

Council meeting: Wednesday, 27 January 2016

Notice is hereby given that an ordinary meeting of Warwick District Council will be held at the Town Hall, Royal Leamington Spa on Wednesday, 27 January 2016 at 6.05pm.

Emergency Procedure

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

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

Members are also reminded of the need to declare predetermination on any matter.

If Members are unsure about whether or not they have an interest, or about its nature, they are strongly advised to seek advice from officers prior to the meeting.

3. **Minutes**

To confirm the minutes of the meeting of the Council held on 18 November 2015 (Pages 1 – 5) and 13 January 2016 (Pages 6 – 7).

4. **Communications and Announcements**

5. **Petitions**

To consider the following petition, which has gained over 500 signatures, submitted to the Council by the Friends of St Nicholas Park:

"We, the undersigned, petition Warwick District Council to fully restore to their previous condition the grassed areas in St. Nicholas Park which have been treated and killed with weedkiller, as soon as possible.

St Nicholas Park is a cherished recreation resource for local residents and visitors to Warwick, and is designated as a public recreation space by Warwick District Council. We note that WDC have current policies to encourage residents to take more physical exercise and therefore should logically not make their parks less accessible to the public for recreation.

Large areas of the open, grassed areas in St. Nicholas Park have apparently, been deliberately killed by Warwick District Council in preparation for the planting of "wild flower" meadows. We believe that the locations chosen are inappropriate for this type of planting and that consequently much of the grassed areas will be inaccessible to park users for their recreation.

We are concerned that the views of the Friends of St. Nicholas Park and Warwick Town Council have been ignored regarding these major changes.

We are also surprised that our Ward Councillors have not had an opportunity to debate the issues and the impact of the changes on park users.

We expect WDC and our elected Councillors to act as the stewards for our parks, protecting them from further development and drawing up policies which encourage greater use and participation by local residents."

6. **Notices of Motion**

7. **Public Submissions**

8. **Leader's and Portfolio Holders' Statements**

9. **Questions to the Leader of the Council & Portfolio Holders**

10. **Report of the Executive**

To consider reports of the Executive meetings on:

(1) 4 November 2015

(Pages 1 - 30)

(2) 2 December 2015

(Pages 31 - 55)

(3) Excerpt of the meeting on 13 January 2016

(Pages 56 to 101)

11. **Report of the Planning Committee (Public Speaking)**

To consider an excerpt of the minutes of Planning Committee meeting held on 8 December 2015.

(Pages 1 to 2)

12. **Attendances at meetings report**

To receive a report outlining the attendance of members at Council, Executive, Committee and Sub-Committee meetings between 20 May 2015 and 31 December 2015 **(Pages 1 to 7)**

13. **Public and Press**

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

14. **Confidential Executive Report**

To consider reports of the confidential report of the Executive meetings on

(1) 4 November 2015

(Pages 1 – 3)

(2) 2 December 2015

(Pages 4 – 9)

(Not for publication)

15. **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 19 January 2016

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Enquiries about specific reports: Please contact the officers named in the reports.

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

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

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

WARWICK DISTRICT COUNCIL

Minutes of the meeting held on Wednesday 18 November 2015, at the Town Hall, Royal Leamington Spa at 6.05pm.

PRESENT: Councillor Doody (Chairman); Councillors Ashford, Barrott, Boad, Bromley, Mrs Bunker, Butler, Coker, Cooke, Cross, Davies, Davison, Day, Edgington, Mrs Evetts, Mrs Falp, Gallagher, Gifford, Gill, Miss Grainger, Grainger, Harrington, Heath, Mrs Hill, Illingworth, Mrs Knight, Margrave, Mobbs, Naimo, Parkins, Quinney, Mrs Redford, Mrs Stevens, Thompson, Weed and Whiting.

50. **Apologies for Absence**

Apologies for absence were received from Councillors Cain, Mrs Cain, D'Arcy, Howe, Morris, Murphy, Phillips, Rhead and Shilton.

51. **Declarations of Interest**

Minute 56 – Executive report

Councillor Heath declared a Disclosable Pecuniary Interest regarding the addendum circulated at the meeting because he was a Private Hire Driver, and that he would leave the room for this item.

Councillor Mrs Falp declared a Personal Interest in the item regarding Leisure Centres because her son worked for Cultural Services but would remain in the room so long as the Council did not discuss staffing matters.

52. **Minutes**

The minutes of the meeting of the Council held on the 23 September, 7 October and 13 October 2015, were taken as read and signed by the Chairman as approved.

53. **Communications & Announcements**

The Chairman informed the Council that Mark Smith, from Finance, had been killed in a car crash late in October and that he had written to the family to offer the condolences of the Council.

The Chairman informed the Council that there was no business to be considered under Item 5 Petitions, Item 6 Notices of Motion, Item 7 Public Submissions, or Item 12 Report of the Standards Committee.

54. **Leader's and Portfolio Holders' Statements**

The Leader informed the Council that round table discussions were taking place working together with local District and Borough Councils from Coventry and Warwickshire LEP, and the Police and Crime and Health Care Commissioning Group. It had been agreed to meet more regularly, if at first informally, on how they could work together positively to face challenges.

The Leader informed the Council that he had attended the LEP board meeting on Monday which had worked with 3000 businesses creating 1800 jobs in the area.

Councillor Mobbs, Leader of the Council, also informed the Council that leaders of Districts and Boroughs in Warwickshire were predisposed that their Council's would approve the memorandum of understanding regarding housing allocations and that an amended Local Plan for Warwick District would be brought to Council, for approval to consult on 27 January 2016.

55. Questions to the Leader of the Council & Portfolio Holders

Councillor Boad, asked the Leader, that with the West Midlands Combined Authority coming into existence, with an Elected Mayor from 2017, was there concern that we have no say on their work but they would have a say on investment in Warwick District. What assurances could the Leader provide that the District would not be impacted on by the Elected Mayor who we do not elect or have control of?

In response, the Leader of the Council explained that we had time on our side and could learn from the combined authorities. By having a LEP and a prosperity board, there were still a number of channels from which we could bid for funding and did not see the emerging WMCA impacting on our needs. It was his view that he could only see a positive effect from them if they invested in Warwick District or Warwickshire. That said, it was correct to have concern and we were challenging this at District level.

Councillor Barrott asked the Leader if he could provide an update on the work this Council had undertaken to aid Syrian refugees.

In response the Leader of the Council, explained that the Council's involvement was through the refugee centre in Coventry which was co-ordinating the effort within the area.

Councillor Barrott, asked a further question of the Leader on this asking if we had promoted this work.

In response the Portfolio Holder for Health & Community Protection, Councillor Grainger, explained that the Head of Health & Community Protection, was the Council's representative on the liaison group. At present the Council had had no formal approaches and if volunteers did come forward they should be directed to the Community Partnership Team.

Councillor Boad, asked the Leader for clarification because the Motion, approved by Council, said we would provide means for collecting contact data to pass on and he was therefore surprised we had not done this.

Councillor Barrott added to this request for clarification on how did people know what to do to help.

In response the Portfolio Holder for Health & Community Protection, Councillor Grainger, outlined she understood that there was a page on the District Council's website to provide contact details and direct people.

The Chief Executive of the Council explained that there was a regional partnership that the Council had to be led by, and agreed to provide Councillors with another update on the package of care and support for refugees.

56. **Executive Report**

The Council considered the reports of the Executive on 30 September 2015 and an excerpt of its report from 4 November 2015.

An addendum was circulated at the meeting setting out a proposed revision to the fees and charges (Minute 47 of 30 September 2015) as a result of legal advice.

Concern was raised by Councillors that the fees and charges for car parks were to be set, prior to the consultation work being completed.

Councillor Mobbs recognised these concerns and the need to revise the fees and charges as set out in the addendum and proposed approval of the reports as laid out, subject to those amendments; these were duly seconded and

Resolved that the

- (1) report of the Executive on 30 September 2015 subject to the following amendment to fees and charges, be approved; and

	Application fee:	Licence Fee
New PHO (5 year)	£85 (no change)	£610
Renewing PHO (5 year)	£29 (no Change)	£610

- (2) excerpt of the report of 4 November 2015 be approved subject to the Car Parking Fees being deferred to Council 27 January 2016.

57. **Report of Licensing & Regulatory Committee**

Councillor Illingworth proposed approval of the report of the Licensing & Regulatory Committee meeting of 7 October 2015. This was duly seconded and

Resolved that the report of the Licensing & Regulatory Committee of the 7 October 2015, be approved.

58. **Current position of Late Night Levies and the feasibility of Introduction within Warwick District**

The Council received a report from Health & Community Protection that as a result of the motion placed before the Council on the 26 March 2014. This updated Council on the current position of Late Night Levies, and the feasibility of such an introduction within Warwick District.

The report further requested a decision on whether to progress to a public consultation on the subject of a Late Night Levy or Early Morning Restriction Order within Warwick District

Councillors: Gifford, Coker, Mrs Knight, Illingworth and Grainger addressed the Council on this matter.

Resolved that a formal consultation regarding the introduction of a Late Night Levy or Early Morning Restriction Order is not conducted at this current time.

59. **Councillor Gordon Cain**

It was proposed by Councillor Mobbs, duly seconded and

Resolved that

- (1) the Council approves dispensation, under Section 85(1) of the Local Government Act, for Councillor Gordon Cain not to attend meetings due to personal circumstances between now and up to September 2016; and
- (2) the Chairman sends the best wishes of the Council to Councillor Cain and Councillor Mrs Cain at this time.

60. **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 item by reason of the likely disclosure of exempt information within the relevant paragraphs of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

61. **Confidential Executive Report**

The confidential report of the Executive meeting on 30 September 2015 was proposed, duly seconded and:

Resolved that the Executive report of 30 September 2015, be approved.

62. **Common Seal**

It was

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

(The meeting ended at 7.00 pm)

CHAIRMAN
27 January 2016

WARWICK DISTRICT COUNCIL

Minutes of the meeting held on Wednesday 13 January 2016, at the Town Hall, Royal Leamington Spa at 6.05pm.

PRESENT: Councillor Doody (Chairman); Councillors Ashford, Barrott, Boad, Bromley, Mrs Bunker, Butler, Coker, Cooke, Cross, Davison, Day, Edgington, Mrs Evetts, Mrs Gallagher, Gifford, Gill, Harrington, Heath, Mrs Hill, Howe, Illingworth, Mrs Knight, Mobbs, Morris, Naimo, Parkins, Phillips, Quinney, Mrs Redford, Rhead, Shilton, Mrs Stevens, Thompson and Ms Weed.

63. **Apologies for Absence**

Apologies for absence were received from Councillors Cain, Mrs Cain, D'Arcy, Davies, Mrs Falp, Grainger and Whiting.

64. **Declarations of Interest**

There were no declarations of interest made.

65. **Public Submissions**

The Council were addressed by Mr Stephen Cowden and Ms Jennifer Lorch in relation to the Petition on the Council agenda.

66. **Petitions**

Mr Ben Wesson presented a petition to the Council of 2318 signatures entitled "Stop privatisation of Leisure Centres". The detail of the petition was "*Warwick District Council, with cross-party support, is planning to invest £12m in upgrading and expanding our two main Leisure Centres in Warwick and Leamington. This should help local residents to keep active, improve their overall health, tackle problems such as obesity and to have fun. By sensible borrowing, better marketing and no real increase in charges, it looks affordable and should generate surpluses. However the current Conservative administration wants to privatise the management of all Leisure facilities in the District at the same time. The directly-employed staff who have successfully run the services and have played a key part in developing the new plans will be transferred to a private organisation. Their terms and conditions will be at risk. Prices charged by a private operator are likely to rise, especially for annual memberships. Those with most to gain from our Leisure Centres may find them hard to afford. The culture of serving the community and working closely with other local organisations will be put at risk by the arrival of a profit-maximising outside company. Perhaps even worse, the private operator will enjoy all or most of the surpluses which will be generated over 15 years by a major public investment. These should be available for future spending on Leisure or other services within the District. The inhouse team has shown it can deliver the efficiencies and revenues needed, as well as excellent services. They should be trusted to go on doing so.*"

Mr Wesson addressed the Council on the petition.

Councillor Mobbs proposed that the time limit for discussing a petition was extended from 15 minutes to 30 minutes. This was seconded by Councillor Coker and

Resolved that the time for debating the petition be extended from 15 minutes to 30 minutes.

The Chairman asked for indications from Councillors who wished to address the meeting. On receiving requests from 15 Councillors he proposed that the time limit be revised to enable each Councillor to speak for 3 minutes each. This was duly seconded and

Resolved that each of the 15 Councillors who had requested to speak be permitted to address the meeting for three minutes each.

Councillors; Ashford, Barrott, Boad, Davison, Edgington, Mrs Gallagher, Gifford, Gill, Heath, Mrs Knight, Mann, Naimo, Phillips, Quinney and Rhead addressed the Council about the petition.

It was proposed by Councillor Doody, that Council pass the Petition to the Executive for them to consider, as part of their deliberations of item 8 on their agenda for the evening and asking them to be mindful of the debate at Council. This was duly seconded and

Resolved that the Petition be referred to the Executive for them to consider as part of their deliberations of item 8 on their agenda for the evening, asking them to be mindful of the debate at Council.

(The meeting ended at 7.00 pm)

CHAIRMAN
27 January 2016

Executive

Minutes of the meeting held on Thursday 4 November 2015 at the Town Hall, Royal Leamington Spa at 6.00 pm.

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

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

An apology for absence was received from Councillor Shilton.

57. **Declarations of interest**

There were no declarations of interest.

58. **Minutes**

The minutes of the meeting held on 30 September 2015 were agreed as written, subject to a minor amendment to record Councillor Phillips apologies instead of Councillor Quinney and signed by the Chairman as a correct record.

Part 1

(Items on which a decision by Council is required)

59. **Leisure Development Programme**

The report asked the Executive to approve a series of recommendations following completion of the initial phase of the Leisure Development Programme. The programme was established in November 2014 to formulate options for the future provision and management of the Council's leisure centres and dual-use sites. The recommendations were based on strengthening the Council's facilities, service offering and income. The report addressed two significant issues that Members would need to determine.

Firstly, whether the Council should invest significant capital sums in two of its existing leisure centres (Newbold Comyn and St Nicholas Park) to make them fit for purpose for the next 20/30 years. The investment proposals at these two leisure centres included: the creation of state of the art health and fitness facilities; remodelling and updating of reception areas; and at Newbold Comyn, the construction of a new sports hall. Without this investment, there was a significant risk that these major leisure facilities would no longer be fit for purpose, resulting in a reduction in usage and a potential increase in public subsidy. There was also robust evidence supported by the Sport England Facilities Planning Model to support the view that without this investment the facilities would be insufficient for the growing population of the District.

Secondly, deciding what was the best model for managing the Council's leisure facilities in the future – keeping the management of the Leisure Service in-house or management via an external partner. Such a decision needed to be made in the context of the continuing reductions in local authority funding and take account of the need to secure best value for money without compromising the aim of securing the best outcome for the District in terms of providing quality leisure facilities and services.

The Council had 4 main leisure centres, all of which were built 20 – 30 years ago, which for many years have provided the District with a range of modern and varied facilities. The Council also managed dual use centres at Kenilworth School and Myton School which were available for community-use outside of school hours. Over time investment had been made in the centres, adding new elements and updating the internal finishes, ensuring that the facilities had remained in good condition and were structurally sound. This ongoing investment was justified when in 2013 a condition survey of all the Council's assets found the leisure centres to be in good structural condition, but crucially found them to be in need of modernisation and requiring the establishment of a programme of planned preventative maintenance including the replacement of significant elements of mechanical and electrical plant and building fabric.

In parallel with the condition survey, a facility audit (available on the Council website) was undertaken by Neil Allen Associates (NAA) to establish whether the range of leisure facilities was appropriate for the District, and if this provision would be able to meet the future needs and demands of the local community. The audit concluded that when using the Sport England Facility Planning Model (FPM), the existing provision was largely in the right place and was providing a suitable range of activities and facilities for the people of Warwick District. There was no evidence to suggest that any of the facilities were under-used, nor that there were parts of the District that did not have reasonable access to facilities. The model took account of the anticipated growth of population in the District and at the time of assessment in 2014, used the then Local Plan figures to calculate demand. Based on the figures at that time, the audit recommended that the present facilities were retained, but that investment was made to bring the facilities up to modern standards and extended to provide additional health and fitness provision and an additional sports hall (located in Leamington).

However, following receipt of the Planning Inspector's Local Plan letter early that summer and the subsequent development of the sub regional Memorandum of Understanding about housing numbers, officers had liaised with Sport England on the potential implications for sports facilities. Officers have been advised that the FPM should be re-run in the next 12 months to take into account the additional houses that were now required in the District. However, having undertaken an initial desk-top exercise using the model, the data suggest that the additional houses would not change the outcome of the FPM significantly and that the approach of extending and refurbishing current facilities remained valid.

The NAA report strongly supported the proposals for significant expansion of the health and fitness element of the facilities (gyms and studios). It was acknowledged that this was a strong and commercially significant element of the leisure sector and one which was a key source of income for any operator. A soft market testing exercise was undertaken by Strategic Leisure (consultants commissioned by the Council to support on the Programme) in Spring 2014 to examine the appetite and interest of the private sector in partnering with the Council to manage its leisure centres. The respondents confirmed that they would see the expansion of health and fitness facilities as a priority in the event that they were offered the opportunity to manage the Council's leisure centres.

Aware of the levels of potential investment being proposed, set against the volatile nature of the health and fitness sector, officers had undertaken a review of the status of health and fitness provision locally, Appendix 2 to the report. It concluded that, whilst there were some local gyms that were not identified in the NAA report, there remained a strong case for expansion of the Council's facilities to offer a modern and accessible health and fitness product that would have the capacity to attract new members and increase levels of physical activity across all sectors of the community.

The investment recommendations in that report related only to the leisure centres in Leamington and Warwick. The situation in Kenilworth was significantly different for two reasons. Firstly, the proposed relocation of Kenilworth School and the Kenilworth Wardens sports club from land allocated as strategic housing development sites within the Submission Draft Local Plan could directly impact on the existing Council facilities. Secondly, unlike Leamington and Warwick, there was a potential impact on the Council's leisure facilities in Kenilworth from planned future facility development in neighbouring areas and, in particular, the emerging plans that Coventry City Council and the University of Warwick had for their leisure provision. Discussions were held, and continued, with both bodies. Coventry's plans relating to the replacement of the Fairfax Street 50m pool and sports centre were acknowledged but due to the travel time from the District were not considered relevant to Warwick District's facility planning exercise. Warwick University were reviewing their campus master-plan and that process included a review of sports and leisure provision. Whilst any changes made at the University site had a broad relevance to the whole District they were not considered to be in conflict with the proposals for St Nicholas Park and Newbold Comyn but, due to the proximity of the University to Kenilworth, they would potentially have had a direct impact on the Council's facilities in Kenilworth.

In the light of these issues officers had consulted with Kenilworth Councillors on the recommendations of the NAA report and the feedback from Strategic Leisure in respect of the leisure facilities in the town. The conclusion of these discussions was that it would be premature to recommend an investment programme for the Kenilworth facilities until the Local Plan had been adopted, the funding issues around the relevant site developments clarified and the potential impact of facility development in neighbouring areas confirmed. Future plans for the Kenilworth facilities should, therefore, be viewed as a second phase to a

programme of investment and development with the current proposals for Newbold Comyn and St. Nicholas Leisure Centres forming Phase I. Members should note that, if recommendation 2.6 of the report, was approved and a procurement process undertaken to identify an external operator for the Council's leisure facilities, any future contract would include the current Kenilworth sites. Any contract would need to be structured in a way that would allow for variation in the event of significant changes to the facilities in Kenilworth in the future.

In developing the investment proposals to RIBA Stage 2 (Appendix 3 to the report), project managers, Mace Ltd, and their professional colleagues such as architects and Mechanical & Electrical (M&E) consultants had produced a cost model (Confidential Appendix 1 in the Part B). The model included construction costs, M&E costs and an allowance for professional fees, which totalled £11,984,698. Initial fees to the total of £171,400 was approved previously by the Executive and had already been spent in reaching RIBA Stage 2. Should the Executive approve Recommendations 2.1 – 2.5 which enabled the project to progress to RIBA Stage 4, the design plans would be refined and a comprehensive cost model developed. Invasive surveys of the existing buildings would be carried out in order to provide certainty that the designs being prepared could be successfully built. The designs would be prepared for a planning application and the application would be submitted towards the end of RIBA Stage 4 as can be seen in Table 1, in the report.

It should be noted that the investment proposals had subsumed some of the leisure centre elements of the Council's Planned Preventative Maintenance Programme (PPM). These elements were estimated to cost in the region of £3m over a period of 30 years. The first 5 years of the leisure centre PPM Programme had an estimated cost of £836,000. Further detail on the financial implications of the PPM Programme was included in paragraph 5.7 of the report.

The plans and costs included in respect of Newbold Comyn and St Nicholas Park Leisure Centres represent Stage 2, the "Concept Design" phase of the RIBA framework. In Stages 3 and 4, the project progressed with updated proposals for structural design, building service systems, outline specifications, and fully detailed cost projections and Risk Assessments. At the end of this phase, the Council had the opportunity to continue with the proposals or halt the project. In order to achieve this, £550,000 was required to fund the Project and Programme Management, planning applications and surveys.

To progress the investment proposals to RIBA Stage 2, the Council engaged Mace Ltd as project managers through the NHS Shared Business Services Framework. In doing so the project had benefited from the services of a range of professions including architects and M&E consultants, all of whom have been sub contracted by Mace Ltd on competitive rates. If the Executive approves Recommendations 2.1 and 2.2 and authorised officers to produce detailed proposals for the investment and thereby progressed the scheme to RIBA Stage 4, consideration needed to be given to the most appropriate way of procuring the relevant services.

Officers had sought advice from the Procurement Manager and Head of Finance on the most appropriate approach to the next stage that minimises costs and ensures continuity of the project to RIBA Stage 4. Officers therefore continued to work with Mace Ltd as project managers under the NHS Shared Business Services Framework to complete that next phase of work and, subject to the decision to progress to construction, Mace Ltd continued as project managers until the end of the construction phase.

It was proposed that an application for planning permission should be made towards the end of RIBA Stage 4, using the information prepared as part of the RIBA Stage 4 process. That would ensure that the planning process could be undertaken in time to begin work on site in accordance with the agreed programme, subject to permission being granted. Delegated authority was also sought to apply for planning permission and for any other necessary and statutory consents to allow the project to proceed to the next stage of proceedings.

It was anticipated that the investment proposals would be funded from a number of sources, some of which were already secured, and others which had yet to be confirmed. Further details were included in 5.2.4, of the report.

It was proposed that officers sought to access funding from the Sport England Strategic Facilities Fund (SFF). Due to the way in which Sport England manage that fund, there was no indication at that stage as to whether an application would be successful. Recommendation 2.4 sought the relevant delegation to the appropriate officer and Member to progress any application.

The Sport England SFF was designed to direct capital investment to local authority projects that had been identified through a strategic needs assessment and that have a maximum impact on growing and sustaining community sport participation. Projects that were funded from this source were promoted as best practice in the delivery of quality and affordable facilities and were able to demonstrate long term efficiencies. Projects needed to be able to demonstrate that they were bringing together a number of partners, with input from public and private sectors, and had the support of national governing bodies of sport.

Applications to this fund were on a "solicited-only" basis, meaning that the Council had to be invited by Sport England to make an application. Consequently, officers had been working closely over the last 12 months with Sport England, and with the County Sports Partnership who had an overview of the regional strategic picture of facility provision, to get to a point where Sport England would hopefully invite an application for the improvements at Newbold Comyn and St Nicholas Park Leisure centres.

In the event that the Executive approved Recommendations 2.1 – 2.5, officers would confirm, to Sport England, the Council's commitment to the investment proposals and would look to work with the relevant Sport England officers to secure funding from this source in order to improve the

affordability of the schemes. The modelling explained in Section 5 of this report and Confidential Appendix Z of the Part B report showed the impact of the Council being unsuccessful in securing Sport England funding.

A fundamental consideration in finalising the detail of the investment proposals for Newbold Comyn and St Nicholas Park Leisure Centres was the impact of increased customer visits to these sites and the additional pressure that this would place on the car parking provision. If facilities were expanded and insufficient parking provision is made, business models would not be deliverable and customer satisfaction levels would be reduced.

Recognising the challenges that this could pose, consultants Atkins were commissioned to assess the current level of car park usage, to consider the future pressures on parking provision at these sites as a result of the investment proposals and to make recommendations on how car parking provision could be managed in future to minimise the impact on customers of the leisure centres and other car park users.

The high level summary of the surveys for St Nicholas Park and Newbold Comyn leisure centres were set out in the report.

Officers of Cultural Services and Neighbourhood Services had considered the findings and recommendations of the Atkins surveys and had concluded that car parking provision at Newbold Comyn was satisfactory for the extended facilities proposed for that site. In respect of St Nicholas Park it was clear that, whilst the current parking provision could meet demand at most times of the day/week, there were some times when demand would exceed capacity. Officers had considered a range of mitigation measures that could be put in place in future to address these shortfalls, but also taking into account the emerging findings of an investigation into car parking throughout Warwick town centre currently being undertaken. It was proposed that the outcome of this work would be reported to the Executive alongside the further report referred to in Recommendation 2.1. It was believed that the car parking issues at St Nicholas Park Leisure Centre was not severe enough to question the decision to invest in the facilities. Nonetheless, any mitigation would be advantageous to the future performance of the Centre and the user experience more broadly.

As part of the planning process Green Travel Plans would be developed for both facilities and that would help to alleviate pressure on car parking.

The recommendation that tenders would be invited for the management of all the Council's leisure and dual use facilities (subject to agreement by dual use partners), took into consideration the Business Plan (Confidential Appendix 2 in the Part B report) and the confidential Prospectus (Confidential Appendix 3 in Part B of the report) submitted by the in-house team. It considered the report from Strategic Leisure (Confidential Appendix 4 in Part B of the Agenda) comparing the relative merits of the in-house model and potential external operators (based on industry benchmarks for external operators).

Due to the commercial sensitivity of this information, the full details of the in-house proposal was included in Part B of the Agenda. The proposal was considered to be a robust and comprehensive Business Plan and Prospectus that had been developed from first principles and had included forensic challenge of all aspects of the business.

The Business Plan had been written to address two scenarios. Firstly, and referred to hereafter as Option 1, there was an assumption that the Executive decides not to invest in the enhancement and extension of Newbold Comyn and St Nicholas Park Leisure Centres (other than essential £3.9m of works referred to in paragraph 5.7), and so relied on the in-house team delivering the service in a more commercial manner with a clear focus on the areas of greatest potential for income generation i.e. swimming lessons and health and fitness.

The alternative, Option 2, was based on Executive agreeing to invest in the region of £12m in the Newbold Comyn and St Nicholas Park Leisure Centres, and so relied on significant increase in the income generated by the expanded health & fitness provision, the expansion of the swimming lesson programme (as in Option 1), the installation of a "Clip and Climb" facility and a new sports hall at Newbold Comyn, and a consequent uplift in income from a number of areas as a result of the improved changing provision, refurbished reception areas and general service improvement.

The Prospectus described in detail how the in-house team intended to approach the service improvement that was essential for both Option 1 and 2 to be successful. It highlighted the many benefits that would be optimised by retaining the service in-house, focuses on the Principles that would underpin the new-look "Warwick District Sports & Leisure" team going forward, and describes the areas that the team intends to focus on in order to develop the service.

In order to get an independent assessment of the in-house proposals, Strategic Leisure was asked to produce an evaluation report which was included in full as confidential Appendix 4 in Part B of the report. Strategic Leisure highlighted a number of areas which they believed warranted detailed consideration when comparing the in-house v external model for both Options 1 & 2. A financial analysis of the two models was included at section 5 of this report and in all scenarios Strategic Leisure considers that an external provider would out-perform the in-house model, albeit by a margin that requires careful consideration.

However, when considering the in-house bid against what an external operator might be able to provide in the context of the separate decision on investment, the Council needed to consider a wider number of issues, not all of which are financial. These were set out in Table 2, of the report.

The assessment brought out issues; track record of the in-house offer, financial impact, impact on staff, impact on procuring an external supplier on the rest of the Council, certainty of benefit of procuring an external supplier; and best value.

It was acknowledged that over the course of the last two years, and more particularly the last six months, the in-house operation had improved significantly, with income projected to be circa £50k above the 2015/16 budget at year end. However, the increased income detailed in the business plan, whilst being cautious, was a major step-change on what has previously been delivered by the in-house team. Consequently, the Option 2 business plan which would increase income by some £2m could be a major challenge for the Council in-house team to sustain. The contrast with a commercial operator was that driving income is its day-to-day business. The recent improvement coincides with the appointment of the current Sports & Leisure Manager and other operational management changes. It was the case, though, that if the current position had largely been driven by one individual there was a significant risk to the business if that individual leaves the organisation, or falls ill or is otherwise prevented from performing as now.

Strategic Leisure's view was that an external operator would be able to deliver a financial benefit at least as good as the in-house offer, indeed surpassing it. If that was not the case and the operator was unable to deliver to its business plan it would still be liable to pay the agreed contractual fee to the Council. However, should the in-house bid not deliver in accordance with the business plan, it would lie with the Council to make good any deficit.

The impact on staff was more difficult to estimate but feedback from Strategic Leisure's experience in similar leisure service outsourcing projects elsewhere suggests that the overwhelming majority of staff who work within the current service were likely to continue to do so. This was of course subject to the Council's compliance with the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) and the Government's Fair Deal pension policy.

No modelling had been done so far on what other savings could be made from "back-office" changes should Executive decide to externalise the service. However, should Executive make that decision then the next report would detail the areas where it was considered that further savings could be made and would also address any other possible consequences.

Strategic Leisure states, *"Without formal procurement of the service it is difficult to confirm definitively the difference between an in-house operation and an external operator."* The whole tenor of Strategic Leisure's appraisal was that an external operator could deliver a greater financial advantage than the in-house provider and deliver the same service, but the only way to determine this was by going to the market.

The Public Services (Social Value) Act 2012 placed a requirement on the Council to consider overall value, including economic, environmental and social value, when reviewing service provision. These elements would be integrated into the evaluation methodology for the tenders for both the management and the construction and refurbishment projects.

Taking into careful consideration the recommendations from Strategic Leisure, it was recommended that the Council procured a partner to

manage its leisure centres on a long-term basis through a competitive process in compliance with the Public Contract Regulations 2015. The specific procurement procedure likely to be used was the Competitive Procedure with Negotiation, as that would enable the Council to specify its minimum requirements and then to negotiate with bidders on their proposals with a view to refining and improving the proposals, ultimately to arrive at a preferred bidder and a preferred arrangement.

As part of the procurement process, the Council would set down minimum requirements which it was seeking from any proposal in the Service Specification. Bidders would be invited to submit proposals which, amongst other things, were deliverable, financially acceptable to the Council and best fit with the Council's requirements.

The timing of the procurement process would be heavily influenced by the construction programme should that be approved and it was proposed that the two processes dovetail to cause minimum interruption for service users, staff and management. The provisional procurement timetable was set out in the report.

The decision by the Executive to undertake a procurement to seek tenders from the external market must be a considered one. Members would need to balance a number of factors when reaching their decision, including:

The financial and other benefits of what the market could offer compared to an in-house model, which was capable of being clearly articulated to all interested parties,

That Council officer time and costs would be incurred in undertaking the procurement process, as well as increased costs of contract monitoring and risk of contract failure,

That the procurement procedure would need to be planned in such a way as to avoid the need for cancellations and avoid the risk of challenge from prospective partners, and

To mitigate (but not remove) this risk, it was recommended that the Council, in the procurement documents, reserves the right not to award any contracts as a result of the procurement process, and that the Council would not be liable for any of the bidders' costs in submitting a bid.

If the decision was made by the Executive to procure a provider to manage the Council's leisure center management service, it was recommended that the Executive delegated authority to the Head of Cultural Services, in consultation with the Portfolio Holder for Culture, to finalise the Service Specification, to undertake the procurement process through to one preferred party, and to complete the necessary legal documentation with that party. In the event that a significant risk or change to the proposed project emerges through the procurement process, then a full report would be brought back to the Executive before any decision was made.

The Service Specification was a detailed document that lays out the parameters within which the service would be delivered, and at the same time was the document by which the performance of any operator, be it the in-house team or an external contractor, could be monitored and managed. The successful delivery of the service would rely on the development of a "partnership approach" between Council and operator, subject to the terms and conditions agreed in the contract.

For example, the Service Specification includes minimum standards in respect of opening hours, cleanliness and maintenance, health and safety management, customer service, staff training and qualifications, and how the facilities were programmed to accommodate a wide range of users.

The Service Specification would also include a list of index-linked key charges and concessionary rates that any operator would be required to adhere to as maximum charges. It would be left to the discretion of the operator should they wish to lower the key charges. In that way the Council was able to protect certain user groups and ensure that they were not disadvantaged or discouraged from using the facilities.

The Specification would also include a performance management framework which again would be an essential tool in the Council managing the performance of the operator.

The draft Service Specification was attached as Appendix 1, to the report. The Council must recognise that there was many variables in the provision of leisure services which officers would need to work through in more detail should the Executive agree Recommendation 2.6. That would enable officers to finalise the Service Specification prior to the commencement of the tender process and then to enter into the necessary legal agreements with the chosen partner in order to best protect the Council's and the customers' interests.

The cross-party Members' Working Group had played a crucial role in steering the Programme to date. As the Programme entered the new phase it was considered appropriate for the Group to continue to provide oversight of the procurement and contract award process, and the investment work as it progresses to RIBA Stage 4. Members of the Group were also able to feed-back to their political Groups to ensure that Councillors remain up to date as the programme develops.

Throughout the course of the programme, sports and leisure staff and Unison representatives had been engaged in the process through regular briefing notes, and by the Unison Secretary being a member of the Programme Board. Staff from the leisure centres were also involved in the development of the in-house Prospectus and Business Plan and took part in a design workshop for the refurbishment work.

If the management of the service was externalised pursuant to Recommendation 2.6 all operational staff will automatically transfer to the new operator under the terms of the Transfer of Undertakings (Protection of Employment) Regulations (TUPE). HR and other relevant officers would work closely with the Programme Manager to ensure that appropriate

pension arrangements were in place. They would also identify other support staff that may be subject to TUPE by virtue of their duties as they relate to the Leisure Service. That would ensure the necessary work in this area was progressed in line with Council policies, and that staff were fully consulted at the appropriate times.

The report detailed the reasons why investment in Newbold Comyn and St Nicholas Park Leisure Centres was considered necessary (Section 3.1). However, a decision could be taken not to make the significant investment outlined in the report. If that were the decision, there would be some substantial essential maintenance required to the structure of the facilities, and some significant replacement of plant. Without these items, the leisure centres would become "not fit for purpose", attendances would fall, and the subsidy required to operate the facilities would increase. There would also be a shortfall in sports and leisure provision in the District which would have a detrimental effect on the health and well-being of current and future residents of the area.

A decision could be taken to invest on one but not both of the above venues. In that case some of the additional demand on sporting provision would be met by the additional provision made, but the District would face a shortfall in terms of the levels of provision that had been modelled by the Sport England Facilities Planning Model, and again risk not meeting the demands of a growing population. There would also remain a need to undertake essential maintenance/replacement at the venue that was not refurbished.

A Joint meeting of the Finance & Audit and Overview & Scrutiny Committee had taken place and recommended to the Executive that

- (1) recommendations 2.6, 2.7, 2.8 and 2.9 of the report are removed, effectively retaining the Leisure Options in Council's management control and continuing under existing arrangements; and
- (2) officers investigate the option of introduction a "Passport to Leisure" into the contract to enable access to leisure facilities for all members of the community.

The Executive welcomed the recommendations from the Joint Scrutiny Committee and agreed to support the second point. However they could not support the first recommendation because of the substantial reasons within report to support the recommendations, the information and debate within the confidential part of the meeting relating to this matter, the way this provided upgrade to the facilities, the way the external management option provided for growth in this District including provision of further jobs, that this would provide a substantial improvement in the financial health of the Council and the significant and important advice received from officers on this matter.

The Executive therefore

Resolved that

- (1) the refurbishment and expansion of the Newbold Comyn and St Nicholas Park Leisure Centres, be approved, at a cost in the region of £12 million, subject to a further report to the Executive in June/July 2016 detailing the final cost model and the sources of funding for the investment;
- (2) authority be delegated to the Head of Cultural Services, in consultation with the Portfolio Holder for Culture to seek planning permission and such other necessary statutory consents that would enable the proposed improvements to Newbold Comyn and St Nicholas Park Leisure Centres to be implemented; the Head of Cultural Services, in consultation with the Portfolio Holder for Culture, to work with Sport England to seek funding from Sport England's Strategic Facilities Fund (SFF) as a contribution to the costs of the capital investment;
- (3) that a further report be brought forward that would also provide details of further mitigation of car parking constraints at St Nicholas Park and note that the mitigation may involve:
 - i) Improved signage directing traffic to Myton Fields
 - ii) Remodelling of some areas of St Nicholas Park car park
 - iii) Reviewing the relative charges at St Nicholas Park and Myton Fields car parks.
- (4) the procurement of a partner to manage all of the Council's leisure centres and dual-use operations (subject to necessary consents by dual use partners) is undertaken on a timeline that marries-up with the refurbishment programme;; and a budget of £30,000 was allocated from the Contingency Budget to fund the cost of the procurement exercise;
- (5) note the principles of the draft Service Specification at Appendix 1 to the report, which detailed the future service standards that would be delivered at the Council's leisure centres and dual-use facilities (subject to necessary consents by dual-use partners); and delegates authority to the Head of Cultural Services, in consultation with the Portfolio Holder for Culture, to finalise the Service Specification, to undertake the procurement process to select one partner, and to enter into the necessary

legal agreements with that partner including arrangements in relation to staffing, pensions and assets;

- (6) the current Members' Working Group that had been overseeing the Leisure Development Programme to date extend its role to provide oversight of the procurement process and risk logs;
- (7) the current level and process of liaison and consultation with staff and their representative bodies continue; and
- (8) officers investigate the option of introduction a "Passport to Leisure" into the contract to enable access to leisure facilities for all members of the community.

Recommended that Council approves the funding of £550,000 (included in the £12m) from Section 106 payments (c£170,000) already received and internal borrowing (c£380,000) managed by the Head of Finance, to allow the design proposals for Newbold Comyn and St Nicholas Park Leisure Centres to be developed up to and including the end of RIBA Stage 4, thereby enabling appropriate planning applications to be submitted, a preferred developer to be selected and a provisional contract price to be established.

(The Portfolio Holder for this item was Councillor Gallagher)
(Forward Plan reference number 697)

Part 2

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

60. Budget Review to 30 September 2015

The Executive considered a report from Finance that updated them on the Council's latest financial position. That included details of the 2015/16 estimated outturn, the Council's Medium Term Financial Strategy, the Housing Revenue Account and the Capital Budget.

For the General Fund 2015/16, there was an unfunded adverse variance of £19,800 was reported in July's Executive report. The variances below (net £5,300 favourable) reduce this to £14,500. the latest variances that had been identified by managers were detailed in the report.

The overall position was that the Council was currently forecasting an adverse outturn position of a £14,500 by the end of March 2016.

Work was progressing on the 2016/17 Base Budget which was to be presented to members in December, alongside the updated 2015/16 position. At this stage members needed to consider how to fund the 2015/16 shortfall.

It was highlighted that the Legal fees for the W2 partnership (with Waterloo Housing Association) were forecast to be lower than originally budgeted for.

Details of the current Contingency Budget (£401,000) and the balance (£159,700), after calls on this budget, were shown in Appendix A to the report. The balance on the Contingency Budget reflected allocations which had been returned as not required. These were, Kites Nest Lane Reinstatement (£10,000), and Combined Authority Contribution (£50,000).

Additional calls on the Contingency Budget had been made to cover for long-term sickness in Financial Services (£10,000) and £7,700 for a Health check/review of Electoral Services. If these amounts were approved, the balance on this budget would be reduced to £142,000.

The 2015/16 Training Contingency Budget of £4,900 had been allocated.

The Contingency Income Budget had a balance of -£74,000 that had to be achieved. In 2014/15, this was more than achieved. The Fees and Charges report recently presented to Executive identified how this Contingency Budget could be met in full, resulting in a zero balance.

Other Contingency Budgets for items such as price Inflation (£42,000), Contract Cleaning (£51,000) (both not used in 2014/15) and the new Salary Underspend Contingency (-£30,000) would be regularly reported upon during the year. There had been no changes to these budgets so far that year. The status of these budgets for future years was to be considered as part of the 2016/17 Budget setting process.

An adverse variation (£3,600) for Maternity Cover in Culture had been identified in August.

Currently the 2.5% salary vacancy factor was forecast to be achieved, although all Service Areas need to monitor this. As part of the Budget Exercise for 2016/17 that was now underway, this vacancy factor would be built into the salary budget line as opposed to having its own separate budget line. This would apply to 2015/16. This should ensure tighter monitoring of the vacancy factor within the overall salary budgets.

As part of agreeing the recommendations in the Final Accounts report, the Executive agreed that £407,300 of earmarked reserves should be carried forward to 2015/16.

Recent detailed consideration by officers had confirmed that allocations totalling £75,500, detailed in the report, were no longer required.

At the end of September, £111,000 of ear marked reserves had been spent or committed, although £36,000 of this had to be transferred elsewhere. Taking into account the allocations no longer required £256,800 remained to be spent in the remaining six months of the financial year, details of which were included at Appendix B to the report.

Housing Revenue Account (HRA) day-to-day and void repairs had been a particular issue since 2013/14 when as part of a new approach, Council pre-inspections were removed and the contractor given the power to decide what repairs were required, subject to an open book framework where their profit depends upon beating target unit costs and performance measures.

In line with most Council budgets, it had been assumed that efficiencies and savings would offset any inflationary increases in unit costs until 2016/17. Additionally on analysing performance for the first six months of open book cost consultants produced an updated forecast of costs. Overall this projected expenditure of £2.00m, 15% lower than the existing budget of £2.35m. Budgets from 2014/15 were reduced accordingly, by £353,100.

These savings had not been achieved; expenditure had been significantly above both the level budgeted for and historical costs under the previous system up to 2012/13. In 2014/15 expenditure was £3.29m, a 64% overspend on the approved budget of £2.00m.

An additional £1.06m was requested for 2015/16, including the part year effect of reintroducing in September 2015, pre-inspections of properties requiring repairs and restricting the ability of contractors to place repairs without reference to the Council.

These measures were part of efforts made during 2015/16 to reduce costs, ideally to the approved budget. The re-introduction of Council pre-inspections and specification/approval of works to be carried out were, from early data, beginning to reduce costs to something close to the historic expenditure, uplifted for buildings inflation. However it was clear that the previously projected savings were not possible, and it had also proved impossible to absorb inflationary costs.

Allowing for inflationary increases since then, an additional £820,000 is requested for 2016/17 and each year thereafter. This would equate to an annual Responsive and Void Budget of £2,824,000.

The recommendation had been informed by an assessment of expenditure to date excluding items that should be charged to other budgets (for example capital works), adjusted for projected savings

to be secured from the measures detailed above in section 3.5.5 and an increase of 5% for inflation.

The effect of these changes upon repairs costs would continue to be monitored and any updated projections reported to Executive as part of Budget Review.

The rate of Right to Buy applications and sales had significantly increased since 2014/15; 27 were sold during 2014/15, but 22 had already been sold in the first six months of 2015/16. Based on an updated projection of 42 sales, valuation and legal fees were projected to cost an additional £28,700; however the admin allowance retained from each sale would increase income by £26,000. The small difference could be absorbed by reducing other HRA budgets. Updated projections for 2016/17 would be included in the December Base Budget report.

The structural survey of HRA high rise and non-traditional homes was expected to commence early 2016/17, it was therefore requested that the budget of £120,000 was moved to 2016/17.

Housing Revenue Account Capital, works slippages, along with the following Housing Investment Programme slippages and savings were detailed within the report.

That due to the scale of the Sayer Court development and the level of expenditure projected around year end (over £1m per month) relatively small changes in the project timetable could change slippage figure significantly without affecting the overall cost of the project.

Progress on the major schemes within the 2015/16 Capital Programme was included within the report.

The Medium Term Financial Strategy(MTFS) reported to members in July included a required savings profile.

In September, projects had been agreed which would generate savings so as to make the Council's MTFS sustainable (based on current assumptions for such things as Revenue Support Grant, Business Rates Retention, investment receipts).

Accordingly, the MTFS had been updated to reflect the following, The "Savings plan" agreed by members in September, Variances subsequently identified by officers, Fees and Charges review presented to Executive September 2015, alongside the savings requirement shown in paragraph 3.7.1, the "unfunded" items were also discussed in the September report, with consideration of their future funding being incorporated within the "Savings plan"

Taking into account the items discussed above, the overall position for the Council's finances was set out in the report.

Overall the profile of “cumulative savings (surplus)” at the bottom of the above table showed a slightly worse position to the figures reports in September due to the inclusion of increased business rates liabilities (the on-going costs some of the items within the table in paragraph 3.2). The table still showed that for 2016/17, even if all the savings planned materialised, there would still be a shortfall for 2016/17. To enable the Council to set a balanced budget, either further savings/ increased income would be necessary, or the use of reserves.

Officers were working on a number of projects at the current time. A list of the projects being worked upon was detailed in Appendix C, to the report. The list included the Leisure Options study which was considered elsewhere on this agenda but the recommendations of which do not fetter the decisions that members were able to take on the remainder of the projects.

The priority status for the other projects was ultimately a decision for members but was likely to be influenced by a number of factors.

In considering these projects officers would ensure that they were fully funded, ideally recovering their capital costs and not causing an additional revenue cost, although it was recognised that to arrive at this position choices about service provision elsewhere could need to be made .

Each of the projects would have its own risk. The risks would influence the likelihood of each project achieving its projected financial profile. Whilst each project would manage risks, this does not prevent the financial profile from changing, and the costs/income from varying. Such changes could vary in significance and timing.

The Council held various reserves for specific purposes, as detailed in the February Budget report. As at 31 March 2015, the General Fund Reserves totalled £15.498m. However, much of the balances on these reserves have been previously committed to specific projects. This meant the available uncommitted reserves were greatly reduced. An updated schedule showing the uncommitted General Fund Revenue Reserves was included as Appendix D, to the report.

In the past much of the Council’s capital programme had been met from the Capital Investment Reserve. The Council’s policy was for that reserve to maintain a minimum balance of £2m as risk mitigation for any potential capital liabilities. However, the current uncommitted balance of the Capital Investment Reserve was only £1.358m. Until 2013/14, annual contributions were made to that reserve from revenue to assist with providing funding for future capital projects. Such contributions had now stopped. The Council’s policy for that reserve would be reviewed as part of the

Budget/Council Tax Setting reports in February when all of the Council's reserves were reviewed.

The Service Transformation Reserve had provided funding for many Fit For the Future projects, including those that would result in service improvements or to release future revenue spending. The uncommitted balance on that reserve stands at £216,000.

The financial projections were based on what were believed to be prudent assumptions with regards to future Revenue Support Grant and Business Rates Retention. However there was the possibility that the assumptions within the MTFS were too optimistic. Within the Spending Review 2015 due to be announced in November, alongside the Chancellor's Autumn Statement, it was anticipated that more information would be available over local government funding from 2016/17.

Within the forthcoming Government spending announcements, it was anticipated that there would be confirmation about the future of the New Homes Bonus. For 2015/16 that amounted to £1.6m. Given the uncertainty over the future of that funding, unlike many authorities, the Council did not use that funding to support the main revenue budget, but to support specific projects or allocation to reserves. If that funding was to cease or be phased out, it would, without doubt curtail some of the Council's aspirations.

Monitoring expenditure and income and maintaining financial projections was good financial management and part of good governance. Accordingly, to propose otherwise was not considered.

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

Resolved that

- (1) the latest projected variance for the General Fund for 2015/16 of £14,500 adverse, be noted and thereby agrees to the budget changes detailed in respect of the General Fund and that funding for the 2015/16 estimated shortfall would be addressed as part of the 2016/17 Base Budget Report;
- (2) the amounts returned to the Contingency Budget, be noted, and the additional calls on it made in report, be approved, so that the net effect was to increase the Contingency Budget balance by £42,300 to £142,000;
- (3) the Earmarked Reserves of £75,500 that were no longer required, be noted, and that they had been used to reduce the adverse balance as shown in paragraph 3.1.2 of the report;

- (4) the changes to the HRA budget outlined in paragraph 3.5 of the report thereby reducing the contribution to the Housing Revenue Account Capital Investment Reserve;
- (5) the slippage in the Other Services Capital Programme as outlined in paragraph 3.6.1, be approved;
- (6) the changes to the Housing Investment Programme outlined in paragraph 3.6.2, financed from the Major Repairs Reserve, be approved;
- (7) the updated Medium Term Financial Strategy (MTFS), and that this was reliant on the forecast savings being achieved' be noted;
- (8) the table of projects as set out in Appendix C, be noted, which includes the Leisure Options project which is the subject of a separate report on this agenda and its recommendations were considered by officers not to fetter future decisions to be made on the other projects; and
- (9) the Executive thanked the Head of Finance and his team for their efforts on this report and the officers of the Council for working hard on ensuring that savings are made.

(The Portfolio Holder for this item was Councillor Whiting)

61. Leamington Creative Quarter

The Executive considered a report from the Deputy Chief Executive (BH) regarding Leamington Creative Quarter that set out the outcomes of the soft market testing and to recommend the potential next steps for taking this initiative forward.

In March 2015 the Executive had endorsed an outline Developers Brief for a new Creative Quarter in Leamington and the undertaking of a soft-market testing exercise to gauge potential developer interest in, and feedback on, this potential initiative. The report set out the outcomes of this market testing.

The report also detailed Expression of Interests (EOIs) submitted to the Coventry and Warwickshire Local Enterprise Partnership (CWLEP) seeking their approval for potential future transformational levels of investment for a wider regeneration and a highway improvement strategy for that part of the town centre.

The contents of Appendices Two, Five, Six and Seven to the report contained commercially confidential information, and while informing the recommendations in the report were discussed and considered separately to the main report.

Executive had previously approved further work to test the emerging concept of a new Creative Quarter focussed on the Council's Pump Rooms and Spencer Yard assets, whilst forming part of a wider regeneration vision for the wider area.

Officers had completed a soft-market testing 'Marketing Day' exercise to critically examine our draft Development Brief ('Brief'), and assess the appetite and interest of the private sector in partnering the Council in taking such a project forward.

The exercise was formally advertised, and Council and OJEU procedure compliant. Interested parties were invited to meet with Council officers, on the basis that whilst the meetings were private their responses (whilst being un-attributable) would be shared publically to inform the Council as to how best take such an initiative forward into the market place. Parties were provided with our Brief (as previously endorsed by Executive on 11 March). The process was specifically undertaken so as not to give any participating company an unfair competitive advantage.

The advertisement set out that the Council's view that this would be very much a niche and specialist development opportunity because of the very specific focus on creative and cultural based industries; and the need for a specialist understanding of accessing a complex range of external grant funding opportunities.

Four companies responded to the formal advertisement (details of which were included in the confidential Appendix, Appendix Two). One of these was a consultant (rather than specialist developer) and did not show further interest. Of the other three, two attended meetings with officers. The third did not respond to meeting requests.

From follow-up discussions with other companies who did not participate, but whom we had pro-actively initially contacted, it became apparent that many would only put time and effort into formal marketing exercises, and not such initial soft-market testing. Also, that a number of these nationally renowned regeneration companies only focus on city opportunities. However, the information gained from the two interview meetings provided a very valuable commentary on our Brief. The information gained from the meetings was set out in Appendix Three, to the report, and was summarised in the report.

It was apparent that any detailed regeneration vision would only emerge after a partner's appointment, and then some months of detailed work by both parties.

The Council recognised that there were so many variables in its Brief and ambitions that many in the market will probably not bid for this opportunity.

Flexibility, tenacity and long-term commitment (by all parties) would be the three key drivers in successfully taking our initiative forward to delivery.

The Creative sector embraces a very broad range of industries and uses. It was clear from this process, and discussions with the market, that there was a clear commercial appetite to create space for all of these. The 'Expressions of Interest' (see section 3.16 onward) had pragmatically focussed on the digital sector due to the demand for a Digital Hub in this area and the CWLEP's selection themes. However, members were reassured that the Brief was very clear that the overall regeneration vision was seeking a much broader requirement to accommodate all sectors of the Creative sector, including: Arts and Culture; Digital Games; Music; TV and Film; Publishing; Design; Craft; Technical; Advertising; Training; Architecture; Food; Live-work etc. Soft-market discussions (and others with the developer industry) indicated a very clear appetite to create a very broad complementary mix of uses in the area.

The above informed valuable feedback resulted in two crucial changes to the initial approach. Firstly the previous draft development brief had now been fundamentally refocused to seek a private sector partner to plan and deliver the regeneration of the whole of this area; rather than for just an initial focus on the Spencer Yard/Pump Rooms area. Secondly, The current market demand from the digital gaming industry, and the residential markets had resulted in more wide ranging albeit still very complementary range of uses to be promoted by us for this area.

The great majority of the draft development brief, its broad vision, thrust and focus remains broadly unchanged and had been validated by the soft-market exercise, and is fit for purpose. It had also now been updated for use as the marketing and tender document for the next-stage regeneration partner procurement.

The timing of this selection process would be heavily influenced by the outcome of our Expressions of Interest recently made to the CWLEP . We could need to amend the development brief depending on the initial response from CWLEP which would be anticipated by January next year. It could fully endorse our vision, or it might alter or possibly reject it. Consequently, it would be prudent to make required changes to the brief in say January and commence our procurement exercise at that time (rather than now) to reflect that eventuality. The outline programme, detailed in the report, reflected this.

It was proposed that a regeneration partner was procured through a competitive process in compliance with the Public Contract Regulations 2015. The specific procurement procedure to be used was likely to be the Competitive Procedure with Negotiation, as that enabled the Council to specify its minimum requirements and then to negotiate with bidders on their proposals with a view to refining and improving the proposals, ultimately arrived at a preferred bidder and a preferred scheme.

As part of the procurement process the Council would set a number of 'minimum requirements' which it was seeking from any scheme proposal.

Bidders would have been invited to submit proposals which, amongst other things, address the following requirements:

- Attractive development proposals that were deliverable;
- A phased regeneration masterplan being submitted;
- Proposals that were financially acceptable to the Council;
- Principal Heads of Terms being submitted;
- Any legal structure proposals having regard to the Council's model Development Agreement (that will be supplied by us with our Brief.);
- A financial model to demonstrating viability; and
- Satisfactory proposals in respect of use of the Council's assets.

Following a period of negotiations bids would be evaluated against criteria set by the Council to assess which bid represented the best value solution. The evaluation criteria would take account of the deliverability, financial viability and best fit with the requirements of the Council's Development Brief. The Council would reserve the right to award no contract at all, for example if no suitable proposal emerges from the procurement process. On the basis of above the provisional programme was set out in the report.

The Executive was requested to delegate authority to finalise the Development and Marketing Brief, undertake the procurement process through to one preferred party, and completion of the necessary legal contract agreements with the party. The delegation was to be to the Deputy Chief Executive (BH) and the Section 151 Officer, in consultation with the Leader, and 3 Portfolio Holders for: Development, Culture and Finance. In the event that a significant risk or change to the proposed project emerges through the procurement process, then a full report would be brought to Executive for consideration before any decision was made.

The CWLEP was refreshing its Strategic Economic Plan (SEP) document. This had been used in the past to bid for capital funding from central government, known as the Local Growth Fund (LGF). The government had not made any announcement as yet about further funding beyond that announced so far, up to 2016-17. However the CWLEP was keen to be ready, and were assembling a 'project pipeline' for the five-year period from 2017/18. In July they put out a call for EoIs, with a deadline for submissions of 18 September. Both we and WCC responded with a co-ordinated package of three EoIs for this Creative Quarter initiative. The EoIs do have a focus on the digital sector. This was because we knew that there was demand for a Digital Hub, and there was the opportunity to create such a hub in the new quarter. Despite the apparent focus on digital, it wouldn't be to the detriment of our existing cultural organisations. Our aim was to create a synergy between the various creative sectors that would be represented in a Cultural Quarter. One of the key advantages of the recommended larger regeneration area was

that there was the potential for all these uses to be accommodated and co-habit together and grow.

The submitted EOIs, which were commercially confidential, were set out in the confidential Appendices Five, Six and Seven. These were summarised in the report.

Initial conclusions were that linked initiatives sat very well together. But the Creative Quarter regeneration ambition could stand and succeed independently from Creative Leamington (if it did not materialise). The CWLEP expects EOIs to support one or more of the following themes:

- the development and/or integration of infrastructure;
- research, development and innovation
- skills
- business growth

In addition the CWLEP had been clear that it should broaden its SEP refresh into three areas that it has been agreed were underplayed in the original SEP:

- culture and tourism
- digital connectivity
- climate change adaptation/flood defence.

We were advised that the CWLEP received 66 EOIs by their 18 September deadline. These were reported to the CWLEP's Board on 5 October, as part of their process of refreshing the CWLEP's Strategic Economic Plan (SEP). These EOIs would now go forward into a process of prioritisation; whereby each EOI would be assessed for 'strategic fit' against SEP priorities, and a scoring matrix used to assess a range of outputs including job growth/safeguarding, investment leverage, benefit/cost ratio, increase in GVA. The outcome of this work would be reported back to the CWLEP Board on 23 November.

Given the level of interest from across the sub-region, clearly not all projects could be funded. However, initial (albeit informal) feedback received so far had been positive. It was envisaged that any next stage would be to further develop the business cases to support these EOIs, if invited to do so.

There was no funding available at that time, and this was just a project pipeline prioritisation at this stage. The government is not expected to make an announcement on further LGF monies until the Autumn Statement, due on November 25th, at the earliest.

Our conclusions from the EOI process were that if the levels of interest to assist the delivery of the EOIs could be secured it would enable a much wider regeneration to be delivered, than we could do alone with just our Spencer Yard based properties. If positive this would transform our vision's attractiveness (and deliverability) to the potential developer partners.

Alternatively the Council could have opted to do nothing. In this eventuality any vision and potential for taking this wider Creative Quarter regeneration and investment initiative forward not realised.

The Council could also decide to exclude the Royal Pump Rooms from this vision. By implication this could also exclude any outline proposal to relocate the Library. However, the previous Executive reports set out the reasons why this could prejudice and weaken any overall transformational approach to a Creative Quarter. The responses from the market would tease out and test this issue.

The Overview & Scrutiny Committee noted the report.

Resolved that

- (1) the feedback received from the soft market testing exercise as set out in this report, and Appendix Three to the report, be noted;
- (2) the procurement of a regeneration partner to assist the Council to deliver the Creative Quarter initiative, in respect of the area shown in Appendix One, be approved;
- (3) a budget of £4,000, be allocated from the Contingency Fund to fund the formal advertising and marketing of this opportunity, as set out in section 5.1 of the report;
- (4) the Deputy Chief Executive (BH) and the Section 151 Officer, in consultation with the Leader, and the 3 Portfolio Holders for: Development, Culture and Finance, be delegated authority to finalise the Development and Marketing Brief, undertake the procurement process to select one preferred regeneration partner, and enter into the necessary legal agreements with that partner;
- (5) the Expressions of Interest submitted to the Coventry & Warwickshire Local Enterprise Partnership (CWLEP) as set out in confidential Appendices Five, Six and Seven, be noted.

(The Portfolio Holder for this item was Councillor Cross)

62. **Tenants Incentive Grant Scheme**

The Executive considered a report from Housing & Property Services relating to a review of the Tenants Incentive Grant Scheme and the Resettlement Service.

In December, 2007, the Executive approved the introduction of a Tenants Incentive Grant Scheme (TIGS). This provided a financial incentive for tenants of the Council who under-occupy a property to downsize to smaller accommodation. This scheme was introduced to help the Council better match the use of its housing stock to the housing need prevailing at that time.

The scheme allows tenants aged 60 years or over to receive a payment of up to £5,000 if they transfer from a three bedroom or larger property to a one or two bedroom property designated for occupation by the elderly, or a one bedroom general needs property.

The scheme also allowed for tenants aged less than 60 years of age to receive a payment of up to £5,000 if they transfer from a three bedroom property or larger to a one bedroom general needs property.

These payments were awarded regardless of the costs incurred by the tenant in moving home. No practical support, such as helping to manage utility changes or removal arrangements was provided by the Council to help with the management of the home move.

The number of transfers that had taken place under the Tenants Incentive Grant Scheme since its inception in 2007 had year-on-year remained relatively constant.

Historically the Council had a higher demand for family sized accommodation, in particular three and four bedroom houses. While the Council had never suffered from hard-to-let properties, properties in lower demand were usually concentrated in homes designated for people aged 60 years and over, usually one bedroom upper floor flats or small bedsit bungalows. This remained the case but the Council had a much higher demand for smaller one bedroom general needs homes rather than three or four bedroom homes.

In 2012 the Government introduced the under occupation charge as part of its changes to the social security system. This meant that working age tenants, who had a bedroom or bedrooms in excess of need, and who are in receipt of housing benefit have their benefit reduced by 14% for one bedroom in excess of need and 25% for two or more bedrooms in excess of need. Tenants of state pension age were not affected by the under-occupation charge.

As a result of these changes some tenants had moved from homes that they were under-occupying using the Mutual Exchange (Home Swap) scheme or by requesting transfers to smaller homes. Some had chosen to make the necessary additional payments and stay in their homes. However, there were those who can't or do not want to make the payments and want to move but were unable to do so as a suitable, smaller home had not been available for them to move to.

One consequence of these changes had been the increase in current demand for housing in Warwick District for smaller general needs homes.

Under-occupation of family homes amongst older people was however still not unusual in Warwick District.

While there 70 Warwick District Council tenants who were aged 60 years or more under-occupying their home not all were registered on Home Choice. There may have been many reasons why older people were choosing to remain in their home – local connections to the area, space for visiting relatives, emotional attachment to their family home and concern about being able to successfully manage a move to a new home.

Not all people aged under 60 under occupying a home would be affected by the under-occupation charge (that in itself arguably provides a financial incentive to down size) and many would have similar reasons for remaining in their home as older people.

That TIGS was available but had not prompted a higher registration of older people to apply for moves suggests that its continued value as a major incentive for people to move was limited. It was for this reason that the recommendation to close TIGS was made in this report. Doing so would reduce expenditure that had little obvious benefit to the overall sustainability and effectiveness of the Council's landlord service

However, what had become apparent from discussions with tenants was that there was a need from some people who wish to move practical help and for support in making the actual move, with some limited financial help to cover the actual costs of the move. Practical help while not on its own offering an incentive to move, may help people make that final decision to apply for a move or, even if they have already applied, ease that transition and reduce the risk of them not following through on an allocation.

The Council already had in place a Resettlement Service offered primarily to applicants aged over 60 on the Housing Register who successfully bid for a specified low demand property advertised on Home Choice. The objective was to help ease the cost of moving and provide a small but helpful and practical incentive to help influence decisions that would be of

benefit to tenants and those who are waiting for the offer of a municipal tenancy.

Expanding the range of clients for whom this service was available may help more people make the decision to downsize and moreover improve in a practical way the service the Council was able to offer to its tenants. Appendix A to this report included details of both the current and the revised Resettlement Service, the latter having been designed to meet these objectives.

At the same time as helping people to downsize, which in itself could help people reduce their housing costs, such as heating and decoration, there was increasingly an apparent need to help people better manage their finances. This was a result of changes in part of changes to national social security policy in respect of tax credits, continued growth in the use of zero hours contracts and the continued implementation of a rigorous social security sanctions scheme that would embrace low paid working households receiving Universal Credit.

The roll out of Universal Credit, which was picking up pace in Warwickshire, would reduce the number of people whose housing support was paid directly to the Council. People who were not used to managing all of their finances could need help to cope with the changes. Pilots for Universal Credit had shown that rent arrears increase as do personal financial problems.

From April 2017, the Council would also be required to introduce Pay-to-Stay. While the detail of this new policy were still to be confirmed, the essence of the policy was that tenant households with an income in excess of £30,000 would be required to pay a rent at or close to market rent. For a typical Council owned family size house in Warwick District, that could represent a rent increase of between £75 and £100 a week. A household with two full time earners, paid the National Living Wage, had an annual income of circa £27,000, putting them very close to threshold at which they may face a substantial increase in rent that could exceed any increase in their income.

It would therefore be prudent for the Council to consider increasing its Bad Debt Provision for the HRA to allow this to be accounted for but clearly the Council would need help where it could tenants falling behind with their rent payments.

The Council had established a Financial Inclusion Group to bring together and encourage a coherent approach across all our services and those of our core partners towards helping people manage their finances and identify and take advantage of opportunities to increase their income. The work of this group included establishing a level of competition within the affordable credit market by attracting additional Credit Unions to the area,

signing up to the Rental Exchange project which was a national initiative designed to improve tenants' credit ratings and so reduce the cost of finance and supporting the Breathing Space, a partnership between housing associations to provide confidential advice on debt and money management.

When the first tranche of social security changes were introduced in 2012 the Council supported the introduction of a Financial Inclusion Officer. Working alongside the Income Recovery team, this officer had worked closely with those tenants affected by either the under-occupation charge or the social security changes introduced at that time. In addition, the Council had supported the development of capability in this role - the current officer was a member by examination of the Institute of Money Advisors. The demand for the service had increased from circa five referrals a week to circa twenty, for a variety of reasons including the changes to social security policy, the growth in the use of zero-hours contracts and limited increases in wages and salaries for some workers. To continue to provide a good service that had allowed the Council to maintain control over its rent arrears and avoid the waiting period that clients of other advice agencies may experience, additional capacity was needed to both deliver day-to-day services and to encourage the provision of additional complementary services.

The scale of changes that would begin in April 2016 was expected to present more challenges to low and middle income households managing their incomes than those hitherto introduced. In turn, this would present risks to the Council as a landlord in securing sufficient income recovery to maintain investment in housing repairs, maintenance and estate management.

Employing a dedicated Financial Inclusion Project Officer would provide a number of key benefits that were listed within the report, but primarily related to enabling dedicated work that could focus on key areas and working with partners.

This in turn would help reduce the risk to the Council of high rent arrears impacting adversely on the HRA Business Plan, which had also got to accommodate an annual decrease of 1% per year for four years in its rent roll. In-house analysis of the existing Financial Inclusion Officer role indicates that for every £1 the Council has spent on the post, the community has benefited by £5.

The Housing Appeals and Review Panel currently considered appeals against decisions not to award TIGS payments. Closing TIGS would therefore mean that, to maintain consistency across the Council's bodies, a change would be needed to the terms of reference of the Housing Appeals and Review Panel. This could be secured by amending the current

section: 'Appeals against a decision not to award payments under the Resettlement Service and appeals against a decision not to award payment under the Tenants Incentive Grant Scheme' to 'Appeals against the decision not to award support from the Resettlement Service'.

The Transfer Incentive Grant Scheme and the Resettlement Service could be retained in their current form. However there was little evidence to show that these incentives are encouraging people to move from larger properties. The cost of the scheme had little relationship to the actual costs of moving home.

Resources saved by removing the Tenants Incentive Grant Scheme and not creating the post of Financial Inclusion Project Officer could allow for additional funds to be retained within the HRA for alternative investment. However by deploying a portion of these resources to fund the Financial Inclusion Project Officer the Council would be in a better position to help manage the effects of changes to social security on our tenants and so improve the resilience of the HRA Business Plan.

Resolved that

- (1) the Tenants Incentive Grant Scheme closes on November 30th, 2015;
- (2) the introduction of the revised Resettlement Service, as set out at Appendix 1, to the report, be approved from December 1st, 2015; and
- (3) the following budget changes, be approved;
 - Reducing the Tenant Incentive Grant Scheme budget by £24,500 in 2015/16, £95,000 for 2016/17 onwards
 - Increasing the Resettlement Service Grant budget by £7,500 in 2015/16, £20,000 for 2016/17 onwards
 - Introducing a budget to fund a new Financial Inclusion Project Officer post, subject to the Employment Committee agreeing to the creation of the post. £14,000 in 2015/16, £28,000 for 2016/17 onwards
 - Contributing the net saving due to these changes to the HRA Capital Investment Reserve, £3,000 in 2015/16 and £47,000 for 2016/17 onwards

Recommended to Council that an amendment to the terms of reference of the Housing Appeals and Review Panel be made as follows: 'Appeals against a decision not to award payments under the Resettlement Service and appeals against a decision

not to award payment under the Tenants Incentive Grant Scheme' is amended to 'Appeals against the decision not to award support from the Resettlement Service'.

(The Portfolio Holder for this item was Councillor Phillips)

63. Public and Press

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

Minute No.	Para Nos.	Reason
66	1	Information relating to an Individual
66	2	Information which is likely to reveal the identity of an individual
64 & 65	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

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

64. Leisure Options – Part B

This report only contained the following confidential appendices for the Executive to consider and use for informing their decisions for Minute Number 59.

65. Leamington Creative Quarter

The Executive noted the confidential appendices relevant to this item which was considered formally under Minute number 61, of this meeting.

66. Minutes

The confidential minutes of the meetings held on *30 September 2015* and subject to a minor amendment to record Councillor Phillips apologies instead of Councillor Quinneys, were signed by the Chairman as a correct record.

(The meeting ended at 7.40pm)

Executive

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

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

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

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

67. **Declarations of interest**

There were no declarations of interest made.

68. **Minutes**

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

Part 1

(Items on which a decision by Council is required)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Recommended that

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

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

(Forward Plan Reference Number 699)

(The Portfolio Holder for this item was Councillor Whiting)

70. **Code of Corporate Governance**

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

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

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

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

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

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

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

(The Portfolio Holder for this item was Councillor Mobbs)

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

71. Digital Transformation of Council Services

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Resolved that

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Resolved that

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

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

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

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

73. **Public and Press**

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

Minute No.	Para Nos.	Reason
75 & 76	1	Information relating to an Individual

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

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

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

The recommendations in the report were agreed as written.

(Councillor Shilton voted against this recommendation)

The Portfolio Holder for this item was Councillor Phillips.

75. **HR Resources Review**

The recommendations in the report were agreed as written.

The Portfolio Holder for this item was Councillor Mobbs.

76. **Minutes**

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

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

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

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

(The meeting ended at 7.14pm)

Warwick District Council

Code of Corporate Governance

Issued: January 2016

Content

This Code of Corporate Governance is sub-divided into four key sections as follows: -

- Introduction Paragraphs 1 to 6
- Core Governance Principles Paragraphs 7 to 13
- Monitoring and Review Paragraphs 14 to 18
- WDC policies, systems and processes Paragraphs 19 to 20

Introduction

1. For public sector organisations, corporate governance comprises the systems, processes, culture and values by which they are directed and controlled to ensure that they are doing the right things, in the right way, for the right people, in a timely, inclusive, open and accountable manner.
2. The Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is protected, accounted for and used economically, efficiently and effectively.
3. In discharging this accountability, members and officers have a responsibility to set in place proper arrangements for the governance of the Council's affairs and stewardship of the public reserves at its disposals. The Council also has a duty under the Local Government Act 1999 to ensure continuous improvement in the way it does things, having regard to a combination of economy, efficiency and effectiveness.
4. In order to ensure that it conducts its business properly and to support the process of continuous improvement, the Council has approved and adopted this Code of Corporate Governance ("the Code").
5. The Code describes how the Council will do this and has been drafted in accordance with the six Core Principles for effective governance set out in the CIPFA/SOLACE Framework for Delivering Good Governance in Local Government.
6. The Council is committed to these principles and this code is a public statement of that commitment. The Code also sets out how the commitment will be reflected in all areas of the Council's business.

Core Governance Principles

7. There are fundamental principles that underpin Warwick District Council's corporate governance arrangements. These are:

Core Principle 1

Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area.

Supporting principles:

exercising strategic leadership by clearly communicating the authority's purpose and vision and its intended outcomes for residents and service users;

ensuring that users receive a high quality of service whether provided directly, by contract, in partnership or by commissioning;

making the best use of resources and providing residents and service users with value for money.

8. The Council has produced its Corporate Strategy (2013-2025) – the sustainable community strategy which draws together a shared vision, setting out the Council's objectives and priorities for the District and how these are to be achieved. Linked with this, all the Council's services have their own Service Area Plans, reviewed annually, that set out planned improvement actions and performance targets for the future. Community leadership runs through all the council's work and shapes how we work with our communities.

Core Principle 2

Members and officers working together to achieve a common purpose with clearly defined functions and roles.

Supporting principles:

ensuring effective leadership throughout the Council by being clear about executive and non-executive functions and of the roles and responsibilities of the Scrutiny function;

ensuring that a constructive working relationship exists between elected members and officers and that the responsibilities of members and officers are mutually understood and respected and carried out to a high standard;

ensuring relationships between the Council and the public are clear so that each know what to expect of the other.

9. The roles and functions of Council members together with those of key officers are set out in the Council's Constitution. There is a protocol on member/employee relations and an agreed set of organisational values underpinning all of the Council's work.

Principle 3

Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour.

Supporting Principles:

ensuring Council members and officers exercise leadership by behaving in ways that exemplify high standards and effective governance;

ensuring that organisational values are put into practice and are effective.

10. All Council Members and staff are required to act in accordance with codes of conduct and high standards are promoted across the Council and with its partners.

Principle 4

Taking informed and transparent decisions that are subject to effective scrutiny and risk management.

Supporting principles:

exercising leadership by being rigorous and transparent about how decisions are taken and listening to and acting upon the outcome of constructive scrutiny;

having good-quality information, advice and support to ensure that services are delivered effectively and are what the community wants/needs;

ensuring that an effective risk management system is in place and fully used;

using the legal powers available to us to the full benefit of the residents and communities in our area.

11. The Council conducts all business in an open and transparent manner and has formal processes for declaring relationships or interests to ensure that decision-making is transparent and objective. There is a robust system of scrutiny and effective arrangements for managing risks.

Principle 5

Developing the capacity and capability of members and officers to be effective.

Supporting principles:

making sure that members and officers have the behavioural competencies, skills, knowledge, experience and resources they need to perform well in their roles;

developing the capability of people with governance responsibilities and evaluating their performance, as individuals and as a group;

encouraging new talent for membership of the Council so that best use can be made of resources in balancing continuity and renewal.

12. The Council recognises the importance of having highly skilled and motivated Members and staff to deliver its priorities and to sustain public confidence in its services. The Council is committed to the development of Members and staff skills, knowledge and performance through programmes of induction, training and development.

Principle 6

Engaging with local people and other stakeholders to ensure robust public accountability.

Supporting principles:

exercising leadership through a robust scrutiny function which effectively engages local people and all local institutional stakeholders including partnerships, and develops constructive accountability relationships;

taking an active and planned approach to dialogue with and accountability to the public to ensure effective and appropriate service delivery whether directly by the Council, through contracts, in partnership or by commissioning;

making best use of human resources by taking an active and planned approach to manage and meet the Council's obligations to staff.

13. The Council has a consultation framework aimed at ensuring the community is given the opportunity to be involved in, and influence, policy-making, service delivery and evaluation in order to continually improve services. Key to our success as a council is the way we engage our local communities through Community Leadership.

Monitoring & Review

14. The governance systems and processes in place will be monitored to ensure that they are effective in practice, and will be subject to review on at least an annual basis.
15. This will be performed through the review of the annual governance statement with the results being reported in the normal way to the Finance & Audit Scrutiny Committee.
16. The annual governance statement will provide assurance that:
 - governance arrangements are adequate and operating effectively in practice; or, where the reviews of the governance arrangements have revealed gaps,

- actions are planned to ensure effective governance in future.
17. Monitoring the implementation of any agreed action plans emanating from the reviews will be the responsibility of the Senior Management Team, including the Deputy Chief Executive who assumes the role of Monitoring Officer.
 18. Independent assurance will be provided by the Audit and Risk Manager as part of the annual audit planning process.

WDC policies, systems and processes

19. The Code is underpinned by policies, systems, procedures and structures that determine and control how the Council manages its affairs.
20. Those that are considered key to demonstrating this are shown in the diagram at Appendix 1, depicting the Council's Corporate Governance Framework.

APPENDIX 1: WDC Corporate Governance Framework

Key Principles:

1. Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area.
2. Members and officers working together to achieve a common purpose with clearly defined functions and roles.
3. Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour.
4. Taking informed and transparent decisions, which are subject to effective scrutiny and managing risk.
5. Developing the capacity and capability of members and officers to be effective.
6. Engaging with local people and other stakeholders to ensure robust public accountability.

Key Documents:

Principle 1	Principle 2	Principle 3	Principle 4	Principle 5	Principle 6
Sustainable Comm. Strategy	Sustainable Comm. Strategy	Sustainable Comm. Strategy	Fit for the Future Programme	Fit for the Future Programme	Fit for the Future Programme
Fit for the Future Programme	Fit for the Future Programme	Fit for the Future Programme	Risk registers	People Strategy	Sustainable Comm. Strategy
Service Plans	Service Plans	Register of interests	Business Continuity Plans	Job descriptions	Service Plans
Medium Term Financial Strategy	Medium Term Financial Strategy	Codes of conduct	Risk management reports	Communications strategy	Medium Term Financial Strategy
Code of Corp. Governance	Members Allowances	CoFP & CoPP	Codes of conduct	Leadership training	Budget
Annual accounts	Pay & conditions	Constitution	Register of interests	Officer training / induction	Annual accounts
Statement Comm. Involvement	Codes of conduct	Anti-fraud & corruption policy	Committee reports	Member training / induction	Statement Comm. Involvement
Communications Strategy	Statement Comm. Involvement	Standards Committee	Job descriptions	Performance man. system	Communications strategy
Executive reports	Communications strategy	Whistle Blowing procedures	Audit reports	Scrutiny	Minutes of meetings
Committee Reports	Job descriptions	Complaints procedures	Member training / induction	Constitution	Scrutiny reports
Performance Reports	Committee reports	Member / officer protocols	Constitution	Scheme of delegation	Satisfaction surveys
Complaints Procedures	Executive reports	Protocols for gifts / hospitality	Statutory powers	Strategic partnerships	Constitution
Partnership Protocols	Code of Financial Practice	Monitoring Officer	Monitoring officer		Partnership Frameworks
	Constitution	Scrutiny	Scheme of delegation		Scrutiny
	Scheme of delegation	Statutory officers	Risk management framework		Public meetings
	Performance Man. System	Internal Audit	Emergency management		Transparency Agenda
	Statutory powers	External Audit	Complaints procedures		CoPP
	Statutory officers	Partnership protocols	Scrutiny Committees		Elections
	Member / officer protocol	Partnership agreements	Whistle Blowing procedures		
	Partnership protocols		Protocols for gifts / hospitality		

	Annual Review/ Production
	Ad-hoc Review/ Production
	Contributory Processes

Executive

Excerpt of the minutes of the meeting held on Wednesday 13 January 2016 at the Town Hall, Royal Leamington Spa following the conclusion of Council, at 7.15 pm.

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

Also present: Councillor Barrott (Chair Finance & Audit Scrutiny Committee), Councillor Boad (Chair of Overview & Scrutiny Committee & Liberal Democrat Group Observer), Councillor Knight (Labour Group Observer), Councillor Heath (Whitnash Residents Association Group); Councillors; Naimo, Quinney, Davison, Margrave, Parkins, Gill and Ms Weed.

Apologies for absence were received from Councillors Mrs Grainger and Whiting.

78. **Declarations of interest**

There were no declarations of interest made relevant to the items considered in this excerpt.

Part 1

(Items on which a decision by Council is required)

80. **Constitution and Policy revisions**

The Executive considered a report from Democratic Services, that brought forward changes following the review of the Constitution and sought confirmation of the Council's Partnership Policy.

The Council's Constitution was identified as an area for review in the Annual Governance Statement of 2013. A substantial review had been undertaken with various changes brought forward on an ongoing basis. This report recommended further changes as well as some additional delegations to officers to enable them to work more effectively.

The changes to Article 2 of the Constitution were to reflect practice within the Council. The Code of Conduct for Planning Committee, as an example, had not formed part of the Constitution for five years and therefore reference to it should be removed, that said the Code was still in place and would be reviewed and updated in this calendar year along with all other annexes to the Constitution. The Role of the Councillor leaflet would still be available but how to get a copy was covered by Article 16 of the Constitution.

The changes to Article 6 of the Constitution were proposed to ensure that it reflected the responsibilities the Council had in terms of Health Scrutiny and the arrangements this Council had in place.

The amendment to Article 9, to remove the requirement for an Independent Person to be part of the Standards Committee or to be present, was in line with requirements of Localism Act 2011.

The changes within Article 11 were to recognise the Joint Committee across the Coventry & Warwickshire Area to drive the economic development and prosperity agendas. This was set out in Minute 84 of the Executive of 13 November 2013. The terms of reference for the Joint Committee, if approved, would then be appended to the Constitution.

The changes to Article 16 were to reflect the practice of this Council since the Constitution was introduced. The removal of a requirement to provide a paper copy enabled Councillors to have an electronic copy if they so wished or simply provided a link to the relevant pages on the Council's website.

The changes to the officer scheme of delegation CE (4) and HS (2) and the addition of HS (97) were to enhance service delivery. The additions of HS (94), HS (95) and HS (96) were included to ensure that officers had appropriate authority to enforce legislative requirements rather than having to seek approval from Executive each time. FS (5) was not technically a new delegation because it was approved in December 2004 by Council, but had not been formally recorded in the scheme of delegation, although the practice had occurred ever since. The inclusion of FS (17) was to enable a more dynamic and flexible approach to setting these requirements removing the need for Council to approve them each time. They would also be discussed by the procurement champions as part of their regular meetings. The inclusion of FS (18) was a matter approved by Council on 23 January 2013.

The amendments to the Council Procedure Rules were included to provide clarity about when a member of the Public can address the Council.

The amendments to the Executive procedure rules were brought forward so that they reflected practice that had been in place for the last four years. Changes to Access to Information Procedure Rules were brought forward to recognise the changes to legislation in 2013 regarding publication of the Forward Plan.

The removal of the Standard Terms and Conditions for the Purchase of Goods and Services was to enable a more dynamic and flexible approach to setting these requirements, removing the need for Council to approve them each time. They would also be discussed by the procurement champions as part of their regular meetings.

The amended Policy & Budgetary Framework was brought forward to confirm the arrangements already established by the adopted Code of Financial Practice and provide clarification on process.

With regard to recommendation 2.2, the Council had taken advice from Counsel on its Committee structure with regard to the Licensing & Regulatory Committee as required under the Licensing Act 2003. This advice had been shared with the Chairman of the Committee and this recommendation was brought forward to remove any ambiguity from the Constitution.

Following the conclusion of this work, subject to the approval by Council, a single .pdf file of the Constitution would be published on line and made available to Councillors.

In accordance with good practice, the Council's Partnership Policy had been reviewed to determine whether it was still fit for purpose. It was originally approved in 2010 following an extensive review. Officers were of the view that no changes to the Policy were required and so it was recommended that the current Policy was approved once again

The report brought forward the final changes to the Constitution to bring it up to date. Therefore, no alternative options had been considered and Members.

Recommended that

- (1) Council approves the amendments to the Constitution as set out at Appendix 1 to the minutes;
- (2) for the avoidance of doubt, Council confirms that it has established a Licensing Committee under section 6 of the Licensing Act 2003; that it has delegated to that committee responsibilities under section 7 of the Licensing Act 2003 and section 154 of the Gambling Act 2005; and that this Committee is known in the Constitution as the Licensing and Regulatory Committee;
- (3) Council confirms the Partnership Policy as set out at Appendix 2, to the minutes.

(The Portfolio Holders for this item were Councillors Phillips, Mobbs and Whiting)
(Forward Plan Reference Number 740)

81. **Housing Revenue Account (HRA) Budgets latest 2015/16 and Base 2016/17**

The Executive considered a report from Finance, that presented the Housing Revenue Account (HRA) 2015/16 latest and 2016/17 base budgets. The figures assumed a 1% rent reduction in 2016/17, although it did not commit to any rent change; because a rent setting report would be presented to the Executive in February 2016 who would then recommend 2016/17 Housing Rents to Council.

Appendix 'A' to the report summarised the adjustments from 2015/16 base budgets to the 2015/16 latest budgets and 2016/17 base budgets. Appendix 'B' to the report provided additional details of the budget changes for Supervision and Management, which formed a major item included in Appendix 'A' to the report. Appendix 'C' to the report presented the detailed HRA revenue budgets and key budget changes.

The report recommended the base budget requirements that would be used in the setting of Council Housing Rents for 2016/17 in February 2016. These figures reflected the costs of maintaining the current level of service and any unavoidable changes in expenditure (for example, where the Council was contractually or statutorily committed to incur additional expenditure). The report also considered the current year's budget, and included details of proposed updates to the 2015/16 Budget.

Any recent changes that needed to be resolved that had not been included in the budgets at this stage, would be fed into the February report. In February the Council would be in a position to agree the 2016/17 Budget and Council Housing Rents for the year.

In agreeing the latest 2015/16 budgetary position, Managers had considered the outcome of their monthly budget reviews. Many changes had already been reported to Members as part of the Quarterly Budget Review Reports in July and November of this year. Further amendments had been identified during the rigorous review to determine next year's base position.

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

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

Recommended that Council approves;

- (1) the base revenue budget for Housing Revenue Account Services in respect of 2016/17 as outlined in Appendix '3', to the minutes; and
- (2) the latest revenue budget for Housing Revenue Account Services in respect of 2015/16 as outlined in Appendix '3', to the minutes.

(The Portfolio Holder for this item was Councillor Phillips)
(Forward Plan Reference number 700)

82. Fees and Charges – Lifeline Services (non HRA Customers)

The Executive considered a report from Housing & Property Services, that set out changes being made to improve the viability of the Council's Lifeline Services and detailed the proposals for the introduction of new Fees and Charges for non HRA customers in respect of the Council's Lifeline Service, from 1 April 2016.

During 2015 the Lifeline Services Business Manager had carried out a full review of Lifeline Services. As a result, improvements had been made to the way the service was operated which had improved efficiency and started to reduce costs. Examples included more efficient use of vehicles and better use of staff resources so there was less reliance on overtime

and bank staff. The review also revealed a number of other changes that could be made to improve the viability of Lifeline Services.

Currently, private clients of the Council's Lifeline Service were expected to make a one-off donation to one of two charities, the Mid and South Warwickshire Lifeline Trust or the Leamington Lifeline Appeal, who then provided the clients with a monitoring unit. This donation was in excess of the retail price of the monitoring unit, and consequently did not offer the best value for money for the client. This process involved the need for considerable administrative support to be provided by the Lifeline Service collecting the donations and then distributing them to the relevant recipients. These charities were set-up over twenty years ago to make the equipment more affordable for people, when the cost of purchasing such equipment was relatively expensive. This was no longer the case because equipment costs had followed the trend for information based technology and fallen in price. To allow the Council's clients to benefit from this change in the market, and to help Lifeline Service be more competitive in winning new business, consultation had taken place with the relevant charities and their agreement had been secured to bring this arrangement to an end.

The Council was required to update its Fees and Charges so that the impact of any changes could inform the setting of its budgets. Discretionary Fees and Charges for the forthcoming calendar year had to be approved by Members. Other than the proposed revisions to monitoring charges, the main Fees and Charge proposals for Lifeline Services were not included in the Annual Fees and Charges 2016/17 Report to Executive on 30 September 2015 due to the prolonged absence from work of the officer who had responsibility for this area of work.

The proposed discretionary fees and charges for Lifeline services were set out in Appendices One and Two of the report.

To allow the Council to maintain and develop services it needed to make sure its charges were affordable to its primary client groups, competitive with alternative suppliers and contribute towards the financial viability of its services. The implementation of the proposed Fees and Charges that applied to Lifeline Services had been calculated with these criteria in mind.

Clients requested many services, detailed at Appendix A to the report, the team currently carried out for no charge. In line with other service providers it was proposed that a service charge be applied to cover the officer time and travelling costs incurred in delivering these services. These charges would only apply to private non HRA customers and not Council tenants living in designated or sheltered schemes.

These charges would only apply to new customers. Current customers would receive the services at the charges as described in the agreement that the Council had with them. The Council had IT software that would allow it to differentiate between the new and existing customers to make sure that each was charged correctly.

Alternatively, the Council could continue to work with the charities, not charge for the Lifeline services that it currently delivered and not move

into new areas of work. However, this would mean that it would not be able to generate any additional income to off-set the loss of the Supporting Grant funding that would jeopardise the future of Lifeline Services.

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

Recommended that Council

- (1) approves the ending of the current relationships between the Council and the Mid and South Warwickshire Lifeline Trust and Leamington Lifeline Appeal charities;
- (2) approves the Fees and Charges set out in Appendices 4 and 5 to the minutes, effective from 1 April 2016;
- (3) approves the revisions to the monitoring charges, as set out in the Fees and Charges 2016-17 report to Executive on 30 September 2015, effective from 1 April 2016. This recommendation was included in the Fees and Charges 2016-17 but the figures used for the calculation at this time were upon further examination found to be erroneous;

	2015 (current)	2016 (proposed)
Monitoring	£1.51 week (19.63 quarter)	£1.80 week (£23.40)
Rental + monitoring	£3.03 week (39.39 quarter)	£3.60 week (£46.80)

- (4) notes that from 2016 onwards, proposals for revised fees and charges for Lifeline Services will be included in the Council's annual Fees and Charges Report;
- (5) notes that the proposals for revised fees and charges from 2017 onwards will be informed by the outcome of the Council's review of services for older people and the lifeline services (detailed in the Housing Related Support report elsewhere on this agenda).

(The Portfolio Holder for this item was Councillor Phillips)
(Forward Plan reference number 746)

83. **Car Park Fees and Charges 2016/17**

The Executive considered a report from Neighbourhood Services regarding car parking charges in the Council's off street car parks. In September 2015 the Executive agreed to increase car park pay and display tariffs for the financial year 2016/17. It was estimated that these changes would generate an additional income of £200,000 and contribute to fit for the future and essential repairs to multi-storey car parks. However, at full Council in November the approval of car park fees and charges was delayed until January 2016 to allow consultation with local stakeholders to be concluded.

As car park charges had been not increased in the last two years and with a clear need to invest in the multi-storey car parks, it was still necessary to raise additional revenue from the car parks whilst appreciating the parking needs associated with each town.

Consultation had been completed and officers had been unable to gain support for the lower band removal. Serious concern had been raised by all groups during this consultation with the message that *"the loss of choice to customers will detrimentally affect businesses within the three towns"*.

Officers had looked at the options for raising fees and charges in car parks. The full details of the revised option was included in section 8.4 of the report. The main amendment to the proposal was to introduce a minimum stay of 30 minutes in most car parks. This was to mitigate the concerns from local groups but had a lower estimated income return and resulted in a £170k increase of estimated income for 2016/17 rather than £200k.

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 2016/17. Discretionary Fees and Charges for the forthcoming calendar year had to be approved by Council.

Local Groups had generally supported the increase to all day parking charges and the revision to lower band tariff charges was a direct result of the consultation process.

The provision of off-street car parking was an important service that Warwick District Council provided as it supported residents, town centre businesses and tourism.

Due to the need to invest substantial funds in maintaining and improving the car park stock and continued financial restraint by Central Government upon Local Authorities, there was a requirement for Warwick District to increase the income derived from its assets. Car park charges had been not increased over the last two years and these proposed charges take into account the need to raise additional revenue whilst taking into account the parking needs associated with each town.

There were three proposed elements to generate the £170,000 to contribute to the required multi story car park repairs. Firstly there would be an increase to the pay and display budget of £35k which would be

derived from natural growth in car park usage. The second was to remove the lower band charges of up to 30 minutes in most car parks. This would mean removing the 20p to 12 minutes charge so the minimum stay would be 30 minutes in Warwick and Leamington Spa. Combining this with introducing the Linear charge of 10p for 12 minutes into Kenilworth, with a 30p - 36 minutes minimum stay. These estimated increase to the pay and display budget from the proposal would be circa £50,000. An increase to the all-day parking charge in all of the Long Stay car parks across the District by £0.50 would see an increase to the pay and display budget of circa £85,000. The Linear charge meant progressing from one charge to another in a series of incremental time steps. Where there was a minimum stay of 30 minutes no pay and display tickets could be purchased for amounts below this tariff vend. Where the linear charge is 10p for 6 minutes the minimum vend for 30 minutes would be 50p subsequent additional coins would add to the expiry time of 6 minutes for every 10p inserted.

The summary of new charges in section 8, of the report, provided an indication of the tariff structure.

Alternatively in line with the original proposals submitted to September's Executive, to remove the lower band charges from the Long Stay car parks, would mean that the minimum stay in these car parks would be 1 hour in Kenilworth and 2 hours in Warwick and Leamington Spa. The estimated increase to the pay and display budget from the proposal was circa £80,000. This option had been discounted due to the serious concern raised by all groups during this consultation with the message that "the loss of choice to customers will detrimentally affect businesses within the three towns".

The Finance & Audit Scrutiny Committee supported the recommendations although this was carried on a split vote. Some Members had strong concerns that the difference in charges between Kenilworth and the other towns was unfair to not only users of the car parks but the businesses in Leamington and Warwick as well. Members felt that this resulted in Leamington subsidising Kenilworth. Conversely, some Members agreed that due to the level of research and statistics used to underpin the recommendations, the officers' advice should be followed and the report supported. As a future measure, it was suggested that a Task & Finish Group could be set up to investigate car parking across the District and take on board the concerns being raised.

Councillor Boad informed the Executive that he was willing to raise the matter as a potential area to investigate with Overview & Scrutiny Committee.

The Executive welcomed the idea of a Group of members looking at this issue, sooner rather than later, to enable an informed discussion to take place well in advance of setting the charges next year.

Recommended that Council

- (1) approves the revised increase to car park fees and charges as detailed in Appendix 6 to the minutes, for implementation from 1 April 2016; and
- (2) approves the Head of Neighbourhood Services to implement the car park fees and charges (as detailed in Appendix 6 to the minutes), in accordance with the Off-Street Parking Order Process.

(The Portfolio Holder for this item was Councillor Shilton)
(Forward Plan reference number 751)

84. Whitnash Neighbourhood Plan

The Executive considered a report, from Development Services, that set out the final step to be taken with regard to the Whitnash Neighbourhood Plan.

The plan had successfully undertaken all the relevant stages to become a policy document which would be used together with national and local planning policy documents when decisions were taken on planning applications, for the designated Neighbourhood Plan area of Whitnash. The last stage was for Council to 'make' (adopt) the plan. This would be the first neighbourhood plan to be 'made' in Warwick District.

The Localism Act, 2011, introduced new rights and powers to allow local communities to shape new development by coming together to prepare neighbourhood plans. It also stated that all local planning authorities (LPAs) had a duty to support and advise neighbourhood groups which were seeking to take forward a neighbourhood plan.

The Whitnash designated area was agreed by Executive at its meeting on 9 January 2013. Since that date, the designated body had worked with the assistance of Kirkwells Planning Consultants to produce firstly a consultation draft of the neighbourhood plan and then a draft submission plan. Public consultations had accompanied each of these stages and informed the subsequent draft plan.

Planning officers carried out Sustainability Appraisal and Strategic Environmental Assessment Scoping for the Plan and had assisted with the administration of the Plan, including the examination by an independent examiner whose report was attached in Appendix A, to the report. The Council had recently held the referendum as required by The Neighbourhood Planning (Referendums) Regulations, 2012.

The referendum was the last stage of public consultation in which those entitled to vote within the designated area were able to choose whether or not to support the neighbourhood plan as a document against which local planning applications would be judged, together with national policy and the Local Plan.

The Whitnash Neighbourhood Development Planning referendum asked electors to vote 'yes' or 'no' in response to the following question: "Do you want Warwick District Council to use the Neighbourhood Plan for Whitnash to help it decide planning applications in the neighbourhood area?"

The results of the referendum were as follows:

Referendum Results	
Number cast in favour of a Yes	926
Number cast in favour of a No	68
Spoilt	6
Electorate	6737
Ballot papers issued	1000
Turn out	15%

Therefore, more than half of those voting, voted in favour of the Neighbourhood Plan and as a result of this vote, the Council was now required to 'make' the Plan.

The Council had a statutory duty to make the Neighbourhood Plan where it had been approved in a referendum, save where it was considered that doing so would breach, or otherwise be incompatible with, any EU or human rights obligations. There was no suggestion that this was the case in respect of the Whitnash Neighbourhood Plan and so it was considered that the Council had no alternative but to make the Plan.

Recommended that the Council 'makes' the Whitnash Neighbourhood Plan, as modified to accord with the Examiner's amendments, under section 38A(4) of the Planning and Compulsory Purchase Act 2004 and acknowledges its role in the future decision making process with regards to planning applications affecting the designated area

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

(The meeting ended at 8.33pm)

**Executive minutes 13 January 2016
Minute 80 (Appendix 1)**

**Proposed Changes to the Constitution
(Additions included in italics, removals struck through)**

Article 2 Members of the Council

2.04 Conduct -

Councillors will at all times observe the Members' Code of Conduct, the Protocol on Member/Officer Relations and ~~Code of Conduct for members dealing with planning applications~~ set out in Part 5 of this Constitution.

2.06 Role Description for Councillors

The Council has produced a document which sets out the Role Description of Warwick District Councillors that is annexed to this Constitution

~~This document is available on request from the Monitoring Officer and the Councils Website.~~

Article 6 – Overview & Scrutiny Committees

6.01 Terms of Reference

The prime purpose of the Overview & Scrutiny Committee is to review items to be considered by the Executive, to review past decisions, policy development, *health and wellbeing issues*, specific issues and problems within any service area.

The Health Scrutiny Sub-Committee is a sub-committee of the Overview & Scrutiny Committee. It has been delegated the task, by its parent committee, to handle most of the health and wellbeing scrutiny work that would otherwise fall to the Overview & Scrutiny Committee.

6.08 Excluded matters

(I) Complaints or matters before the courts, or ~~Local Government~~ Ombudsman, or *Regulatory Bodies*; and

Article 9

~~(b) **Independent Persons.** The following provisions apply:-~~

- ~~—— Independent Persons will be entitled to attend Standards Committee but not vote;~~
- ~~—— At least one of the Independent Persons must be present for the duration of a meeting of the Standards Committee for the proceedings of that meeting to be valid; and~~

Article 11

Sub Regional Economic Prosperity Board – Warwick District Council has joined a Joint Committee across the Coventry & Warwickshire Area to drive and provide sub-regional governance, to the economic development and prosperity agendas. (Minute 84

Executive 13 November 2013). The terms of reference for this are appended to the Constitution)

Article 16

16.03 Publication

- (a) The Democratic Services Manager & Deputy Monitoring Officer will *provide a* ~~give a printed~~ copy of this Constitution to each member of the authority on the member first being elected to the Council.
- (b) The Democratic Services Manager & Deputy Monitoring Officer will ensure that a ~~copies is are~~ available for inspection at the main council offices (Riverside House, and can be purchased by anyone on the payment of a reasonable fee)
- (c) The Democratic Services Manager & Deputy Monitoring Officer will ensure that the ~~summary of the~~ Constitution is *accessible via the Council's website* ~~made widely available within the area~~ and is updated as necessary.

Part 3 Responsibility for Functions

D. LICENSING & REGULATORY COMMITTEE (15 Members)

- i. To exercise delegated powers in discharging the Council's functions under the Licensing Act 2003, other than those delegated to the licensing panels (*by the Committee*).

Part 3 Scheme of Delegation to Officers

CE(4)	<p>The Chief Executive be authorised Deal with urgent items that occur between meetings, in consultation with the relevant Deputy Chief Executive, Head(s) of Service (if available) and Group Leaders (or in their absence Deputy Group Leaders) subject to the matter being reported to the Executive at its next meeting.</p> <p><i>(This excludes a decision which is not wholly in accordance with the budget or policy framework approved by Council and the process outlined in the Budgetary Framework must be followed)</i></p>
HS (2)	<p>The Head of Housing be authorised to approve or refuse renovation grants, decent homes grants, disabled facilities grants and home repair assistance <i>any discretionary or mandatory grant related to repair, improvement or adaptation</i>, the issue of approvals following the application of the test of financial resources and authorisation of payment upon satisfactory completion of the work. To recover, withhold or cancel payments</p>
HS(94)	<p>The Head of Housing be authorised to enforce the Management of Houses in Multiple Occupation (England) Regulations 2006, made under Section 234 Housing Act 2004.</p>
HS(95)	<p>The Head of Housing be authorised to serve a:</p> <p>(i) Prohibition Order in respect of a Cat 1 hazard, in relation to Section 20 of the Housing Act 2004</p>

	(ii) Prohibition Order in respect of a Cat 2 hazard, in relation to Section 21 of the Housing Act 2004 (iii) Notice requiring documents to be produced, in relation to Section 235 of Housing Act 2004
HS(96)	The Head of Housing be authorised under the Smoke and Carbon Monoxide Alarm (England) Regulations 2015, Statutory Instrument SI number 2015:1693 (made under the Energy Act 2013), authority to: (i) under regulation 5 issue a Remedial Notice; and (ii) per Part 4 (Regulations 8-13) issue a Penalty Charge Notice.
HS(97)	To formulate responses to planning applications in respect of housing requirements.
FS (5)	The Head of finance be authorised to set the Council Tax base
FS(17)	The Head of Finance be authorised, in consultation with the Portfolio Holder for Finance and the Leader, to produce appropriate and robust standards terms and conditions for the purchase of service or goods by this Council, and ensure that they are available on the Council's website.
FS(18)	The S151 Officer, in consultation with the Finance Portfolio Holder, approves the form NNDR1

Part 4 – Council Procedure Rules

34. Public Speaking

(a) Council

You will be permitted to speak in relation to any of the following items included on the agenda: notice of motion, ~~petition~~, report or minutes of another committee. Any request to speak on other items will be a matter of discretion for the Chairman.

(The rights for a member of the public to address Council on a Petition are set out in the Councils Petition Scheme)

Part 4 - Executive Procedure Rules

2.3 Who may speak at the Executive?

Any other speaker is at the discretion of the Leader subject to a maximum of five minutes.

2.4 Order of Business at the Executive

~~(vii) workload report of the Overview & Scrutiny Committees~~

Part 4 - Access to Information Procedure Rules

2. ADDITIONAL RIGHTS TO INFORMATION

These rules do not affect ~~any more~~ specific rights to information contained elsewhere in the Constitution or the law.

13. **PROCEDURE BEFORE TAKING KEY DECISIONS**

Subject to Rule 15 (general exception) and Rule 16 (special urgency), a key decision may not be taken unless:

- (b) at least five 28 clear days have elapsed since the publication of the forward plan; and

14.1 **Period of Forward Plan**

Forward plans will be prepared by the Monitoring Officer on behalf of the Leader to cover a period of four months, beginning with the first day of any month. They will be prepared on a monthly basis and subsequent plans will cover a period beginning with the first day of the second month covered in the preceding plan.

For each key decision the Forward Plan will identify:

- (i) *the address at which the documents listed are made available for inspection, will be the District Council's Riverside House offices, unless otherwise expressly stated;*
- (j) *details of the contact officer and Portfolio holder for each item.*

The forward plan must be *made available for inspection at the District Council's Riverside House offices and published on the District Council's website* at least 28 days before the start of the period covered. ~~The Monitoring Officer will publish once a year a notice in at least one newspaper circulating in the area, stating:~~

- ~~(a) — key decisions are to be taken on behalf of the Council;~~
- ~~(b) — that a forward plan containing particulars of the matters on which decisions are to be taken will be prepared on a monthly basis;~~
- ~~(c) — that the plan will contain details of the key decisions to be made for the four month period following its publication;~~
- ~~(d) — that each plan will be available for inspection at reasonable hours free of charge at the Council's offices;~~
- ~~(e) — that each plan will contain a list of the documents submitted to the decision takers for consideration in relation to the key decisions on the plan;~~
- ~~(f) — the address from which, subject to any prohibition or restriction on their disclosure, copies of, or extracts from, any document listed in the forward plan is available;~~
- ~~(g) — that other documents may be submitted to decision takers;~~
- ~~(h) — the procedure for requesting details of documents (if any) as they become available; and~~
- ~~(i) — the dates on each month in the following year on which each forward plan will be published and available to the public at the Council's offices.~~

Part 4 Standard Terms and Conditions of Contract for both the Purchase of Goods and Services.

That these be removed from the Constitution and the production and publication of these be delegated to the Head of Service as set out at new delegation FS(17)

BUDGET OR POLICY FRAMEWORK PROCEDURE RULES

2.1.1 The Budget Framework

The process by which the budget framework shall be developed:-

- * Alongside consideration of the Budget for the forthcoming year and agreeing the level of Council Tax for that year, the Executive will consider and agree a financial strategy setting out medium term (2–3 5 year time period) projections of the Council's financial position. In agreeing the financial strategy the Executive will take into account representations from the relevant Overview and Scrutiny Committee(s) and other stakeholders that it is considered appropriate to consult. The financial strategy shall cover as a minimum the Council's General Fund, Housing Revenue Account and capital expenditure and funding requirements. The financial strategy and projections will be reviewed by the Executive during the financial year.
- * At least 6 7 months before the budget needs to be adopted the Executive will establish outline financial parameters within which the budget will be prepared. In agreeing such parameters the Executive is required to consult with the relevant Overview & Scrutiny Committee(s). Consultation with other stakeholders should also be undertaken by the Executive to the extent to which this is considered necessary.
- * At least 2 3months before the budget needs to be adopted, the Executive will publish initial proposals for the budget. These proposals shall include and detail significant changes from the current year budgets. The proposals shall include the timetable by which the Executive will approve the budget and details of any consultation it wishes to undertake with stakeholders.

4. URGENT DECISIONS OUTSIDE THE BUDGET OR POLICY FRAMEWORK

(The Chief Executive may not use his delegated authority (CE4) to take urgent decision between meetings for the purposes of amending the Policy or Budgetary Framework)

6. IN-YEAR CHANGES TO THE BUDGET OR POLICY FRAMEWORK

The responsibility for agreeing the budget or policy framework lies with the Council~~7~~. ~~and~~ Decisions by the Executive, an individual member of the Executive or officers, discharging Executive functions must be in line with ~~it~~ *the agreed budget or policy framework*.

No changes to the budget or policy framework may be made by those bodies or individuals except those changes to the budget or policy framework allowed by the Council's Code of Financial Practice and those changes necessary to ensure compliance with the law, ministerial direction or government guidance.

WARWICK DISTRICT COUNCIL PARTNERSHIP POLICY

1 Organisational responsibility and review

Good governance arrangements require a public authority to be clear about its approach to partnerships. This policy defines how Warwick District Council shall manage partnership arrangements.

The Policy will be reviewed every three years with a report to Executive requesting formal approval.

2 What do we mean by partnership?

The Audit Commission uses the term “partnership” to describe a joint working arrangement where the partners:

- are otherwise independent bodies;
- agree to co-operate to achieve a common goal; and
- to achieve it create an organisational structure or process and agreed programme, and share information, risks and rewards.

There are essentially four different types of partnership:

- separate organisation;
- virtual organisation (no formal legal basis);
- co-locating staff from different organisations; and
- steering group without dedicated resources

3 Forming a partnership

Because partnership working can be both difficult and expensive, it is essential that Warwick District Council considers other options as well as a partnership. Depending on the circumstances, a different approach could be either more efficient, more effective, or both. Generally Warwick District Council would want to form partnerships for the following reasons:

- aligning the services provided by the partners with the needs of the users;
- making better use of resources;
- stimulating more creative approaches to problems; and
- influencing the behaviour of the partners or of third parties in ways that none of the partners acting alone could achieve.

For Warwick District Council to enter a new partnership a report should be presented to the Executive which sets out the following:

- the reason the partnership exists and are there other options;
- the rationale for the selection of partner(s);
- long and short-term direction, objectives and possible end point of the partnership;

- its relationship to other partnerships/organisations;
- clarity of roles, responsibilities and what each partner is bringing to the arrangement in terms of skills, access, resources (including information) or influence;
- how it aligns with the Council's and partners' strategies;
- governance protocols for decision making (including elected members), accountability, budgets and other resources;
- a cost/benefit analysis supporting the need for the partnership;
- a Risk Register (from WDC's perspective);
- an information sharing protocol;
- the performance management arrangements, key performance indicators and targets;
- the mechanisms for reviewing and developing the partnership; and
- what the exit strategy is should the Council wish to no longer be in the partnership.

Attached at Appendix a is a Partnership Checklist which will need to be completed prior to the commencement of a partnership and submitted along with the Executive report. The Checklist will then be reviewed on an annual basis by all lead officers.

4 Performance managing the partnership

Performance management arrangements including key performance indicators and outcomes need to be agreed at the start of any partnership. There are four key things that need to be managed:

- key performance indicators and outcomes;
- efficiency of the partnership;
- health of the partnership; and
- risk.

The health check at Appendix b should be carried out at the same time as completion of the Checklist.

5 Sharing information across and between partnerships

One of the prerequisites of an effective partnership is an agreement to share information, intelligence and knowledge. Partners need to be culturally prepared to share information. This may require some support to achieve. It should include an evaluation of the information held by the partners and an agreement of what needs to be shared to help the partners to achieve the objectives of the partnership. Sharing of knowledge should be driven by need and partners also need to agree how the information is to be used. It could include the tracking of service access from a user's perspective.

Appendix a

	File Reference	
Name of partnership		
Partners		
Commencement Date		
Purpose of PARTNERSHIP		

	CONTROL	COMMENTARY Please refer to supporting documents/working paper references	Lead Officer
	ABOUT THE PARTNERSHIP		
1.1	Is the partnership to be a formal or informal one?		
1.2	Have the aims of the partnership been defined and why have the partners been chosen?		
1.3	Is purpose of the partnership short-term or long-term?		
1.4	Who is the lead partner?		
1.5	What are the estimated costs to the council of contributing to the partnership (analysed)?		
1.6	What (if any) is the financial liability of the Council if all other partners chose to withdraw from or terminate the agreement?		
1.7	Are there any other contingent liabilities?		

1.8	What are other parties contributing to the partnership? How does the partnership contribute to the Council's Corporate Strategy/Policy Framework?		
	CONTRACTUAL AGREEMENT		
2.1	Is there a contractual agreement which includes: <ul style="list-style-type: none"> • A constitution? • Legal, financial and personnel responsibilities? • Budgetary and accounting arrangements? • The monitoring of service delivery? • Nomination of a guarantor? 		
	CONSTITUTION		
3.1	Is there a written constitution?		
3.2	Does it define a management structure?		
3.3	Does it cover such issues as: <ul style="list-style-type: none"> • The frequency of meetings? • Quoracy? • The recording and distribution of minutes? 		
3.4	Does it identify: <ul style="list-style-type: none"> • Each partner's responsibility in terms of financial liability (i.e. is it limited/ shared)? • Who owns any assets and balances resulting from the partnership? 		

	<ul style="list-style-type: none"> • How will the partnership settle disputes? • Exit clauses and a mechanism for other variations to the agreement? • Any confidentiality issues? • Who will fit the roles of treasurer, secretary, and auditor? 		
	LEGAL RESPONSIBILITIES		
4.1	<p>What provision has been made for compliance with the law e.g. With respect to health and safety, data protection, employment and service specific legislation?</p> <p>How is information sharing regulated?</p>		
	FINANCIAL RESPONSIBILITIES		
5.1	Who is responsible for ensuring that financial records are maintained and kept?		
5.2	Have required records been defined to ensure that all legal and other obligations are met?		
5.3	Have arrangements been made for internal/ external audit as required?		
5.4	Have insurance requirements been considered, e.g. personal indemnity, third party, vehicles etc?		
5.5	Has advice been sought on the VAT rules applying to the partnership?		
	PERSONNEL RESPONSIBILITIES		
6.1	Who is responsible for recruiting, employing and training staff?		

6.2	Are staff clear about their roles and obligations, e.g. awareness of legal liability and governance framework (particularly important in the case of directors/ trustees)?		
6.3	Have staff or members made any declarations where there may be a conflict of interest?		
6.4	Will partnership employ staff directly or will it expect partners to do it?		
6.5	What is exit strategy for staff employed by the partnership?		
	BUDGETARY AND ACCOUNTING ARRANGEMENTS		
7.1	<p>Does the agreement include:</p> <ul style="list-style-type: none"> • Arrangements for approving budget? • Arrangements for monitoring expenditure? • Arrangements for dealing with overspend/ underspend? • How any contributions in kind (e.g. staff time or assets employed) are to be costed and included in the cost sharing arrangements? • What administrative/management costs are to be charged to the partnership on the basis of their calculation? • An agreement by all parties, where the partnership will recover grant income, that they will comply with all the 		

	<p>requirements specified and will provide the information required?</p> <ul style="list-style-type: none"> • Arrangements for making payments to the lead authority? 		
	MONITORING SERVICE DELIVERY		
8.1	<p>Is there a service plan including profiled budget and performance indicators?</p> <p>If so:</p> <ul style="list-style-type: none"> • How many years does it span? • How regularly will it be updated? 		
8.2	How will service delivery be monitored and reported.		

PARTNERSHIP HEALTH CHECK

	Never	Sometimes	Often	Always
Partners can demonstrate real results through collaboration				
Common interest supersedes partner interest				
Partners use the word 'we' when talking about partner matters				
Partners are mutually accountable for tasks and outcomes				
Partners share responsibilities and rewards				
Partners strive to develop and maintain trust				
Partners are pro-actively sharing information they hold				
Partners are willing to change what they do and how they do it				
Partners seek to improve how the partnership performs				
Partners regularly review risks together and work towards mitigation of high risk areas				

Executive minutes 13 January 2016
Minute 82 (Appendix 4)

Discretionary Services Charges

Supply and Install Lifeline	Cost + £50
Supply and install Keysafe	Cost + £35
Moving lifeline (I.e. to a different room)	£35
Service call out (faults)*	£35ph
Replacement batteries*	Cost + £35
Replace lost cables*	Cost + £35
Replace pendant*	Cost + £22 program/post Cost + £35 program/deliver
Replace Lifeline*	Cost + £35

*Charge will be made once the product's warranty expires

**Executive minutes 13 January 2016
Minute 82 (Appendix 5)**

Price List for Lifeline Services Equipment and Products

Product	Suggested Resale Price
Lifeline Vi & My Amie pendant*	£125 posted £150 installed
My Ami	£60 posted £75 installed
Neck cord	£3.00 posted
Thin wrist strap	£3.00 posted
Thick wrist strap	£3.00 posted
Easy press adapter	£15 posted
Belt clip	£3.00 posted
Key ring	£3.00 posted
Minuet watch	£95 posted £125 Installed
Ivi Intelligent Pendant	£95 posted
Fall detector	£130 installed
Cair pendant	£50 posted £70 installed
Cair brooch adapter	£3.00 posted
Cair clip adapter	£3.00 posted
Cair wrist strap	£12 posted
Cair neck chain	£12 posted
Oysta 'Just in case'	<i>£150 configured and posted</i>
Oysta Lone worker	<i>£50 configured and posted</i>

**Executive minutes 13 January 2016
Minute 83 (Appendix 6)**

Car Parks Fees and Charges 2016/2017

	Present Charge 2015/16	Proposed Charge 1/4/16
<u>LEAMINGTON SPA</u>		
Bedford St, Chandos St & Covent Garden Surface car parks		
Linear charge - 6 minutes for £0.10		
Charges apply 7 Day a week	£	£
12 minutes (minimum charge 15/16)	0.20	N/A
30 minutes (minimum charge from 1/4/16)	0.50	0.50
1 Hour	1.00	1.00
1.5 hours	1.50	1.50
2 hours	2.00	2.00
2.5 hours	2.50	2.50
2 hours	3.00	3.00
3.5 hours	3.50	3.50
4 hour Maximum	4.00	4.00
Overnight Charge	0.50	0.50
Adelaide Bridge & Rosefield St		
Linear charge - 6 minutes for £0.10		
Charges apply Monday to Saturday	£	£
12 minutes (minimum charge 15/16)	0.20	N/A
30 minutes (minimum charge from 1/4/16)	0.50	0.50
1 Hour	1.00	1.00
1.5 hours	1.50	1.50
2 hours (new minimum charge)	2.00	2.00
2.5 hours	2.50	2.50
2 hours	3.00	3.00
3.5 hours	3.50	3.50
4 hours	4.00	4.00
4.5 to 24 hours	N/A	4.50
Overnight Charge (Excludes Adelaide Bridge)	0.50	0.50
Sundays	Free	Free
Multi-storey - Royal Priors car park (No changes to charges)		
up to 3 hours	2.00	2.00
3 to 4 hours	3.50	3.50
4 to 5 hours	5.50	5.50
5-24 hours	8.00	8.00
Sundays	1.20	1.20

	Present Charge 2015/16	Proposed Charge 1/4/16
Leamington Spa - Pay on Foot Car Parks		
Covent Garden multi-storey car park		
Charges apply 7 days a week	£	£
12 minutes (minimum charge 15/16)	0.20	N/A
30 minutes (minimum charge from 1/4/16)	0.50	0.50
1 Hour	1.00	1.00
1.5 hours	1.50	1.50
2 hours	2.00	2.00
2.5 hours	2.50	2.50
3 to 24 hours	3.00	3.00
St. Peter's multi-storey car park		
Charges apply 7 days a week	£	£
12 minutes (minimum charge 15/16)	0.20	N/A
30 minutes (minimum charge from 1/4/16)	0.50	0.50
1 Hour	1.00	1.00
1.5 hours	1.50	1.50
2 hours (new minimum charge)	2.00	2.00
2.5 hours	2.50	2.50
3 hours	3.00	3.00
3.5 hours	3.50	3.50
4 hours	4.00	4.00
4.5 to 24 hours	N/A	4.50
Overnight Charge 6pm until 8am	1.00	1.00
LEAMINGTON SPA - OLD TOWN		
Bath Place, Court St, Packington Place surface car parks		
Linear charge - 12 minutes for £0.10		
Charges apply Monday to Saturday	£	£
12 minutes (minimum charge 15/16)	0.20	N/A
1 Hour (minimum charge from 1/4/16)	0.50	0.50
2 hours	1.00	1.00
3 hours	1.50	1.50
4 hours	2.00	2.00
5 hours	2.50	2.50
6 hours	3.00	3.00
7 to 24 hours	N/A	3.50
Overnight Charge	0.50	0.50
Sundays	Free	Free

	Present Charge 2015/16	Proposed Charge 1/4/16
<u>KENILWORTH</u>		
Abbey End & Square West car parks		
Linear charge - 12 minutes for £0.10		
Charges apply Monday to Saturday	£	£
Up to 30 minutes (minimum charge 15/16)	0.20	N/A
36 minutes minimum charge from 1/4/16)	N/A	0.30
1 hour	0.60	0.50
2 hours	1.00	1.00
3 hours	1.50	1.50
4 hours	2.00	2.00
All day	3.50	N/A
5 hours	N/A	2.50
6 hours	N/A	3.00
7 hours	N/A	3.50
8 to 24 hours	N/A	4.00
Overnight Charge 6pm to 8am	0.50	0.50
Sundays	Free	Free
Abbey Fields car park		
Linear charge - 12 minutes for £0.10		
Charges apply Monday to Saturday	£	£
Up to 2 hours	Free	Free
3 hours	1.50	1.50
4 hours	2.00	2.00
All day	3.50	N/A
5 hours	N/A	2.50
6 hours	N/A	3.00
7 hours	N/A	3.50
8 to 24 hours	N/A	4.00
Overnight Charge 6pm to 8am	0.50	0.50
Sundays	Free	Free

**Present
Charge
2015/16**

**Proposed
Charge
1/4/16**

WARWICK

New Street & West Gate Surface car parks

Linear charge - 6 minutes for £0.10

Charges apply 7 Day a week (8am to 6pm)

	£	£
12 minutes (minimum charge 15/16)	0.20	N/A
30 minutes (minimum charge from 1/4/16)	0.50	0.50
1 hour	1.00	1.00
1.50 hours	1.50	1.50
2 hours	2.00	2.00
2.5 hours	2.50	2.50
3 hours	3.00	3.00
Overnight Charge 6pm to 8am	0.50	0.50

Multi-storey Linen Street

Linear charge - 6 minutes for £0.10

Charges apply 7 Day a week

	£	£
12 minutes (minimum charge 15/16)	0.20	N/A
30 minutes (minimum charge from 1/4/16)	0.50	0.50
1 hour	1.00	1.00
1.50 hours	1.50	1.50
2 hours	2.00	2.00
2.5 hours	2.50	2.50
3 hours	3.00	3.00
3.50 hours	3.50	3.50
4 hours	4.00	4.00
4.5 to 24 hours	N/A	4.50
Overnight Charge 8pm to 8am	0.50	0.50

St Nicholas Park surface car park

Linear charge - 6 minutes for £0.10

Charges apply 7 Day a week (8am - 6pm)

	£	£
12 minutes (minimum charge 15/16)	0.20	N/A
30 minutes (minimum charge from 1/4/16)	0.50	0.50
1 hour	1.00	1.00
1.50 hours	1.50	1.50
2 hours	2.00	2.00
2.5 hours	2.50	2.50
3 hours	3.00	3.00
3.5 hours	3.50	3.50
4.5 hours	4.00	4.00
4.5 to 24 hours	N/A	4.50

	Present Charge 2015/16	Proposed Charge 1/4/16
Castle Lane & The Butts surface car parks		
Linear Charges: 6 Minutes for £0.10		
Charges apply 7 Day a week (8am - 6pm)	£	£
12 minutes (minimum charge 15/16)	0.20	N/A
30 minutes (minimum charge from 1/4/16)	0.50	0.50
1 hour	1.00	1.00
1.50 hours	1.50	1.50
2 hours	2.00	2.00
2.5 hours	2.50	2.50
3 hours	3.00	3.00
3.5 hours	3.50	3.50
4 hours	4.00	4.00
4.5 to 24 hours	N/A	4.50
Overnight Charge 6pm to 8am	0.50	0.50
St Marys Area 4, Priory Road and West Rock surface car parks		
Linear Charges: 6 Minutes for £0.10		
Charges apply Monday to Saturday (8am - 6pm)	£	£
12 minutes (minimum charge 15/16)	0.20	N/A
30 minutes (minimum charge from 1/4/16)	0.50	0.50
1 hour	1.00	1.00
1.50 hours	1.50	1.50
2 hours	2.00	2.00
2.5 hours	2.50	2.50
3 hours	3.00	3.00
3.5 hours	3.50	3.50
4 hours	4.00	4.00
4.5 to 24 hours	N/A	4.50
Sunday	Free	Free
Overnight Charge 6pm to 8am	0.50	0.50
MYTON FIELDS PICNIC AREA		
Charges apply at all times 7 Days a week	£	£
up to 4 hours	3.00	3.00
4 to 24 hours	4.50	4.50
St. Mary's Lands Area 2		
Charges apply 7 Day a week (8am - 6pm)	£	£
30 minutes (minimum charge from 1/4/16)	N/A	0.50
30 minutes to 24 hours	1.00	1.00
Overnight 6pm until 8am	0.50	0.50

	Present Charge 2015/16	Proposed Charge 1/4/16
ST. MARY'S LANDS - Area 3	£	£
Charges apply 7 Day a week (8am - 6pm)		
0 to 2 hours	Free	Free
2 to 3 hours	2.00	2.00
3 to 4 hours	2.80	3.00
	£	£
<u>COACHES - Designated Car Parks only</u>	5.00	5.00
<u>PENALTY CHARGE NOTICES</u> (Exempt from V.A.T.)		
(Set by Central Government)	£	£
Higher Rate (50% discount if paid within 14 days)	70.00	70.00
Lower Rate (50% discount if paid within 14 days)	50.00	50.00

	Present Charge 2015/16 £	Proposed Charge 1/4/16 £
<u>SEASON TICKETS</u>		
(One vehicle registration per ticket)		
Charges exclude V.A.T. which should be added at the prevailing rate		
<u>Leamington Spa, Warwick & Kenilworth</u>		
Long Stay ONLY (Excluding Pay on Foot Car Parks)	£	£
- Per Annum	612.77	612.77
- Per Month	63.83	63.83
<u>Leamington Spa Restricted Locations</u>		
St. Peter's Pay on Foot (200 spaces only)		
- Per Annum	493.62	493.62
- Per Month	55.32	55.32
<u>Leamington Spa Restricted Locations</u>		
Covent Garden Pay on Foot (200 spaces only)		
- Per Annum	297.87	297.87
- Per Month	40.85	40.85
Royal Priors Multi Storey (50 spaces only)		
-Per Month	93.62	93.62
Adelaide Road (20 passes only)		
- Per Annum	402.13	402.13
- Per Month	46.81	46.81
Rosefield Street (20 spaces only)		
- Per Annum	402.13	402.13
- Per Month	46.81	46.81
<u>Leamington Spa Old Town</u>		
- Per Annum	313.19	313.19
- Per Month	34.04	34.04
<u>Warwick Restricted Location Car Parks</u>		
St. Nicholas Park, Warwick (100 spaces only)		
- Per Annum	357.45	357.45
- Per Month	38.30	38.30
West Rock (40 spaces only)		
- Per Annum	357.45	357.45
- Per Month	38.30	38.30
St Mary's Lands Area 2 (150 spaces)		
- Per Annum	165.96	165.96
- Per Month	17.02	17.02
St Mary's Lands Area 4 (50 spaces)		
- Per Annum	357.45	357.45
- Per Month	38.30	38.30

	Present Charge 2015/16	Proposed Charge 1/4/16
Linen Street Multi Storey (80 spaces)		
- Per Annum	561.70	400.00
- Per Month	68.09	50.00
Priory Road, Warwick (10 spaces only)		
- Per Annum	357.45	357.45
- Per Month	38.30	38.30
<u>Kenilworth Restricted Location Car Parks</u>		
Square West (50 spaces only)		
- Per Annum	312.77	312.77
- Per Month	34.04	34.04
Abbey End (50 spaces only)		
- Per Annum	312.77	312.77
- Per Month	34.04	34.04
Abbey Fields (50 spaces only)		
- Per Annum	312.77	312.77
- Per Month	34.04	34.04
-resident 12 month permit	25.00	25.00
<u>Overnight Parking Permits - Car Park Specific</u>		
Available for most car parks - excludes Royal Priors/Myton Fields/The Brays		
Overnight Parking 6 pm to 9 am		
- Per Annum	12.50	41.66
 Administration charge for Season Ticket Amendments or Refunds		
	£ 6.00	£ 6.00
	Present Charge 2015/16	Proposed Charge 1/4/16
	£	£
Release of vehicles from Multi-Storey car parks	50.00	50.00
Special Event Charge	6.00	5.00
Skips and Scaffolds on car parks:		
per day	50.00	50.00
per week	200.00	200.00

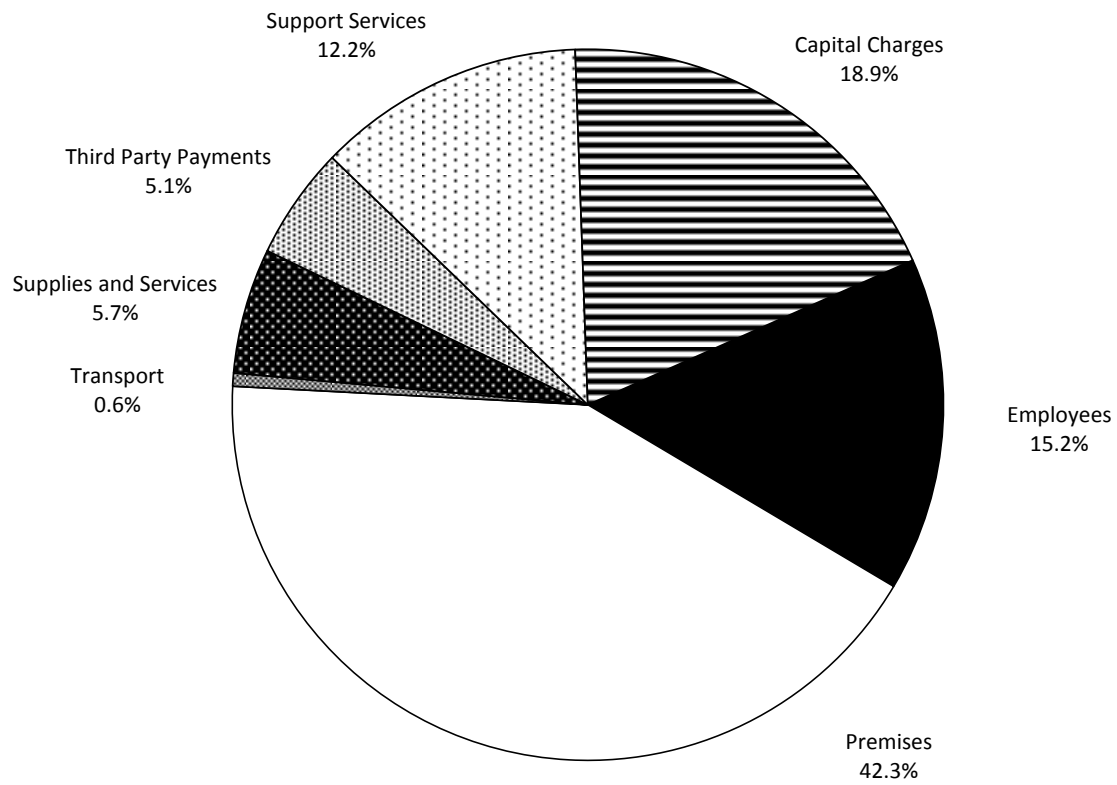
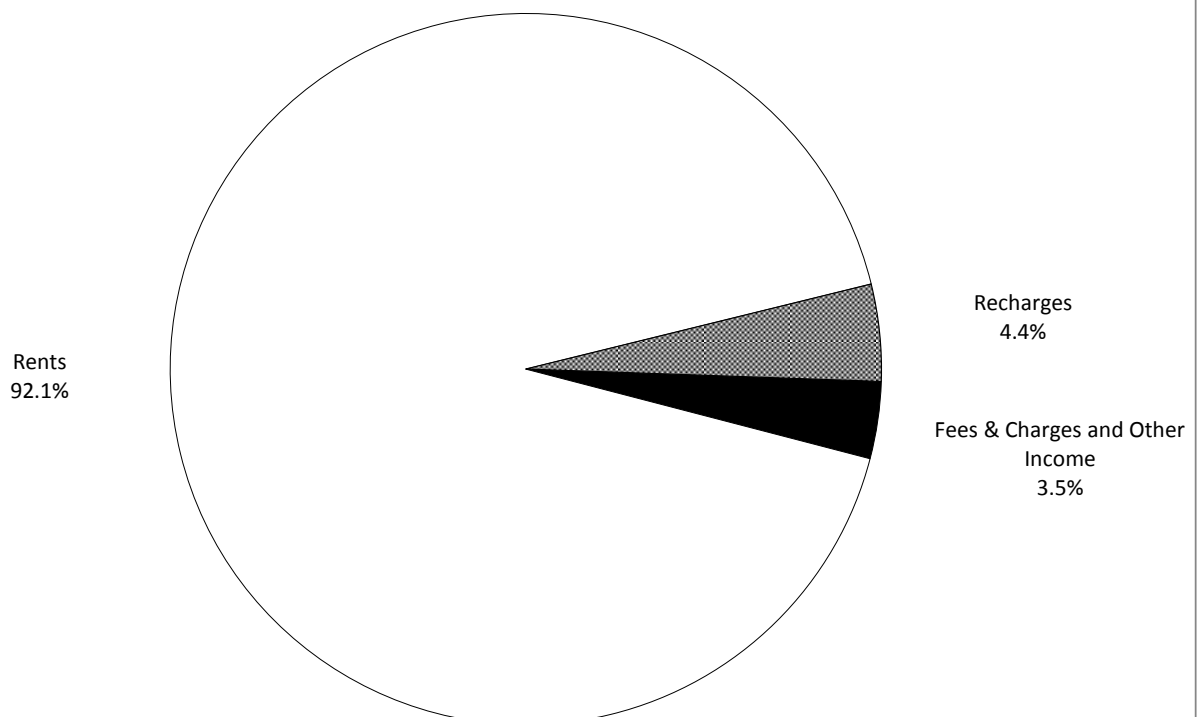
Disabled Drivers

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.

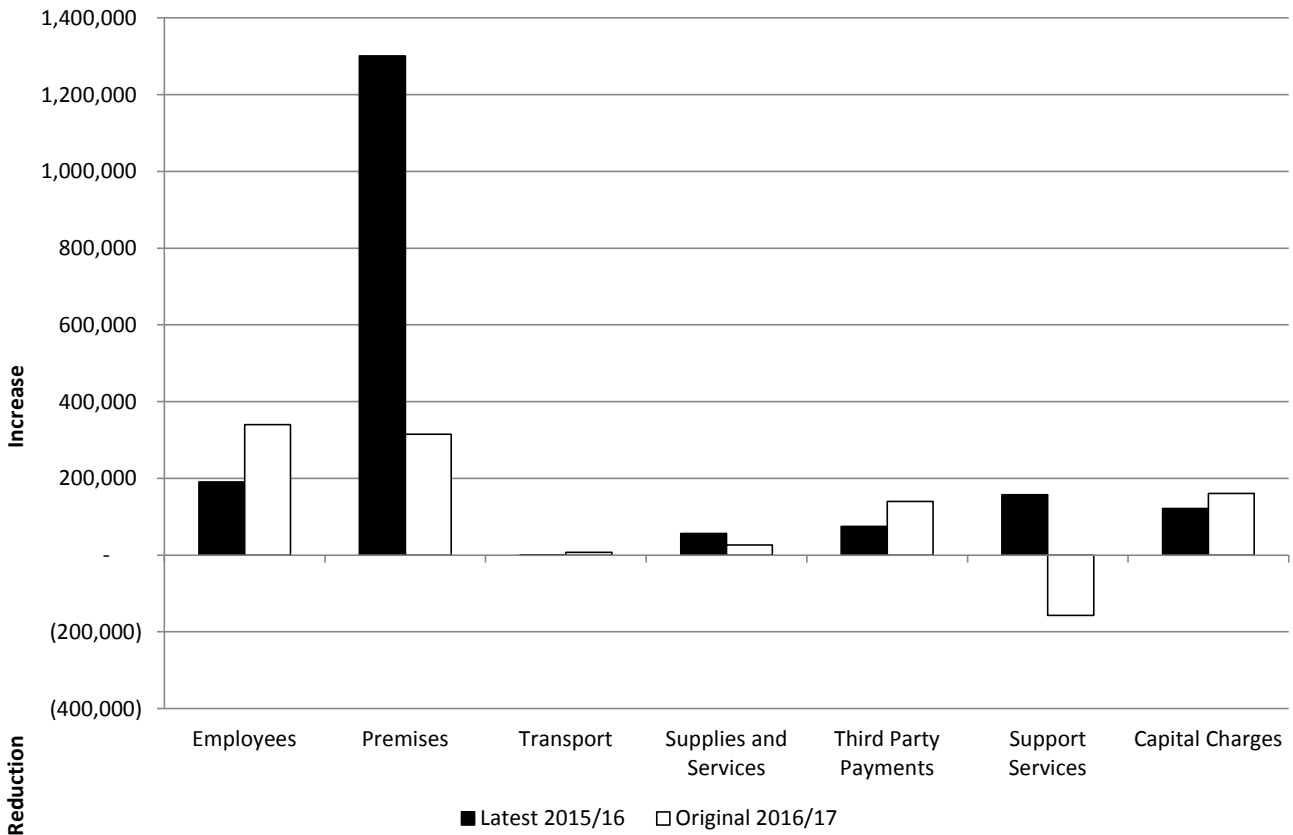
All of the above charges are inclusive of V.A.T. unless otherwise stated

	Revised	Estimate	Revised	Estimate
Income Summary:	2014/15	2015/16	2015/16	2016/17
(Net of V.A.T.)	£	£	£	£
Car Parking Charges	2,400,000	2,286,000	2,400,000	2,456,000
Season Tickets	225,000	215,000	215,000	215,000
Penalty Charge Notices	75,000	95,000	50,000	95,000
Other Income	57,000	63,900	60,000	60,000
Total Income	2,757,000	2,659,900	2,725,000	2,826,000

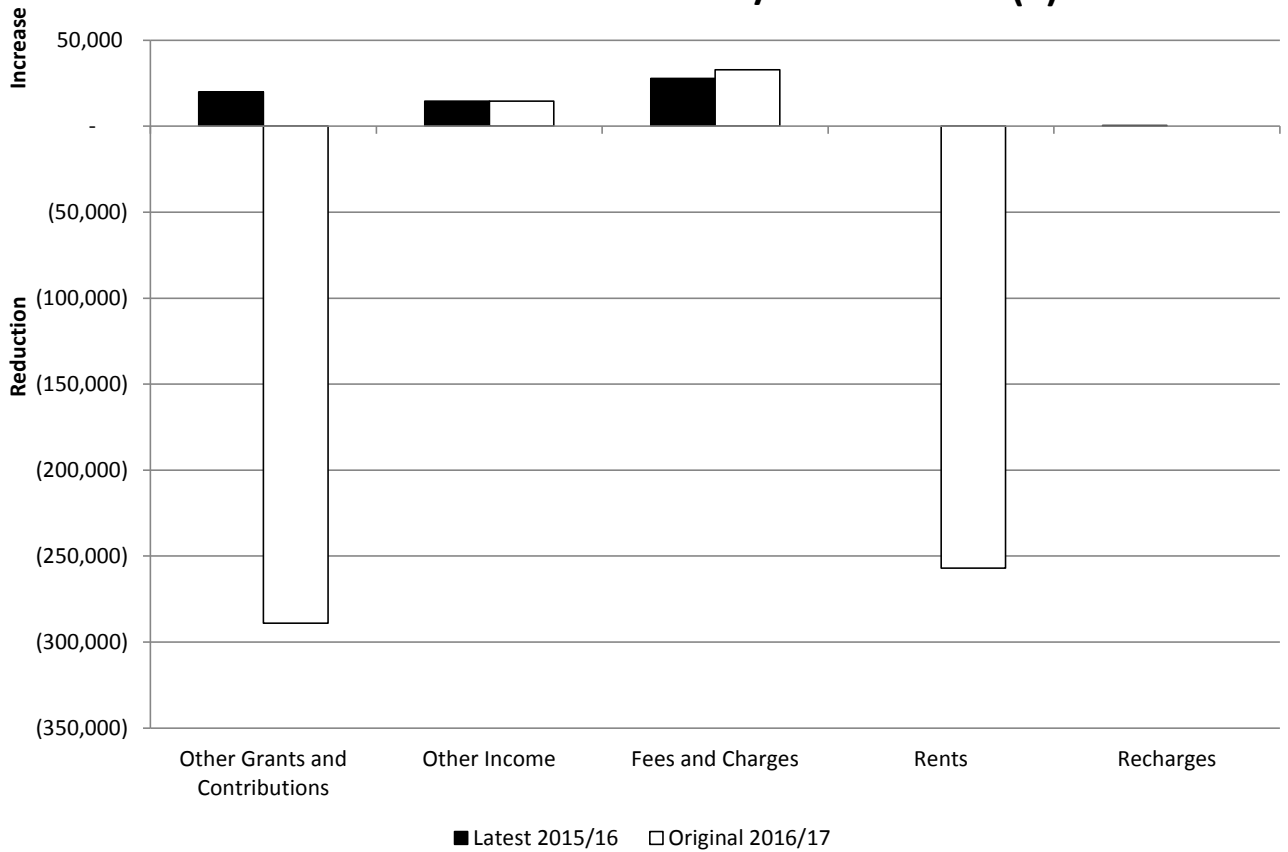
	ACTUAL 2014/15 £	ORIGINAL BUDGET 2015/16 £	LATEST BUDGET 2015/16 £	BASE BUDGET 2016/17 £
<u>Housing Revenue Account (HRA) Subjective Analysis:</u>				
Internal Support Service Recharges within the HRA netted off to show only real recharges in and out of the HRA				
Expenditure				
Employees	2,308,923	2,203,600	2,394,500	2,543,700
Premises	6,810,045	6,793,900	8,094,800	7,109,100
Transport	92,320	100,400	101,200	107,400
Supplies and Services	811,263	926,100	982,700	952,200
Third Party Payments	666,606	722,600	797,300	862,700
Support Services	1,853,925	2,198,100	2,355,100	2,041,000
Capital Charges	(13,078,237)	3,011,100	3,132,200	3,171,500
	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenditure	(535,155)	15,955,800	17,857,800	16,787,600
	<hr/>	<hr/>	<hr/>	<hr/>
Income				
Other Grants and Contributions	(506,391)	(501,600)	(521,600)	(212,500)
Other Income	(153,702)	(81,900)	(96,400)	(96,400)
Fees and Charges	(736,384)	(672,900)	(700,600)	(705,800)
Rents	(26,136,320)	(26,671,700)	(26,671,700)	(26,414,700)
Recharges	(733,729)	(1,269,500)	(1,270,000)	(1,269,500)
	<hr/>	<hr/>	<hr/>	<hr/>
Total Income	(28,266,526)	(29,197,600)	(29,260,300)	(28,698,900)
	<hr/>	<hr/>	<hr/>	<hr/>
Net Income from HRA Services	(28,801,681)	(13,241,800)	(11,402,500)	(11,911,300)
	<hr/>	<hr/>	<hr/>	<hr/>

EXPENDITURE - 2016/17 BUDGETS**INCOME - 2016/17 BUDGETS**

EXPENDITURE: CHANGE FROM 2015/16 ORIGINAL (£)



INCOME: CHANGE FROM 2015/16 ORIGINAL (£)



S7000 HOUSING REVENUE AC**EXPENDITURE**

	ACTUAL 2014/15 £	ORIGINAL BUDGET 2015/16 £	LATEST BUDGET 2015/16 £	BUDGET 2016/17 £
Housing Repairs Supervision	561,741	682,300	682,300	682,300
HRA Repairs and Maintenance (See C12)	5,512,489	5,327,300	6,607,700	5,617,300
Electricity	-	300	300	300
Rates	73	1,400	1,400	1,400
Hsg Rates-Other Prop	19,286	19,500	19,500	19,700
Water Charges-Metered	35,367	32,600	32,600	32,600
Premises	6,128,956	6,063,400	7,343,800	6,353,600
Debt Recovery Agency Costs	1,841	3,900	3,900	3,900
Contributions To Provisions	65,491	15,000	36,000	15,000
Bad Debts Provision	327,588	437,000	437,000	437,000
Supplies and Services	394,920	455,900	476,900	455,900
Housing Services	-	-	-	-
Supervision & Management - General (See C6)	2,523,396	2,453,100	2,819,100	2,698,500
Supervision & Management - Special (See C8 to C11)	2,150,912	2,233,600	2,284,400	2,302,000
Support Services	4,674,308	4,686,700	5,103,500	5,000,500
Loss / (Gain) On Impairment Of Assets	(16,109,487)	-	-	-
REFCUS	80,525	100,000	119,500	100,000
Depreciation on Council Dwellings	2,432,078	2,489,700	2,626,000	2,698,700
Depreciation on Other HRA Properties	494,135	396,800	362,100	362,100
Depreciation on Equipment	24,512	24,600	24,600	10,700
Capital Charges	(13,078,237)	3,011,100	3,132,200	3,171,500
TOTAL EXPENDITURE	(1,880,053)	14,217,100	16,056,400	14,981,500
INCOME				
Other Income	(2,000)	-	-	-
Other Licences	(3,958)	(4,100)	(4,100)	(4,100)
Heating Charges	(104,159)	(102,900)	(102,900)	(102,900)
Service Charges	(100,317)	(131,200)	(131,200)	(131,200)
Service Charges Supporting People	(142,167)	(147,500)	(147,500)	(147,500)
Water Charges	(31,403)	(31,100)	(31,100)	(31,100)
Rents-Houses	(25,229,279)	(25,725,000)	(25,725,000)	(25,468,000)
Rents-Garages	(490,888)	(495,500)	(495,500)	(495,500)
Rents-Others	(315,836)	(320,000)	(320,000)	(320,000)
General Fund	(37,900)	(37,900)	(37,900)	(37,900)
Supporting People Grant	(463,721)	(463,700)	(463,700)	(154,600)
TOTAL INCOME	(26,921,628)	(27,458,900)	(27,458,900)	(26,892,800)
NET INCOME FROM HRA SERVICES	(28,801,681)	(13,241,800)	(11,402,500)	(11,911,300)
Interest Payable	4,765,564	4,765,600	4,765,600	4,765,600
Interest Receivable - Balances	(178,300)	(172,500)	(172,200)	(253,300)
Reverse REFUS	(80,525)	(100,000)	(119,500)	(100,000)
Reverse Depreciation: Other HRA Property & Equipment	518,647	-	-	-
NET OPERATIONAL (INCOME) / EXPENDITURE	(23,776,295)	(8,748,700)	(6,928,600)	(7,499,000)

	ACTUAL 2014/15 £	ORIGINAL BUDGET 2015/16 £	LATEST BUDGET 2015/16 £	BUDGET 2016/17 £
S7000 HOUSING REVENUE AC (Continued)				
NET OPERATIONAL (INCOME) / EXPENDITURE	(23,776,295)	(8,748,700)	(6,928,600)	(7,499,000)
APPROPRIATIONS:				
Appropriation to Major Repairs Reserve	2,553,136	3,137,800	3,001,500	3,103,100
Revenue Contribution to Capital Outlay (RCCO)	124,801	286,500	347,600	219,500
Contribution to Other Reserves	317,000	8,000	8,000	8,000
Contribution From Other Reserves	(257,728)	-	(6,100)	-
Contribution to HRA Capital Investment Reserve	4,941,335	5,368,500	3,704,500	4,316,000
Reverse Impairments / Revaluations	16,109,487	-	-	-
Employee Benefits Accruals Reversal	1,704	-	-	-
IAS 19 Pension Adjustments	(43,340)	(84,600)	(159,400)	(161,500)
Taken From / (To) Balances	(29,900)	(32,500)	(32,500)	(13,900)
HRA Balance Brought Forward	(1,323,500)	(1,353,400)	(1,353,400)	(1,385,900)
HRA BALANCE CARRIED FORWARD	(1,353,400)	(1,385,900)	(1,385,900)	(1,399,800)

Budget Changes: Adverse +ve / Favourable (-ve)

Premises:

HRA Repairs and Maintenance: (See C12)

Housing Repairs - Major - see section below

220,400 (530,000)

Housing Repairs - Responsive - see section below

1,060,000 819,800

Supplies and Services:

Additional contribution to HRA Insurance Provision

21,000 -

Supervision & Management:

Changes in Supervision & Management - General (See C6)

366,000 245,400

Changes in Supervision & Management - Special (See C8 to C11)

50,800 18,300

Capital Charges:

Slippage from 2014/15: Tenants Incentive Grants agreed but not yet payable

19,500 -

Changes in depreciation

101,600 160,400

Income:

Housing Rents - 1% rent reduction, Right to Buy Sales and new homes

- 257,000

Supporting People Grant - scheme terminating

- 309,100

Interest and Servicing of Debt:

Interest receivable updated for latest projected balances and rates

- (80,800)

Capital Financing:

Reversal of capital charges - slippage from 2014/15

(19,500) -

Revenue Contributions to Capital Outlay (RCCO) - Slippage from 2014/15

61,100 (67,000)

Change in adjustment from Housing Depreciation to Major Repairs Allowance

(136,300) (34,700)

Contributions to / (from) Reserves:

Contribution from HRA Early Retirement Reserve

(6,100) -

Reduced contribution to HRA Capital Investment Reserve due to all other changes

(1,664,000) (1,002,400)

IAS19 Pension Adjustments:

Reversal of amounts charged to service accounts

(74,800) (76,900)

	ACTUAL 2014/15 £	ORIGINAL BUDGET 2015/16 £	LATEST BUDGET 2015/16 £	BUDGET 2016/17 £
S7010 HSG SUP+MAN GENERAL				
DIRECT EXPENDITURE				
Employees	88,680	31,500	33,100	3,900
Premises	169,623	160,600	167,800	171,500
Supplies and Services	71,561	86,300	119,600	96,000
Third Party Payments	181,927	238,500	291,800	376,200
TOTAL DIRECT EXPENDITURE	511,791	516,900	612,300	647,600
DIRECT INCOME				
Other Income	(139,384)	(117,400)	(137,400)	(137,400)
Fees and Charges	(45,774)	(33,000)	(60,700)	(43,400)
TOTAL DIRECT INCOME	(185,158)	(150,400)	(198,100)	(180,800)
NET DIRECT (INCOME) / EXPENDITURE	326,633	366,500	414,200	466,800
Support Services	2,758,360	2,768,900	3,087,200	2,914,000
Recharges	(561,741)	(682,300)	(682,300)	(682,300)
NET (INCOME) / EXPENDITURE TO SUMMARY	2,523,252	2,453,100	2,819,100	2,698,500

Budget Changes: Adverse +ve / Favourable (-ve)

Employees:

Leasehold Management temporary post	-	(31,200)
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Premises:

Increase in insurance costs	-	10,900
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Supplies and Services:

Increase in insurance costs	-	9,700
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Third Party Payments:

Stock Condition Survey	23,700	-
Structural Survey	-	120,000
Increased costs due to increase in Right To Buy Sales - offset by increased income	28,700	16,600

Other Income:

Renewable Heat Initiative contributions for Biomass	(20,000)	(20,000)
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Fees and Charges:

Right to Buy Administration Fee Income	(27,700)	(10,400)
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Support Services:

Changes in allocations	318,300	145,100
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	ACTUAL 2014/15 £	ORIGINAL BUDGET 2015/16 £	LATEST BUDGET 2015/16 £	BUDGET 2016/17 £
S7200 HOUSING SERVICES				
DIRECT EXPENDITURE				
Employees	1,109,834	1,170,400	1,356,100	1,487,800
Premises	296	-	-	-
Transport	37,500	39,600	40,300	44,400
Supplies and Services	185,040	189,300	191,400	192,800
Third Party Payments	139,242	144,000	139,800	146,100
TOTAL DIRECT EXPENDITURE	1,471,912	1,543,300	1,727,600	1,871,100
DIRECT INCOME				
Other Income	-	(300)	(300)	(300)
Fees and Charges	(76,606)	(86,300)	(86,300)	(86,300)
TOTAL DIRECT INCOME	(76,606)	(86,600)	(86,600)	(86,600)
NET DIRECT (INCOME) / EXPENDITURE	1,395,306	2,852,006	3,097,700	3,425,500
Support Services	512,456	621,500	546,800	456,100
Recharges	(1,907,762)	(2,078,200)	(2,187,800)	(2,240,600)
NET (INCOME) / EXPENDITURE TO SUMMARY	-	-	-	-

Budget Changes: Adverse +ve / Favourable (-ve)

Employees:

IAS19 Adjustments	61,200	64,500
Pay Award	-	11,100
Increased Employer's National Insurance	-	27,500
Asset Management Redesign	87,100	91,300
Temporary Posts	-	31,400
Income Recovery Agency Staff	37,900	-
Transferr of Customer Service staff from WCC shared service	-	90,100

Support Services:

Changes in allocations	(74,700)	(165,400)
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Recharges:

Changes in costs to be reallocated	(109,600)	(162,400)
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	ACTUAL 2014/15 £	ORIGINAL BUDGET 2015/16 £	LATEST BUDGET 2015/16 £	BUDGET 2016/17 £
<u>S7015 HSG SUP+MAN SPECIAL</u>				
S7410 WARWICK RESPONSE	562,608	653,200	674,600	682,000
S7440 HOUSING SUPPORT	504,712	423,300	418,800	446,900
S7450 CENTRAL HEATING	172,861	170,200	170,100	170,100
S7460 COMMUNITY CENTRES	6,642	11,200	11,100	11,100
S7620 HSG OPEN SPACES	367,817	386,200	411,000	386,300
S7630 HSG COMMUNAL AREAS	378,700	447,400	447,500	448,100
S7635 ESTATE SUPERVISORS	157,572	142,100	151,300	157,500
TOTAL S7015 HSG SUP+MAN SPECIAL	2,150,912	2,233,600	2,284,400	2,302,000

S7410 WARWICK RESPONSE**DIRECT EXPENDITURE**

Employees	583,095	590,300	597,400	622,200
Premises	9,129	6,900	5,600	5,600
Transport	42,930	45,700	44,500	45,900
Supplies and Services	85,474	106,000	105,800	109,500
Third Party Payments	300	300	400	300

TOTAL DIRECT EXPENDITURE

720,928	749,200	753,700	783,500
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DIRECT INCOME

Other Grants and Contributions	(136)	-	-	-
Other Income	(660)	-	-	-
Fees and Charges	(304,773)	(228,100)	(228,100)	(250,300)

TOTAL DIRECT INCOME

(305,569)	(228,100)	(228,100)	(250,300)
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NET DIRECT (INCOME) / EXPENDITURE

415,359	521,100	525,600	533,200
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Support Services

147,249	132,100	149,000	148,800
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NET (INCOME) / EXPENDITURE TO SUMMARY

562,608	653,200	674,600	682,000
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Budget Changes: Adverse +ve / Favourable (-ve)**Employees:**

IAS19 Adjustments		15,300	16,500
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Fees and Charges:

Fees and Charges review		-	(22,200)
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Support Services:

Changes in allocations		16,900	16,700
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S7440 HOUSING SUPPORT**DIRECT EXPENDITURE**

Employees	372,044	277,600	270,100	286,800
Premises	9,894	9,000	8,700	8,800
Transport	11,838	14,500	14,200	14,900
Supplies and Services	59,982	68,000	68,700	77,700
Third Party Payments	-	-	500	-

TOTAL DIRECT EXPENDITURE

453,758	369,100	362,200	388,200
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DIRECT INCOME

Other Income	(2,622)	(200)	(200)	(200)
Fees and Charges	(5,041)	(2,800)	(2,800)	(3,100)

TOTAL DIRECT INCOME

(7,663)	(3,000)	(3,000)	(3,300)
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NET DIRECT (INCOME) / EXPENDITURE

446,095	366,100	359,200	384,900
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Support Services	58,617	59,400	61,800	64,200
Recharges	-	(2,200)	(2,200)	(2,200)

NET (INCOME) / EXPENDITURE TO SUMMARY

504,712	423,300	418,800	446,900
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S7450 CENTRAL HEATING**DIRECT EXPENDITURE**

Premises	168,082	167,800	167,800	167,800
Supplies and Services	2,017	1,900	1,900	1,900

TOTAL DIRECT EXPENDITURE

170,099	169,700	169,700	169,700
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Support Services	2,762	500	400	400
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NET (INCOME) / EXPENDITURE TO SUMMARY

172,861	170,200	170,100	170,100
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	ACTUAL 2014/15 £	ORIGINAL BUDGET 2015/16 £	LATEST BUDGET 2015/16 £	BUDGET 2016/17 £
S7460 COMMUNITY CENTRES				
DIRECT EXPENDITURE				
Premises	6,981	7,300	7,300	7,300
Supplies and Services	-	4,200	4,200	4,200
TOTAL DIRECT EXPENDITURE	6,981	11,500	11,500	11,500
DIRECT INCOME				
Other Income	(720)	(700)	(700)	(700)
TOTAL DIRECT INCOME	(720)	(700)	(700)	(700)
NET DIRECT (INCOME) / EXPENDITURE	6,261	10,800	10,800	10,800
Support Services	381	400	300	300
NET (INCOME) / EXPENDITURE TO SUMMARY	6,642	11,200	11,100	11,100

S7620 HSG OPEN SPACES

DIRECT EXPENDITURE				
Premises	12,696	30,200	30,200	30,200
Supplies and Services	1,875	3,000	3,000	3,000
Third Party Payments	295,886	290,000	315,000	290,300
TOTAL DIRECT EXPENDITURE	310,457	323,200	348,200	323,500
Support Services	57,360	63,000	62,800	62,800
NET (INCOME) / EXPENDITURE TO SUMMARY	367,817	386,200	411,000	386,300

Budget Changes: Adverse +ve / Favourable (-ve)

Third Party Payments:

Removal of trees becoming dangerous or damaging homes	25,000	-
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S7630 HSG COMMUNAL AREAS

DIRECT EXPENDITURE				
Premises	306,095	386,600	386,800	387,400
Supplies and Services	187	600	600	600
TOTAL DIRECT EXPENDITURE	306,282	387,200	387,400	388,000
Support Services	72,418	60,200	60,100	60,100
NET (INCOME) / EXPENDITURE TO SUMMARY	378,700	447,400	447,500	448,100

	ACTUAL 2014/15 £	ORIGINAL BUDGET 2015/16 £	LATEST BUDGET 2015/16 £	BUDGET 2016/17 £
S7635 ESTATE SUPERVISORS				
DIRECT EXPENDITURE				
Employees	155,270	133,800	137,800	143,000
Premises	10,741	16,100	16,000	16,100
Transport	52	600	2,200	2,200
Supplies and Services	5,036	6,300	6,300	6,300
Third Party Payments	6,377	-	-	-
TOTAL EXPENDITURE	177,476	156,800	162,300	167,600
Support Services	16,996	12,300	16,000	16,900
Recharges	(36,900)	(27,000)	(27,000)	(27,000)
NET (INCOME) / EXPENDITURE TO SUMMARY	157,572	142,100	151,300	157,500

	ACTUAL 2014/15 £	ORIGINAL BUDGET 2015/16 £	LATEST BUDGET 2015/16 £	BUDGET 2016/17 £
<u>S7900 HOUSING REPAIRS - MAJOR</u>				
7900 PAINTING & DECORATIONS	545,973	980,000	980,000	450,000
7901 CONCRETE REPAIRS	15,237	40,000	40,000	40,000
7903 COMMUNAL FLOORING/CARPETS	18,268	-	40,000	-
7910 ELECTRICAL REPAIRS	521,000	601,400	681,800	601,400
7912 GAS/HEATING MAINTENANCE	592,646	594,100	594,100	594,100
7914 HRA LIFT MAINTENANCE	51,624	114,800	39,400	39,400
7916 DOOR ENTRY & SECURITY MAINTENANCE	53,242	60,000	60,000	60,000
7918 SHOP MAINTENANCE	24,408	10,700	10,700	10,700
7920 HRA STAIRLIFT MAINTENANCE	99,162	-	75,400	75,400
7922 LEGIONELLA TESTING	5,562	34,600	63,600	34,600
7926 FIRE PREVENTION WORKS	5,791	150,000	150,000	150,000
7927 SHELTERED SCHEME FIRE ALARM SYSTEMS	-	-	71,000	-
7930 HRA PATHS AND SURFACING	99,992	100,000	100,000	100,000
7940 HRA ASBESTOS WORKS	189,055	637,600	637,600	637,600
TOTAL S7900 HOUSING REPAIRS - MAJOR	2,221,960	3,323,200	3,543,600	2,793,200

Budget Changes: Adverse +ve / Favourable (-ve)**Painting and Decorations:**

2 year gap before cyclical works recommence	-	(940,000)
Properties missed from original programme	-	410,000

Communal Flooring / Carpets:

Replace Sheltered Communal carpeting - worn carpets becoming health and safety risk	40,000	-
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Electrical Repairs:

Planned electrical upgrades slipped from 2014/15	80,400	-
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HRA Lift Maintenance:

Transferred to Stairlift maintenance	(75,400)	(75,400)
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HRA Stairlift Maintenance:

Transferred from lift maintenance	75,400	75,400
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Legionella Testing:

Planned work slipped from 2014/15	29,000	-
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Sheltered Scheme Fire Alarms Systems:

Planned work slipped from 2014/15	71,000	-
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S7950 HOUSING REPAIRS - RESPONSIVE

7960 VOID REPAIR CONTRACT	1,547,803	867,000	1,378,600	1,271,400
7962 GARAGES: VOID REPAIRS	43	11,900	-	-
7964 OUT OF HOURS CONTRACT	723	48,300	-	-
7966 DAY TO DAY REPAIRS CONTRACT	1,664,120	1,035,200	1,621,800	1,493,800
7968 GARAGES: RESPONSIVE REPAIRS	77,841	41,700	63,700	58,700
TOTAL S7950 HOUSING REPAIRS - RESPONSIVE	3,290,530	2,004,100	3,064,100	2,823,900

Budget Changes: Adverse +ve / Favourable (-ve)

November Executive - planned savings not achieved plus effects of inflation offset by the re-introduction of pre-inspections	1,060,000	820,000
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Planning Committee

Excerpt of the minutes of the meeting held on Tuesday 8 December 2015 in the Town Hall, Royal Leamington Spa at 6.00 pm.

Present: Councillor Cooke (Chairman); Councillors Ashford, Boad, Edgington, Miss Grainger, Mrs Hill, Mrs Knight, Morris, Thompson and Weed.

Also Present: Committee Services Officer - Miss Carnall; Democratic Services Assistant - Miss Brownlee; Legal Advisor – Mr Gregory; Head of Development Services – Mrs Darke; Planning Officer - Mr Sahota.

118. **Substitutes**

Councillor Edgington substituted for Councillor Cain, Councillor Thompson substituted for Councillor Mrs Bunker, and Councillor Miss Grainger substituted for Councillor Mrs Falp.

119. **Declarations of Interest**

There were no declarations of interest made relevant to this excerpt.

122. **Public Speaking at Planning Committee**

The Committee received a report from Democratic Service Manager which brought forward proposals to amend the public speaking rights at Warwick District Planning Committee.

Following discussions with the Chairman of the Planning Committee it had been considered that there was a need to update the guidance offered to Planning Committee and clarify the public speaking rights.

The Chairmen had raised concerns about the clarity of speaking rights at the potential impact this could have on the length of Planning Committee meetings.

The report proposed that speaking times be reduced to three minutes per category with the exception of the Ward Councillor category which would be reduced to five minutes.

Following discussions, it was proposed that the recommendations in the report be agreed subject to an amendment to allow Warwick District Councillors from more than one Ward to speak.

Resolved that

- (1) That public speaking at Planning Committee be amended to read as follows:

"There is a time limit of three minutes for each category of speaker, excluding District Councillors, on all applications."

PLANNING COMMITTEE MINUTES (Continued)

If there is more than one speaker in the same category for an item, the three minutes will be shared among them.

This is with the exception of major applications where up to four speakers will be permitted to address the committee in both the Objectors and Applicants/Supporters categories for a maximum of three minutes each.

That the times allocated may be varied at the discretion of the Chairman of the Planning Committee, when they believe there is significant public interest in an application, for example, regional developments such as the former gateway proposal and the passenger terminal at Coventry Airport.”; and

- (2) Public Speaking be permitted on the determination of Tree Preservation Orders at Planning Committee.

Recommended to Council that:

- (1) it amends Council procedure rules so that Warwick District Councillors are not permitted to address the Planning Committee for more than five minutes on any application and that unless they are providing contrary views or from representing views from different District Wards, no more than one Warwick District Councillor will be permitted to address the Committee on any application; and
- (2) the public speaking rights as set out above are included in Council procedure rules.

(The meeting ended at 9:34pm)

			Meeting	Ward Name	Meetings Attended	Possible Meetings	Attendance Percentage
Councillor	Martyn	Ashford	Council	Aylesford	6	7	85%
Councillor	Martyn	Ashford	Licensing & Regulatory Committee	Aylesford	4	4	100%
Councillor	Martyn	Ashford	Planning Committee	Aylesford	10	10	100%
Councillor	John	Barrott	Council	Sydenham	7	7	100%
Councillor	John	Barrott	Finance and Audit Scrutiny Committee	Sydenham	7	8	87%
Councillor	John	Barrott	Joint meeting of the Overview & Scrutiny and Finance & Audit Scrutiny Committees	Sydenham	2	2	100%
Councillor	Alan	Boad	Council	Crown	6	7	85%
Councillor	Alan	Boad	Joint meeting of the Overview & Scrutiny and Finance & Audit Scrutiny Committees	Crown	2	2	100%
Councillor	Alan	Boad	Overview and Scrutiny Committee	Crown	6	6	100%
Councillor	Alan	Boad	Planning Committee	Crown	9	10	90%
Councillor	John-Paul	Bromley	Council	Saltisford	6	7	85%
Councillor	John-Paul	Bromley	Joint meeting of the Overview & Scrutiny and Finance & Audit Scrutiny Committees	Saltisford	2	2	100%
Councillor	John-Paul	Bromley	Overview and Scrutiny Committee	Saltisford	5	6	83%
Councillor	John-Paul	Bromley	Standards Committee	Saltisford	2	2	100%
Councillor	Felicity	Bunker	Employment Committee	Park Hill	3	3	100%
Councillor	Felicity	Bunker	Council	Park Hill	6	7	85%
Councillor	Felicity	Bunker	Planning Committee	Park Hill	9	10	90%
Councillor	Felicity	Bunker	Standards Committee	Park Hill	2	2	100%
Councillor	Noel	Butler	Council	Aylesford	5	7	71%
Councillor	Noel	Butler	Employment Committee	Aylesford	1	3	33%
Councillor	Noel	Butler	Finance and Audit Scrutiny Committee	Aylesford	4	8	50%
Councillor	Noel	Butler	Joint meeting of the Overview & Scrutiny and Finance & Audit Scrutiny Committees	Aylesford	1	2	50%

Councillor	Gordon	Cain	Council	Manor	4	7	57%
Councillor	Gordon	Cain	Licensing & Regulatory Committee	Manor	1	4	25%
Councillor	Gordon	Cain	Planning Committee	Manor	5	10	50%
Councillor	Patricia	Cain	Council	St. John's	4	7	57%
Councillor	Patricia	Cain	Joint meeting of the Overview & Scrutiny and Finance & Audit Scrutiny Committees	St. John's	1	2	50%
Councillor	Patricia	Cain	Licensing & Regulatory Committee	St. John's	1	4	25%
Councillor	Patricia	Cain	Overview and Scrutiny Committee	St. John's	5	6	83%
Councillor	Michael	Coker	Executive	Abbey	7	7	100%
Councillor	Michael	Coker	Council	Abbey	7	7	100%
Councillor	Michael	Coker	Members - Trades Unions Joint Consultation & Safety Panel	Abbey	1	2	50%
Councillor	John	Cooke	Planning Committee	St. John's	10	10	100%
Councillor	John	Cooke	Council	St. John's	7	7	100%
Councillor	John	Cooke	Standards Committee	St. John's	2	2	100%
Councillor	Stephen	Cross	Executive	Woodloes	5	7	71%
Councillor	Stephen	Cross	Council	Woodloes	6	7	85%
Councillor	Jacqueline	D'Arcy	Council	Emscote	4	7	57%
Councillor	Jacqueline	D'Arcy	Employment Committee	Emscote	3	3	100%
Councillor	Jacqueline	D'Arcy	Health Scrutiny Sub-Committee	Emscote	1	1	100%
Councillor	Jacqueline	D'Arcy	Joint meeting of the Overview & Scrutiny and Finance & Audit Scrutiny Committees	Emscote	2	2	100%
Councillor	Jacqueline	D'Arcy	Overview and Scrutiny Committee	Emscote	5	6	83%
Councillor	Richard	Davies	Standards Committee	St. John's	2	2	100%
Councillor	Richard	Davies	Council	St. John's	7	7	100%
Councillor	Richard	Davies	Licensing & Regulatory Committee	St. John's	2	4	50%
Councillor	Ian	Davison	Council	Brunswick	6	7	85%
Councillor	Ian	Davison	Joint meeting of the Overview & Scrutiny and Finance & Audit Scrutiny Committees	Brunswick	2	2	100%

Councillor	Ian	Davison	Overview and Scrutiny Committee	Brunswick	6	6	100%
Councillor	Andrew	Day	Council	Bishop's Tachbrook	6	7	85%
Councillor	Andrew	Day	Employment Committee	Bishop's Tachbrook	2	3	66%
Councillor	Andrew	Day	Finance and Audit Scrutiny Committee	Bishop's Tachbrook	6	8	75%
Councillor	Andrew	Day	Joint meeting of the Overview & Scrutiny and Finance & Audit Scrutiny Committees	Bishop's Tachbrook	2	2	100%
Councillor	Michael	Doody	Council	Radford Semele	7	7	100%
Councillor	Richard	Edgington	Council	Emscote	7	7	100%
Councillor	Richard	Edgington	Health Scrutiny Sub-Committee	Emscote	0	1	0%
Councillor	Richard	Edgington	Joint meeting of the Overview & Scrutiny and Finance & Audit Scrutiny Committees	Emscote	2	2	100%
Councillor	Richard	Edgington	Overview and Scrutiny Committee	Emscote	6	6	100%
Councillor	Caroline	Evetts	Council	Clarendon	7	7	100%
Councillor	Caroline	Evetts	Employment Committee	Clarendon	3	3	100%
Councillor	Caroline	Evetts	Standards Committee	Clarendon	2	2	100%
Councillor	Judith	Falp	Council	Whitnash	7	7	100%
Councillor	Judith	Falp	Planning Committee	Whitnash	7	10	70%
Councillor	Judith	Falp	Standards Committee	Whitnash	2	2	100%
Councillor	Judith	Falp	Licensing & Regulatory Committee	Whitnash	3	4	75%
Councillor	Sue	Gallagher	Executive	Arden	6	7	85%
Councillor	Sue	Gallagher	Council	Arden	6	7	85%
Councillor	William	Gifford	Council	Milverton	6	7	85%
Councillor	William	Gifford	Finance and Audit Scrutiny Committee	Milverton	8	8	100%
Councillor	William	Gifford	Joint meeting of the Overview & Scrutiny and Finance & Audit Scrutiny Committees	Milverton	2	2	100%

Councillor	William	Gifford	Licensing & Regulatory Committee	Milverton	3	4	75%
Councillor	Balvinder	Gill	Council	Sydenham	6	7	85%
Councillor	Balvinder	Gill	Licensing & Regulatory Committee	Sydenham	4	4	100%
Councillor	Balvinder	Gill	Standards Committee	Sydenham	2	2	100%
Councillor	Moirra-Ann	Grainger	Executive	Woodloes	6	7	85%
Councillor	Moirra-Ann	Grainger	Council	Woodloes	5	7	71%
Councillor	Hayley	Grainger	Council	Milverton	6	7	85%
Councillor	Hayley	Grainger	Finance and Audit Scrutiny Committee	Milverton	1	1	100%
Councillor	Hayley	Grainger	Joint meeting of the Overview & Scrutiny and Finance & Audit Scrutiny Committees	Milverton	0	2	0%
Councillor	Hayley	Grainger	Licensing & Regulatory Committee	Milverton	2	4	50%
Councillor	Hayley	Grainger	Overview and Scrutiny Committee	Milverton	4	6	66%
Councillor	Nick	Harrington	Council	Stoneleigh & Cubbington	6	7	85%
Councillor	Nick	Harrington	Finance and Audit Scrutiny Committee	Stoneleigh & Cubbington	6	8	75%
Councillor	Nick	Harrington	Joint meeting of the Overview & Scrutiny and Finance & Audit Scrutiny Committees	Stoneleigh & Cubbington	0	2	0%
Councillor	Tony	Heath	Council	Whitnash	4	7	57%
Councillor	Tony	Heath	Employment Committee	Whitnash	2	3	66%
Councillor	Tony	Heath	Finance and Audit Scrutiny Committee	Whitnash	5	8	62%
Councillor	Tony	Heath	Joint meeting of the Overview & Scrutiny and Finance & Audit Scrutiny Committees	Whitnash	1	2	50%
Councillor	Tony	Heath	Members - Trades Unions Joint Consultation & Safety Panel	Whitnash	1	2	50%
Councillor	Rowena	Hill	Council	Abbey	7	7	100%
Councillor	Rowena	Hill	Planning Committee	Abbey	10	10	100%
Councillor	Rowena	Hill	Standards Committee	Abbey	2	2	100%
Councillor	Daniel	Howe	Council	Newbold	4	7	57%

Councillor	Daniel	Howe	Planning Forum	Newbold	0	1	0%
Councillor	George	Illingworth	Licensing & Regulatory Committee	Abbey	4	4	100%
Councillor	George	Illingworth	Council	Abbey	6	7	85%
Councillor	George	Illingworth	Finance and Audit Scrutiny Committee	Abbey	7	8	87%
Councillor	George	Illingworth	Joint meeting of the Overview & Scrutiny and Finance & Audit Scrutiny Committees	Abbey	2	2	100%
Councillor	Jane	Knight	Planning Committee	Clarendon	8	10	80%
Councillor	Jane	Knight	Council	Clarendon	6	7	85%
Councillor	Rajvinder	Mann	Council	Myton & Heathcote	2	7	28%
Councillor	Rajvinder	Mann	Finance and Audit Scrutiny Committee	Myton & Heathcote	3	7	42%
Councillor	Rajvinder	Mann	Joint meeting of the Overview & Scrutiny and Finance & Audit Scrutiny Committees	Myton & Heathcote	2	2	100%
Councillor	Rajvinder	Mann	Licensing & Regulatory Committee	Myton & Heathcote	2	4	50%
Councillor	Robert	Margrave	Council	Whitnash	5	7	71%
Councillor	Robert	Margrave	Joint meeting of the Overview & Scrutiny and Finance & Audit Scrutiny Committees	Whitnash	2	2	100%
Councillor	Robert	Margrave	Overview and Scrutiny Committee	Whitnash	6	6	100%
Councillor	Andrew	Mobbs	Executive	Park Hill	7	7	100%
Councillor	Andrew	Mobbs	Council	Park Hill	5	7	71%
Councillor	Andrew	Mobbs	Employment Committee	Park Hill	3	3	100%
Councillor	Terry	Morris	Council	Saltisford	5	7	71%
Councillor	Terry	Morris	Planning Committee	Saltisford	10	10	100%
Councillor	Neale	Murphy	Council	Myton & Heathcote	2	7	28%
Councillor	Neale	Murphy	Employment Committee	Myton & Heathcote	0	3	0%

Councillor	Neale	Murphy	Licensing & Regulatory Committee	Myton & Heathcote	1	4	25%
Councillor	Kristie	Naimo	Council	Brunswick	7	7	100%
Councillor	Kristie	Naimo	Employment Committee	Brunswick	3	3	100%
Councillor	Kristie	Naimo	Joint meeting of the Overview & Scrutiny and Finance & Audit Scrutiny Committees	Brunswick	2	2	100%
Councillor	Kristie	Naimo	Overview and Scrutiny Committee	Brunswick	5	6	83%
Councillor	Stef	Parkins	Council	Crown	6	7	85%
Councillor	Stef	Parkins	Health Scrutiny Sub-Committee	Crown	1	1	100%
Councillor	Stef	Parkins	Joint meeting of the Overview & Scrutiny and Finance & Audit Scrutiny Committees	Crown	2	2	100%
Councillor	Stef	Parkins	Members - Trades Unions Joint Consultation & Safety Panel	Crown	1	2	50%
Councillor	Stef	Parkins	Overview and Scrutiny Committee	Crown	5	6	83%
Councillor	Stef	Parkins	Planning Forum	Crown	0	1	0%
Councillor	Peter	Phillips	Executive	Budbrooke	6	7	85%
Councillor	Peter	Phillips	Council	Budbrooke	6	7	85%
Councillor	Colin	Quinney	Council	Leam	7	7	100%
Councillor	Colin	Quinney	Finance and Audit Scrutiny Committee	Leam	6	8	75%
Councillor	Colin	Quinney	Joint meeting of the Overview & Scrutiny and Finance & Audit Scrutiny Committees	Leam	2	2	100%
Councillor	Colin	Quinney	Licensing & Regulatory Committee	Leam	3	4	75%
Councillor	Pamela	Redford	Council	Stoneleigh & Cubbington	5	7	71%
Councillor	Pamela	Redford	Health Scrutiny Sub-Committee	Stoneleigh & Cubbington	1	1	100%
Councillor	Pamela	Redford	Joint meeting of the Overview & Scrutiny and Finance & Audit Scrutiny Committees	Stoneleigh & Cubbington	2	2	100%
Councillor	Pamela	Redford	Licensing & Regulatory Committee	Stoneleigh & Cubbington	4	4	100%

Councillor	Pamela	Redford	Overview and Scrutiny Committee	Stoneleigh & Cubbington	4	6	66%
Councillor	Alan	Rhead	Council	Budbrooke	4	7	57%
Councillor	Alan	Rhead	Employment Committee	Budbrooke	2	3	66%
Councillor	Alan	Rhead	Finance and Audit Scrutiny Committee	Budbrooke	5	8	62%
Councillor	Alan	Rhead	Joint meeting of the Overview & Scrutiny and Finance & Audit Scrutiny Committees	Budbrooke	0	2	0%
Councillor	Alan	Rhead	Standards Committee	Budbrooke	1	2	50%
Councillor	David	Shilton	Council	Park Hill	6	7	85%
Councillor	David	Shilton	Executive	Park Hill	6	7	85%
Councillor							
Councillor	Amanda	Stevens	Council	Manor	7	7	100%
Councillor	Amanda	Stevens	Licensing & Regulatory Committee	Manor	4	4	100%
Councillor	Amanda	Stevens	Planning Committee	Manor	8	10	80%
Councillor	Andrew	Thompson	Council	Newbold	5	7	71%
Councillor	Andrew	Thompson	Finance and Audit Scrutiny Committee	Newbold	8	8	100%
Councillor	Andrew	Thompson	Joint meeting of the Overview & Scrutiny and Finance & Audit Scrutiny Committees	Newbold	2	2	100%
Councillor	Barbara	Weed	Council	Leam	7	7	100%
Councillor	Barbara	Weed	Licensing & Regulatory Committee	Leam	4	4	100%
Councillor	Barbara	Weed	Planning Committee	Leam	10	10	100%
Councillor	Peter	Whiting	Executive	Arden	7	7	100%
Councillor	Peter	Whiting	Council	Arden	5	7	71%