/20 £</b>	<b>Original Forecast 2020/21 £</b>	<b>Latest Forecast 2020/21 £</b>	<b>Original Forecast 2021/22 £</b>
Burial Rights	124,592	187,900	185,300	219,600
Interments	143,030	170,000	159,000	198,100
Memorials	37,175	46,900	47,600	54,200
Cemeteries - other	7,480	8,100	8,200	9,600
<b>Total Cemeteries</b>	<b>312,277</b>	<b>412,900</b>	<b>400,100</b>	<b>481,500</b>

## Bereavement Services

	Charge From 2/1/20 £	Proposed Charge From 2/1/21 £	
<b>CREMATORIUM</b>			
(Free of V.A.T. unless otherwise stated)			
<b>CREMATION FEE: (Including use of music system and/or Organ)</b>			
Foetal remains and still-born to 1 month ( parent resident in WDC)	No charge	No charge	
Foetal remains and still-born to 1 month (parent NOT resident in WDC)	135.00	135.00	0.00%
Child - aged between 1 month and 16 years ( parent resident in WDC)	No charge	No charge	
Child - aged between 1 month and 16 years (parent not resident in WDC)	135.00	135.00	0.00%
Person aged 17 years and above	800.00	920.00	15.00%
Person aged 17 years and above - non-resident	800.00	920.00	15.00%
Body Parts	135.00	135.00	0.00%
Additional Service Time - per half hour	150.00	175.00	16.67%
Late arrival	180.00	210.00	16.67%
Communal cremation of foetal remains (PER COFFIN)	135.00	135.00	0.00%
Cremation where there is no service	555.00	640.00	15.32%
Premium on top of cremation fee for Saturday service	190.00	220.00	15.79%
Child - aged between 1 month and 16 years (parent resident in WDC)	No charge	No charge	
Child-aged between 1 month and 16 years (parent NOT resident in WDC)	135.00	135.00	0.00%

**Request delegated authority to Head of Service in conjunction with Portfolio Holder, to change or introduce fees for enhanced services required as a result of extraordinary or emergency events**

**CASKETS AND OTHER MEMORIALS (Inclusive of (VAT))**

Scattering tube	24.00
Mini scattering tube	12.00
Ashes casket	55.00
Mini ashes casket	20.00
Ashes keepsake	40.00
Additional Biodegradable Oakley Wood caskets (1 supplied free with ashes that are collected)	10.00
Grave Marker (supplied at time of burial)	35.00
Carved wooden grave marker (supplied at the time of the burial)	80.00
DVD recording of service	50.00
Live streaming of service	No charge

**Request delegated authority to Head of Service in conjunction with Portfolio Holder**



## Bereavement Services

	Charge From 2/1/20	Proposed Charge From 2/1/21	
	£	£	
<b>OTHER SERVICES</b>			
Disposal of remains from other Crematoria	85.00	100.00	17.65%
Certified copy of an entry in the Cremation register	12.00	12.00	0.00%
Temporary retention of Cremated Remains (per month) - chargeable from the third month following Cremation service	27.00	27.00	0.00%
Despatch of Cremated Remains by courier	200.00	250.00	25.00%
Duplicate certificate for cremated remains	12.00	12.00	0.00%
Late arrival of paperwork (after 10am, 2 working days prior to cremation)	55.00	65.00	18.18%
Late cancellation of service(after 10am,2 working days prior to cremation)	200.00	230.00	15.00%
Assistance when making arrangements without a funeral director		86.00	
Assistance when making arrangements without a funeral director - (concession for those eligible to claim for a funeral payment)		No charge	
<b>BOOK OF REMEMBRANCE (inclusive of VAT)</b>			
2 Line Inscription	110.00	130.00	18.18%
5 Line Inscription	150.00	175.00	16.67%
8 Line Inscription	200.00	230.00	15.00%
Crests, etc.	85.00	100.00	17.65%
<b>REMEMBRANCE CARDS (inclusive of VAT)</b>			
With 2 Line Inscription	55.00	65.00	18.18%
With 5 Line Inscription	75.00	90.00	20.00%
With 8 Line Inscription	100.00	115.00	15.00%
Crests, etc.	85.00	100.00	17.65%

## Bereavement Services

	Charge From 2/1/20 £	Proposed Charge From 4/1/21 £		
<b>CREMATORIUM</b>				
(Free of V.A.T. unless otherwise stated)				
<b>MEMORIAL GARDEN (inclusive of VAT):</b>				
Sanctum 2000 Unit	- Supply and 10 year lease including inscription of up to 80 letters	900.00	1,035.00	15.00%
	- Additional 10 year lease	300.00	500.00	66.67%
	- New plaque ( up to 80 letters)	325.00	375.00	15.38%
	- Inscribed designs A	180.00	210.00	16.67%
	- Inscribed designs B	225.00	260.00	15.56%
	- each additional letter	3.50	4.05	15.71%
	- refurbish existing plaque	200.00	230.00	15.00%
	- 2nd interment -80 letters in	280.00	360.00	28.57%
Refurbished columbaria with new plaque and 10 year lease		660.00	835.00	26.52%
Vase Block and Inscribed relief tablet	-Supply and 10 year lease	500.00	575.00	15.00%
	- Additional 10 year lease	150.00	250.00	66.67%
	New plaque (relief)	155.00	180.00	16.13%
	new plaque (gilded)	160.00	190.00	18.75%
	- refurbish existing plaque	90.00	100.00	11.11%
Refurbished vase with new plaque and 10 year lease		310.00	500.00	61.29%
Wooden Memorial Benches		1,300.00	1,500.00	15.38%
Granite Memorial Benches (with one plaque)		1,250.00	1,450.00	16.00%
Granite Memorial Bench (with two plaques)		1,350.00	1,625.00	20.37%
Granite Memorial Bench (with three plaques)		1,450.00	1,800.00	24.14%
Plaque on communal memorial bench		350.00	405.00	15.71%
Refurbish memorial bench	Cost + 20%	Cost + 20%		
Memorial tree	Cost + 20%	Cost + 20%		
Habitat memorial (eg bird or bat box)	150.00	175.00		16.67%
Additional or replacement plaque (private benches)		175.00		New
Leaf or Acorn plaque		375.00		New
Bird plaque		400.00		New
Sustainable plaque scheme	330.00	380.00		15.15%
Any other type of commemoration				

**Request delegated authority to Head of Service in conjunction with Portfolio Holder**

Bereavement Services				
	Actual	Original	Latest	Original
INCOME (Net of V.A.T.)	2019/20	Forecast	Forecast	Forecast
	£	2020/21	2020/21	2021/22
		£	£	£
Cremation	1,251,005	1,482,800	1,498,800	1,747,900
Book of Remembrance & Rememb Cards	18,551	26,100	26,100	30,300
Memorial Garden	11,409	12,800	13,500	16,300
<b>Total Crematorium</b>	<b>1,280,965</b>	<b>1,521,700</b>	<b>1,538,400</b>	<b>1,794,500</b>
<b>Bereavement Services:</b>				
Cemeteries	312,277	412,900	400,100	481,500
Crematorium	1,280,965	1,521,700	1,538,400	1,794,500
<b>Total Bereavement Services</b>	<b>1,593,242</b>	<b>1,934,600</b>	<b>1,938,500</b>	<b>2,276,000</b>

## Neighbourhood

## Parking Services

	Charge From 2/1/20 £	Proposed Charge From 4/1/21 £	
<b>LEAMINGTON</b>			
<b>Bedford Street, Chandos Street, Covent Garden Surface</b>			
7 Days a week charges			
30 minutes	0.50	0.50	0.00%
1 Hour	1.00	1.10	10.00%
2 hours (new minimum charge)	2.00	2.20	10.00%
3 hours	3.00	3.30	10.00%
4 hour Maximum	4.00	4.40	10.00%
Overnight Charge	1.50	1.50	0.00%
<b>Adelaide Bridge, Rosefield Street</b>			
7 Days a week charges			
30 minutes	0.50	0.50	0.00%
1 Hour	1.00	1.10	10.00%
2 hours	2.00	2.20	10.00%
3 hours	3.00	3.30	10.00%
4 hours	4.00	4.40	10.00%
4.5 to all day	5.00	6.00	20.00%
Overnight Charge	1.50	1.50	0.00%
<b>Bath Place, Court St, Packington Place</b>			
30 minutes	0.30	0.30	0.00%
1 Hour	0.50	0.50	0.00%
2 hours	1.00	1.00	0.00%
3 hours	1.50	1.50	0.00%
4 hours	2.00	2.00	0.00%
24 hours	4.50	4.50	0.00%
Overnight Charge	1.50	1.50	0.00%
<b>Multi-storey: Royal Priors</b>			
up to 3 hours	2.00	2.00	0.00%
3 to 4 hours	3.50	3.50	0.00%
4 to 6 hours	5.50	5.50	0.00%
15-24 hours	8.00	8.00	0.00%
Sundays	1.20	1.20	0.00%

## Parking Services

	Charge From 2/1/20 £	Proposed Charge From 4/1/21 £	
<b>Pay on Foot: Covent Garden multi-storey car park - 7 days a week charging</b>			
12 minutes (minimum charge)	0.20	0.20	0.00%
30 minutes	0.50	0.50	0.00%
1 Hour	1.00	1.10	10.00%
2 hours	2.00	2.20	10.00%
3 hours	0.00	3.30	New
4 hours	0.00	4.00	New
All day charge	3.00	4.00	33.33%
Overnight Charge	1.50	1.50	0.00%
<b>Pay on Foot: St. Peter's multi-storey car park - 7 days a week charging</b>			
30 minutes	0.50	0.50	0.00%
1 hour	1.00	1.10	10.00%
2 hours	2.00	2.20	10.00%
3 hours	3.00	3.30	10.00%
4 hours	4.50	5.00	11.11%
4.5 to 24 hours	5.00	6.00	20.00%
Overnight Charge 6pm until 8am	1.50	1.50	0.00%
<b>Station Approach (Lower Road)</b>			
30 minutes	0.30	0.30	0.00%
1 Hour	0.50	0.50	0.00%
2 hours	1.00	1.00	0.00%
3 hours	1.50	1.50	0.00%
4 hours (max stay in Station Approach)	2.00	2.00	0.00%
4.5 to all day	4.50	4.50	0.00%
Overnight Charge	1.50	1.50	0.00%

## Parking Services

	Charge From 2/4/20 £	Proposed Charge From 4/1/21 £	
<b>KENILWORTH</b>			
<b>Abbey End &amp; Square West car parks</b>			
30 minutes	0.40	0.50	25.00%
1 Hour	0.80	1.00	25.00%
2 hours	1.50	1.80	20.00%
3 hours	2.00	2.50	25.00%
4 hours	2.50	3.00	20.00%
All day	4.50	5.50	22.22%
Overnight Charge 6pm to 8am	1.50	1.50	0.00%
Sundays	Free	Normal charges	
<b>ABBEY FIELDS</b>			
Up to 2 hours	Free	Free	
3 hours	2.00	2.50	25.00%
4 hours	2.50	3.00	20.00%
All day	4.50	5.50	22.22%
Overnight Charge 6pm to 8am	1.50	1.50	0.00%
Sundays	Free	Normal charges	
<b>WARWICK</b>			
<b>St. Nicholas Park: (Charges apply 8am - 6pm)</b>			
30 minutes	0.50	0.50	0.00%
1 hour	1.00	1.10	10.00%
2 hours	2.00	2.20	10.00%
3 hours	3.00	3.30	10.00%
4.5 hours	4.00	4.40	10.00%
4.5 to 24 hours	5.00	6.00	20.00%
<b>Castle Lane, The Butts, Priory Road and West Rock</b>			
30 minutes	0.50	0.50	0.00%
1 hour	1.00	1.10	10.00%
2 hours	2.00	2.20	10.00%
3 hours	3.00	3.30	10.00%
4 hours	4.00	4.40	10.00%
4.5 to 24 hours	5.00	6.00	20.00%
<b>Linen Street, West Rock, West Gate, New Street, The Butts, Priory Road, Castle Lane car parks:</b>			
Overnight charges (6pm - 8 am)	1.50	1.50	0.00%

## Neighbourhood

## Parking Services

	Charge From 2/4/20 £	Proposed Charge From 4/1/21 £		
<b>SHORT STAY:</b> Linen Street				
30 minutes	0.50	0.50	0.00%	
1 hour	1.00	1.10	10.00%	
2 hours	2.00	2.20	10.00%	
3 hours	3.00	3.30	10.00%	
4 hours	4.00	4.40	10.00%	
4.50 to 24 hours	5.00	6.00	20.00%	
Overnight charges (6pm - 8 am)	1.50	1.50	0.00%	
<b>LIMITED STAY</b> (up to 3 hours): New Street / Westgate				
30 minutes	0.50	0.50	0.00%	
1 hour	1.00	1.10	10.00%	
2 hours	2.00	2.20	10.00%	
3 hours	3.00	3.30	10.00%	
4 hours	4.00	4.40	10.00%	
Overnight charges (6pm - 8 am)	1.50	1.50	0.00%	
<b>St. Mary's Lands Area 2</b>				
30 minutes	0.50	0.50	0.00%	
24 hours	1.00	1.00	0.00%	
Overnight Charge	1.50	1.50	0.00%	
<b>ST. MARY'S LANDS - Area 3</b>				
2 hours	Free	Free	0.00%	
3 hours	2.00	2.20	0.00%	
3 to 4 hours	3.00	3.30	0.00%	
<b>ST. MARY'S LANDS - Area 4</b>				
30 minutes	0.50	0.50	0.00%	
1 hours	1.00	1.10	0.00%	
2 hours	2.00	2.20	0.00%	
3 hours	3.00	3.30	0.00%	
4 hours	4.00	4.40	0.00%	
All day -	5.00	6.00	20.00%	
Overnight Charge	1.50	1.50	0.00%	
<b>MYTON FIELDS PICNIC AREA</b>				
up to 4 hours	3.00	3.00	0.00%	
All day	4.50	6.00	33.33%	
Overnight charges (6pm - 8 am)	NA	N/A	0.00%	
<b>Barrack Street</b>				
1 hours	0.70	Awaiting	0.00%	
2 hours	1.20	info	0.00%	
3 hours	2.00	from	0.00%	
4 hours	2.80	WCC	0.00%	
All day -	4.00		0.00%	
<b>COACHES</b>	- Designated Car Parks only	5.00	5.00	0.00%

## Neighbourhood

## Parking Services

	Charge From 2/4/20 £	Proposed Charge From 4/1/21 £	
<b>PENALTY CHARGE NOTICES</b> (Exempt from V.A.T.)			
<b>(Set by Central Government)</b>			
Higher Rate (50% disc if paid in 14 days)	70.00	70.00	0.00%
Lower Rate (50% disc if paid in 14 days)	50.00	50.00	0.00%
<b>SEASON TICKETS</b>			
Charges exclude V.A.T. which should be added at the prevailing rate			
Leamington Spa, Warwick & Kenilworth			
Long Stay ONLY (Excluding Pay on Foot Car Parks)			
- Per Annum	675.83	676.00	0.03%
- Per Month	69.50	69.50	0.00%
Leamington Spa Restricted Locations			
St. Peter's Pay on Foot (200 spaces only)			
- Per Annum	521.67	522.00	0.06%
- Per Month	62.00	62.00	0.00%
Leamington Spa Restricted Locations			
Covent Garden Pay on Foot (200 spaces only)			
- Per Annum	283.25	284.00	0.26%
- Per Month	41.25	41.25	0.00%
Royal Priors Multi Storey (50 spaces only)			
-Per Month	106.67	107.00	0.31%
Adelaide Road (20 passes only)			
- Per Annum	425.00	425.00	0.00%
- Per Month	62.00	62.00	0.00%
Rosefield Street (20 spaces only)			
- Per Annum	425.00	425.00	0.00%
- Per Month	62.00	62.00	0.00%
Leamington Spa Old Town (Packington Place, Court St & Bath Place)			
- Per Annum	425.00	425.00	0.00%
- Per Month	60.00	60.00	0.00%
Warwick Restricted Location Car Parks			
St. Nicholas Park, Warwick (100 spaces only)			
- Per Annum	425.00	425.00	0.00%
- Per Month	62.00	62.00	0.00%
West Rock (40 spaces only)			
- Per Annum	425.00	425.00	0.00%
- Per Month	62.00	62.00	0.00%
St Mary's Lands Area 2 (150 spaces)			
- Per Annum	91.67	92.00	0.36%
- Per Month	13.33	13.50	1.28%
St Mary's Lands Area 4 (60 spaces)			
- Per Annum	425.00	425.00	0.00%
- Per Month	62.00	62.00	0.00%



## Neighbourhood

## Parking Services

	Charge From 2/4/20 £	Proposed Charge From 4/1/21 £	
<b>Season Tickets</b>			
Linen Street Multi Storey (100 spaces)			
- Per Annum	521.50	521.50	0.00%
- Per Month	62.00	62.00	0.00%
Priory Road, Warwick (10 spaces only)			
- Per Annum	425.00	425.00	0.00%
- Per Month	62.00	62.00	0.00%
Kenilworth Restricted Location Car Parks			
Square West (75 spaces only)			
- Per Annum	378.00	378.00	0.00%
- Per Month	55.00	55.00	0.00%
Abbey End (50 spaces only)			
- Per Annum	378.00	378.00	0.00%
- Per Month	55.00	55.00	0.00%
Abbey Fields (50 spaces only)			
- Per Annum	378.00	378.00	0.00%
- Per Month	55.00	55.00	0.00%
-resident 12 month permit	25.75	25.75	0.00%
Overnight Parking Permits -Park specific (Available for car parks -excludes Royal Priors/Myton Fields/The Brays)			
- Overnight Parking: 6 pm to 9am only	41.66	41.75	0.22%
Administration charge for Season Ticket Amend / Refunds	6.00	6.00	0.00%
<b>Release of vehicles from Multi-Storey car parks</b>	50.00	50.00	0.00%
<b>Special Event Charge</b>	6.00	6.00	0.00%
<b>Skips and Scaffolds on car parks:</b>			
per day	50.00	50.00	0.00%
per week	200.00	200.00	0.00%

## Disabled Drivers

Vehicles displaying a valid 'Blue' Disabled Persons badge may park free of charge on any of the Council's Pay and Display car parks. Car Park Regulations and Orders apply. Those parking in pay on foot car parks will need to have their ticket endorsed by the inspector.

All of the above charges are inclusive of V.A.T. unless otherwise stated

## Neighbourhood

## Parking Services

<b>Income Summary:</b> (Net of V.A.T.)	<b>Actual 2019/20 £</b>	<b>Original Forecast 2020/21 £</b>	<b>Latest Forecast 2020/21 £</b>	<b>Original Forecast 2021/22 £</b>
Car Parking Charges	2,792,291	2,963,000	2,100,000	3,259,300
Season Tickets	271,423	257,500	50,000	250,000
Excess Charges	131,465	150,000	100,000	180,000
Other Income	36,415	48,000	48,000	48,000
<b>Total Income</b>	<b><u>3,231,593</u></b>	<b><u>3,418,500</u></b>	<b><u>2,298,000</u></b>	<b><u>3,737,300</u></b>

**Neighbourhood****Waste Collection**

	<b>Charge From 2/4/20 £</b>	<b>Proposed Charge From 4/1/21 £</b>	
<b>Refuse Collection:</b>			
(V.A.T. not applicable)			
Standard wheeled bin (grey and green)	25.00	29.00	16.00%
Recycling box and lid	5.00	5.00	0.00%
Recycling box lid only	1.50	1.50	0.00%
Recycling bag	2.50	2.50	0.00%
Food caddy	0.00	0.00	0.00%
Delivery charge	5.00	5.00	0.00%
 Bulk Bin 660litre	 250.00	 289.00	 15.60%
Bulk Bin 900litre	275.00	317.00	15.27%
Bulk Bin 1100litre	275.00	317.00	15.27%

**Replacement waste container charge - waiver**

Any resident who informs the council that they are unable to pay for receptacles, and who are eligible for the Council Tax Reduction Scheme, may have the charges waived (w.e.f. October 2017)

**Bulky Refuse Tickets:**

Collection of 1 item	35.00	40.00	14.29%
Collection of 2 items	35.00	40.00	14.29%
Collection of 3 items	35.00	40.00	14.29%
Collection of 4 items	45.00	52.00	15.56%
Collection of 5 items	45.00	52.00	15.56%
 - Senior Citizens / Persons in receipt of Income Support or addition to state pension and Registered Disabled Persons			
Collection of 1 item	17.00	20.00	17.65%
Collection of 2 items	20.00	23.00	15.00%
Collection of 3 items	23.00	26.00	13.04%
Collection of 4 items	26.00	30.00	15.38%
Collection of 5 items	31.00	36.00	16.13%

<b>Income Summary:</b>	<b>Actual</b>	<b>Original</b>	<b>Latest</b>	<b>Original</b>
(Net of V.A.T.)	<b>2019/20</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Additional Bins/Bags etc	118,697	90,800	120,000	104,400
Bulky Refuse Tickets	61,854	60,000	80,000	69,000
<b>Total Refuse Collection</b>	<b>180,551</b>	<b>150,800</b>	<b>200,000</b>	<b>173,400</b>

## Neighbourhood

Waste Collection		Fixed Penalty	Maximum	Discount
Fixed Penalty Notices	Legislation			
<b>Depositing Litter</b> -	S87/88 Env Protection Act (EPA) 1990	£80	£2,500	£50
<b>Graffiti &amp; fly-posting</b> -	S3-47 Anti-Soc Behaviour Act 2003	£80	£2,500	£50
<b>Failure to Furnish documentation - (Waste Carriers Licence)</b>	s5B(2) Control of Pollution(Amend) Act 1989	£300	£5,000	none
<b>Failure to Produce authority (Waste Transfer Notes)</b>	S34A(2) EPA 1990	£300	£5,000	none
<b>Failure to comply with Waste Receptacle Notice</b>	S46 & S47 EPA 1990	£100	£1,000	£60
<b>Community Protection Notices</b> -	S52 ASB Crime& Policing  Act 2014	£100  14 days to pay	£2,500 unlimited in case of a body	£75  if paid in 10 days
<b>Fly-Tipping</b> -	Unauthorised deposit of Waste(Fixed Penalties) Regulations 2016	£400	unlimited	£300

## Neighbourhood

	<b>Charge From 2/4/20 £</b>	<b>Proposed Charge From 4/1/21 £</b>	
<b>Jephson Gardens - Temperate House</b>			
Charities/Community Groups/Schools - whole day	45.00	51.75	15.00%
Charities/Community Groups/Schools - half day (up to 4 hours)	30.00	34.50	15.00%
Small scale commercial / internal	60.00	69.00	15.00%
Small scale commercial / internal	40.00	46.00	15.00%
Large scale commercial	90.00	103.50	15.00%
Large scale commercial	60.00	69.00	15.00%

	<b>Actual 2019/20 £</b>	<b>Original Forecast 2020/21 £</b>	<b>Latest Forecast 2020/21 £</b>	<b>Original Forecast 2021/22 £</b>
<b>Income Summary:</b> (Net of V.A.T.)				
Jephson Gardens	3,485.00	7,500	0.00	8,625.00
Total	<u>3,485.00</u>	<u>7,500</u>	<u>0.00</u>	<u>8625.00</u>

## Housing Revenue Account

	Charge From 2/1/20 £	Proposed Charge From 4/1/21 £	
<b>Warwick Response</b>			
WDC tenants living in designated or sheltered schemes VAT exempt			
Disabled tenants VAT zero rated			
All other customers should have VAT added to their charges at the prevailing rate.			
Weekly charges			
Monitoring Service only	1.85	1.95	5.41%
Monitoring Service and Equipment Rental	3.65	3.65	0.00%
Discretionary services (New Tenants only):			
Supply and Install Lifeline	Cost + £50	Cost + £50	
Supply and Install Keysafe	Cost + £35	Cost + £35	
Moving Lifeline (i.e. to a different room)	35.00	38.50	
Service call out (faults) *	35.00	38.50	
per hour			
Replacement batteries *	Cost + £35	Cost + £35	
Replace lost cables *	Cost + £35	Cost + £35	
Replace pendant *			
program / post	Cost + £22	Cost + £22	
program / deliver	Cost + £35	Cost + £35	
Replace Lifeline	Cost + £35	Cost + £35	
* Charge will be made once the product's warranty expires			
<b>Lifeline Services Equipment and Products:</b>			
Lifeline Vi and My Amie pendant			
posted	NA		
installed	75.00	75.00	
My Ami			
posted	60.00	60.00	0.00%
installed	85.00	85.00	0.00%
Neck Cord			
posted	5.00	5.00	0.00%
Thin wrist strap			
posted	5.00	5.00	0.00%
Thick wrist strap			
posted	5.00	5.00	0.00%
Easy press adapter			
installed	30.00	30.00	0.00%
posted	10.00	10.00	0.00%
Belt clip			
posted	5.00	5.00	0.00%
Key ring			
posted	5.00	5.00	0.00%
Minuet watch			
posted	95.00	95.00	0.00%
installed	110.00	110.00	0.00%

## Housing Revenue Account

	Charge From 2/1/20 £	Proposed Charge From 4/1/21 £	
<b>Lifeline Services Equipment and Products:</b>			
Ivi Intelligent Pendant Fall detector			
posted	NA		
installed	NA		
Cair pendant			
posted	NA		
installed	70.00	70.00	0.00%
Cair brooch adapter			
posted	5.00	5.00	0.00%
Cair clip adapter			
posted	5.00	5.00	0.00%
Cair wrist strap			
posted	12.00	12.00	0.00%
Cair neck chain			
posted	12.00	12.00	0.00%
Footprint configured and posted (Price per week - rental option only)	4.95	4.95	
OwnFone configured and posted (Price per week - rental option only)	4.95	4.95	
Bogus caller/panic button			
posted	55.00	55.00	0.00%
installed	80.00	80.00	0.00%
Supra Keysafe			
install only	95.00	95.00	0.00%
Keyguard XL keysafe			
install only (WDC tenant)	45.00	45.00	0.00%
install only (private client)	65.00	65.00	0.00%
Pivotell medication dispenser			
posted	210.00	210.00	0.00%
installed	235.00	235.00	0.00%
Tunstall Smoke detector			
installed with Lifeline only	50.00	50.00	0.00%
Tynetec Reach IP lifeline with pendant			
Rental - mail order (price per week rental option only)		4.50	
Rental - installation charge		75.00	
Tynetec Reach IP lifeline with falls detector			
Rental - mail order (price per week rental option only)		4.60	
Rental - installation charge		75.00	
Vibby Falls Detector			
Purchase - mail order	N/A	N/A	
Purchase - installed	100.00	100.00	

**Housing Revenue Account**

	<b>Charge From 2/1/20 £</b>	<b>Proposed Charge From 4/1/21 £</b>	
Tynetec Falls Detector			
Purchase - mail order		100.00	
Purchase - installed		125.00	
Replacement Tynetec Pendant (lost or damaged)			
Mail order		60.00	
Installed		85.00	
Tynetec Smoke Detector			
Mail order		60.00	
Installed		95.00	
Tynetec Falls Detector			
Mail order		100.00	
Installed		125.00	
HEROS (Home Emergency Response Service)bolt on	£5 per month	£5 per month	
Guest room			
Guest/Relatives of residents - per night	10.00	20.00	100.00%
Guest/Relatives of residents - subsequent nights		15.00	
Homelessness - per night	15.00	15.00	0.00%
Community Room Hire (per hour)			
Tenants		from £0 - £5	
Charities and community groups		5.00	
Commercial		15.00	
	<b>Actual 2019/20 £</b>	<b>Original Forecast 2020/21 £</b>	<b>Latest Forecast 2020/21 £</b>
		<b>Original Forecast 2021/22 £</b>	
<b>Total Housing Revenue Account</b>	<b>413,491</b>	<b>443,700</b>	<b>430,000</b>
		<b>445,000</b>	



**Controllable Fees and Charges - Leisure Contract**

Contract Definition –

The Contractor shall review the following core products and prices in September of each year and submit any proposed changes to the Authority for approval (the “Fees and Charges Report”):

1. Concessionary Swim (based on the list of concessions listed in paragraph 10.2 below)
  - a. Those in receipt of a disability benefit
  - b. Those in receipt of Job Seekers Allowance and those not working and in receipt of Universal Credit
  - c. Juniors (5 – 18yrs)\* Note this should have been 5 – 17yrs; ie pay full price from 18yrs
  - d. Individuals in receipt of state pension
  - e. Students – full time of any age; any student under 25yrs
  - f. Exercise Referral clients
2. Junior swimming lesson
3. Casual concession gym session
4. Casual concession fitness class
5. School swimming lesson (currently calculated as a price per child)
6. Exercise Referral session

Free admission for:

- a. Children aged 4 and under
- b. Individuals in receipt of Carers Allowance when accompanying the person for whom they care
- c. Children accompanying an adult in receipt of Job Seekers Allowance or Universal Credit.

### 2021 Core Controllable Prices

<b>Concession Swim To the following groups at the facilities</b>		<b>NCLC and St Nix's</b>	With EA concess card	Abbey Fields	With EA concess card
	Those in receipt of disability benefit	£3.80		£3.35	
	Those in receipt of Job Seekers allowance or universal credit	£3.80		£3.35	
	Juniors 5 -17yrs	£3.15	£2.35	£2.70	£2.00
	Individuals in receipt of state pension	£3.15	£2.00	£3.15	£2.00
	Students fulltime any age, any student under 25years	£3.60		£3.20	
	Exercise Referral Session	As per Fitter Futures scheme			
Swim Lesson Fee	Junior Lesson Fee	£6.40		£6.40	
	Concessionary Junior Lesson fee	£4.65		£4.65	
	School swimming lesson	£36.74	half pool £18.00	£36.74	half pool £18.00
Fitness	Casual Concession Gym Session	£4.70		CFarm £4.70	
	Casual concession fitness class	£4.85		C Farm £4.20	
Exercise Referral	Exercise Referral Session	As per Fitter Futures scheme.			

# Licensing and Regulatory Committee

Excerpt of the minutes of the remote meeting held on Monday 16 November 2020 at 4.30pm, which was broadcast live via the Council's YouTube Channel.

**Present:** Councillor Heath (Chairman); Councillors Boad, Cullinan, Evans, C Gifford, Grey, Illingworth, Leigh-Hunt, Luckhurst, Mangat, Murphy, Redford and Syson.

## 24. **Apologies and Substitutes**

- (a) An apology for absence was received from Councillor A Dearing; and
- (b) there were no substitutes.

## 25. **Declarations of Interest**

There were no declarations of interest made.

## 26. **Minutes**

The minutes of the Committee meeting held on 14 October 2020 were taken as read and signed by the Chairman as a correct record.

## 27. **Minutes of Licensing & Regulatory Panels**

The minutes of the Licensing & Regulatory Panel held on 25 August 2020 were taken as read and signed by the Chairman as a correct record.

## 28. **Revision of Statement of Licensing Policy**

The Committee considered a report from Health and Community Protection which presented the reviewed the Statement of Licensing Policy which was applicable to all Licenced Premises and requested that it would be adopted by the Council.

The Licensing Authority was required to review its Statement of Licensing Policy before it would expire on 5 January 2021.

The amended policy had been consulted upon and was attached as Appendix 1 to the report.

In line with Government guidance and legislation, work was currently underway, in partnership with Warwickshire Police, to gather and analyse crime and disorder and nuisance data for the town centre. When this process was completed, the findings would be presented to the Licensing and Regulatory Committee.

The Committee was specifically asked to consider four points (8, 9, 11 and 12) raised in the consultation, as set out in Appendix 2 Page 2 of the report.

In respect of point 8, Warwick Town Council had asked how the use of plastic and polycarbonate glassware outside, fitted with the WDC Climate Emergency Plan?

## **LICENSING & REGULATORY COMMITTEE MINUTES (Continued)**

The Committee felt that it was its responsibility to consider the use of such plastics in the context of the promotion of public safety and the prevention of crime and disorder. It was felt that the use of 'or similar' in condition 24 should be added to conditions 23 and 25 and that officers provided guidance to Council ahead of its meeting on 25 November, taking into consideration the guidance provided to those organising events on Council land in case this statement could be enhanced further.

In respect of point 9, Environmental Protection had asked for the first sentence in paragraph 4.4 to be removed as it was not necessary. The Committee reflected on this and considered that the sentence was necessary and would like it to remain in place.

In respect of point 11, Environmental Protection had requested the inclusion of a hyperlink or location where the mandatory conditions could be found (paragraph 9.1). The Committee accepted this and felt that a sentence directing people to the gov.uk website should be added.

In respect of point 12, Environmental Protection had requested the inclusion of a sentence to emphasise that the deregulation act did not exempt the premises from their duties to ensure there was no statutory nuisance created by any entertainment (paragraph 10.11). The Committee felt that the paragraph should remain unchanged but officers were asked to ensure that the Licensing website was updated, if necessary, to include clear information on who to complain to about noise issues.

The Committee therefore

**Recommended** to Council that the Statement of Licensing Policy at Appendix 1 to the minutes be approved.

**Resolved** that the full and robust investigation into the establishment of a Cumulative Impact Policy for Leamington Town Centre which is underway, be noted.

(Councillor Boad arrived during the debate on this item.)

(The meeting ended at 5.20pm)

CHAIRMAN  
8 February 2021



## STATEMENT OF LICENSING POLICY

(Required by section 5 of the Licensing Act 2003)

2021 - 2026

## **IMPORTANT NOTE**

In producing this Statement Of Licensing Policy the Licensing Authority is aware that the Government may amend the Licensing Act 2003, subordinate legislation and statutory guidance.

Any such amendments made in the future may not be incorporated into this policy document and readers of this document are advised to check the Home Office/Gov.uk website to ensure they have the latest information.

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## **Appendix**

1. Model Conditions
2. Responsible authorities List

## STATEMENT OF LICENSING POLICY

### INTRODUCTION

- 1.1 Warwick District Council ('the Council') has a duty under the terms of the Licensing Act 2003 ('the Act') to carry out its functions as the Licensing Authority with a view to promoting the following licensing objectives:
- **The prevention of crime and disorder**
  - **Public safety**
  - **The prevention of public nuisance**
  - **The protection of children from harm**
- 1.2 The promotion of these objectives is the paramount consideration when determining an application and any conditions attached to an authorisation.
- 1.3 Warwick District Council (WDC) is situated in the south of Warwickshire in the centre of England. Appropriately for England's heartland, Warwick District Council's boundaries are roughly heart-shaped, embracing an area of some 28,253 hectares with a population exceeding 138,400 people. The District covers four towns, Royal Leamington Spa, Warwick, Kenilworth and Whitnash as well as a large rural area with 18 Parish Councils. It is acknowledged that the town centres have a large proportion of residential premises.
- 1.4 This statement of licensing policy relates to all those licensing activities identified as falling within the provisions of the act, namely:
- **The sale by retail of alcohol**
  - **The supply of alcohol by clubs**
  - **The provision of regulated entertainment**
  - **The provision of late night refreshment**

For the purposes of this document any reference to an 'authorisation' means a Premises Licence, Club Premises Certificate, Temporary Event Notice (TEN) and where appropriate to the context a Personal Licence.

- 1.5 The Licensing Authority recognises that the licensing function is only one means of promoting delivery of the above objectives and should not therefore be seen as a means for solving all problems within the community. The Licensing Authority will therefore continue to work with the Responsible Authorities, the South Warwickshire Community Safety Partnership, local businesses and local people to promote the common objectives as outlined. In addition the Licensing Authority recognises its duty under s.17 of the Crime and Disorder Act 1998 with regard to the prevention of crime and disorder.
- 1.6 This policy statement has been prepared in accordance with the provisions of the Act and the guidance issued under s.182 of the Act. The policy statement

is valid until 5<sup>th</sup> January 2026. This policy statement will be subject to review and further consultation prior to any substantial changes.

- 1.7 A list of contact details for the Responsible Authorities authorised under the act is attached to this policy statement as Appendix 2.
- 1.8 The Licensing Authority has recognised Warwickshire County Council as the local body competent to advise it on the protection of children from harm and has designated it as a responsible authority for the purposes of s.13 of the Act.
- 1.9 The Licensing Authority will, when acting as a responsible authority, act in accordance with the guidance issued under s.182 of the Act wherever possible. In particular, it will not normally intervene in applications where the issues are within the remit of another responsible authority and will ensure an appropriate separation of responsibilities between the officer administering an application and an officer acting as a responsible authority.

### **Public Health as a Responsible Authority**

- 1.10 There is not a specific licensing objective related directly to health within the current legislation. When making a representation, the Director of Public Health will be required to relate such representations and available data to the other licensing objectives. This may include underage drinking, prevention of accidents, injuries and other immediate harms that can result from alcohol consumption.
- 1.11 Health bodies hold valuable information which may not be recorded by other agencies, including analysis of data on attendance at emergency departments and the use of ambulance services following alcohol related incidents. Sometimes it may be possible to link ambulance callouts and attendance to irresponsible practices at specific premises. Anonymised data can be collated about incidents relating to specific premises and presented to Licensing Sub-Committees when representations are made.

## **CONSULTATION**

- 2.1 Before publishing this policy statement the Licensing Authority has consulted and given proper consideration to the views of the following in line with the statutory guidance.
  - The Responsible Authorities
  - Representatives of current licence and certificate holders
  - Representatives of local businesses
  - Representatives of local residents



## **FUNDAMENTAL RIGHTS**

- 3.1 Under the terms of the Act any person may apply for a variety of authorisations and have each application considered on its individual merits. Equally, any person has a right to make relevant representations on an application or to seek a review of a licence or certificate where provision has been made for them to do so in the Act.
- 3.2 Applicants and those making relevant representations in respect of applications to the Licensing Authority have a right of appeal to Warwickshire Magistrates' Court against the decisions of the Licensing Authority.

## **LICENSING CONDITIONS**

- 4.1 Licensing is about regulating the carrying on of licensable activities on licensed premises, by qualifying clubs and at temporary events within the terms of the Act. 'Premises' includes open spaces. Conditions attached to various authorisations will be focused on matters that are within the control of the individual licensees and others in possession of relevant authorisations. Accordingly, these matters will centre on the premises being used for licensable activities and the vicinity of those premises. If there is an incident or other dispute, the Licensing Authority will primarily focus on the direct impact of the activities taking place at licensed premises on members of the public living, working or engaged in other normal activities in the area concerned.
- 4.2 The Licensing Authority can impose conditions if it has received a relevant representation or if such conditions are consistent with the operating schedule.
- 4.3 When considering any conditions, the Licensing Authority acknowledges that licensing law should not be seen as the primary mechanism for the general control of nuisance and anti-social behaviour by individuals once they are away from licensed premises and therefore beyond the direct control of the individual club or business holding the licence, certificate or authorisation concerned. Nonetheless, it is a key aspect of general control and licensing law will always be part of a holistic approach to the management of the evening and night time economy. For example, applicants should note that stricter conditions to control noise are likely to be imposed in the case of premises situated in largely residential areas.
- 4.4 The Licensing Authority will not impose standard licensing conditions on licences or other relevant types of authorisation across the board. Therefore, the Licensing Authority will attach conditions to relevant authorisations which are tailored to the individual style and characteristics of the premises and events concerned and that are appropriate to promote the licensing objectives in the light of any representations received.

- 4.5 The Licensing Authority has produced a set of model conditions, which is aimed at assisting and supporting applicants through the application process. The model conditions would also assist the Licensing Authority and Responsible Authorities in deciding which conditions would be appropriate to add to a licence. The model conditions may be found at the end of this policy as Appendix 1.

## **OPERATING HOURS**

- 5.1 The Licensing Authority welcomes the opportunities afforded to the local economy by the Act and will strive to balance this with the rights of local residents and others who might be adversely affected by licensable activities based on the principles laid down in this document.
- 5.2 When dealing with licensing hours, each application will be dealt with on its individual merits. The Licensing Authority recognises that longer licensing hours with regard to the sale of alcohol can assist to avoid concentrations of customers leaving premises simultaneously thereby reducing the friction at late night fast food outlets, taxi ranks and other forms of transport which can lead to disorder and disturbance. The Licensing Authority does not wish to unduly inhibit the development of thriving and safe evening and night time local economies which are important for investment and employment locally and in the main welcomed by residents and visitors to the District.
- 5.3 The Licensing Authority will not set fixed trading hours within designated areas. However, an earlier terminal hour and stricter conditions with regard to noise control than those contained within an application, may be appropriate in residential areas where relevant representations are received and such measures are deemed appropriate to uphold the licensing objectives.
- 5.4 Shops, stores and supermarkets will generally be free to provide sales of alcohol for consumption off the premises at any times when the retail outlet is open for shopping, unless there are relevant representations giving good reasons based on the licensing objectives for restricting those hours.

## **LATE NIGHT LEVY AND EARLY MORNING RESTRICTION ORDERS**

- 6.1 The Licensing Authority, having not been presented with any evidence to the contrary, does not consider that the application of a Late Night Levy or Early Morning Restriction Order are appropriate for the Licensing Authority's area at the present time. The Licensing Authority will keep these matters under review and accordingly reserves the right, should the need arise, to introduce these measures during the life of this statement of licensing policy.

## **CUMULATIVE IMPACT ASSESSMENT**

- 7.1 For the purposes of this document 'cumulative impact' means the potential impact on the promotion of the licensing objectives of a significant number of licensed premises concentrated in one area. Cumulative impact is a proper matter for the Council to consider in developing its licensing policy. This should not be confused with 'need', which concerns the commercial demand for another particular type of premises. Government guidance states that 'need' is not a matter for the Licensing Authority but is a matter for the Planning Authority and the free market.
- 7.2 The Licensing Authority has not been presented with sufficient evidence to consider any area within the District to currently have a particular concentration of licensed premises causing a cumulative impact on one or more of the licensing objectives. The Licensing Authority will keep this matter under review and accordingly reserves the right, should the need arise, to introduce a special policy concerning cumulative impact during the life of this statement of licensing policy.
- 7.3 The absence of a special policy does not prevent any responsible authority or any other party from making representations on a new application for the grant of a licence on the grounds that the premises will give rise to a negative cumulative impact on one or more of the licensing objectives. The Act allows for such consideration but the individual merits of each application must always be considered.

## **PROMOTION OF THE LICENSING OBJECTIVES**

### **Prevention of Crime and Disorder**

- 8.1 Licensed premises, especially those offering late night/early morning entertainment or alcohol and refreshment can sometimes be associated with elevated levels of crime and disorder.
- 8.2 The Licensing Authority expects individual licence/certificate holders, new applicants and temporary event organisers, to regularly review their arrangements in addressing crime and disorder issues pertinent to their particular licensable activities, location and/or premises. Information and advice can be obtained from the Police, business network groups and other sources. The Licensing Authority also encourages local residents and other businesses, where appropriate, to discuss issues of concern directly with individual businesses, or, to contact the Police or the Licensing Authority.
- 8.3 The Licensing Authority will, through its Community Safety Partnership devise and help deliver strategies to tackle the misuse of alcohol, which has been identified as being a precursor to crime and anti-social behaviour. The Licensing Authority expects existing licence/certificate holders, new applicants and the organisers of temporary events, to be able to demonstrate the measures they

use, or propose to adopt, to prevent and actively discourage the sale/supply of alcohol to children and to individuals who are already drunk.

- 8.4 The risk assessment approach remains fundamental in the operation of all licensed premises. Licence/certificate holders and applicants are strongly recommended to work closely with the Police in particular, in bringing into effect appropriate control measures to overcome established and potential problems. A combination of short and longer term strategies may need to be deployed by holders of authorisations to sustain and promote the prevention of crime and disorder.
- 8.5 The Licensing Authority will expect new applicants, existing licence/certificate holders and organisers of temporary events to adopt recognised good practice in whatever area of operations they are engaged. The Licensing Authority will regard each responsible authority as the expert in their respective field and in some cases as the primary source of advice in relation to a particular licensing objective.
- 8.6 Queues at late night take-aways can be a source of disorder and applicants for premises licences for this type of premises are expected to address this in their operating schedule.
- 8.7 The Licensing Authority has specific duties under s.17 of the Crime and Disorder Act 1998 that underpins any control strategy that is employed. The Licensing Authority will continue to work in partnership with the Police in addressing crime and disorder issues.
- 8.8 The Licensing Authority is of the view that generally, in order to promote the licensing objectives, all licensed premises within the District are encouraged to be members of the relevant local Pubwatch Scheme, or any similar scheme, where one exists.
- 8.9 The Licensing Authority and Police have a zero tolerance of drug use in licensed premises but recognise that drug use is not something that is relevant to all licensed premises. However, it is recognised that special conditions may need to be imposed for certain venues to reduce the likelihood of drugs being sold and consumed and to create a safer environment for those who may have taken them.
- 8.10 Once away from licensed premises a minority of consumers may behave badly and unlawfully. There are other mechanisms both within and outside the licensing regime that are available for addressing such issues. The Licensing Authority will address a number of these issues through the Community Safety Partnership in line with the strategic objectives for crime and disorder reduction and drug and alcohol misuse within the District.
- 8.11 In relation to premises seeking or holding a premises licence and where alcohol will be sold under the terms of that licence, the Licensing Authority expects that (a) any Designated Premises Supervisor (DPS) will have been given sufficient

management authority and be able to exercise effective day-to-day control of the premises and (b) authority to make alcohol sales when given by the DPS or any other Personal Licence holder should be clearly evidenced in writing. This is to ensure that premises selling alcohol are properly managed in accordance with the Act and that premises operate in a way that promotes the prevention of crime and disorder. This will also benefit operators themselves through being able to demonstrate a commitment to the proper management of premises, particularly if enforcement action becomes necessary.

### **Promotion of Public Safety**

- 8.12 Public safety is not defined within the act, but the Government guidance advises that it is concerned with the physical safety of people using the premises and not with public health, which is covered by other legislation.
- 8.13 Applicants and event organisers will be expected to assess not only the physical environment of the premises or site but also operational practices, in order to protect the safety of members of the public visiting the premises or site, those who are employed in the business, those who are engaged in running an event or anyone else that could be affected by site activities. This assessment would normally take place within a risk assessment framework.
- 8.14 Holders of premises licences and club certificates, or those organising temporary events, should interpret 'public safety' widely to include freedom from danger or harm.
- 8.15 For licensed or certificated premises and for temporary events, public safety must be kept under review and where changes to operational practices/events occur, or the customer profile changes, a review of risk assessments must be undertaken.
- 8.16 Fire safety is governed by the Regulatory Reform (Fire Safety) Order 2005 and is not something with which the Licensing Authority will normally become involved.

Where a Responsible Authority has recommended a safe capacity limit on all or part of a premises the Licensing Authority will normally expect an applicant/authorisation holder to follow such a recommendation unless there are good reasons for not doing so.

### **Prevention of Public Nuisance**

- 8.17 The Licensing Authority remains sensitive to the expectations and needs of different parts of the community in respect of leisure and cultural pursuits, and will view applications accordingly. The impact of those activities on people who have to live, work and sleep within the local vicinity of a licensed premises or event will also be considered. If the impact of licensed activities is disproportionate and unreasonable or markedly reduces the amenity value of

the area to local people, then the Licensing Authority will take account of this when exercising its functions.

- 8.18 The Licensing Authority considers that the potential for public nuisance can be prevented or much reduced by good design and planning during new or ancillary construction works, by the provision of good facilities and effective management. This will require appropriate advice at the planning and development stages of new projects. Applicants should consider carefully the suitability of the premises for the type of activity to be undertaken, particularly in terms of ventilation, **cooling**, noise breakout and noise/vibration transmission to adjoining premises.
- 8.19 Licence holders already in receipt of complaints should seek an early remedy to any confirmed problem. The organisers of temporary events should seek to pre-empt potential nuisance, especially if complaints have previously arisen at the same venue.
- 8.20 The Licensing Authority expects holders of authorisations to use their risk assessment and operating schedules to review and, if need be, to make necessary improvements to the premises or to operational practices, in order to prevent public or statutory nuisance.
- 8.21 Where the provisions of existing legislation prove inadequate or inappropriate for control purposes, the Licensing Authority will consider imposing licence conditions. Any condition deemed appropriate and imposed by the Licensing Authority to promote the prevention of public nuisance will focus on measures within the direct control of the licence holder or designated premises supervisor.
- 8.22 Any such conditions imposed will be tailored to the style and characteristics of the premises and the type of activities expected to take place. Any conditions added will be precise and enforceable and will be unambiguous and clear in what they intend to achieve.

### **Protection of Children from Harm**

- 8.23 The Act details a number of legal requirements designed to protect children in licensed premises. The Licensing Authority is concerned to ensure that holders of authorisations, including organisers of temporary events, create safe environments (in terms of physical, moral and psychological welfare) for children who may be on the premises. Children should be unable to access alcohol or drugs and be subject to an appropriate level of care and supervision at all times.
- 8.24 The Act prohibits children under the age of 16 years old and unaccompanied by an adult, to be present in licensed premises (including premises operating under a TEN) being used primarily or exclusively for consumption of alcohol.
- 8.25 The admission of children to any premises will otherwise normally be left to the discretion of the individual licensee/event organiser, as the Act does not prohibit

children from accessing licensed premises. Where children are accompanied and supervised by a responsible adult, additional measures, should not normally be necessary. The Licensing Authority supports the view that children should enjoy access to a range of licensed premises, but cannot impose conditions requiring the admission of children to any premises.

The Licensing Authority will judge the merits of each application before deciding whether or not to impose conditions restricting access by children. Conditions which may be relevant in this respect are outlined in the Government Guidance.

- 8.26 In premises where alcohol is sold or supplied it is a mandatory condition that premises licence holders will operate a recognised Age Verification Scheme. The Licensing Authority supports the Challenge 25 scheme and where this is not proposed within the operating schedule, alternative and similarly rigorous controls should be detailed. The Licensing Authority recommends that the premise licence holder operates a method for recording when a sale is refused as part of any age challenge scheme (also known as a refusals book).
- 8.27 The Licensing Authority expects that customers should be confronted by clear and visible signs on the premises that underage drinking constitutes an offence in law and that they may well be required to produce proof of their age to a member of staff. Organisers of temporary events should apply similar safeguards in their undertakings.
- 8.28 Venue operators seeking premises licences and club premises certificates can volunteer prohibitions and restrictions in their operating schedules because their own risk assessments have determined that the presence of children is undesirable or inappropriate. These will become conditions attached to the licence or certificate where no relevant representations are received by the Licensing Authority.
- 8.29 The Licensing Authority regards Warwickshire County Council as being the primary source of advice and information on children's welfare and would normally expect any advice/recommendations from the County Council to be followed unless there are good reasons for not doing so. The Licensing Authority will attach appropriate conditions where these appear necessary to protect children from moral, psychological or physical harm. It is also reasonable for the licensing authority to expect the responsible authorities to intervene where the basis for the intervention falls within the remit of that other authority. For example, the police should take appropriate steps where the basis for the review is concerned about crime and disorder or the sexual exploitation of children.
- 8.30 The Licensing Authority will consider the need to protect children from sexual exploitation when undertaking licensing functions.
- 8.31 In order to prevent children from seeing films incompatible with their age, licence holders who exhibit films will be expected to impose and enforce viewing

restrictions in accordance with the recommendations of the British Board of Film Classification. In exceptional cases e.g. where the BBFC has not classified a film then the Licensing Authority may specify viewing restrictions which an authorisation holder will be expected to comply with.

- 8.32 It is expected that authorisation holders will ensure that, whenever children are in the vicinity of a film or exhibition that is being shown/staged in a multi-purpose premises, sufficient ushers/stewards (minimum 18 years old) will be in attendance at the entrance the viewing rooms at all times to ensure children cannot enter or view the film or exhibition.
- 8.33 Children have access to a range of regulated public entertainment venues and may be present as members of a viewing audience or as performers in their own right. The Licensing Authority expects authorisation holders including those organising temporary events, to make proper provision for child safety and welfare during such events. Notwithstanding public safety issues, supervisory arrangements must be reflected within operating schedules. Suitable monitoring strategies should also be in place to ensure that supervisory levels are appropriate.
- 8.34 Where a large number of children are likely to be present on any licensed premises, for example, a children's show or pantomime, the Licensing Authority may require that there is an adequate number of adult staff at places of entertainment to control access and egress of children and to protect them from harm. Children present at events as entertainers will be expected to have a nominated adult responsible for each child performer.

## **MANDATORY LICENSING CONDITIONS**

- 9.1 The Government has introduced a range of mandatory conditions aimed at establishing minimum standards for the way certain licensable activities are conducted. The conditions apply to all appropriate premises. [A full list of the mandatory conditions can be found on the Gov.uk website.](#)

## **OTHER CONSIDERATIONS**

### **Relationship with Planning**

- 10.1 The planning and licensing regimes involve consideration of different (albeit related) matters. The Council's Licensing and Regulatory Committee and Sub – Committees are not bound by decisions made by the Council's Planning Committee and vice versa.
- 10.2 The grant of any application or variation of a licence which involves a material alteration to a building would not relieve the applicant of the need to apply for planning permission or building control approval where appropriate.
- 10.3 There are also circumstances when as a condition of planning permission; operating hours are set for the use of the premises for commercial purposes. Where these hours are shorter than the licensing hours, the applicant must



observe the planning restrictions. Premises operating in breach of their planning consent would be liable to enforcement action under planning law.

- 10.4 The Local Planning Authority may also make representations against a licensing application in its capacity as a Responsible Authority, where such representations relate to one or more of the licensing objectives.

### **Applications**

- 10.5 An applicant may apply under the terms of the Act for a variety of authorisations and any such application will be considered on its individual merits. Any person may make representations on an application or seek a review of a licence or certificate where provision has been made for them to do so in the Act.
- 10.6 The Licensing Authority expects each and every applicant for a premises licence, club premises certificate or variation to address how they intend to promote the licensing objectives.
- 10.7 In determining a licence application the Licensing Authority will take each application on its merits. Licence conditions will only be imposed following a hearing or in order to promote the licensing objectives and will only relate to matters within the control of the applicant. Licence conditions will not normally be imposed where other regulatory provisions are in force (e.g. planning, health and safety at work, fire safety and building control legislation) so as to avoid confusion and duplication, except where they can be exceptionally justified to promote the licensing objectives.
- 10.8 The Licensing Authority will impose only such conditions as are proportionate towards promoting the licensing objectives and which do not impose unnecessary burdens and which are appropriate to the individual size, style and characteristics of the premises and events concerned.
- 10.9 In considering applications, the Licensing Authority will primarily focus on the direct impact of activities taking place at the licensed premises on members of the public living, working or engaged in normal activity in the area concerned. The Licensing Authority recognises that licensing law is not the primary mechanism for the general control of nuisance and anti-social behaviour by individuals once they are away from the licensed premises and, therefore beyond the direct control of the individual, club or business holding the licence, certificate or authorisation concerned.
- 10.10 Conditions include any limitations or restrictions attached to a licence, certificate or other authorisation and essentially are the steps or actions the holder of the authorisation will be required to take or refrain from taking at all times when licensable activities are taking place at the premises in question.

### **Deregulated Public Entertainment**

- 10.11 As a result of the Live Music Act 2012 and The Legislative Reform (Entertainment Licensing) Order 2014 most public entertainment taking place

between 08:00 and 23:00 hrs has, subject to certain conditions, been deregulated and removed from the scope of Licensing Authority control. No authorisation is required where public entertainment is being provided under these statutory exemptions. However, if exempt public entertainment is or will be taking place as well as licensable activities (e.g. selling alcohol) then an authorisation covering the licensable activities will still be required. Operators of 'on-licensed' premises should also note that it is possible to re-introduce full licensing controls over public entertainment where a premises licence or a club premises certificate has been reviewed and a Licensing and Regulatory Sub-Committee determines that it is appropriate for such controls to be re-introduced.

### **Public Spaces Protection Order**

- 10.12 At the time of writing, The Warwick District Public Spaces Protection Order (PSPO) (Introduced by The Anti Social Behaviour, Crime and Policing Act 2014) are under review. Regardless of the outcome of the PSPO review the local authority must have regard to section 62 and 63 of the 2014 Act which limits what can be restricted in relation to alcohol. For example, where a PSPO covers alcohol prohibition, section 62 of the 2014 Act lists a number of premises to which an Order cannot apply – such as on licensed premises (or within its curtilage), premises which by virtue of Part 5 of the Licensing Act 2003 may at the relevant time be used for the supply of alcohol, or facilities or activities relating to the sale or consumption of alcohol which are at the relevant time permitted by virtue of a permission granted under section 115E of the Highways Act 1980 (highway-related uses). Section 63 makes it an offence only when a person refuses or fails to comply with a reasonable requirement from an authorised person not to consume or surrender alcohol.

### **BEST PRACTICE SCHEMES**

- 11.1 The Licensing Authority supports best practice schemes for licensed premises. Premises in an area covered by a scheme are encouraged to become members of the scheme.

### **INTEGRATING STRATEGIES AND THE AVOIDANCE OF DUPLICATION**

- 12.1 By consulting widely prior to this policy statement, the Licensing Authority has taken full account of local policies covering crime prevention, anti-social behaviour, culture, transport, planning and tourism as part of an integrated strategy for the Licensing Authority, Police and other agencies. Many of these strategies may not be directly related to the promotion of the licensing objectives, but indirectly impact upon them.
- 12.2 There are a number of wider issues which may need to be given due consideration when dealing with applications. The Council's Licensing and Regulatory Committee can request reports, where it thinks it is appropriate on the following areas:-

- The needs of the local tourist economy, to ensure that these are reflected in their considerations;
- The employment situation and the need for new investment and employment where appropriate; and
- The general impact of alcohol related crime and disorder.
- The general impact of alcohol related harms to health.

### **Crime Prevention Strategies**

- 12.3 Crime prevention and drug and alcohol misuse policies and the input of the South Warwickshire Community Safety Partnership (SWCSP) will be reflected in licence conditions as far as possible.
- 12.4 The SWCSP is committed to making South Warwickshire a safe place in which to live work and visit. It is the role of the SWCSP to strategically plan, commission and oversee services that tackle crime and disorder and address drug and alcohol misuse.

### **Duplication**

- 12.5 When considering any application the Licensing Authority will avoid duplication with other regulatory regimes as far as possible. Therefore the Licensing Authority will not attach conditions to a licence in relation to a matter covered by another regulatory regime unless going beyond such a regime is considered appropriate for the promotion of the licensing objectives in the particular circumstances.

### **Promotion of Equality**

- 12.6 The Licensing Authority in carrying out its functions under the Act is obliged to have 'due regard' to the need to eliminate unlawful discrimination, harassment and victimisation, to advance equality of opportunity and to foster good relations between persons with different protected characteristics. The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Government guidance advises that conditions should not be attached to authorisations which would duplicate existing statutory requirements. The Licensing Authority therefore takes this opportunity to remind operators of premises of their duties towards disabled persons (including performers) on their premises under the Building Regulations and the Equalities Act 2010. This includes a duty that any person who provides a service to the public must make reasonable adjustments to any physical feature that makes it impossible or unreasonably difficult for a disabled person to access a service, or to provide the services by a reasonable alternative means.

## ENFORCEMENT

- 13.1 The Licensing Authority has an established working relationship with the Police and other responsible authorities on enforcement issues through the Multi Agency Licensing Enforcement Meeting. This provides a more efficient deployment of resources targeting high risk premises and activities.
- 13.2 This enforcement regime follows the Government's Regulators' Code in that it follows the basic principles of openness, helpfulness, proportionality and consistency. The Licensing Authority has a separate enforcement policy in respect of licensing.
- 13.3 Licensed premises are visited by the Responsible Authorities and the Licensing Authority to carry out targeted inspections to check that the premises licence or certificate is being complied with, to check compliance with other legislation and/or deal with complaints that have been received.
- 13.4 On some occasions a multi-agency group (representing a number of Responsible Authorities) will visit premises. The officers will check the premises/activities relevant to their particular role.
- 13.5 There are several enforcement options that will be used as appropriate and in line with the Licensing Authority's licensing enforcement policy. These options include:
- Verbal advice – this covers minor complaints/infringements where advice is seen as the most appropriate way to deal with the issue.
  - Written warning – this is a step-up from verbal advice and holders of authorisations are given a letter recording the warning given and containing the details of any necessary remedial action.
  - Action planning – this plan will be written down and given to the holder of the authorisation and designated premises supervisor. It explains what actions are required, within a timescale, for compliance with the licensing objectives, specific legislation or conditions. It will be regularly reviewed and if compliance has been achieved it will be terminated. If areas of non-compliance remain a more formal enforcement option further up the scale may be selected in order to achieve compliance.
  - Review – any person may call for a review of a licensed premises where there is evidence that the licensing objectives are not being promoted. The holder of the authorisation will have to attend a review hearing in front of the Licensing Sub Committee who may decide, based on the evidence submitted to them, to take no action, to remove the DPS, to revoke, suspend, or amend the licence or apply additional conditions.
  - Prosecution – Under the Licensing Act 2003 certain offences can be prosecuted by the Licensing Authority/Director Of public Prosecutions/Weights and Measures Authority (Trading Standards). In

addition, Responsible Authorities have a wide range of powers to institute prosecution under other specific legislation.

- Closure – several of the Responsible Authorities have the power to close licensed premises if they deem it necessary. The Licensing Authority also has powers to request closure through the Magistrates court for continuing unauthorised alcohol sales.

## **ADMINISTRATION, EXERCISE AND DELEGATION OF FUNCTIONS**

### **Licensing and Regulatory Committee**

- 14.1 The majority of powers given to the Licensing Authority by the Act have been delegated by the Council to the Licensing and Regulatory Committee and Officers. The Licensing and Regulatory Committee has in turn established Sub-Committees to determine some matters under the Act.
- 14.2 The Council's Constitution defines those responsibilities and is available for inspection on the Council's website, but a summary of responsibility is set out in Table 1 below.

14.3 Table 1:

<b>Matters to be dealt with</b>	<b>Full Committee</b>	<b>Sub Committee</b>	<b>Officers</b>
Application for personal licence		If a police objection	If no objection made
Application for premises licence/club premises certificate		If a relevant representation made	If no relevant representation made
Application for provisional statement		If a relevant representation made	If no relevant representation made
Application to vary premises licence/club premises certificate		If a relevant representation made	If no relevant representation made
Application to vary designated premises supervisor		If a police objection	All other cases
Request to be removed as designated premises supervisor			All cases
Application to transfer of premises licence		If a police objection	All other cases
Application for interim authorities		If a police objection	All other cases
Application to review premises licence/club premises certificate	All cases		
Decision on whether a complaint is irrelevant frivolous vexatious etc.			All cases
Decision to object when local authority is a consultee and not the relevant authority considering the application	All cases		
Determination of a police/EHO objection to a temporary event notice		All cases	
Determination of a Minor Variation application			All cases
Removal of the requirement for a designated premises supervisor at community premises		If a police objection	All other cases

- 14.4 However Council has retained the power to set the Council's Licensing Policy Statement, but it will seek the views of the Licensing & Regulatory Committee before determining any amendments.

### **Application forms And Process**

- 14.5 All application forms will be in the prescribed format. The operating schedule will form part of the completed application form for a premises licence and a club premises certificate. The applicant will have to detail the steps that will be taken to promote the licensing objectives. Applicants should carry out a risk assessment before they apply for a licence.
- 14.6 Applicants are encouraged to fully consult the police and other statutory services well in advance of carrying out their risk assessments and submitting their applications. Application forms and guidance leaflets will be available from the Licensing Authority, including contact names for each of the responsible authorities. Most applications will require additional documentation and a fee to be included with the form. Incomplete applications will not be considered and will be returned to the applicant.
- 14.7 Where national guidance permits, on line applications will be accepted providing the necessary documentary attachments are uploaded into the application and the appropriate fee paid.
- 14.8 Applicants are encouraged to make themselves aware of any relevant planning and transportation policies, tourism and cultural strategies and local crime, alcohol, drug and disorder strategies in order to take these into account, where appropriate, when formulating their operating schedule.

### **COMMENTS ON THIS POLICY**

- 15.1 The statement of licensing policy will be reviewed on a regular basis. Individuals and organisations that wish to comment on the policy are invited to send their comments in writing to:

Warwick District Council, Licensing Team, Riverside House, Milverton Hill,  
Royal Leamington Spa, CV32 5HZ

Email: [licensing@warwickdc.gov.uk](mailto:licensing@warwickdc.gov.uk)

## **APPENDIX 1 – Set of Model Conditions**

Warwick District Council has produced this document to assist and support applicants and existing licence holders through the application process. It has also been designed for the consideration of responsible authorities and the Council's Licensing and Regulatory Committee.

When deciding to grant or vary a premises licence under the Licensing Act 2003, the licensing authority may do so subject to conditions which it considers are appropriate for the promotion of one or more of the licensing objectives.

Those applying for a premises licence, club certificate, variation of a premises licence or variation of a club certificate may also wish to consider those conditions which would promote the licensing objectives when completing the operating schedule.

In determining what conditions are appropriate, it will be necessary to consider the individual circumstances of the premises, including:-

- The nature and style of the venue,
- The activities being conducted there,
- The location, and,
- Anticipated clientele

### **Guidance for operating schedule**

Conditions on a premises licence or club premises certificate are important in setting the parameters within which premises can lawfully operate.

Licensing authorities should be satisfied that it is appropriate to impose conditions to promote one or more of the four licensing objectives. Conditions should be tailored to the particular circumstance of an individual licensed premises and determined on a case-by-case basis.

**Under no circumstances should licensing authorities regard pools of conditions as standard conditions to be automatically imposed in all cases.**



## **Prevention of Crime and Disorder**

1. There shall be no sales of alcohol for consumption off the premises after (time).
2. No single cans or bottles of beer or cider or spirit mixtures shall be sold at the premises.
3. No miniature bottles of spirits of 20 cl or below shall be sold from the premises.
4. No beer, lager, cider, ale or spirit mixers with an alcohol by volume content above (insert percentage) will be sold or offered for sale.
5. Each self-serve pump must be covered, in full, by the CCTV system.
6. Only craft beer or ale is permitted to be dispensed from the self-service pumps and will only be available in measures of (measure).
7. Only wine is permitted to be dispensed from the self-service wine dispenser and will only be available in a maximum measure of (measure).
8. When a self-service dispenser is in use a notification system must be in place to alert a member of bar staff.
9. Regular meetings will take place between the Designated Premises Supervisor, Warwickshire Police and Licensing authority. The meetings will take place every (number) months.
10. All door supervisors, and other persons engaged at the premises, for the purpose of supervising or controlling queues or customers, must wear (high visibility jackets or vests or armbands).
11. Door supervision must be provided on (specify days). Door supervisors must be on duty from (insert hours) and must remain on duty until the premises are closed and all the customers have left.
12. Door supervisors must be provided with radios to enable them to contact each other and the duty manager at the premises.
13. On/at (specify days/hours) at least (insert number) of SIA registered door supervisors must be on duty at the premises (may specify location at the premises or as shown on the plan).
14. Where SIA registered door supervisors are used at the premises, a record must be kept of their SIA registration number and the dates and times when they are on duty. That register shall be available for inspection on reasonable request Authorised Officer of the Council, the Security Industry Authority or a Police Constable and shall contain the following details:-
  - the door supervisor's name, date of birth and home address;
  - his / her Security Industry Authority licence number;
  - the time and date he / she starts and finishes duty;
  - each entry shall be signed by the door supervisor.

15. Any door staff register shall be available for inspection on demand by an Authorized Officer of the Council, the Security Industry Authority or a Police Constable and will be retained on the premises for a period of 12 months from the date of the last entry.
16. The Premises Licence holder / Designated Premises Supervisor will operate to a written dispersal policy which ensures the safe and gradual dispersal of customers from the premises. The Premises Licence holder / Designated Premises Supervisor will ensure that staff receive training on the policy.
17. CCTV to be installed and the premises licence holder must ensure that:-
  - a. CCTV cameras are located within the premises to cover all public areas.
  - b. The system records clear images permitting the identification of individuals.
  - c. The CCTV system is able to capture a minimum of 12 frames per second and all recorded footage must be securely retained for a minimum of 28 days.
  - d. The CCTV system operates at all times while the premises are open for licensable activities'. All equipment must have a constant and accurate time and date generation.
  - e. The CCTV system is fitted with security functions to prevent recordings being tampered with, i.e. password protected.
  - f. Downloads will be provided to the Police upon reasonable request in line with the Data Protection Act 2018.
  - g. Signed off by Warwickshire Police Design Out Crime Officer.
18. The Premises Licence holder / Designated Premises Supervisor is to provide the Police with the contact details of at least two members of staff (or other person(s)) who are trained and familiar with the operation of the equipment so that, at the expense of the Premises Licence holder, they are able to check that the equipment is operating properly and that they are able to provide copies of recorded data upon request and within no more than 12 hours from the time of the request.
19. The Premises Licence holder / Designated Premises Supervisor must notify the Licensing Office or the Police in the event of CCTV breakdown or malfunction as soon as is reasonably practicable and in any event within 24hrs.
20. No open vessels to leave the premises at any time.
21. No open vessels to be taken outside the curtilage of the premises at any time.
22. Empty bottles must be placed into locked bins so as to prevent them from being used as weapons.
23. Plastic or toughened polycarbonate (or similar) glasses / bottles / toughened glass to be used in the outside areas of the premises.

24. Plastic or toughened polycarbonate (or similar) glasses / bottles will be used when requested by Warwickshire Police.
25. Drinks must only be served in plastic or toughened polycarbonate (or similar) containers.
26. No customers carrying glassware shall be admitted to the premises at any time that the premises are open to the public.
27. SIA door staff will be required to remove all alcohol from customers who are queuing to enter the premise or entry to be refused. This alcohol must then be disposed of immediately in a bin provided at the premises.
28. A Personal Licence holder must be on the premises at all times when open to the public.
29. A Personal Licence holder must be on the premises on (state days) (time) between (time) hours and close of business.
30. The designated premises supervisor will ensure that he/she gives written authorisation to individuals whom they are authorising to sell alcohol in their absence. This should be maintained and made available for viewing by Authorised Officers.
31. Details of the names, addresses and up-to-date contact details for the Designated Premises Supervisor and all Personal Licence holders shall be maintained and kept on the premises.
32. Premises will participate in any Police or responsible authority awareness campaign or training that is relevant to the sale of alcohol, use of drugs or entertainment.
33. The Premises Licence holder shall have a written policy in relation to drugs which will include search, seizure and disposal of drugs and weapons. Staff will be provided with training on the policy, including drugs awareness.
34. A suitable receptacle for the safe retention of illegal substances will be provided and arrangements made for the safe disposal of its contents as agreed with Warwickshire Police.
35. There shall be displayed on the premises, information regarding drugs awareness. / Zero tolerance policy.
36. As soon as possible, and in any event within 1 month from the grant of this licence, the premises shall join the local Pubwatch or other local crime reduction scheme approved by the police, and local radio scheme if available.
37. The premises will be a member of the locally approved radio scheme and abide by its policies and procedures.
38. The premises is to maintain an incident book to record details of the following:-
  - Any violence or disorder on or immediately outside the premises,

- Any incident involving controlled drugs (supply / possession or influence on the premises,
  - Any other crime or criminal activity on the premises,
  - Any call for police assistance to the premises,
  - Any ejection from the premises,
  - Any first aid/other care given to a customer.
39. An incident book to made available for inspection by a responsible authority on reasonable request.
40. In the event that a serious assault is committed on the premises (or appears to have been committed) the management will immediately ensure that:-
- (a) The police (and, where appropriate, the Ambulance Service) are called without delay;
  - (b) All measures that are reasonably practicable are taken to apprehend any suspects pending the arrival of the police;
  - (c) The crime scene is preserved so as to enable a full forensic investigation to be carried out by the police; and
  - (d) Such other measures are taken (as appropriate) to fully protect the safety of all persons present on the premises.
41. Any staff employed at the premises will be provided with training on first appointment and on a regular basis thereafter. Training will include (delete where applicable);
- Drunk awareness
  - Drugs awareness
  - Age verification training
  - Conflict management training
  - First aid
42. A written record will be kept of all training carried out. This record must be kept on the premises and made available for inspection by a responsible authority on reasonable request.
43. No entry / re-entry 1 hour before permitted hours.
44. No entry / re-entry after (time) (days).
45. Any queue (in a designated queuing area) to enter the premises must be supervised at all times by door supervisors.
46. Any (designated) queuing area must be within suitable barriers.
47. Any outside areas to be demarked by physical barriers or similar with clear signs displayed to instruct patrons that vessels must not be taken outside said area.
48. The premises must only operate as a restaurant:
- in which customers are seated at a table

- which provide food in the form of substantial table meals that are prepared on the premises and are served and consumed at the table using non-disposable crockery
- which do not provide any take away service of food or drink for immediate consumption, and where alcohol must not be sold, supplied, or consumed on the premises otherwise than to persons who are taking substantial table meals and provided always that the consumption of alcohol by such persons is ancillary to taking such meals

49. The supply of alcohol to customers must be by waiter or waitress service only.

50. Alcohol consumed outside the premises building shall only be consumed by patrons seated at tables.

## **Prevention of Public Nuisance**

1. Prominent, clear and legible notices must be displayed at all exits requesting that customers respect the needs of local residents and to leave the premises and area quietly.
2. The licence holder or his representative shall conduct regular assessments of the noise coming from the premises on every occasion the premises are used for regulated entertainment and shall take steps to reduce the level of noise where it is likely to cause disturbance to local residents. A written record shall be made of these assessments in a log book. This record must be kept on the premises and made available for inspection by a responsible authority on reasonable request.
3. All external doors and windows shall be kept closed when regulated entertainment is being provided, except for access and egress and in the event of an emergency.
4. The beer garden / outside area is not to be used/occupied after (x) hours daily.
5. There will be no external loud speakers.
6. The Premises Licence holder / Designated Premises Supervisor will adopt a "cooling down" period where music volume is reduced (insert minutes) before the closing time of the premises.
7. At an appropriate time before closing time, announcements shall be made reminding customers to leave quietly.
8. Where the premises provide food to the public for consumption off the premises, there shall be provided at or near the exits, (insert number) waste bins to enable the disposal of waste food, food containers, wrappings etc.
9. Where the premises provide food for consumption off the premises, the public area immediately surrounding the premises shall be cleared of waste food, food containers, wrapping etc. at the end of trading on each day. Such refuse shall be placed in a container designed for the storage and disposal of refuse and waste foods.
10. The Premises Licence holder / Designated Premises Supervisor will ensure that litter arising from people using the premises is cleared away daily and that promotional materials such as flyers do not create litter.
11. Outside areas and activity must cease and be cleared at (time).
12. The beer garden / outside area(s) is not to be used/occupied after (time) hours daily.
13. With the exception of smokers, the outside area shall not be used by customers after (time).
14. Drinks shall not be permitted to be consumed in the outside area after (time).

15. In relation to the (specified function room) there shall be no admission after (midnight) other than to (1) residents of the hotel and their bona fide guests, or (2) persons attending a pre-booked function.
16. Licensable activities at events in the (specified function room) shall only be provided at pre-booked ticketed events.
17. Customers shall not enter or leave the premises from / by (insert specific entrances or exits), except in the event of an emergency.
18. The licence holder (or his/her nominees) shall ensure that exits are manned at closing time to ensure that patrons leave the area quickly and as quietly as possible.
19. The licence holder (or his/her nominees) shall ensure that any queue to enter the premises which forms outside the premises is orderly and supervised by door staff so as to ensure that there is no public nuisance or obstruction to the public highway.
20. There shall be no admittance or re-admittance to the premises after (time) except for patrons permitted to temporarily leave the premises to smoke.
21. Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall be limited to (number) persons at any one time.
22. Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall not be permitted to take drinks or glass containers with them.
23. Patrons permitted to temporarily leave and then re-enter the premises to smoke shall be restricted to a designated smoking area defined as (specify location).
24. Clear and legible notices shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly.
25. All outside tables and chairs shall be prohibited from use after (time) each day.
26. All tables and chairs shall be removed from the outside area by (time) each day.
27. No external seating shall be provided at the premises.
28. All external doors and windows shall be kept closed after (time) hours, or at any time when regulated entertainment is being provided, except for the immediate access and egress of persons or in the event of an emergency.
29. Staff shall check prior to the commencement of regulated entertainment, and periodically during regulated entertainment that all windows and doors are shut.
30. Loudspeakers shall not be located in the entrance lobby or outside the premises building.
31. No speakers for amplification of music shall be placed on the outside of the premises or on the outside of any building forming a part of the premises.

32. A noise limiter must be fitted to the musical amplification system set at a level determined by and to the satisfaction of an authorised officer of the local authority's Environmental Health Service, so as to ensure that no noise nuisance is caused to local residents or businesses. The operational panel of the noise limiter shall then be secured by key or password to the satisfaction of officers from the Environmental Health Service and access shall only be by persons authorised by the Premises Licence holder. The limiter shall not be altered without prior agreement with the Environmental Health Service. No alteration or modification to any existing sound system(s) should be effected without prior knowledge of an authorised officer of the Environmental Health Service. No additional sound generating equipment for the purposes of providing regulated entertainment shall be used on the premises without being routed through the sound limiter device.
33. A sound limiting device shall be fitted to any musical amplification system and set at a level determined by and to the satisfaction of an authorised officer of Warwick District Council's Environmental Health service to ensure that no noise nuisance is caused to local residents. The limiter shall not be altered without prior agreement with the Environmental Health Service.
34. No regulated entertainment shall take place in the outdoor areas at any time.
35. The provision of live music shall be limited to no more than two performers.
36. All outdoor entertainment shall be unamplified.
37. Suitable means of ventilation shall be provided and maintained at the premises to enable doors and windows to be closed whilst regulated entertainment is being provided.
38. Where the premises provide food to the public for consumption off the premises, there shall be provided at or near the exits, (insert number) waste bins to enable the disposal of waste food, food containers, wrappings etc.
39. The Premises Licence holder (or his/her nominees) will ensure that litter arising from people using the premises is cleared away daily and that promotional materials such as flyers do not create litter.
40. No waste or recyclable materials, including bottles, shall be moved, removed from or placed in outside areas between (time) hours and (time) hours on the following day.
41. During the hours of operation of the premises, the licence holder (or his/her nominees) shall ensure sufficient measures are in place to remove and prevent litter or waste arising or accumulating from customers in the area immediately outside the premises, and that this area shall be swept and or washed, and litter and sweepings collected and stored in accordance with the approved refuse storage arrangements by close of business.
42. No collections of waste or recycling materials (including bottles) from the premises shall take place between (time) and (time) on the following day.



43. No deliveries to the premises shall take place between (time) and (time) on the following day.

## **Public Safety**

1. A designated room, space or location to be provided within the premises to create a safe environment which is monitored by a trained and DBS checked member of staff or volunteer.
2. All doors/gates through which persons may have to pass whilst making their way from the premises shall be readily and easily openable from within without the use of a key, code, card etc.
3. Once a licence has been granted a Fire Risk Assessment is to be kept on the premises and be available for inspection by an authorised officer.
4. The premises should be provided with a means for raising the alarm in the event of fire.
5. Staff should be aware of the siting of extinguishers, of their correct method of operation and know which equipment is appropriate for a particular fire. The equipment should be so placed as to be readily available for use. At least one appliance should be placed at or near to the exit from a floor and, where extinguishers are provided for special risks, as far as practical be sited close to the risk for immediate use.
6. There shall be maintained on the premises at all times an adequate and appropriate supply of first aid equipment and materials.
7. At all times when the public are present, at least one person who holds a current recognised first aid certificate or award shall be present on the premises. Where more than one such person is present, their duties shall be clearly defined.
8. The premises licence holder shall develop and operate a procedure for dealing with unwell members of the public including those who appear to be affected by alcohol and drugs. Staff will be appropriately trained in such procedures.
9. The maximum number of persons allowed in the premises shall be (insert numbers, areas and occasions).
10. A person who is responsible for the management of the premises shall at all times be aware of the number of persons on the premises and shall if required to do so, give that information to an authorised person.
11. At all times door supervisors on duty, numbers or persons inside the venue shall be recorded by way of a clicker system or similar, and shall if required to do so, give that information to an authorised person.
12. All emergency doors shall be maintained effectively self closing and not held open other than by an approved device.
13. The Premises Licence holder / Designated Premises Supervision must develop and operate a policy which ensures the safe evacuation of disabled people in the event of an emergency. All staff shall be made aware of these arrangements.

14. Staff or attendants shall be readily identifiable to members of the public.

### **Protection of Children from Harm**

1. Signage to be displayed around the premises in prominent places informing both staff and customers of the 'Challenge 25' policy.
2. Challenge 25 policy promoted on business website.
3. A notice(s) shall be displayed in and at the entrance to the premises where they can be clearly seen, indicating that there is a "Challenge 25" policy in place at the premises.
4. A prompt or reminder to staff, at the point of sale, to consider whether a sale or challenge is to be made.
5. All deliveries of alcohol must be made by a person over the age of 18 years.
6. Delivery: ID checks by courier at the point of delivery in line with Challenge 25 age verification policy.
7. No person under the age of 18 shall be permitted access to the premises when entertainment of an adult nature is taking place.
8. No person under the age of (insert age) shall be permitted to remain on the premises after (insert hours).
9. Under 18's events will not take place without prior consultation with the Police and Licensing Authority.
10. Under 18's events will not take place at the premises.
11. No persons under the age of 18 years will be allowed on the premises after (time) unless accompanied by a responsible adult of 18 years or above and with the express permission and knowledge of the DPS or someone acting under their authority.
12. The premises will operate a "Challenge 25" proof of age policy.
13. The premises is to maintain a refusals book/record to record the details of incidents where a member of staff has refused to sell alcohol to a person suspected of being under the age of 18. The Premises Licence holder / Designated Premises Supervisor or nominated representative shall regularly monitor the book make a record of these checks. The book must be made available to a Police Constable/Authorised Officers of the Licensing Authority on request.
14. Any person who is authorised to sell alcohol at the premises will be provided with training on first appointment and on a regular basis thereafter. Training will include information on how to prevent underage sales and any other relevant matters. A written record will be kept of all training provided and this record will be kept on the premises for inspection by any Responsible Authority.

15. No persons under the age of 18 years to operate the self-serve pumps at any time.

The above are generic conditions that applicants may wish to include within their application to speed up any discussions with the relevant responsible authorities. The use of these conditions does not guarantee the granting of a premises licence. Each application will be assessed on its own merits and in the context of its location and potential to impact on the licensing objectives. Additional conditions, or amendments to these model conditions, may be necessary in order to uphold the four licensing objectives. These model conditions are not exhaustive and do not prevent you from volunteering any alternative measures that you believe are more appropriate for your particular premises.

Applicants will also need to consider whether their premises falls with any designated cumulative impact zones (CIZ) as higher standards will be applied.

For premises licences relating to outdoor music events, festivals, etc. applicants are encouraged to read the guidance provided by Warwick District Council's Safety Advisory Group (SAG) for information on planning their events. This can be found at: [www.warwickdc.gov.uk/safetyadvisorygroup](http://www.warwickdc.gov.uk/safetyadvisorygroup)

## **APPENDIX 2 – LIST OF RESPONSIBLE AUTHORITIES**

### **POLICE:**

Chief Officer of Police  
Warwickshire Police Licensing Team  
Warwickshire Justice Centre Leamington Spa  
Newbold Terrace  
Leamington Spa  
Warwickshire  
CV32 4EL

Tel: 01926 484226

Email: southwarksliquorlicensing@warwickshire.pnn.police.uk

### **FIRE AUTHORITY:**

County Fire Officer  
Warwickshire Fire & Rescue Service  
Warwick Street  
Leamington Spa  
CV32 5LH

Tel: 01926 423231

Email: firesafety@warwickshire.gov.uk

### **ENFORCEMENT AGENCIES FOR HEALTH AND SAFETY:**

Regulatory Manager  
Health and Community Protection  
Warwick District Council  
Riverside House  
Milverton Hill  
Royal Leamington Spa  
CV32 5HZ

Tel: 01926 456707

Email: ehsafety@warwickdc.gov.uk

**HEALTH AND SAFETY EXECUTIVE –****Birmingham Office**

19 Ridgeway  
9 Quinton Business Park  
Quinton  
Birmingham  
B32 1AL

**AUTHORITY RESPONSIBLE FOR ENVIRONMENTAL HEALTH:**

Safer Communities Manager  
Health and Community Protection  
Warwick District Council  
Riverside House  
Milverton Hill  
Royal Leamington Spa  
CV32 5HZ

Tel: 01926 456714

Email: [ehpollution@warwickdc.gov.uk](mailto:ehpollution@warwickdc.gov.uk)

**THE LICENSING AUTHORITY:**

Licensing Team  
Health and Community Protection  
Warwick District Council  
Riverside House  
Milverton Hill  
Royal Leamington Spa  
CV32 5HZ

Tel: 01926 456705

Email: [Licensing@warwickdc.gov.uk](mailto:Licensing@warwickdc.gov.uk)

**AUTHORITY RESPONSIBLE FOR PLANNING:**

Manager, Development Services  
Warwick District Council  
Riverside House

Milverton Hill  
Royal Leamington Spa  
CV32 5HZ

Tel: 01926 456541

Email: gary.fisher@warwickdc.gov.uk

**BODY RESPONSIBLE FOR THE PROTECTION OF CHILDREN FROM HARM:**

Strategic Commissioning People Group  
Building 2, Saltisford Office Park  
Ansell Way  
Warwick  
CV34 4UL

Tel: 01926 410410

E-mail: licenseapplications@warwickshire.gov.uk

**WARWICKSHIRE COUNTY COUNCIL (WEIGHTS & MEASURES):**

Divisional Trading Standards Officer  
Warwickshire Trading Standards  
Old Budbrooke Road  
Warwick  
CV35 7DP

Tel: 01926 414040

Email: tradingstandards@warwickshire.gov.uk

**NATIONAL HEALTH SERVICE/PUBLIC HEALTH:**

Public Health Department (Licensing)  
NHS Warwickshire/Warwickshire County Council  
PO Box 43 – Shire Hall  
Warwick  
CV34 4SX

Email: phadmin@warwickshire.gov.uk