

Council meeting: Wednesday, 14 April 2021

Notice is hereby given that a meeting of Warwick District Council will be held remotely on Wednesday, 14 April 2021 at **6.00pm** and available for the public to watch via the Warwick District Council [YouTube channel](#).

Agenda

1. Apologies for Absence

2. Declarations of Interest

Members to declare the existence and nature of interests in items on the agenda in accordance with the adopted Code of Conduct. Declarations should be disclosed during this item. However, the existence and nature of any interest that subsequently becomes apparent during the course of the meeting must be disclosed immediately. If the interest is not registered, Members must notify the Monitoring Officer of the interest within 28 days.

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

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

3. Minutes

To confirm the minutes of the meeting of the Council held on 24 February 2021.
(Pages 1 to 18)

4. Communications and Announcements

5. Petitions

6. Notices of Motion

7. Leader and Portfolio Holders' Statements

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

9. Executive Report

To consider an excerpt from the Executive meetings of 18 March 2021.
(Pages 1 to 6)

10. Employment Committee

To consider the report from Employment Committee on 23 March 2021

(Pages 1 to 13)

11. Amendments to the membership of Committees

To consider the following changes to membership of Committees as follows:

- To appoint Councillor Cullinan to Planning Committee in place of the Labour vacancy on the Committee; and
- To appoint Councillor Ashford as a substitute for both Members/Trades Unions Joint Consultation & Safety Panel and Employment Committee.

12. Public & 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 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.

Item Numbers	Paragraph Numbers	Reason
13	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

13. Confidential Executive report

To consider a confidential recommendation from the Executive meeting on 13 April 2021. For Councillors ease of reference the reports to the Executive on 13 April 2021 are included in this agenda pack and the summary of decisions from the Executive will be shared with all Councillors on the morning of 14 April 2021.

14. 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 6 April 2021

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WARWICK DISTRICT COUNCIL

Minutes of the meeting held remotely on Wednesday 24 February 2021, at 6.00pm which was broadcast live via the Council's YouTube Channel.

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

In the absence of the Chairman of Council, the Vice-Chairman Councillor Redford chaired the meeting.

65. **Apologies for Absence**

Apologies for absence were received from Councillor Ashford.

66. **Declarations of Interest**

Minute 69 – Notice of Motion

Councillors Cooke, Falp and Gifford informed Council that they were County Councillors who were one of the lead authorities in the proposed motion.

67. **Minutes**

The minutes of the meeting of the Council held on the 25 November 2020 were proposed, duly seconded taken as read and signed by the Chairman as a correct record.

In respect of the Minutes of 7 January 2021, the Leader proposed the minutes, subject to part of Minute 60 for the question asked by Councillor Weber and the response from the Leader to be amended so that it reads as follows:

"Councillor Weber asked the Leader regarding the values and qualities of the Leadership of Council, in relationship to a tweet posted by Councillor Grainger. He asked that if the Leader would stand by his statement, made at Council last year, in respect of championing the Council's values in respect of equality and diversity, and if he could confirm that Councillor Grainger would have the whip removed and would be stepping down from the Executive.

In response, the Leader recognised these as questions of the Leadership of the Council and not specifically about the personal statement by Councillor Grainger earlier in the meeting. He stated that actions did speak louder than words and this was discussed by the Conservative Group meeting the previous day. He did not wish to prejudice the work of the Monitoring Officer or the Standards Committee. He felt surprised as to the timing of this coming forward during a new national lockdown, and felt that this was little to do with the diversity and the ongoing work of the Task & Finish Group on Equality and Diversity, but had far more to do with local elections in May".

The proposal was duly seconded and the minutes of 7 January 2021 as amended were proposed, duly seconded taken as read and signed by the Chairman as a correct record

68. **Communications and Announcements**

The Chairman led the reflection of the Council of just over the 12 months since the identification of Coronavirus in the United Kingdom, and the 230 people that had passed away in Warwick District as a result of the virus during that time.

The Chairman led the Council in paying respect to local resident Mota Singh who recently passed away. He was a former Leamington Town Councillor and Warwickshire County Councillor. He had also served as a Parish/Town Council representative on the District Council Standards Committee.

For clarification the Chairman confirmed that; there was no business for the Council to consider under Item 5 Petitions; the report of the Employment Committee was a confidential matter so would be considered after Item 14 on the agenda; and the Setting of the Budget was effected by a number of recommendations to Council from the Executive in December and February as a result the Executive reports, excluding Minute 78 General Fund Budget and Council Tax 2021/22 and Housing Rents and Housing Revenue Account Budget 2021/22 would be considered before the setting of the budget.

69. **Notice of Motion**

It was proposed by Councillor Kennedy and seconded by Councillor Nicholls:

"That this Council notes that:

1. *Warwickshire County Council (WCC) has recently closed a consultation on possible routes for the A46 link road from the A46 Stoneleigh junction to Westwood Heath Road. WCC is also currently consulting on its revised Local Travel Plan.*
2. *WCC has published 'Healthy Travel Choices in Warwickshire' in which they state "...our goal [is] to achieve a sustainable, healthy and green travel network; where walking and cycling are the primary modes of travel, with private car use of much lower importance."*
3. *The Department of Transport published 'Gear Change: a bold new vision for cycling and walking' in July 2020 which aims to 'encourage and empower' local authorities to promote active travel plans.*
4. *The CWLEP has invested in the development of the Coventry Very Light Rail system creating new sustainable means of transport and local green jobs.*
5. *In June 2019, Warwick District Council declared a Climate Emergency with one of its aims that "total carbon emissions within Warwick District are as close to zero as possible by 2030". Motor vehicles with internal combustion engines are responsible for 40% of all emissions across the District.*
6. *The impact of the Covid pandemic in 2020 has seen a shift in work patterns towards more home-working and less commuting, with a 73% drop in motor traffic during the height of the lockdown.*

That this Council resolves to requests a report from officers setting out the relative merits of writing to WCC and Coventry City Council as the proposers of the A46 Strategic Link Road calling on them to suspend further development of the scheme until a full re-evaluation of the planning assumptions is made, including but not limited to:

- (a) A reassessment of traffic flow forecasts based on new ways of working and commuting following the pandemic, and a sustainability analysis as mandated for all major new projects by the WDC Climate Emergency.*
- (b) A detailed analysis of the potential for enhancing active travel in the area taking into account Department of Transport policy and the emerging Warwickshire Local Travel Plan including the development of plans for a comprehensive cycle network and encouragement of the increasingly popular use of e-bikes for commuting.*
- (c) Consideration of fast-tracking the development of the railway station for the University and the early roll-out of the Coventry VLR scheme.*
- (d) Coordination with the development of the new South Warwickshire (Warwick and Stratford Districts) Local Plan and with the University of Warwick's new master plan, noting that the University has also declared a climate emergency".*

Councillors J Dearing, Wright, Rhead, A Dearing, Tangri and Illingworth spoke on this item.

Resolved that the Motion as set out above be approved.

70. Leader's & Portfolio Holders' Statements

The Portfolio Holder for Finance & Business, Councillor Hales, informed Council that:

- (1) throughout the Pandemic, the resources of the Business Support and Events Team had been dedicated exclusively to supporting business in Warwick District. Total LRSG Grants now paid were over £12 million, with another £3.5m of payments due to be made over the next few days. In terms of the ARG Scheme, the Council had paid grants of £2,138,000 to over 1,150 businesses, with another scheme being launched on 29 February 2021. This new scheme was aimed at all the business that have fallen through the cracks of other schemes, and he was aware how important this support would be to those businesses.
- (2) A project to improve wayfinding in Leamington Spa was underway with an industry leading company procured to deliver the design and installation of Wayfinding in the town centre utilising a combination of CIL funding and funding for the Commonwealth Games provided by the CWLEP. The Council had also supported Kenilworth to commence their Wayfinding project and were currently in conversation with Warwick Town Council to enable their Wayfinding project to get underway this year.
- (3) an immense amount of work had taken place to facilitate and enable the planning applications to be submitted for the Spencer Yard developments. Construction was anticipated to start during the first half of 2021 on this first element of the Creative Quarter Big Picture.
- (4) the Council had been successful "in principal" in their offer of just over £10million from the Future High Street Fund after submission of a Full

- Business case in 2020. Only 57 local authorities nationally succeeded in securing this funding, and the team were now working closely with MHCLG to refine the profile of the projects to meet the slightly reduced funding offer;
- (5) Officers had supported the Clinical Commissioning Group and South Warwickshire Health Foundation Trust to secure a site in North Leamington to develop a new GP surgery. The site had been acquired and the Council continued to facilitate that development going forward.
 - (6) The Economic Development team had been focused on the business support element over the course of the pandemic and had promoted the jobs being made available at the Leamington Laboratory to local community groups and job clubs.
 - (7) In February, the Council had partnered with the LEP and Create Central to launch the first virtual Interactive Futures event with six days of conference talks and workshops primarily focused on Education and Careers in the thriving gaming industry.
 - (8) Officers had recently started working with Stratford District Council to begin the development of a joint Local Industrial Strategy as part of the closer partnership working.
 - (9) As part of the Council's commitment to the Climate Emergency, work was underway to reallocate £500,000 from another 95-day account into a Sustainable 95 Day Notice Account. The account supported projects such as renewable energy projects, including wind farms & tidal energy, as well lending to healthcare providers in the 30% most economically disadvantaged areas.

The Portfolio Holder for Development, Councillor Cooke, informed Council that:

- (1) both the Environment Agency and Council Officers were investigating reports concerning the presence of silt flowing along the Myton Brook and into the Myton Pool. The nature of development taking place in the surrounding area, meant that? the risk of this happening was a matter of concern. It was important to identify the source of this material and to engage with the relevant parties using the appropriate legislation and regulations in order that the matter could be properly addressed. Given the nature of this issue investigations could take some time?;
- (2) spending Plans for CIL would be reported to Executive in March together with the comments from the Development PAB. The proposals would be to allocate £5.27m CIL spending for 2021-22 to the following projects:
 - Bath Street improvement scheme;
 - Emscote Road multi-modal corridor improvements;
 - Kenilworth Leisure Castle Farm Recreation Centre;
 - Medical facilities - N Leamington (Cubbington/ Lillington);
 - Wayfinding in Warwick town centre;
 - St Mary's Lands, Warwick;
 - Newbold Comyn;
 - Warwick Gates Community Centre; and
 - Commonwealth Park bridge.

Over the next five years it was estimated that there would be £26m CIL income (including Parish Council share).

- (3) the joint working with Stratford District Council on preparation of the South Warwickshire Local Plan had got off to a good start. The Stratford District Council Officers working on the project were led by John Careford and the Warwick District Team led by Phil Clarke.

There had been two meetings of the Joint Advisory Group one Chaired by Councillor Pemberton and the other by Councillor Boad. The Joint Cabinet/Executive Committee consisting of three Councillors from each Council had yet to meet.

These were very early days and it was apparent particularly from the most recent meeting that our two areas differed in various respects so great care would be needed in coming up with proposals that were sympathetic to both Districts.

The Portfolio Holder for Heath & Community protection, Councillor Falp:

- (1) congratulated the C.C.T.V. team who had recently received two letters of thanks. One from the police for their support on an operation dealing with County Lines and the other from one of our large local stores who had nearly £1000 of goods stolen from them. The operator was able to track the thief for the police and they were arrested. This was the second time that store had recently retrieved stolen goods thanks to the Council's Health and Community protection team;
- (2) informed Council that the upgrade to the CCTV service should be completed by the end of March;
- (3) informed Council that the Community and Voluntary Team had received over £18,000 to distribute to local voluntary groups to assist extremely clinically vulnerable residents. This funding had been shared with Helping Hands, New Life Church, Sydni Centre, Brunswick and Chase Meadow Community Centres, Way Ahead project, Warwick and Leamington Mutual Aid and the Kenilworth Covid-19 support Group. This small team had been extremely busy supporting the Council's Voluntary Groups who in turn were supporting residents; and
- (4) informed Council that officers had been trialling a Noise App to assist residents to evidence noise issues they were having. During this six-week trial some residents with noise complaints had been using the app. One case was so clearly a breach that officers had enough evidence to send a warning letter to the offending resident to stop the activity that was causing the noise.

The Portfolio Holder for Housing and Culture, Councillor Matecki, informed Council that:

- (1) 8 March 2021 would be Commonwealth Day. As part of the run up to the Commonwealth Games in 2022, Warwick District Council wished to celebrate the day by sharing any experiences or stories about connections with the Commonwealth. There had already been a fantastic story from an officer, Christina Boxer, who won a gold medal in the 1,500m at the Brisbane games in 1982, and followed that up with a silver medal in Auckland 8 years later;
- (2) following Monday's announcement by the Prime Minister on the route map out of lockdown, the Culture team were working on what could be opened and when. As soon as there were confirmed dates for the opening of different types of venues, he would communicate to Members, as appropriate, plans for the reopening of our various facilities; and
- (3) the Housing team were working on a new bid to submit to MHCLG for grant funding in support of the Council's homelessness strategy for the next financial year and were working on a new homelessness strategy, which was currently out for consultation.

The Portfolio Holder for Environment & Neighbourhood, Councillor Rhead, informed Council that:

- (1) the climate action fund, with the recommended budget, proposed £500,000 per annum over the next four years demonstrated to the community that even in the current financially challenging times the Council was committed to responding to the climate emergency;
- (2) the People's Enquiry had completed its work and published its recommendations, and offered thanks to the all enquiry members and versatile panel for their diligence;
- (3) the Council had secured £850k of funding from the Government decarbonisation fund for reducing carbon in three of Council public buildings; and
- (4) the Community Stadium Project would be ensuring it would be as near to zero carbon as possible and this was being monitored closely by the Programme Director for Climate Change.

In response to a question from Councillor Weber, the Councillor Rhead explained that all the recommendations from the Peoples Enquiry would be considered carefully and implemented where possible. There were a number of recommendations which would require work of other agencies and partnership working. For those which related to Warwickshire County Council areas of work, there were regular meetings with the County Council which would be used to influence their plans.

The Leader, Councillor Day, took the opportunity to reflect on the last 12 months and the changes that had happened both within the Council and the community. He paid tribute to the excellent work of the Council which had started with the ambitious climate change proposals, where the budget aspiration had been limited by the impact of the Pandemic, but the Council had still managed to bring forward a programme for responding to climate change and start to deliver on that Plan. The Council more widely had delivered the shielding hub, provided the business support grants, provided the Covid-19 support payments, responded to the increase in recycling, the general increase in customer demand, received a greater number of planning applications and delivered our beautiful open spaces. This was a brief summary though and he reminded Council that all of this was due to the exceptional work of officers of the Council. He also paid thanks to Councillors and the work they had undertaken in the year, including the creation of Programme Advisory Boards, the Leadership Coordination Group and the Executive.

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

Councillor Boad asked the Leader that in light of the fact that Councillor Weber no longer lived or worked within the District, although legal, whether it was morally right for them to vote on the budget and Council Tax for the District.

With the agreement of the Chairman, Councillor Weber offered a personal explanation that he would have stepped down many months ago if it had not been for the pandemic.

In response to the question, Councillor Day explained that he would not make a moral judgement because that judgement would rest with the individual Councillor, but he suggested that any Councillor who was no longer in the District should reflect on if they should vote on the budget.

In response to a supplementary question from Councillor Boad, the Leader agreed that any Councillor who was considering their position and potentially stepping down, they should do so now or soon to enable the elections to take place on 6 May 2021.

With the agreement of the Chairman, Councillor Weber provided a further personal explanation that he would abstain from voting on the budget.

Councillor Luckhurst asked the Leader that how he would respond to residents who questioned whether the proposed £500,000 budget for the climate change action plan was good value for money, and what was his view was on the County Council budget which did not put any additional money into tackling the climate emergency.

In response, Councillor Day explained that actions spoke louder than words, and this Council had demonstrated this through its action plan and proposed budget which was consistent with the declared climate change emergency. It was for Councillors on other authorities to reflect on if they were doing the same, but he took the opportunity to commend Stratford District Council who had set a budget of £500,000 for climate change and had committed to working with Warwick District as a combined fund, to be used to leaver in further external funds.

Councillor R Dickson asked the Portfolio Holder for Environment & Neighbourhood, if as part of the Council response to the Warwickshire County Transport Strategy Consultation, the Council would be raising the concern about the suspension of train service from Kenilworth, given this was a sustainable transport method used as a tool for moving people away from cars.

In response, Councillor Rhead thanked Councillor Dickson for his question, and explained that he had asked for this question to be included in the response.

Councillor Matecki asked the Portfolio Holder for Environment & Neighbourhood, if he could provide an update on the timescale for the delivery of the Tachbrook Country Park and if there would be further phases to this project.

In response, Councillor Rhead explained that the first key target was to gain planning permission. After this, it was anticipated that the works would be put to tender in quarter four of 2021 or quarter 1 of 2022. This would be followed by construction up to quarter 1 2023 and following this plan open to the public in quarter 2 2023. There could be further phases but these were confidential at this stage.

Councillor Weber asked the Portfolio Holder for Housing & Culture if he could lobby with fellow Portfolio Holders for museums to reopen on 12 April, along with Libraries, rather than on the planned 17 May as set out on the national roadmap to come out of lockdown.

In response, Councillor Matecki agreed to speak with officers on this point.

72. Executive Reports

Councillor Day proposed and Councillor Cooke seconded the recommendations within Minute 63 and Minute 66 of the Executive meeting held on 10 December 2020.

Councillor Cullinan spoke on this item.

Resolved that the recommendations of the Executive of 10 December 2020, be approved.

Councillor Day proposed and Councillor Cooke seconded the recommendations within 11 February 2021 Executive report to Council.

The Chairman informed Council that it was her intention that the recommendations from the Executive, due to the significance of two items, would be considered and voted upon separately. These were Minute 76 - Working Together with Stratford-on-Avon District Council and Minute 77 - Joint Cabinet/Executive Committee of Stratford-on-Avon and Warwick District Council's.

Minute 76 - Working Together with Stratford-on-Avon District Council

It was proposed by Councillor Skinner that that recommendation 7 be amended to: "a Communication Plan for the Vision and Programme of Implementation (PI), together with a programme of consultation with the public, Town and Parish Councils, the business community, and staff of the two Councils, be prepared and implemented."; and recommendation 8 be amended to read as follows: "... Risk Register, and Communication Plan and programme of consultation..."

This amendment was accepted by the proposer and seconder and therefore became the substantive motion.

Councillors Skinner, Nicholls and Wright spoke on this item.

Resolved that the recommendations of the Executive, in respect of Minute 76 Working Together with Stratford-on-Avon District Council subject to the amendment above, be approved.

Minute 77 - Joint Cabinet/Executive Committee of Stratford-on-Avon and Warwick District Council's

No Councillors spoke on this item.

Resolved that the recommendations of the Executive, in respect of Minute 77 Joint Cabinet/Executive Committee of Stratford-on-Avon and Warwick District Council's, be approved.

No Councillor requested that the remaining recommendations from Executive on 11 February 2021 in respect of Minutes 80, 81, 82, and 83 be debated. Therefore the Chairman put these to the vote.

Resolved that the recommendations of the Executive 11 February 2021 be approved.

73. **Setting of the Council Tax 2020/21**

- (a) The recommendations from the meeting of the Executive held on 11 February 2021 in Minute 78 were proposed by Councillors Hales and seconded by Councillor Day.

Councillors Wright and Nicholls spoke on this item.

Resolved that the recommendations contained in minute 78 headed "Budget 2021/22 – General Fund Revenue and Capital" as set out in the report of the Executive meeting held on 11 February 2021, be approved and adopted.

By law, a recorded vote was required on this matter. The votes on this were as follows:

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

There were no votes cast against the recommendations or abstentions from voting.

- (b) The report of the Responsible Financial Officer set the Council Tax for the area of Warwick District, incorporating its own Budget which was borne by Council Tax, along with the precepts from the other authorities within the area.

It was proposed by Councillor Hales and seconded by Councillor Day.

Resolved that:

- (1) as set out in the General Fund Budget Report (Executive recommendations, 11th February 2021) and 2021/22 Budget Book, (a) the Revenue Budgets for 2021/22, and (b) the Capital Programme for 2021/22, be approved;
- (2) **Warwick District Tax Base** - the Council notes the following amounts for the year 2021/22, in accordance with regulations made under Section 31B (5) of the Local Government Finance Act 1992:-
 - (a) 55,916.75 being the amount calculated, in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 as amended, as its council tax base for the year;

Parish / Town Council	Tax Base 21/22
Baddesley Clinton	114.36
Baginton	315.5
Barford, Sherbourne & Wasperton	957.51
Beausale, Haseley, Honiley & Wroxall	352.96
Bishops Tachbrook	2,262.17
Bubbenhall	312.64
Budbrooke	770.19
Burton Green	673.03
Bushwood (No Parish Council)	14.19
Cubbington	1,496.26
Eathorpe, Hunningham, Offchurch, Wappenbury	327.91
Hatton	929.25
Kenilworth	9,769.03
Lapworth	1,008.37
Leamington Spa	17,221.67
Leek Wootton	517.8
Norton Lindsey	227.89
Old Milverton & Blackdown	173.56
Radford Semele	991.76
Rowington	550.03
Shrewley	420.99
Stoneleigh & Ashow	442.26
Warwick	12,320.89
Weston-under-Wetherley	189.02
Whitnash	3,557.54
Total Warwick District Council Area	55,916.75

- (b) Part of the Council's Area being the amounts calculated, in accordance with regulation 6 of the Regulations as amended, as the amounts of its council tax base for the year for dwellings in those parts of its area;
- (3) Calculation of Warwick District Council's Council Tax, including Parish/Town Council precepts - That the following amounts be now calculated by the Council for

the year 2021/22 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992, as amended:-

- (a) £90,517,755.13 - being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (2)(a) to (f) of the Act (Gross Expenditure including parish/town council precepts);
- (b) £78,791,500.00 - being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3)(a) to (d) of the Act (Gross Income);
- (c) £11,726,255.13 - being the amount by which the aggregate at (3)(a) above exceeds the aggregate at (3)(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax Requirement for the year;
- (d) £209.71 - being the amount at (3)(c) above divided by the amount at (2)(a) above, calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its council tax for the year (Average Warwick District Council Tax, including parish/town precepts);
- (e) £1,836,818.72 - being the aggregate amount of all special items referred to in Section 34(1) of the Act (Total parish/town council precepts);
- (f) £176.86 - being the amount at (3)(d) above less the result given by dividing the amount at (3)(e) above by the amount at (2)(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no special item relates (Warwick District Council Tax excluding parish/town council precepts);
- (g) Part of the Council's Area - being the amounts given by adding to the amount at (3)(f) above, the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above (3.e) divided in each case by the amount at (2)(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its council tax for the year for dwellings in those parts of its area to which one or more special items relate (Warwick District Council plus parish/town council's Council Tax for each parish/town council at Band D;

Parish / Town Council	Band D 2021 / 22 £
Baddesley Clinton	207.47
Baginton	227.47
Barford, Sherbourne & Wasperton	233.5
Beausale, Haseley, Honiley & Wroxall	198.11
Bishops Tachbrook	232.12
Bubbenhall	234.43
Budbrooke	216.59
Burton Green	204.49
Bushwood	176.86
Cubbington	211.21
Eathorpe, Hunningham, Offchurch, Wappenbury	224.18
Hatton	192.14
Kenilworth	195.69
Lapworth	199.34
Royal Leamington Spa	200.8
Leek Wootton	212.26
Norton Lindsey	220.74
Old Milverton & Blackdown	220.07
Radford Semele	210.74
Rowington	214
Shrewley	195.63
Stoneleigh & Ashow	216.9
Warwick	217.65
Weston-under-Wetherley	235.05
Whitnash	242.75

- (h) the amounts shown in Appendices 1 and 1a to the minutes, being the amounts given by multiplying the amounts at (3)(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council in accordance with Section 36(1) of the Act as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands (Warwick District

Council plus parish/town council Council's Tax for each parish/town council for each Band);

- (4) **Warwickshire County Council and Warwickshire Police and Crime Commissioner Precepts** - that it be noted for the year 2021/22, Warwickshire County Council and Warwickshire Police and Crime Commissioner have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992 for each of the categories of dwellings shown below:-

Band	Warwickshire County Council	Warwickshire Police & Crime Commissioner
	£	£
A	1,022.34	168.639847
B	1,192.73	196.746488
C	1,363.12	224.853129
D	1,533.51	252.959770
E	1,874.29	309.173052
F	2,215.07	365.386335
G	2,555.85	421.599617
H	3,067.02	505.919540

and;

- (5) **Total Council Tax for the District for each Band in each Parish/Town Council** - that having calculated the aggregate in each case of the amounts at (3)(g) and (4) above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the amounts shown in Appendix 2 to the minutes as the amounts of council tax for the year 2021/22 for each of the categories of dwellings shown.

By law, a recorded vote was required on this matter. The votes on this were as follows:

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

There were no votes cast against the recommendations or abstentions from voting.

74. **Housing Rents and Housing Revenue Account Budget 2021/22**

Councillor Matecki proposed and it was duly seconded by Councillor Hales, the recommendations of the Executive as set out in Minute 79 of 11 February 2021.

Resolved that the recommendation of the Executive of 11 February 2021 as set out in Minute 79, subject to the revisions within the addendum, be approved and adopted.

75. Amendments to the Membership of Committees

At the start of this item the Chairman requested that the Leader also confirm for Council the revised membership and responsibilities of the Executive.

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

Resolved to

- (1) replace Councillor Murphy as a member of Planning Committee with Councillor Grainger;
- (2) appoint Councillor Murphy as a substitute for Planning Committee;
- (3) appoint Councillor Grainger as a substitute for Finance & Audit Scrutiny Committee, Licensing & Regulatory Committee and Overview & Scrutiny Committee; and
- (4) note the Membership of the Executive as Councillor Hales, Portfolio Holder for Business & Finance and Deputy Leader; Councillor Cooke, Portfolio Holder for Development; Councillor Rhead, Portfolio Holder for Environment & Neighbourhood; Councillor Falp, Portfolio Holder for Health & Community Protection; Councillor Matecki and Portfolio Holder for Housing and Culture.

76. Public and Press

It was proposed by the Chairman, duly seconded by Councillor Day 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 items by reason of the likely disclosure of exempt information within paragraphs 1,2 and 3 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

77. Employment Committee

It was proposed by Councillor Margrave seconded by Councillor Hales and

Resolved that the Confidential report of the Employment Committee of 16 February 2021, be approved.

78. Confidential Appendices to Executive Report of 11 February 2021

The recommendations as laid out, subject to an amendment that would be detailed in the Confidential minutes of the meeting, were proposed by Councillor Day, seconded by Councillor Cooke and

Resolved that

- (1) the confidential report of the Executive of 11 February 2021, subject to the revised budget provision as proposed by the Leader, be approved;
- (2) the Programme Director for Climate Change be authorised under delegation A(2) Authority to affix the Common Seal where appropriate approval(s) have been given.

79. **Common Seal**

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

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

(The meeting ended at 8.50pm)

CHAIRMAN

16 April 2021

Budget and Council Tax 2021/22
Calculation of Warwick District Council Element including Special Expenses

	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H
	£	£	£	£	£	£	£	£
Warwick District Council	117.91	137.56	157.21	176.86	216.16	255.46	294.77	353.72
PARISH/TOWN COUNCIL								
Baddesley Clinton	138.32	161.37	184.42	207.47	253.57	299.67	345.79	414.94
Baginton	151.65	176.92	202.20	227.47	278.02	328.56	379.12	454.94
Barford, Sherbourne & Wasperton	155.67	181.61	207.56	233.50	285.39	337.27	389.17	467.00
Beausale, Haseley, Honiley & Wroxall	132.08	154.09	176.10	198.11	242.13	286.15	330.19	396.22
Bishops Tachbrook	154.75	180.54	206.33	232.12	283.70	335.28	386.87	464.24
Bubbenhall	156.29	182.34	208.38	234.43	286.52	338.62	390.72	468.86
Budbrooke	144.40	168.46	192.53	216.59	264.72	312.85	360.99	433.18
Burton Green	136.33	159.05	181.77	204.49	249.93	295.37	340.82	408.98
Bushwood	117.91	137.56	157.21	176.86	216.16	255.46	294.77	353.72
Cubbington	140.81	164.28	187.74	211.21	258.14	305.08	352.02	422.42
Eathorpe, Hunningham, Offchurch, Wappenbury	149.46	174.36	199.27	224.18	274.00	323.81	373.64	448.36
Hatton	128.10	149.44	170.79	192.14	234.84	277.53	320.24	384.28
Kenilworth	130.46	152.21	173.95	195.69	239.17	282.66	326.15	391.38
Lapworth	132.90	155.04	177.19	199.34	243.64	287.93	332.24	398.68
Royal Leamington Spa	133.87	156.18	178.49	200.80	245.42	290.04	334.67	401.60
Leek Wootton	141.51	165.09	188.68	212.26	259.43	306.59	353.77	424.52
Norton Lindsey	147.16	171.69	196.21	220.74	269.79	318.84	367.90	441.48
Old Milverton & Blackdown	146.72	171.17	195.62	220.07	268.97	317.87	366.79	440.14
Radford Semele	140.50	163.91	187.33	210.74	257.57	304.40	351.24	421.48
Rowington	142.67	166.45	190.22	214.00	261.55	309.11	356.67	428.00
Shrewley	130.42	152.16	173.89	195.63	239.10	282.57	326.05	391.26
Stoneleigh & Ashow	144.60	168.70	192.80	216.90	265.10	313.30	361.50	433.80
Warwick	145.10	169.29	193.47	217.65	266.01	314.38	362.75	435.30
Weston-under-Wetherley	156.70	182.82	208.93	235.05	287.28	339.51	391.75	470.10
Whitnash	161.84	188.81	215.78	242.75	296.69	350.63	404.59	485.50
Proportion of Band D	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9

Budget and Council Tax 2021/22
District and Parish/Town Council by Band

	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H
	£	£	£	£	£	£	£	£
Warwick District Council	117.91	137.56	157.21	176.86	216.16	255.46	294.77	353.72
PARISH/TOWN COUNCIL								
Baddesley Clinton	20.41	23.81	27.21	30.61	37.41	44.21	51.02	61.22
Baginton	33.74	39.36	44.99	50.61	61.86	73.10	84.35	101.22
Barford, Sherbourne & Wasperton	37.76	44.05	50.35	56.64	69.23	81.81	94.40	113.28
Beausale, Haseley, Honiley & Wroxall	14.17	16.53	18.89	21.25	25.97	30.69	35.42	42.50
Bishops Tachbrook	36.84	42.98	49.12	55.26	67.54	79.82	92.10	110.52
Bubbenhall	38.38	44.78	51.17	57.57	70.36	83.16	95.95	115.14
Budbrooke	26.49	30.90	35.32	39.73	48.56	57.39	66.22	79.46
Burton Green	18.42	21.49	24.56	27.63	33.77	39.91	46.05	55.26
Bushwood								
Cubbington	22.90	26.72	30.53	34.35	41.98	49.62	57.25	68.70
Eathorpe, Hunningham, Offchurch, Wappenbury	31.55	36.80	42.06	47.32	57.84	68.35	78.87	94.64
Hatton	10.19	11.88	13.58	15.28	18.68	22.07	25.47	30.56
Kenilworth	12.55	14.65	16.74	18.83	23.01	27.20	31.38	37.66
Lapworth	14.99	17.48	19.98	22.48	27.48	32.47	37.47	44.96
Royal Leamington Spa	15.96	18.62	21.28	23.94	29.26	34.58	39.90	47.88
Leek Wootton	23.60	27.53	31.47	35.40	43.27	51.13	59.00	70.80
Norton Lindsey	29.25	34.13	39.00	43.88	53.63	63.38	73.13	87.76
Old Milverton & Blackdown	28.81	33.61	38.41	43.21	52.81	62.41	72.02	86.42
Radford Semele	22.59	26.35	30.12	33.88	41.41	48.94	56.47	67.76
Rowington	24.76	28.89	33.01	37.14	45.39	53.65	61.90	74.28
Shrewley	12.51	14.60	16.68	18.77	22.94	27.11	31.28	37.54
Stoneleigh & Ashow	26.69	31.14	35.59	40.04	48.94	57.84	66.73	80.08
Warwick	27.19	31.73	36.26	40.79	49.85	58.92	67.98	81.58
Weston-under-Wetherley	38.79	45.26	51.72	58.19	71.12	84.05	96.98	116.38
Whitnash	43.93	51.25	58.57	65.89	80.53	95.17	109.82	131.78
Proportion of Band D	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9

Council Tax Calculations 2021/22 Warwick District Council
Including Warwickshire County Council and Warwickshire Police and Crime Commissioner

PARISH/TOWN COUNCIL	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H
	£	£	£	£	£	£	£	£
Baddesley Clinton	1,329.30	1,550.85	1,772.39	1,993.94	2,437.03	2,880.13	3,323.24	3,987.88
Baginton	1,342.63	1,566.40	1,790.17	2,013.94	2,461.48	2,909.02	3,356.57	4,027.88
Barford, Sherbourne & Wasperton	1,346.65	1,571.09	1,795.53	2,019.97	2,468.85	2,917.73	3,366.62	4,039.94
Beausale, Haseley, Honiley & Wroxall	1,323.06	1,543.57	1,764.07	1,984.58	2,425.59	2,866.61	3,307.64	3,969.16
Bishops Tachbrook	1,345.73	1,570.02	1,794.30	2,018.59	2,467.16	2,915.74	3,364.32	4,037.18
Bubbenhall	1,347.27	1,571.82	1,796.35	2,020.90	2,469.98	2,919.08	3,368.17	4,041.80
Budbrooke	1,335.38	1,557.94	1,780.50	2,003.06	2,448.18	2,893.31	3,338.44	4,006.12
Burton Green	1,327.31	1,548.53	1,769.74	1,990.96	2,433.39	2,875.83	3,318.27	3,981.92
Bushwood	1,308.89	1,527.04	1,745.18	1,963.33	2,399.62	2,835.92	3,272.22	3,926.66
Cubbington	1,331.79	1,553.76	1,775.71	1,997.68	2,441.60	2,885.54	3,329.47	3,995.36
Eathorpe, Hunningham, Offchurch, Wappenbury	1,340.44	1,563.84	1,787.24	2,010.65	2,457.46	2,904.27	3,351.09	4,021.30
Hatton	1,319.08	1,538.92	1,758.76	1,978.61	2,418.30	2,857.99	3,297.69	3,957.22
Kenilworth	1,321.44	1,541.69	1,761.92	1,982.16	2,422.63	2,863.12	3,303.60	3,964.32
Lapworth	1,323.88	1,544.52	1,765.16	1,985.81	2,427.10	2,868.39	3,309.69	3,971.62
Royal Leamington Spa	1,324.85	1,545.66	1,766.46	1,987.27	2,428.88	2,870.50	3,312.12	3,974.54
Leek Wootton	1,332.49	1,554.57	1,776.65	1,998.73	2,442.89	2,887.05	3,331.22	3,997.46
Norton Lindsey	1,338.14	1,561.17	1,784.18	2,007.21	2,453.25	2,899.30	3,345.35	4,014.42
Old Milverton & Blackdown	1,337.70	1,560.65	1,783.59	2,006.54	2,452.43	2,898.33	3,344.24	4,013.08
Radford Semele	1,331.48	1,553.39	1,775.30	1,997.21	2,441.03	2,884.86	3,328.69	3,994.42
Rowington	1,333.65	1,555.93	1,778.19	2,000.47	2,445.01	2,889.57	3,334.12	4,000.94
Shrewley	1,321.40	1,541.64	1,761.86	1,982.10	2,422.56	2,863.03	3,303.50	3,964.20
Stoneleigh & Ashow	1,335.58	1,558.18	1,780.77	2,003.37	2,448.56	2,893.76	3,338.95	4,006.74
Warwick	1,336.08	1,558.77	1,781.44	2,004.12	2,449.47	2,894.84	3,340.20	4,008.24
Weston-under-Wetherley	1,347.68	1,572.30	1,796.90	2,021.52	2,470.74	2,919.97	3,369.20	4,043.04
Whitnash	1,352.82	1,578.29	1,803.75	2,029.22	2,480.15	2,931.09	3,382.04	4,058.44
Proportion of Band D	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9

Executive

Minutes of the meeting held remotely on Thursday 18 March 2021 at 6.00pm, which was broadcast live via the Council's YouTube Channel.

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

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

98. **Declarations of Interest**

There were no declarations of interest made in relation to the Part 1 items.

Part 1

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

100. **HMO Licensing and Planning Permission**

At the beginning of this item, the Leader informed Members that, the addendum which was circulated prior to the meeting included an additional recommendation, the report which was a request to Council to update the Constitution. As a result of this, if approved that request would need to be passed to Council on 14 April 2021.

The Executive considered a report from Housing proposing a policy which linked the granting of licences for houses in multiple occupation (HMO) with the need to have planning permission for HMOs within Leamington Spa, and for larger HMOs within Warwick District (seven or more occupants).

References to planning permission in the report also included a certificate of lawful development. This would be granted by the Planning Enforcement Team if a property had been operating continuously as an HMO from before 1 April 2012, or for a period of at least 10 years for larger HMOs.

HMO licensing and planning permission had legally been two separate pieces of legislation and one could not be used to enforce the other. The Government had subsequently given guidance to help resolve this issue and together with case law and specialist Counsel's opinion meant that the proposed policy was now available to resolve the conflict between HMO licensing and planning permission.

Consultation was carried out on the following options to link HMO licensing and planning permission. 180 responses were received, a summary of which could be found at Appendix B to the report.

- Option 1 - HMO licence applications would not be processed until planning permission had been obtained for the property – 86.6% in favour of this option.
- Option 2 - HMO licences would be granted for one year to allow time for planning permission to be applied for and a decision made on the application 13.4% in favour of this option.

For the new policy to be effective, enforcement action had to be available for landlords of HMOs that required a licence and continue to operate without applying for planning permission.

So that the policy could be applied quickly and efficiently, once adopted, it was proposed that the Head of Housing Services should be granted the authority to decide on the most appropriate enforcement action.

In terms of alternative options, the Executive could choose not to take the opportunity, that was now available to resolve the previous long-standing conflict between HMO licensing and planning permission. Given the reasons set out in section 6 in the report, this was not a viable option.

An addendum circulated prior to the meeting advised Members of proposed revisions to the Policy, appended to the report, following several requests for clarification. Furthermore, it had not been identified that the recommendation for the delegated authority required the Executive to make a recommendation to Council.

Following suggestions made prior to the meeting by the Head of Housing Services and the Portfolio Holder for Housing and Culture, the Overview and Scrutiny Committee recommended that the wording in Appendix A to the report and Recommendation 2.3 in the main report, should be amended to read, as follows with the additions in bold:

"Appendix A "Warwick District Council HMO Licensing and Planning Permission Policy – Private Sector Housing", section 3.0 – Implementation"

When an HMO licence application is received for the first time or in advance of an HMO licence being renewed the Private Sector Housing Team will check the planning status of the property with the Planning Enforcement Team.

Where planning permission is needed the landlord will be required to apply for planning permission within the following **time** scales:

- Landlords making an HMO licence application for the first time **where there are no current residents will be advised to obtain planning permission before their licence can be issued.**
- **Landlords making an HMO licence application for the first time where residents are currently in occupation to be given two months to submit a valid planning application before enforcement action is taken.**
- **Landlords making an HMO licence application who submit a planning application within the required time but then who fail to provide any required documentation within a two month period will be subject to enforcement action.**
- Landlords of properties where an HMO licence needs to be renewed, must submit a valid planning application **in time for this to be considered** before the current licence expires. **A new licence will not be issued without planning permission being in place**

Recommendation 2.3 in the report

Note that landlords of relevant properties that require an HMO licence, **where those properties have residents occupying and using the premises as an HMO**, and do not have planning permission will face enforcement action if they do not apply for permission **within the required timeframe**.

Recommendation 2.4 in the report

That, subject to approval of recommendation 2.1, Executive approves the delegation of authority to the Head of Housing Services to take appropriate action under this policy to ensure compliance with all its requirement, including the need to obtain planning permission, and asks Council to update the Constitution to reflect this change.”

The addendum also advised of a general observation, following advice received from the Head of Housing Services the following day, “license” should be spelt “licence”, and it was suggested by the Overview and Scrutiny Committee that this correction should be made to the policy document.

Councillor Matecki thanked the Overview and Scrutiny Committee for their useful recommendations, and the members of the public who had shown an interest in the report and for their depth of knowledge. He accepted the recommendations from the Overview and Scrutiny Committee and proposed the report as laid out.

Recommended to Council that the Constitution be amended to record the delegated authority from the Executive as follows: authority be delegated to the Head of Housing Services to take appropriate action under this policy to ensure compliance with all its requirement, including the need to obtain planning permission.

Resolved that

- (1) the policy contained at Appendix A to the report, subject to the revisions set out above, (not to process relevant HMO license applications unless planning permission has been obtained) and for it to come into force on 1 April 2021, be approved;
- (2) the outcome of the HMO license and planning permission consultation, be noted; and
- (3) landlords of relevant properties that require an HMO licence, where those properties have residents occupying and using the premises as an HMO, and do not have planning permission will face enforcement action if they do not apply for permission within the required timeframe, be noted.

(The Portfolio Holder for this item was Councillor Matecki)
Forward Plan Reference 1,179

(The meeting ended at 7.01pm)

Executive
18 March 2021

Title: HMO Licensing and Planning Permission - Addendum
Lead Officer: Mark Lingard, Private Sector Housing Manager
Portfolio Holder: Jan Matecki
Public report
Wards of the District directly affected: All

Contrary to the policy framework: No
 Contrary to the budgetary framework: No
 Key Decision: yes
 Included within the Forward Plan: Yes
 Equality Impact Assessment Undertaken: No
 Consultation & Community Engagement: Yes
 Final Decision: Yes
 Accessibility checked: Yes

Officer/Councillor Approval

Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	01/03/21	Bill Hunt
Head of Service	15/02/21	Lisa Barker
CMT	01/03/21	Chris Elliott
Section 151 Officer	01/03/21	Mike Snow
Monitoring Officer	01/03/21	Andrew Jones
Finance	15/02/21	Andrew Rollins/Victoria Bamber
Legal	29/10/20	Max Howarth
Portfolio Holder(s)	22/02/21	Councillor Jan Matecki

The changes were necessary following several requests for clarification of various points within the Executive report and Appendix A which sets out the proposed policy details. Furthermore, it had not been appreciated that the recommendation for the delegated authority required Executive to make a recommendation to Council.

1. Addendum

- 1.1. Following suggestions made prior to the meeting by the Head of Housing Services and the Portfolio Holder, Housing and Culture, the Overview and Scrutiny Committee **recommended** that wording in Appendix A to the report and Recommendation 2.3 in the main report, be amended to read:

Appendix A "Warwick District Council HMO Licensing and Planning Permission Policy – Private Sector Housing", section 3.0 – Implementation"

When an HMO licence application is received for the first time or in advance of an HMO licence being renewed the Private Sector Housing Team will check the planning status of the property with the Planning Enforcement Team.

Where planning permission is needed the landlord will be required to apply for planning permission within the following **time** scales:

- Landlords making an HMO licence application for the first time **where there are no current residents will be advised to obtain planning permission before their licence can be issued.**
- **Landlords making an HMO licence application for the first time where residents are currently in occupation to be given two months to submit a valid planning application before enforcement action is taken.**
- **Landlords making an HMO licence application who submit a planning application within the required time but then who fail to provide any required documentation within a two month period will be subject to enforcement action.**
- Landlords of properties where an HMO licence needs to be renewed, must submit a valid planning application **in time for this to be considered** before the current licence expires. **A new licence will not be issued without planning permission being in place**

Recommendation 2.3 in the report

Note that landlords of relevant properties that require an HMO licence, **where those properties have residents occupying and using the premises as an HMO**, and do not have planning permission will face enforcement action if they do not apply for permission **within the required timeframe.**

Recommendation 2.4 in the report

That, subject to approval of recommendation 2.1, Executive approves the delegation of authority to the Head of Housing Services to take appropriate action under this policy to ensure compliance with all its requirements, including the need to obtain planning permission, and asks Council to update the Constitution to reflect this change.

Employment Committee

Minutes of the remote meeting held on Tuesday 23 March 2021 at 6.00pm, which was broadcast live via the Council's YouTube Channel.

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

The Chairman explained that Item 5 on the agenda, Warwick District Council and Stratford District Council Joint Working, had been postponed at the request of Unison, to allow its members to be consulted.

22. **Apologies and Substitutes**

There were no apologies made

23. **Declarations of Interest**

Minute Number 25 – Pay Policy Statement 2020-21

Councillor Gifford declared an interest during discussions on this item because he was Vice-Chairman of the Warwickshire Pension Fund.

24. **Minutes**

The minutes of the meeting held on 16 February 2021, was taken as read and signed by the Chairman as a correct record.

25. **Pay Policy Statement 2020-21**

The Committee considered a report from Human Resources which presented the Council's Pay Policy Statement for 2020-2021 as required under the Localism Act 2011, Chapter 20, Part 1 Local Government, Chapter 8 Pay Accountability. It set out the Authority's policies for the financial year relating to the remuneration of chief officers, the remuneration of the lowest paid employees and the relationship between the remuneration of its chief officers and its employees that were no chief officers.

It gave a definition of chief officers and lowest paid employees and covered different elements of remuneration and outlined the guidelines and policies that governed remuneration.

The report stated that the measures that Warwick District Council had undertaken to combat low pay had resulted in an incrementally decreasing ratio of highest to lowest earnings that was well within the tolerances recommended by the Hutton report (20x).

Appendix 1 to the report was the Pay Policy Statement for 2020/21. This had to be prepared on an annual basis beginning with 2012-2013 financial year and each subsequent year as set out in the Localism Act 2011. It was therefore a legal requirement that the report was made.

The Senior HR Business Partner explained that the percentage arrived at on the pension calculation was set by an actuary acting on behalf of Warwickshire, who assessed the size of the fund and therefore the contribution employers should make to the scheme. Employee contributions were set according to their earnings, with those on higher earnings contributing more.

Members were informed that no comparisons had been made with Stratford-on-Avon District Council, but this would have to be done at some point as both Councils moved towards a merger.

Recommended to Council that it:

- (1) approves the Pay Policy, Appendix 1 to the minutes, and its publication for the 2020-21 financial year; and
- (2) agrees to the publication of the approved Pay Policy Statement on an annual basis with reviews and amendments in-year if required, subject to agreement at Council.

26. **Public and Press**

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

Minute Numbers	Paragraph Numbers	Reason
27	1	Information relating to an individual
27	2	Information which is likely to reveal the identity of an individual
27	3	Information relating to the financial or business affairs of any particular person (including the authority holding that information)

27. **Minutes**

The confidential minutes of the meeting held on 16 February 2021, was taken as read and signed by the Chairman as a correct record.

(The meeting ended at 6.18pm)

CHAIRMAN
26 April 2021

PAY POLICY STATEMENT 2020/21**Introduction and Purpose**

Warwick District Council aims to have a comprehensive remuneration package that is appropriate and fair for all levels of role and responsibility; ensuring that transparency and equality underpins any rewards.

Under section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable terms and conditions as authority thinks fit”.

This Pay Policy Statement sets out the Council’s approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011. The purpose of the statement is to provide transparency with regard to the setting of pay for its employees.

The Pay Policy must set out the authority’s policies relating to:

- The remuneration of its key chief officers (this includes Chief Executive, Deputy Chief Executive, Heads of Service, Section 151 Officer and Monitoring Officer)
- The remuneration of its lowest paid employees
- The relationship between
 - (i) the remuneration of its chief officers, and
 - (ii) the remuneration of its employees who are not chief officers.

The Pay Policy Statement must include:

- The definition of ‘lowest paid employees’ for the purposes of this statement
- The Authority’s reason for adopting this definition

The Pay Policy Statement must also include the Council’s Policy in relation to each of the following:

- Remuneration on recruitment
- Increases and additions to remuneration
- The use of performance related pay
- The use of bonuses
- The approach of payment on their ceasing to be employed by the authority
- The publication of and access to information relation to their remuneration

Once approved by Full Council, this policy statement will come into immediate effect and will be subject to review on a minimum of an annual basis in accordance with the relevant legislation prevailing at that time

In support of improvements in transparency, and mindful of additional requirements of the Local Government Transparency Code 2015, the Pay Policy Statement 2020/21 signposts to the central point of information on the Warwick District Council website for Data Transparency.

REMUNERATION PROVISIONS

Definition of Chief Officers

For the purposes of this Pay Policy Statement, all references to Chief Officer include Statutory Officers, Chief Officer and Deputy Chief Officers, as defined within Section 43 of the 2011 Localism Act, apart from clerical and administrative posts. In accordance with the Council's Constitution these include:

- Chief Executive
- Deputy Chief Executive
- Heads of Service
- Section 151 Officer
- Monitoring Officer

The Council's Chief Officer Structure is set out within Article 12 of the Constitution of the Council and published in accordance with the Transparency Code.

Chief Officer grades and salaries are determined using the Hay Evaluation criteria.

For the purposes of the Pay Policy Statement, the Council is required to define and set out the relationship and definition of the lowest paid employee.

Definition of Lowest Paid Employees

For the purpose of this pay policy statement, the definition of the lowest-paid employees adopted by the Council for the purposes of this statement is as follows:

'The lowest paid worker is defined as those on the lowest spinal column point of Grade J, which is the Council's lowest pay grade (excluding apprentices)'. Warwick District Council does not have any employees on the lowest spinal column point and from 1st April 2020 the annual salary of the lowest paid employee is £18,562 (£9.62 per hour).

This places a ratio between the lowest paid and highest paid employee at 6.22:1 from 1st April 2020.

The Council considers this to be the most appropriate definition as this is the lowest contractual pay point and pay level on its substantive pay structure and which normally applies to new entrants to the lowest graded jobs within the organisation.

The exception is employees who are employed on a Government sponsored apprenticeship programme that allows for them to be paid at nationally agreed apprenticeship rates. The recommended pay rates for apprentices should not be lower than the National Minimum Wage and the District Council has adopted a pay range for apprentices that exceeds National Rates for apprentices.

A copy of the Council's pay scales can be found at the end of this statement.

Section 1- POLICY ON REMUNERATION OF CHIEF OFFICERS

1. Levels of Pay for Chief Officers

The Chief Executive as head of the paid service is employed on the JNC terms and conditions of service and paid a salary that is a spot payment, commensurate with the role.

The Deputy Chief Executives, Heads of Service (which include the Monitoring Officer and the Section 151 Officer) are paid within the Warwick Senior Management Grades (WSMG) on a salary which is considered a market rate within the local government sector. There are 3 salary scale incremental levels; the current levels of pay for each Chief Officer are set out in Appendix 1.

Employer contributions for LGPS for 2019/20 is 19.6% and for 2020/21 is 19.9% and Employee contributions can be found at www.warwickshire.gov.uk/pensions

These elements of remuneration for 2020/21 are set out below. As at this time the Chief Executive and Chief Officer pay award for 2021/22 has not been agreed by the JNC.

2. Elements of Remuneration for Chief Officers

In addition to the basic salary outlined above, Chief Officers may claim business mileage as HRMC guidelines.

The Chief Executive is the Council's Returning Officer and receives an Election Allowance. This allowance is set by central government and it varies each year depending on the number and type of elections held in each year.

The Council's Monitoring Officer role is carried out by one of the Deputy Chief Executives as part of the current role; a separate payment for Monitoring Officer is not made.

For an exceptional piece of work or an exceptional achievement, a Chief Officer may be awarded an honorarium. The Chief Executive can approve this for any employee and this is either paid as a one off payment or can be a monthly allowance for a temporary period.

3. Pay Levels on Recruitment

The pay level offered on recruitment is typically the bottom point of the salary grade for all roles including Chief Officers. In situations, however, where the individual recruited has a high level of knowledge or skills, and/or previous relevant experience, a higher salary up to the maximum salary for that post, may be authorised by the Chief Executive.

Chief Officers are appointed by the Employment Committee (which reflects all political parties) exercising their delegated powers as outlined in the officer employment procedures.

This excludes the appointment to the role of Head of Paid Service (Chief Executive) and any other posts where the salary is greater than £100,000 where the Employment Committee recommends the appointment to Full Council for approval.

4. Increases to Pay

Any cost of living increases agreed through JNC are applied to Chief Officers pay. This is typically on 1st April each year and incremental increase to their pay will be applied as follows:

- Chief Officers appointed between 1st October and 31st March will receive an increment on 1st October the following year and thereafter
- Chief Officers appointed between 1st April and 30th September will receive an increment on 1st April the following year and thereafter.

There are 3 levels of increment; the first is the recruiting salary, the second level is automatic but the final level is subject to a satisfactory performance as signed off by their line manager. It may be withheld if the Chief Officer is deemed to not have a satisfactory performance appraisal or has a live formal written warning for conduct or performance issues.

Where a Chief Officer has given exceptional performance then they may be awarded additional increments outside of the normal incremental timescale as detailed above - subject to their pay not exceeding the maximum salary for their post. This would be authorised by the Chief Executive.

Chief Officers' pay will be benchmarked when required against the market to ensure consistency is maintained both in the peer local authorities and nationally if relevant. Where there are significant changes in market rates then a pay benchmarking assessment will be carried out for Chief Officers.

Where a Chief Officer is temporarily working in a higher level role, (duration of 3 months or more) this may be recognised by payment of an honorarium or the higher salary relevant to that role on a temporary basis.

5. Impact of Shared Service Working for Heads of Service

The Council is seeking opportunities to work in partnership with other local authorities, in particular Stratford District Council. Any such proposal under this Strategy should lead to:

- ☐ Maintained/improved service performance
- ☐ Increased resilience to the service
- ☐ Reduction in cost to the Council

The Council has agreed to the sharing of senior posts, via a Section 113 Agreement, with Stratford District Council as opportunities arise. All costs relating to shared posts will be split equally between the two Councils.

In recognition of the additional duties being undertaken, during the transitional stage an honorarium of 5% is being applied to those posts which are undertaking a joint Head of Service role, for both authorities, with effect from the date the S113 Agreement became active.

6. Market Forces Supplement

The Council updated their Market Forces Supplement Scheme in 2017. It is the Council's policy to pay temporary and reviewable 'market forces supplement' to posts

where there is clear and demonstrable evidence that the salary level attached to the post creates substantial recruitment and retention difficulties. Any supplement will be automatically withdrawn at the end of two years unless an application for extension is agreed.

7. Performance Related Pay or Bonuses

Exceptional performance of Chief Officers is recognised by either accelerated increments or an honorarium as detailed previously. Poor performance may result in an increment being withheld.

8. Termination Payments

In the case of redundancy, a severance payment would be made to a Chief Officer in line with the current the Discretionary Compensation Policy and as per the Redundancy Calculator. Pension benefits, on termination of employment, prior to reaching normal retirement age, would be calculated in accordance with the Local Government Pension Scheme regulations

Employees who wish to apply for Early Retirement or Flexible Retirement may do so in accordance with the associated policies for early retirement and flexible retirement. In the case of termination due to Ill-health, a termination payment would not be applicable but an early pension benefit may be awarded by the pension scheme. The pension benefit may include a lump sum in addition to an on-going pension payment.

On termination of employment, if it is not possible or desirable for the Chief Officer to serve their contractual or statutory notice period, then a payment may be made in lieu of the notice period.

Any contractual payments such as outstanding annual leave are usually included in payments on termination of employment. Similarly, any monies owing to the Council would be deducted from payments made on termination.

In exceptional circumstances the Council may choose to make a payment under a Settlement Agreement. Such circumstances could include minimising the risk of uncertainty or disruption to the authority. Such payments are subject to a formal decision by the Chief Executive, in consultation with the relevant Deputy Chief Executive, relevant Head(s) of Service and Group Leaders. Approval will be sought by the Executive at its next meeting.

Any severance package that exceeds £100,000 should be approved by full Council. The components of which may include pay in lieu of notice, redundancy compensation, payment made in accordance with a Settlement Agreement, pension entitlements, holiday pay and any fees or allowances paid.

It is not the Council's policy to re-employ or to contract with senior managers who have been made redundant from the council unless there are exceptional circumstances where their specialist knowledge and expertise is required.

Section 2 - POLICY ON REMUNERATION OF ALL EMPLOYEES AND IDENTIFICATION OF OUR LOWEST PAID EMPLOYEES

In 2020/21 the lowest paid persons employed under a contract of employment with the Council were employed on new spinal column point 3 of the NJC Pay. The full time equivalent salary for this point is £18,562. This is the evaluated rate for the job in accordance with the Hay job evaluation scheme and the Council's agreed grading structure.

Using the Hay Job Evaluation process, the Councils uses the nationally negotiated pay spine (further details can be found at www.LGE.gov.uk) as the basis for its local grading structure. This determines the salaries of the large majority of the workforce – apart from Chief Officers – together with the use of other nationally defined rates where relevant. The Council is committed to adherence to the national pay bargaining in respect of the national pay spine and any annual cost of living increases negotiated in the pay spine. The 2021/22 award has yet to be agreed.

All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by the Council. In determining its grading structure and setting remuneration levels for all posts, the Council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees who are able to meet the requirements of providing high quality services to the community, delivered effectively and efficiently and at times at which those services are required.

New appointments will normally be made at the minimum of the relevant grade, although this can be varied within the grade where necessary to secure the best candidate. From time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity and this would be done in accordance with the Market Forces Supplement Scheme. Where necessary, the Council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector.

The Council maintains its commitment to developing Apprentices and there was maximum of 24 in 2020 which is approximately 5% of the District Council headcount.

Section 3 - THE RELATIONSHIP BETWEEN REMUNERATION OF CHIEF OFFICERS AND OTHER EMPLOYEES

The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers (as included within the Hutton 'Review of Fair Pay in the Public Sector' 2010). The Hutton report was asked by Government to explore the case for a fixed limit on dispersion of pay – in that a public sector manager cannot earn more than 20 times the lowest paid person in the organisation. The report concluded that the relationship to median earnings was a more relevant measure and the Government's 'Code of Recommended Practice on Data Transparency' recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the Council's workforce.

Salary Information 2020/21	
	£
Highest Chief Officer Salary	115,469
Median Chief Officers Salary	66,652

Median Officers Salary	25,481
Lowest Officer Salary	18,562

	2020/21
Comparison of the Chief Officers Mean / Officer Mean	2.65
Highest earning Chief Officer/ Pay scale Officer Mean	4.13
Highest earning Chief Officer/ Lowest Pay scale Officer	6.22
Median Chief Officer/ Median Pay scale Officer	2.62
Highest Chief Officer/ Median Pay scale Officer	4.53

These figures are accurate as of January 2021 data and exclude any other payments or allowances. The tolerances are well within the limits recommended by the Hutton report.

As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information as appropriate.

Section 4 - PUBLICITY AND ACCESS TO INFORMATION

This policy including Appendices will be available on our web site www.Warwickdc.gov.uk.

Section 5 - RELATED DOCUMENTS

Early Retirement	Flexible Retirement
Redeployment Policy	Ill-Health Retirement Policy
Recruitment Policy	Honoraria Policy
Final Increment Scheme for Chief Officers	Capability Policy
Disciplinary Policy	Market Forces Supplement
Scheme	
Hay Job Evaluation Scheme	

Date of first issue:	March 2012
Date of Version 2:	March 2013
Date of Version 3:	March 2014
Date of Version 4:	January 2015
Date of Version 5:	March 2016
Date of Version 6:	March 2017
Date of Version 7:	March 2018
Date of Version 8:	March 2019
Date of Version 9:	January 2020
Date of Version 10:	January 2021
Date of next review:	January 2022

WARWICK SENIOR MANAGERS GRADES 2020/21
(WSMG Scheme for Chief Officers excluding the Chief Executive)

Basic Pay

Grade	Post	Starting Point £	Mid Point £	Max Point £
CX	Chief Executive	105,460	-	115,469
WSMG1	Deputy Chief Executive x 2	86,759	90,375	93,989
WSMG1	Director for Climate Change	86,759	90,375	93,989
WSMG3	Head of Housing Services #	61,521	64,086	66,652
WSMG3	Head of Cultural Services	61,521	64,086	66,652
WSMG3	Head of HR and Communications	61,521	64,086	66,652
WSMG3	Head of Development Services	61,521	64,086	66,652
WSMG3	Head of Health and Community Protection	61,521	64,086	66,652

Posts Shared with Stratford

WSMG2	Head of Finance	76,748	79,807	82,865
WSMG3	Head of Assets	61,521	64,086	66,652
WSMG3	Head of ICT	61,521	64,086	66,652

Posts Covered by Stratford

Head of Neighbourhood Services
Head of Customer Services

Chief Officers and Chief Executive 2021/22 Pay Award has yet to be agreed

ELEMENTS OF REMUNERATION FOR CHIEF OFFICERS

Car Mileage Payments

The accumulative mileage claims for the Chief Officer population for 2019/20 is approximately £990. It is anticipated these figures will reduce for 2020/21.

Election Allowance for 2020/21 (Chief Executive only)

The fee paid to the Returning Officer is determined by legislation and the recovery of the costs for the Returning Officer duties at a UK or European Election is met from Central Government funds and as such does not constitute a cost the Council.

Market Forces Payments

The Head of Housing Services post is currently in receipt of a £6,360 market supplement in accordance with the Market Forces Supplement Scheme.

Honorarium Payments

Chief Officers acting as Joint Head of Service with Stratford District Council received a 5% honoraria in 2020/21 from the date of joint responsibilities being undertaken.

Relocation Scheme

None anticipated for 2020/21

Mortgage Subsidy Scheme

None currently

Salary Grades 1 APRIL 2020

Salary Grade	Spinal Column Point	Salary £
I	2	18,198
	3	18,562
H	4	18,933
	5	19,312
G	6	19,698
	7	20,092
	8	20,493
	9	20,903
	10	21,748
	11	22,183
F	12	23,080
	13	23,541
	14	24,491
	15	25,481
E1	16	25,991
	17	27,041
	18	27,741
	19	28,672
	20	29,577
E2	21	30,451
	22	31,346
	23	32,234
	24	32,910
	25	33,782
D	26	34,728
	27	35,745
	28	36,922
	29	37,890
C	30	38,890
	31	39,880
	32	40,876
	33	41,881
	34	42,821
B	35	43,857
	36	44,863
	37	45,859
	38	46,845
	39	47,846
	40	48,847
A	41	49,865
	42	50,881
	43	51,896

WARWICK SENIOR MANAGER GRADES

Salary Grades 2020/21

Grade	WSMG Point	1.4.2020 Salary £
WSMG3	1	61,521
	2	64,086
	3	66,652
WSMG2	4	77,748
	5	79,807
	6	82,865
WSMG1	7	86,795
	8	90,375
	9	93,989
C Exec	1	105,460
	2	115,469