

# Executive

Minutes of the meeting held on Wednesday 3 September 2014 at the Town Hall, Royal Leamington Spa at 6.00 pm.

**Present:** Councillor Mobbs (Chairman); Councillors Coker, Cross, Mrs Gallagher, Hammon, Shilton and Vincett.

**Also present:** Councillor Barrott (Chair of Finance & Audit Scrutiny Committee), Councillor Mrs Falp (Chair of Overview and Scrutiny Committee), Councillor MacKay, Independent Group Observer and Councillor Wilkinson (Labour Group Observer).

An apology for absence was received from Councillor Caborn.

## 33. **Declarations of interest**

There were no declarations of interest.

## 34. **Minutes**

The minutes of the meetings held on 30 July and 13 August 2014 were taken as read and signed by the Chairman as a correct record.

### **Part 1**

(Items on which a decision by Council is required)

## 35. **Enforcement Policy**

The Executive considered a report from Health and Community Protection which sought agreement on the adoption of a new enforcement policy which covered a range of regulatory services to demonstrate compliance with the Government's Regulators' Code.

The report explained that Local Authorities had a statutory duty to have regard to the Regulators' Code in developing the principles and policies which guide their regulatory activities. The Local Government Ombudsman would use the Code as a point of reference when examining complaints about local regulatory services. Adopting this enforcement policy would, therefore, mitigate against the risk of successful challenge.

The Department for Business, Innovation & Skills introduced a new Regulators' Code which came into force on 6 April 2014 and covered environmental protection, food safety, health and safety, licensing, private sector housing, public health, and waste. Its aim was to provide a regulatory framework that supported compliance and growth while enabling resources to be focussed where they were most needed. It set out a framework for proportionate and accountable regulatory delivery and established principles of how local authorities should engage with businesses to avoid imposing unnecessary regulatory burdens.

The Government's Better Regulation Delivery Office (BRDO) produced an example template to assist local authorities in drafting enforcement policies and this had been used to create the policy attached as Annex 1 to the report. The policy had been designed to apply to all the Council's regulatory activities. Whilst Ministers were still considering whether planning enforcement should be brought into BRDO's scope, it was proposed that this service be included within Warwick District Council's policy. There was also a requirement for individual services to publish their service standards setting out what those they regulate should expect from them so as to be accountable and transparent. It was anticipated that each service area identified in the enforcement policy would now review and publish these standards in consultation with those they regulate.

As this was a statutory duty, the Council needed to adopt an effective enforcement policy. However, alternative content could be considered, but the proposed version reflected the Government's recommended approach. Also, there was no requirement to produce a single Council-wide policy and Members could prefer service-specific policies.

The Overview and Scrutiny Committee noted the report and thanked officers for extra detail on service standard that was circulated at the meeting.

Councillor Coker endorsed the report, explaining that this policy set out clearly what the Council's responsibilities were.

It was therefore

**Recommended** that

- (1) Council adopt the generic enforcement policy as set out in Annex 1 to the report; and
- (2) Service Heads now review and publish their respective service standards to support the generic enforcement policy.

(The Portfolio Holders for this item were Councillors Coker, Hammon, Shilton & Vincett)

**Part 2**

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

36. **Warwick District Council House Building**

The Executive received a report from the Deputy Chief Executive (AJ) which recommended that the Council endeavour to embark on a programme of house building, set out the benefits of this and sought permission to undertake further work on a delivery model that would maximise the build rate.

The Council had adopted a Housing Strategy (2014-2017) with three priorities. Objective 2, "Meeting the need for housing across the District" had been developed as it was recognised that the District had a dire need for affordable housing. This objective was supported by a Delivery Plan and this report sought to ensure that identified actions in that Plan were taken forward.

The report advised that over the last two years, 100 affordable houses had been built in Warwick District, although the Council's joint venture with Waterloo Housing Group (WHG) had a programme of work which was hoped would see an increase in delivery. In addition to this programme, the Executive was keen to explore whether the Housing Revenue Account (HRA) could be used to address the affordable housing issue and had asked officers to investigate.

As a result, officers commissioned PricewaterhouseCoopers (PwC) to identify and appraise the options available. These options were explained in full in and the access to land and the Council's next steps were detailed in section 3 of the report. Appendix A of the report outlined the headline outcomes from PwC and Members were asked to note this.

Agreement was sought to allow officers to identify Council owned land and third party land for the delivery of Council housing and to bring forward proposals for scheme development to the Interim Housing & Property Board as soon as practicable.

In addition, officers would, in consultation with the Portfolio Holder for Housing & Property Services and the Interim Housing & Property Board, bring forward proposals to the February 2015 Executive for the creation of a Council Housing Company to help facilitate the accelerated delivery of a council house building programme. Members were asked to authorise that a sum of up to £50,000 was made available to the Head of Housing & Property Services from the Service Transformation Reserve to commission any necessary expert advice.

The remaining recommendations asked that officers examine the case for a "Buy to Flip" (buying to enable renting) policy and bring forward any proposals to the Interim Housing & Property Board for subsequent consideration by Executive. Finally, Members were asked to agree that the composition of the Interim Housing & Property Board was expanded to include the Shadow Portfolio Holders for Finance.

An alternative option was to not to attempt to embark on a house building programme but this had been rejected for the reasons outlined in paragraph 3.41 of the report.

The Finance & Audit Scrutiny Committee supported the recommendations in the report, noting the risks associated with such a venture but also the opportunities to influence lower social rents, for schemes with a higher proportion of social housing and that there were further opportunities for policy development.

The Overview & Scrutiny Committee supported the report.

The Portfolio Holder for Housing and Property Services, Councillor Vincett, endorsed the report and

Having read the report and considered the comments from the Scrutiny Committees, the Executive

**Resolved** that

- (1) the position in Warwick District with regard to the need for affordable (social rent, affordable rent, shared ownership and low-cost among others) housing, is noted;
- (2) the headline outcomes as set out in this report of the PricewaterhouseCoopers (PwC) work, detailed in appendix A of the report, are noted;
- (3) officers identify Council owned land for the delivery of council housing and bring forward proposals for scheme development to the Interim Housing & Property Board as soon as practicable;
- (4) officers identify third party land for the delivery of council housing and bring forward proposals for scheme development to the Interim Housing & Property Board as soon as practicable;
- (5) officers, in consultation with the Portfolio Holder for Housing & Property Services and the Interim Housing & Property Board, bring forward proposals to the February 2015 Executive for the creation of a Council Housing Company to help facilitate the accelerated delivery of a council house building programme and that a sum of up to £50,000 is made available to the Head of Housing & Property Services from the Service Transformation Reserve to commission any necessary expert advice;
- (6) officers examine the case for a "Buy to Flip" (buying to enable renting) policy and bring forward any proposals to the Interim Housing & Property Board for subsequent consideration by Executive; and

- (7) the composition of the Interim Housing & Property Board is expanded to include the Shadow Portfolio Holders for Finance.

(The Portfolio Holder for this item was Councillor Vincett)  
(Forward Plan reference number 621)

### 37. **Warwick Mop Review**

The Executive received a report from the Organisational Development Team in conjunction with Councillor Cross which sought approval to make changes to the Warwick Mop Fair licence following a public consultation exercise. It brought forward the recommendations given by the Members' Panel formed to review the licence. These recommendations took into account the results of the public consultation exercises, the legal elements of the fair and the opinions of key stakeholders.

The report explained that the Warwick Mop Fair was an historic part of Warwick town. It had played a part in the culture and heritage of the town and the wider area since the 14<sup>th</sup> century and formed part of the cultural heritage of Warwick.

This list of recommendations had been assembled based upon the feedback received from the consultation exercises carried out in the winter of 2013 and upon legal advice received. These consultations sought opinions from residents, local businesses, Fair-goers, and a series of key stakeholders including the Showmen's Guild, the Police, Warwick Racecourse, Warwick Chamber of Trade, Warwick Town Council, Fire and Rescue, County Highways and WDC staff involved in facilitating the Mop.

This combined with the current licence drawing to a close, led to the formation of a cross-party panel of Members whose task it was to review the current Mop licence and arrangements.

The consultation exercises showed general support for the Mop, but with a number of suggestions for improvements that could be made to help mitigate its impact on the town. All of these options were considered by the Panel, but some were deemed unfeasible due to other constraints. Others were considered to be management issues and so not appropriate for inclusion within a legal document. These were passed to the Events Team and Development Services and would form part of the ongoing management of the Mop.

The report therefore recommended a list of changes to be made to the Warwick Mop licence and these were detailed in Appendix 1 to the report. Delegated authority was also sought to the relevant Head of Service in consultation with their Portfolio Holder, to implement the changes and any others deemed necessary so long as they did not prejudice the approved principles of the re-letting of the licence.

The alternative options were explained in full in Appendix 2 to the report. This included a summary of the pros and cons of each choice, along with

commentary on the legal implications and the reasons for the Panel rejecting the option.

An addendum circulated at the meeting, gave details which supplemented recommendation 2.3 concerning the soft market testing. It advised that the testing had been initiated in order to abide by general principles of EU law in relation to concession contracts. At the time of the meeting, the Council had only received a single expression of interest and this was from the current provider of the Mop. Therefore, Legal Services and the Procurement Manager recommended an exemption to the Code of Procurement Practice.

Councillor Cross endorsed the report and thanked all those involved with the Cross Party Panel. He explained that although there were no great changes proposed, it was hoped that small points could be worked on to improve the experience for all parties concerned.

Having read the report and considered the comments from the Scrutiny Committees, the Executive noted the additional information contained in the addendum and agreed recommendations 2.1 to 2.3 in the report.

In addition, it was agreed that a further recommendation 2.4 be added to read:

"Having noted the results of the soft market testing exercise, the Executive agree to an exemption to the code of procurement practice."

**Resolved** that

- (1) the list of changes to be made to the Warwick Mop licence ,as detailed in Appendix 1 to the report, are approved. These are to be incorporated into the new licence in time for it to be re-let in the spring of 2015;
- (2) authority is delegate to the relevant Head of Service, in consultation with their Portfolio Holder, to implement the changes detailed in Appendix 1 to the report and any others as necessary, so long as they do not prejudice the approved principles of the re-letting of the licence;
- (3) the results of the soft market testing exercise are noted, and the advice of the Procurement Manager and Portfolio Holder in relation to the tendering of the Mop licence is noted; and
- (4) having noted the results of the soft market testing exercise, the Executive agrees to an exemption to the code of procurement practice.

(The Portfolio Holder for this item was Councillor Cross, Hammon and Mrs Gallagher)  
(Forward Plan reference number 625)

### 38. **Ranger Service**

The Executive received a report from Neighbourhood Services which proposed creating a generic "Ranger" role, to provide a range of functions, including car park management, reassurance for service users, sign posting, resolving operational issues and various enforcement activities, following the decision by Council to retain the off-street car parking service.

It was proposed that the service would operate across the district focusing on car parks, destination parks, local parks, and areas of informal open space, using a combination of foot patrols and mobile teams. The proposed service changes would be subject to approval by Employment Committee.

The recruitment for the Ranger Service would commence in October 2014 to ensure sufficient staff were in place to deliver the new off-street parking service from the 1 November 2014. The full complement of staff would be in place for the 1 April 2015 in order to deliver the full Ranger Service.

The report advised that the Parks and Open Spaces Audit Household Survey that is referenced in the Green Space Strategy had identified a barrier to wider use of the District's parks and open spaces was a concern over safety. In addition, The Warwick District Council Local Plan Consultation in 2011 asked respondents to identify what the most important considerations were when identifying a good place to live in the District. Of twenty items to choose from, level of crime and parks and open spaces were chosen within the top six considerations.

Officers felt there was an opportunity to combine the off-street car parking service, operational contract resources, and the Jephson Gardens Ranger to create a new service with a number of benefits that currently could not be delivered.

A new generic Ranger Service would improve service delivery and provide an annual saving of £45k. This saving would contribute to the shortfall of £200,000 faced by the Council as a result of Warwickshire County Council externalising on-street parking enforcement.

The alternative options were explained in section 7 of the report and included continuing with the proposal to recruit Civil Enforcement Officers, not to include the Jephson Gardens Park Ranger in the new broader Ranger Service, to continue with the two parks teams provided through the Street Cleansing Contract; or to provide a Ranger Service through one of the Council's major contracts.

These options had all been discounted and the reasons for this were explained in the report.

The Overview & Scrutiny Committee supported the report and welcomed that the full details of rotas, routes and measures would be circulated to all members once they are confirmed.

In addition, the Committee made a recommendation to ensure that measures be put in place to enable the Council to judge if the money had made a difference, especially on the softer skills aspect.

The Portfolio Holder for Health and Community Protection, Councillor Coker, supported the report and felt this would give officers greater control of the parks, cycling areas, dog walkers and parking duties. This in turn would help to alleviate public concerns and assist in making the parks safer and more pleasant environments for all to enjoy. Councillor Coker also agreed to include the recommendation from the Overview and Scrutiny Committee.

The Portfolio Holder for Neighbourhood Services, Councillor Shilton, reminded Members that the Jephson Garden sponsorship for the Ranger service was due to end later this year. He advised that the team was working closely with the Police to enhance the public vision of safety, clearing up dog mess and combatting anti-social behaviour.

Having read the report and considered the comments from the Scrutiny Committees, the Executive agreed the recommendations in the report with an additional recommendation from Overview & Scrutiny Committee as follows:

“That Executive ensure that measures are put in place to enable the Council to judge if the money has made a difference, especially on the softer skills aspect.”

**Resolved** that

- (1) a Warwick District Council Ranger Service is established as set out in section 8 of the report; and
- (2) measures are put in place to enable the Council to judge if the money has made a difference, especially on the softer skills aspect.

(The Portfolio Holders for this item were Councillors Coker and Shilton)  
(Forward Plan reference number 630)



39. **Self-assessment audit of compliance with Children's Safeguarding duties**

The Executive received a report from the Deputy Chief Executive (BH) which informed members of the outcome of the recent self-assessment audit of the robustness of the Council's approach to, and compliance with, its statutory duties in relation to Children's Safeguarding and sought approval for an Improvement Action Plan.

The report advised that The Children's Act 2004 created statutory responsibilities for district councils in respect of Children's Safeguarding. Section 10 of the Act placed a reciprocal duty on the Children's Services Authority for an area (in our case the County Council) and local district councils within that area, to co-operate in inter-agency work to improve children's well-being. Section 11 placed a duty on named agencies, including district councils, to safeguard and promote the welfare of children.

The Act also required Children's Services Authorities to establish and maintain local Safeguarding Children Boards and for those agencies with Section 10 responsibilities to support the operation of those Boards. Consequently this Council had been a member of the Warwickshire Safeguarding Children Board (WSCB) since its inception in October 2005.

The WSCB recently instigated an audit of all its member organisations, designed to allow them to self-assess their compliance with all aspects of their Section 11 duties against the national minimum standard. The completed self-assessment audit report was attached as Appendix One to the report.

It was also important that members assess the outcome of the self-assessment audit and consider its response to areas where further development or improvement had been identified. Therefore, an Improvement Action Plan was presented and set out at Appendix Two to the report.

Subject to approval of the recommendations in a separate report on the Executive agenda (Item 8 - Member Children's Champions, minute number 40), the Council would have two Member Children's Champions, one a member of Executive, the other a member of Overview and Scrutiny Committee.

No alternative options had been considered as the audit related to the delivery of the Council's statutory responsibilities.

A revised recommendation 2.3 was circulated at the meeting which proposed that the Overview & Scrutiny Committee monitor the delivery of the Improvement Action Plan. The recommendation also suggested that an annual report on Children's safeguarding compliance be received from the Council's officer and the Member Children's Champions. This recommendation was subject to the agreement of the recommendations

made in Item 8 of the Executive agenda, Member Children's Champions, minute number 40 detailed below.

Having read the report and considered the comments from the Scrutiny Committees, the Executive agreed the recommendations in the report with an amendment to recommendation 2.3 to read:

"That Executive requests that Overview & Scrutiny Committee monitor the delivery of the Improvement Action Plan and agrees to receive an annual report on Children's Safeguarding compliance from the Council's officer and Member Children's Champions."

**Resolved** that

- (1) the findings of the self-assessment audit as set out at Appendix One to the report, are noted;
- (2) the Improvement Action Plan as set out at Appendix Two to the report, is approved; and
- (3) that the Overview & Scrutiny Committee monitor the delivery of the Improvement Action Plan and agrees to receive an annual report on Children's Safeguarding compliance from the Council's officer and Member Children's Champions.

(The Portfolio Holder for this item was Councillor Mobbs)

**40. Member Children's Champions**

The Executive received a report from Deputy Chief Executive (BH) which put forward proposals relating to the potential future role that elected member Children's Champions could undertake within the context of the Council's Safeguarding Children responsibilities.

The report advised that Item 8 on the Executive agenda entitled 'Self-assessment audit of compliance with Children's Safeguarding duties' (Minute Number 40), set out the statutory responsibilities of this Council, created by Sections 10 and 11 of the Children's Act 2004.

In order to fulfil those duties the Council had been a member of the Warwickshire Safeguarding Children Board (WSCB) since its inception in October 2005. The Council had a senior officer (Deputy Chief Executive BH) as its Children's Champion, who attended the WSCB and was responsible for ensuring the Council was fulfilling its Section 10 and 11 responsibilities.

Following a recent audit, it had been concluded that although the Council had informally identified two Member Children's Champions, their role needed to be formalised and defined. This would ensure that the Council

was promoting the safeguarding and welfare of children and their role was defined in paragraph 3.4 of the report.

Members of the Overview and Scrutiny Committee felt that it was important that one member Children's Champion should always be a member of Executive, selected by the Leader of the Council but that the other should be a non-executive member, selected by the Group Leaders. It was proposed that future appointments should be formally ratified by Council and, subject to approval of recommendation 2.4, that officers be instructed to build these arrangements into the Council's Constitution during the current review process, culminating in a report being brought to members later this calendar year.

Following the discussion at the Overview and Scrutiny Committee it had been proposed that the two current self-nominated Member Children's Champions, Councillors Mrs Gallagher and Mrs Falp, be formally confirmed in this role for the remainder of the current administration, i.e. until the Council elections in May 2015.

An alternative option was for the Council to operate without any Member Children's Champions but this had been discounted for the reasons outlined in paragraph 6.1 of the report. In addition, a range of options existed as to what role the Member Children's Champions should be and how they should be selected and appointed. However, the report advised that the proposals set out had previously been discussed with, and supported by, the Overview and Scrutiny Committee.

Councillor Mrs Falp supported the report and was pleased that these recommendations had come forward. She was keen to meet as soon as possible in order to get the recommendations underway.

Councillor Mrs Gallagher agreed with these comments and felt the proposals were long overdue. She endorsed the report and hoped they would be able to move forwards and start improving training and policies.

Having read the report and considered the comments from the scrutiny committees, the Executive agreed the recommendations in the report.

**Resolved that**

- (1) two Member Children's Champions be appointed to undertake the role set out in paragraphs 3.5 to 3.8 of the report;
- (2) one of these Member Children's Champions should be a member of Executive, appointed by the Leader of the Council and the other should be a non-Executive member, agreed and appointed by the Group Leaders;

- (3) for the remainder of this administration the two member Children's Champions will be Councillor Mrs Gallagher and Councillor Mrs Falp;
- (4) new Member Children's Champions will be appointed after a new administration is formed in 2015 and that, in future, those appointed will remain in that role for the duration of the administration and these arrangements should be formalised as part of the review of the Constitution that Council will be considering later this year; and
- (5) Member Children's Champions should make an annual report to the Overview and Scrutiny Committee.

(The Portfolio Holder for this item was Councillor Mobbs)

#### **41. Building Control Joint Service**

The Executive received a report from Development Services which provided Members with an update on the trial of the Joint Building Control Service. It also sought approval to agree to move to a permanent arrangement with Warwick District Council (WDC) to take over responsibility for the running of Building Control for Coventry City Council, Rugby Borough Council and Daventry District Council and that all of the staff be transferred to WDC.

The report advised that WDC had been working very closely with other nearby authorities, Coventry, Daventry and Rugby to explore and subsequently trial a joint service. The scheme had been evolving since February 2013, and formally went into a trial in January 2014 as Coventry staff moved to Warwick District, and Daventry staff moved to Rugby BC as a satellite office.

Whilst there had been many issues to resolve, the trial had been extremely useful and helped to give a clear picture about the benefits to WDC and Building Control in a wider sense, and allowed WDC to be clear about the responsibility it was taking on.

As a result of the success of the trial, officers are of the view that to retain and grow market share and provide a service that competes with the private sector retaining choice for the customer, the joining of the services is the way forward and this is supported by the National Local Authority Building Control body (LABC). However, there were many further detailed issues that needed to be addressed before the service could function fully.

In addition, legal agreements needed to be in place to cover such things as the transfer of staff from Coventry, Daventry and Rugby to Warwick; arrangements for charging non-fee earning work to these three

authorities; arrangements for the shared service office satellite office at Rugby; and transfer of Building Control Reserves from other authorities to Warwick.

Officers have explored a number of IT solutions for the joint service as it is unfortunate that each authority currently have a different system. However, having assessed three options, as set out in Section 7, it is considered that having all authorities transferring over to WDC's existing system and retaining the hosting of this system on site will work well. This would require investment in the system for each of the authorities and only WDC and Rugby had available reserves.

It was therefore proposed that Executive approve a maximum sum that WDC would pay towards the costs, which could be reduced subject to subsequent negotiation with the other proposed partners.

There were two alternative delivery options available including making no changes or outsourcing the service. However, these had been discounted and the reasons explained in paragraphs 7.1 and 7.2 of the report. There were also a number of alternative options for the IT solutions including continuing with the current systems, migrating over to IDOX hosted off site or migrating to IDOX and hosting the system on site. The project team had considered all of the options and felt it would be more beneficial to have each authority on the same system as WDC.

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

Councillor MacKay addressed Members and expressed his support for the Council dictating the leadership of four Local Authorities which would enhance the Council's reputation and instil confidence in the service.

The Portfolio Holder for Development Services, Councillor Hammon, thanked officers for the report and was delighted at the success of the trial. He endorsed the proposal to add further funding to upgrade the IT systems and looked forward to the Council continuing to provide such a competent service.

Having read the report and considered the comments from the scrutiny committees, the Executive agreed the recommendations in the report.

**Resolved that**

- (1) the success of the trial scheme that has been operating since January 2014, is noted;
- (2) principle of Warwick District Council taking over responsibility for Coventry City Council, Rugby Borough Council and Daventry District Council's Building Control Services on 1<sup>st</sup> April 2015, or as soon as practicably possible, is approved, with Building Control staff from those

authorities being transferred to Warwick District Council under the TUPE regulations;

- (3) subject to approval of recommendation 2.2, the proposals will still require formal agreement from Coventry City Council, Rugby Borough Council and Daventry District Council and will not progress until that is secured;
- (4) if any of the other authorities decide not to approve the arrangement, the proposal can proceed with the remaining authorities;
- (5) authority is delegated to the Deputy Chief Executive (BH), the Head of Development Services and the Head of Finance, in consultation with the Development Services Portfolio Holder, to agree the detailed working arrangements and legal agreements necessary to establish the proposed joint service; and
- (6) the future use of the WDC Building Control Reserves, up to the value of £85,000, is approved to support and improve the existing WDC IT system, to enable migration of the data from each authority and ensure that the proposed joint service can operate from a single IT platform when established.

(The Portfolio Holder for this item was Councillor Hammon)

#### 42. **Rural/Urban Capital Improvement Scheme (RUCIS) Application**

The Executive received a report from Finance which provided details of a Rural/Urban Capital Improvement Scheme grant application by Stoneleigh Village Hall and Playing Fields Trust.

The Council operated a scheme to award Capital Improvement Grants to organisations in rural and urban areas. The grant recommended was in accordance with the Council's agreed scheme and would provide funding to help the project progress.

The grant was hoped to help combine two small rooms into one larger room to make an adequate facility for a variety of uses, create direct access from the enlarged room onto the stage in the main hall which would create more auditorium space to increase audience capacity and construct a storage area that led directly from the main hall to the stage to remove current health & safety issues when moving equipment around and also remove vandalism issues that were occasionally experienced with the current storage shed that was based in the grounds of the hall.

The application was for 50% of the total project costs up to a maximum of £19,081. There was £75,000 still available to be allocated for Rural/Urban Capital Improvement Scheme Grants from the Rural Cost Centre budget in 2014/15. If the application within this report was approved, £55,919 would remain in the Rural Cost Centre budget.

Stoneleigh Village Hall and Playing Fields Trust was not registered for VAT and would not be reclaiming VAT in connection to this project; therefore the award would be inclusive of VAT. The Trust had committed £12,581 to the project from their cash reserves and these funds had been evidenced through the provision of a recent bank statement and copies of the organisations savings passbook.

The Council only had a specific capital budget to provide grants of this nature and therefore there were no alternative sources of funding if the Council was to provide funding for Rural/Urban Capital Improvement Schemes. However, Members could choose not to approve the grant funding, or to vary the amount awarded.

The Portfolio Holder for Finance, Councillor Cross, endorsed the report and proposed the recommendations as laid out.

The Executive, therefore,

**Resolved** that a Rural/Urban Capital Improvement Grant from the Rural cost centre budget, is approved, for Stoneleigh Village Hall and Playing Fields Trust of 50% of the total project costs to adapt the village hall, up to a maximum of £19,081, subject to receipt of the following:

- written confirmation of formal financial contribution request and subsequent funding decision from Stoneleigh Parish Council; if approved, the contribution from Stoneleigh Village Hall and Playing Fields Trust cash reserves will be reduced accordingly;
- Receipt of a third decorating quote; and
- Receipt of a third asbestos survey quote

(The Portfolio Holder for this item was Councillor Cross)

#### 43. **Endorsement of the Shrewley Parish Plan**

The Executive received a report from the Community Partnership Team which advised Members of the actions included in the completed Parish Plan for Shrewley Parish. The Parish Appraisal/ Planning Process was a well-established way of articulating the needs and aspirations of rural communities.

The report advised that the Warwick Rural West Community Forum had considered the Parish Plan for Shrewley and had supported the plan.

In September 2012 the Executive agreed to adopt a 'Joint Protocol for WCC/WDC involvement in, and responding to, Parish Plans, Parish Appraisals and Village Design Statements', detailed at Appendix 2 to the report. A number of issues had been identified by the Shrewley Parish during the production of their plan and these were detailed in full in section 3.2 of the report.

The issues included transport links, dog waste, fire service response times and communication problems with residents and officers of the local authorities.

No alternative option had been considered because the Protocol had been developed to ensure that Parish Councils felt included and connected to other key structures and the decision making processes.

The report asked that the Executive endorse the Parish Plan and note the actions summarised in Appendix 1 to the report.

Members felt that this was a good example of a Parish Plan but did state that it would have been nice to have been sent a copy of it in full.

Having read the report the Executive agreed the recommendations and it was confirmed that a copy of the plan would be made available to Members for information.

**Resolved** that

- (1) the Parish Plan for Shrewley is endorsed; and
- (2) the actions detailed in the Parish Plan summarised in appendix 1, are noted.

(The Portfolio Holder for this item was Councillor Caborn)

#### 44. **Public and Press**

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

Minute No.	Para Nos.	Reason
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46	1	Information relating to an Individual
46	2	Information which is likely to reveal the identity of an individual
45, 47 to 51	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

**45. Housing Benefits and Council Tax Reduction – Risk-Based Review**

The recommendations of the report were agreed.

The full minute for this item will be set out in the confidential minutes of the meeting.

(The Portfolio Holder for this item was Councillor Vincett)

**46. Housing and Property Services Staffing Review**

The recommendations of the report and the addendum circulated at the meeting, were agreed.

The full minute for this item will be set out in the confidential minutes of the meeting.

(The Portfolio Holder for this item was Councillor Vincett)  
(Forward Plan reference number 624)

**47. Oakley Wood Crematorium Proposed Improvements**

The recommendations of the report were agreed.

The full minute for this item will be set out in the confidential minutes of the meeting.

(The Portfolio Holder for this item was Councillors Coker and Shilton)  
(Forward Plan reference number 626)

**48. Fetherston Court Demolition Approval**

The recommendations of the report were agreed.

The full minute for this item will be set out in the confidential minutes of the meeting.

(The Portfolio Holder for this item was Councillor Vincett)

**49. Settlement of Property Search Claim**

The recommendations of the report were agreed.

The full minute for this item will be set out in the confidential minutes of the meeting.

(The Portfolio Holder for this item was Councillor Hammon)

50. **South West Warwick Phase 9 Affordable Housing**

The recommendations of the report were agreed.

The full minute for this item will be set out in the confidential minutes of the meeting.

(The Portfolio Holder for this item was Councillor Vincett)

51. **Minutes**

The confidential minutes of the meeting held on 2 July were taken as read and signed by the Chairman as a correct record.

(The meeting ended at 7.25pm)