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**Council meeting: Wednesday, 27 July 2022**

Notice is hereby given that a meeting of Warwick District Council will be held at the Town Hall, Parade, Royal Leamington Spa, on Wednesday, 27 July 2022 at **6.00pm**.

**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 11 May 2022.

**(Pages 1 to 14)**

**4. Communications and Announcements**

**5. Petitions**

**6. Notices of Motion**

- (a) to consider a notice of motion proposed by Councillor Davison and seconded by Councillor Quinney in respect of Viability reports and assessments.

Following recent uncertainties over the handling of viability reports, this Council recognises the need to set out what is required by applicants, in line with government NPPF guidance and WDC's local plan, which other authorities already do for example [Ashford Borough Council](#) and [Guildford Borough Council](#) Borough.

Therefore Council is requested to resolve to ask the Cabinet to adopt the following guidance for planning applicants, by 31 December 2022:

1. Applicants must be informed at the pre-application stage that planning applications that comply with the local plan are assumed to be viable,

as it has been fully viability tested.

2. In the rare cases where an applicant is unable to meet the full planning obligations required in the local Plan), they should submit a viability report at the pre-application stage; or at the latest with the planning application in time to be considered by the Planning Committee.
    - a. They will need to give clear reasons how the assumptions in the local plan have changed.
    - b. As stated in the NPPF, 'realisation of risk' (i.e. developer's costs) is not a valid reason.
  3. No viability report will be considered after outline or full planning permission has been granted, except in the most exceptional circumstances, such as discovery of previously unknown land contamination or subsidence. If officers consider these exceptional circumstances have been met, the matter would need to be considered by the Planning Committee.
  4. If a viability assessment is correctly undertaken in accordance with the above constraints, the Planning Committee is to decide what weight (if any) to give it.
- (b) to consider a notice of motion proposed by Councillor Quinney and seconded by Councillor Davison in respect of Supplementary guidance on the 'Main thoroughfares' exception in Plan Policy H6

One of the two exceptions in HMO policy H6 states

*"Exceptions a) **may be made** where the application site is located... on a main thorough fare in a mixed use area where the proposal would not lead to an increase in activity along nearby residential streets (for example, by way of pedestrian movements between the application site and the town centre or car parking)"*

and

*"main thoroughfares will normally be defined as A and B roads and mixed use areas are defined as those with a predominance of non-residential uses"*

Over the years there has been confusion and inconsistency in the interpretation of this exception. A lengthy supplementary guidance document was issued in 2019, to address this problem but with only partial success: see

[https://www.warwickdc.gov.uk/info/20794/supplementary\\_planning\\_documents\\_and\\_other\\_guidance](https://www.warwickdc.gov.uk/info/20794/supplementary_planning_documents_and_other_guidance).

After examination of the approach taken by other authorities with similar HMO policies, discussions with a group of senior officers and Councillors, and informal consultation with residents, a list of Leamington streets to which this exception applies was carefully developed and shared with officers:

The Parade

Bath Street

High Street (= Lower Avenue to George St)

Clemens Street

Spencer Street

Warwick Old Road (= Lower Avenue to Roundabout)

Newbold Terrace E from Parade to Newbold St only

Regent Grove  
 Regent St from Regent Grove to Dale St  
 Regent St South side only, from Dale St to Somers Place.  
 Warwick St from Willes road to Portland St only  
 Warwick Place from Dale St to Warwick Terrace only  
 Clarendon Ave from Hall Rd to Chandos St only

It is proposed that:

1. the data above is transferred to a map by officers, the approach taken in other authorities, for ease of use by all parties
2. the current supplementary guidance is replaced by:  
*The map below indicates the only main thoroughfares within the designated area to which the second policy exception may apply, having a predominance of non-residential uses.*

Therefore this Council is requested to resolve to ask Cabinet to adopt the proposed new supplementary guidance on the H6 policy 'main thoroughfares' exception by 31st December 2022

- (c) to consider a notice of motion proposed by Councillor Roberts and Seconded by Councillor King in respect of the Adoption of Nationally Described Space Standards (NDSS)

Following the government's 2015 publication of the [NDSS](#) re-establishing minimum internal space standards for residential housing, authorities were invited to adopt them where they feel they are justified. Many have done so, including such different authorities as [Cotswolds](#), [Oxford](#) and [Nottingham](#), three to four years ago.

WDC Housing and Milverton Homes have both recently adopted this government standard for all their newbuilds. However, there is significant evidence that many local private developments do not meet these standards; for example, from the fact that a high proportion of S106 affordable homes currently being completed and offered to social housing providers do not meet WDC's minimum space standards.

Research in late 2016 by two building industry professionals covering a sample of 116 locally completed dwellings indicated that perhaps three quarters of new houses in the District were being built below these standards, a quarter well below.

No of dwellings	Comparison with NDSS standards.....				
	No. meeting NDSS....	No falling short by.....			
		1-9%	10-20%	20% +	
116	25	64	24	3	
100%	22%	55%	21%	2%	

This tallies with the national picture outlined in the 'Case For Space' report by the Royal Institute of British Architects [RIBA](#). This stated "new homes in the UK not only appear to be shrinking, but are also the smallest in Western Europe". In the Netherlands, new homes are 53% bigger than the UK average. RIBA stated that "people believe that newly built homes fail to provide .... adequate space inside... the home".

Therefore Council is requested to resolve to ask the Cabinet:

1. to adopt NDSS in Warwick at the earliest possible date, whether through a DPD or as part of the emerging Local Plan.

2. that all housing planned by the Council and its partners (for example Housing Associations) adopt and publicise these standards with immediate effect, and
3. that the residential design guide be reissued by January 2023, incorporating this emerging policy, giving it some weight in the planning process and encouraging early adoption by all developers.

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

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

## **9. Minutes**

To approve the minutes of the following Committees, which are no longer in place, as a true record

- (a) Joint Appointments Committee 10 March 2022 **(Pages 1 to 2)**
- (b) Finance & Audit Scrutiny Committee 13 April 2022 and 10 May 2022 **(Pages 1 to 8)**

## **10. Membership of Committees & Work Parties**

To consider any revisions to the membership of Committees, informal working parties or outside appointments from Group Leaders.

- (a) Councillor A Dearing be appointed as a substitute for the planning committee
- (b) SWLP advisory group – to confirm the appointment of Councillors Boad, Cooke, Davison, Margrave, Quinney and Rhead
- (c) Councillor King be appointed to Licensing & Regulatory Committee in place of Councillor Mangat;
- (d) Councillor King be appointed to the Audit & Standards Committee to fill the Labour vacancy on the Committee;
- (e) Councillor King be appointed to the Overview & Scrutiny Committee in place of Councillor Davison (from Green Group) as the Conservatives have transferred the offer of one of their seats based upon the revised political proportionality following the by-election in June;
- (f) To appoint Councillor Davison as a sub for Overview & Scrutiny Committee after he has been removed as a member of the Committee; and
- (g) To appoint Councillor Redford in place of Councillor Ashford on the Licensing & Regulatory Committee.

## **11. 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 items by reason of the likely disclosure of exempt information within paragraph 3 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

## **12. Cabinet Report**

To consider an excerpt from the Confidential Cabinet meeting of 25 May 2022  
**(Pages 1 to 7)**

### 13. 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 July 2022

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

Telephone: 01926 456114  
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# WARWICK DISTRICT COUNCIL

Minutes of the Annual meeting of Warwick District Council held at Town Hall, Parade, Royal Leamington Spa, on Wednesday 11 May 2022, at 6.30pm.

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

## 1. **Election of Chairman**

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

**Resolved** that Councillor Mangat be elected Chairman of Warwick District Council for the municipal year 2022/23.

Councillor Mangat made the Declaration of Acceptance of Office for Chairman of the Council and thanked Council for her election.

## 2. **Appointment of Vice-Chairman of the Council**

It was proposed by Councillor B Gifford, seconded by Councillor Roberts and

**Resolved** that Councillor Syson be appointed Vice-Chairman of Warwick District Council for the municipal year 2022/23.

Councillor Syson made the Declaration of Acceptance of Office for Vice-Chairman of the Council and thanked Council for her election.

## 3. **Vote of Thanks for the Retiring Chairman**

It was proposed by Councillor Grainger, seconded by Councillor Noone and

**Resolved** that the appreciation of the Council be placed on record for the excellent services rendered by the retiring Chairman, Councillor Murphy, during the past year.

Councillor Murphy acknowledged the vote of thanks.

## 4. **Apologies for Absence**

Apologies for absence were received from Councillor Evans.

## 5. **Minutes**

The minutes of the meeting of the Council held on the 23 March 2022, subject to the inclusion of recording Councillor Barton being in attendance, were proposed, duly seconded taken as read and signed by the Chairman as a correct record.

## 6. **Membership of the Cabinet**

Councillor Day informed the Council of the Councillors that the Cabinet would comprise of, as set out at Appendix 1 to the minutes.

## 7. **Appointments**

It was proposed by Councillor Mangat, duly seconded by Councillor Day and

### **Resolved** that

- (a) the nominations for membership of the Committees, including substitute members, as revised by the addendum circulated before the meeting, including that the Overview & Scrutiny Committee is not politically proportionate to the Council, as set out in Appendix 2 to the minutes, be approved;
- (b) the appointments to Working Parties and Forums, as revised by the addendum circulated before the meeting, 2022/2023, as set out at Appendix 3 to the minutes, be approved; and
- (c) the appointments to Champions' Roles and Outside Bodies, as revised by the addendum circulated before the meeting, which are not politically proportionate to the Council, as set out in Appendices 4(a) and 4(b) to the minutes, be approved.

## 8. **Declarations of Interest**

There were no declarations of interest made

## 9. **Future Relationship with Stratford-on-Avon District Council (SDC)**

The Council considered recommendations from Cabinet of 11 May 2022. These were proposed by Councillor Day, seconded by Councillor Hales.

Councillors Kennedy, Cullinan, Grey, Davison, Kohler, Wright, Boad, Hales and Day all spoke on this item.

### **Resolved** that

- (1) the formal submission to the Department for Levelling Up, Housing and Communities to create a South Warwickshire District Council, be withdrawn;
- (2) work on the full-service integration of teams across Stratford-on-Avon and Warwick District Councils be ceased;
- (3) work on the identification of sharing civic and office accommodation between Stratford-on-Avon and Warwick District Council be ceased;

- (4) Council withdraws from the Joint Arrangements Steering Group;
- (5) the arrangements for the Joint Management Team be ended and that the Interim Senior Leadership Team structure, as set out at Appendix 5 to the minutes, be approved for use from 12 May 2022;
- (6) Andrew Rollins be appointed as interim Section 151 Officer;
- (7) Andrew Jones be appointed as the interim Monitoring Officer;
- (8) a further report setting out the proposed longer term management arrangements come forward for consideration by the autumn of this year;
- (9) a further report on the overall consequences of the end to the merger process and the implications for the Council going forward be prepared for consideration by the Overview and Scrutiny Committee and the Cabinet;
- (10) the steps to advise and support staff especially those who had been in the first proposed service integration, be noted;
- (11) the Monitoring Officer be authorised to align the Officer Scheme of Delegation with the Interim Senior Leadership Team structure; and make any consequential amendments to the Constitution because of this report;
- (12) the work on the joint South Warwickshire Local Plan, Climate Change Action Programme and Joint South Warwickshire Economic Strategy will continue;
- (13) the closing of the Service Alignment Reserve with the funding contained therein transferred to the Service Transformation Reserve, be approved;
- (14) the Significant Business Risk Register be updated as a matter of priority in the light of the decision not to proceed with the merger with SDC; and
- (15) in the light of the cessation of the merger process with SDC, a further report on the work proposed and undertaken to re-establish the Council's position and "brand" as an employer with existing and potential employees be brought forward at the earliest opportunity.



## 10. **Cabinet Report**

The Cabinet report of the 20 April 2022 was proposed by Councillor Day, along with the additional recommendations in the addendum, seconded by Councillor Hales and

**Resolved** that the recommendations of the Cabinet of 20 April 2022, be approved.

## 11. **Amendments to the Constitution**

The proposals in respect of the remit of the Employment Committee and recommendation from the Standards Committee of 5 May 2022 were proposed by Councillor Margrave, seconded by Councillor Wright and

**Resolved** that the recommendations in respect of the two Committees be approved.

## 12. **Annual Reports of the Finance & Audit Scrutiny Committees**

The Annual report of the Finance & Audit Scrutiny Committee, along with the additional information in the addendum circulated ahead of the meeting, was proposed by Councillor Syson, seconded by Councillor Illingworth and

**Resolved** that the Annual report of the Finance & Audit Scrutiny Committee, as amended by the addendum, be approved.

## 13. **Annual Reports of the Overview & Scrutiny Committees**

The Annual report of the Overview & Scrutiny Committee, along with additional information in the addendum, were proposed by Councillor Milton, seconded by Councillor Jacques and

**Resolved** that the Annual report of the Overview & Scrutiny Committee, as amended by the addendum, be approved.

## 14. **Common Seal**

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

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

(The meeting ended at 7.40pm)

CHAIR  
27 July 2022



## **Membership and roles of the Cabinet 2022/2023**

### **Strategic Leadership (Councillor Andrew Day)**

- Corporate Policy
- Partnerships
- Governance

### **Transformation (Councillor Jody Tracey)**

- Digital and ICT
- Broadband delivery
- Digital Infrastructure
- Communications
- Human Resources

### **Resources (Councillor Richard Hales)**

- Budget & Finance
- Audit & Risk
- Procurement
- Revenues, Benefits and Customer Services

### **Neighbourhood & Leisure (Councillor Moira-Ann Grainger)**

- Public Conveniences
- Car Parking
- Green Spaces – Development
- Refuse & Recycling, Street Cleansing, Grounds Maintenance
- Play Areas
- Leisure Services

### **Housing & Assets (Councillor Jan Matecki)**

- Housing Landlord
- Homelessness
- Bereavement Services
- Private Sector Housing
- Travellers
- Development Programme (Local Housing Company and Joint Venture)
- Asset Management

### **Economy & Culture (Councillor Liam Bartlett)**

- Economic Development & Inward Investment
- Events & Markets
- Culture
- Tourism

### **Climate Change (Councillor Alan Rhead)**

- Climate Emergency Action Plan
- Tree programme
- Net Zero Carbon Development

### **Planning & Place (Councillor John Cooke)**

- Planning Policy
- Physical Infrastructure – transport, energy
- Regeneration
- Building Control
- Development Management
- Land Charges
- Planning Enforcement

### **Health & Community Protection (Councillor Judy Falp)**

- Environmental Health incl. Licencing
- Health and Wellbeing
- Health & Safety
- Safeguarding, Community Safety and CCTV
- Community Leadership, Forums & VCS
- Parish Champions
- Emergency Planning

Councillors Day, Hales and Cooke will be the Council's appointments to the Joint Cabinet Committee with Stratford-on-Avon District Council for the South Warwickshire Local Plan with the rest of the Cabinet being named substitutes.



**Membership of the  
Committees 2022/2023**

As at 11 May 2022

**Audit & Standards Committee (12)**

Councillor M Ashford  
Councillor I Davison  
Councillor K Dickson  
Councillor R Dickson  
Councillor D Russell  
Councillor G Illingworth  
Councillor M Luckhurst  
Councillor R Margrave  
Councillor N Murphy  
Councillor D Norris  
Councillor T Wright  
Councillor Labour Vacancy

**Overview & Scrutiny Committee (12)**

Councillor A Barton  
Councillor G Cullinan  
Councillor I Davison  
Councillor A Dearing  
Councillor J Dearing  
Councillor O Jacques  
Councillor P Kohler  
Councillor V Leigh-Hunt  
Councillor A Milton  
Councillor M Noone  
Councillor P Redford  
Councillor S Syson

**Employment Committee (12)**

Councillor A Day  
Councillor K Dickson  
Councillor B Gifford  
Councillor R Hales  
Councillor J Kennedy  
Councillor P Kohler  
Councillor M Mangat  
Councillor R Margrave  
Councillor M Noone  
Councillor P Redford  
Councillor N Tangri  
Councillor J Tracey

**Planning Committee (12)**

Councillor A Boad  
Councillor R Dickson  
Councillor B Gifford  
Councillor J Kennedy  
Councillor O Jacques  
Councillor R Margrave  
Councillor T Morris  
Councillor N Murphy  
Councillor M Noone  
Councillor D Norris  
Councillor C Quinney  
Councillor N Tangri

**Licensing & Regulatory Committee (15)**

Councillor M Ashford  
Councillor A Barton  
Councillor A Boad  
Councillor G Cullinan  
Councillor A Evans  
Councillor C Gifford  
Councillor G Illingworth  
Councillor O Jacques  
Councillor V Leigh-Hunt  
Councillor M Luckhurst  
Councillor M Mangat  
Councillor D Norris  
Councillor W Roberts  
Councillor S Syson  
Councillor T Wright

## **Substitute Members 2022/2023**

### **Audit & Standards Scrutiny Committee**

#### **Conservatives**

Councillor O Jacques  
Councillor V Leigh-Hunt  
Councillor M Noone  
Councillor P Redford

#### **Liberal Democrats**

Councillor A Boad  
Councillor K Dickson  
Councillor B Gifford  
Councillor C Gifford  
Councillor P Kohler  
Councillor A Milton

#### **Green**

Councillor A Dearing  
Councillor J Dearing  
Councillor A Evans  
Councillor W Roberts  
Councillor J Kennedy

#### **Labour**

Councillor D Skinner  
Councillor G Cullinan  
Councillor C Quinney

#### **Whitnash Residents Association**

Councillor A Barton  
Councillor J Falp

### **Employment Committee**

#### **Conservatives**

Councillor L Bartlett  
Councillor J Cooke  
Councillor M-A Grainger  
Councillor V Leigh-Hunt  
Councillor T Wright

#### **Liberal Democrats**

Councillor A Boad  
Councillor R Dickson  
Councillor C Gifford  
Councillor A Milton  
Councillor D Russell  
Councillor S Syson

#### **Green**

Councillor I Davison  
Councillor J Dearing  
Councillor W Roberts

#### **Labour**

Councillor G Cullinan  
Councillor C Quinney  
Councillor D Skinner

#### **Whitnash Residents Association**

Councillor A Barton  
Councillor J Falp

## **Licensing & Regulatory Committee**

### **Conservatives**

Councillor M Noone  
Councillor N Murphy  
Councillor P Redford

### **Liberal Democrats**

Councillor K Dickson  
Councillor R Dickson  
Councillor B Gifford  
Councillor P Kohler  
Councillor A Milton  
Councillor D Russell

### **Green**

Councillor A Dearing  
Councillor J Dearing  
Councillor J Kennedy

### **Labour**

Councillor C Quinney  
Councillor D Skinner

### **Whitnash Residents Association**

Councillor J Falp  
Councillor R Margrave

## **Overview & Scrutiny Committee**

### **Conservatives**

Councillor M Ashford  
Councillor G Illingworth  
Councillor D Norris  
Councillor T Wright

### **Liberal Democrats**

Councillor A Boad  
Councillor K Dickson  
Councillor R Dickson  
Councillor B Gifford  
Councillor C Gifford  
Councillor D Russell

### **Green**

Councillor A Evans  
Councillor J Kennedy  
Councillor M Luckhurst  
Councillor N Tangri

### **Labour**

Councillor D Skinner  
Councillor C Quinney

### **Whitnash Residents Association**

Councillor R Margrave

## **Planning Committee**

### **Conservatives**

Councillor M Ashford  
Councillor G Illingworth  
Councillor V Leigh Hunt  
Councillor P Redford  
Councillor T Wright

### **Liberal Democrats**

Councillor K Dickson  
Councillor C Gifford  
Councillor P Kohler  
Councillor A Milton  
Councillor D Russell  
Councillor S Syson

### **Green**

Councillor I Davison  
Councillor A Evans  
Councillor M Luckhurst  
Councillor W Roberts

### **Labour**

Councillor G Cullinan  
Councillor D Skinner

### **Whitnash Residents Association**

Councillor Barton  
Councillor J Falp\*\*

\*\* Not for WDC applications

## Working Parties & Forums 2022/2023

<b>Working Party / Forum</b>	<b>Lead Officer</b>	<b>Number of places</b>	<b>Councillors</b>
Members – Trades Union Joint Consultation & Safety Panel 1 from each Group	Tracy Dolphin	5	M Mangat B Gifford J Kennedy J Falp J Tracey
St Mary's Lands Working Party 1 each Group plus PH	Chris Elliott	6	Ashford Vacancy Lib Dem Vacancy Green Skinner Vacancy Whitnash RA Grainger a Portfolio Holder
Warwick District Conservation Advisory Forum Two elected Members of Warwick District Council who have an interest in the historic environment and planning matters.	Robert Dawson	2	Illingworth C Gifford

### Working Parties appointed by the Cabinet

<b>Working Party / Forum</b>	<b>Lead Officer</b>	<b>Number of places</b>	<b>Councillors</b>
DPD Climate Change and Sustainable Buildings Working Group	Lorna Hale	5	Rhead Cooke Milton J Dearing C Quinney
Leamington Transformation Board Leader plus PH plus Group Leaders whose parties have sitting Members in Leamington (External appointments are 2 x WCC cllrs + 1 x LTC cllr)	Mark Brightburn	Currently 5	Cooke, Day, Mangat, Davison, Boad  (external Cllr reps: WCC – Wallace Redford and Sarah Boad, and LTC – Susan Rasmussen)

## Champions 2022/2023

Champions	Lead Officer	Number of places	Councillors
<b>Children's and Adults' Safeguarding Champions</b> <ul style="list-style-type: none"> <li>Assure themselves that the Council has sound arrangements to protect children and promote their welfare are in place within the District Council and that the Council is promoting and engaging in effective interagency cooperation and collaboration in these fields;</li> <li>Undertake reasonable investigations so as to be able to form a view of the quality of the Council's child safeguarding activities and work with the officer Children's Champion to assist the Council and improve the quality and/or effectiveness of those activities whenever appropriate;</li> <li>Act as a "critical friend" to constructively challenge officers and elected members on child safeguarding and welfare issues as appropriate;</li> <li>Promote awareness of child safeguarding and welfare issues and the activities and processes undertaken by this Council amongst elected members</li> </ul>	Marianne Rolfe	2	Portfolio Holder, Health & Community Protection – Councillor Falp  Councillor Cullinan
<b>Heritage Champion</b> (See CAF constitution for definition)	Robert Dawson	1	Chairman of CAF – TBA
<b>HS2 Champion</b> <ul style="list-style-type: none"> <li>(To monitor the impact of HS2 on Warwick District and work on mitigation for this;</li> <li>To liaise with appropriate officers and organisations on HS2 matters and support the Portfolio Holder in this detailed area of work)</li> </ul>	Rob Young (until the joint WDC/SDC HS2 vacancy is filled)	1	Illingworth
<b>Armed Forces Covenant Champion</b>	Bernie Allen	1	Illingworth
<b>Parish/Town Champion – Role Profile</b> <ul style="list-style-type: none"> <li>To raise awareness and have regard of issues affecting Local Councils within the District Council;</li> <li>To respond to invitations from Local Councils to attend meetings of mutual interest;</li> <li>To be the first point of contact for Local Councils in the event of concerns relating to dealings with the District Council;</li> <li>To ensure that Local Councils view are taken into account when the District Council undertakes consultation;</li> <li>To facilitate discussions in relation to the possibility of devolving services to Local Councils;</li> <li>To encourage joint training events including Councillors from the District Council and Local Councils</li> <li>To respond to invitations to attend Warwickshire and West Midlands Association of Local Councils (WALC) Area Committees;</li> <li>To attend other Local Council liaison meetings as appropriate</li> </ul>	Bernie Allen	1	Redford

## Cabinet appointments 2022-23

(Appointments made by the Cabinet and therefore not a decision for the Council and not subject to political proportionality rules)

<b>Cabinet Appointments</b>	<b>Number of places</b>	<b>Councillor</b>
Warwickshire Police & Crime Panel	1	Davison
Coventry and Warwickshire LEP	1	Day
District Councils' Network (Leader of the Council)	1	Day
West Midlands Combined Authority (Leader of the Council)	1	Day
Safer Warwickshire Partnership Board	1	Falp
South Warwickshire Community Safety Partnership	1	Falp
Warwickshire County Council Health & Wellbeing Board	1	Falp
Association of Retained Council Housing (ARCH)	1	Matecki
Warwickshire Waste Management Forum	1	Grainger
Shakespeare's England	1	Bartlett
<b>Total</b>	<b>10</b>	

## Warwick District Council appointments 2022-23

<b>Appointment</b>	<b>Number of places</b>	<b>Councillor 2021/2022</b>	<b>*Evaluation Criteria</b>
Coventry Airport Consultative Committee	1	Wright	2
Kenilworth Abbey Advisory Committee	1	Cooke	4
South Warwickshire NHS Foundation Trust	1	Boad	5
Warwickshire County Council – Adult Social Care and Health Overview & Scrutiny Committee	1	Redford	5
Birmingham Airport Consultative Committee	1	Illingworth	2
Bid Leamington Board	1	Bartlett	2
National Parking Adjudication Service (PATROL)	1	Illingworth	1
South Warwickshire Community Safety Partnership (Non Executive rep)	1	Davison	1
Chase Meadow Community Centre	1	Bartlett	4
<b>Total</b>	<b>9</b>		



**\*Evaluation Criteria Key:**

**Council agreed criteria:**

1. A body or partnership to which the Council provides significant financial contribution;
2. An established Council partnership with agreements in place;
3. A body or partnership to which the Council is obliged to appoint a Member;
4. A body or partnership which relates to the management of an asset of the Council; or
5. Appointments made at the discretion of the Council.

**Additional Criteria used by the Deputy Chief Executive & Monitoring Officer:**

6. Does the body play a significant role in local service delivery; or
7. Does the body have significant influence on local or national policy.

Chief Executive - Chris Elliott								
			Programme Director for Climate Change - Dave Barber		Deputy Chief Executive & Monitoring Officer - Andrew Jones			
Head of ICT  David Elkington	Head of Finance  Andrew Rollins (interim) s151	Head of People & Communications  Tracy Dolphin	Head of Community Protection  Marianne Rolfe	Head of Development		Head of Culture, Tourism & Leisure  Rose Winship	Head of Assets Steve Partner	Head of Housing  Lisa Barker
<b>Application Support</b>  Implementation and Support of business applications  Mark Bayliss	<b>Accountancy</b>  All Council Accountancy Services  Andrew Rollins	<b>People</b>  Corporate HR People Management Learning & Development Corporate Payroll  Tracy Dolphin	<b>Safeguarding</b> CCTV & Emergencies Safeguarding Community Safety Team  Elizabeth Young	<b>Development Management</b>  Enforcement Land Charges Conservation  Gary Fisher	<b>Democratic Services</b>  Elections/Electoral Registration/Committee Registration/Councillors/FOI/Data Protection/Complaints/Civic Support/Corporate Support Team/Information Governance  Graham Leach - Deputy Monitoring Officer	<b>Arts</b>  Royal Spa Centre & Theatre Town Hall Royal Pump Rooms Art Gallery & Museum Arts Development  David Guilding	<b>Compliance</b>  Repairs & Maintenance Facilicities  Simon Hodges	<b>Housing Needs</b>  Homelessness and Housing Advice Private Sector Housing Disabled Adaptations Rough Sleeper Initiative Community Wellbeing Team  Elaine Wallace
<b>GIS</b>  Geographical Information Systems (GIS) Digital Mapping Services Local Land & Property Gazetteer (LLPG) Street Naming & Numbering  Mark Barnes	<b>Audit &amp; Risk</b>  Corporate Fraud Investigation Corporate Insurance Internal Audit Risk Management  Richard Barr	<b>Communication</b>  Media & Communication Design Website Print Room  Nicki Curwood	<b>Environmental Health &amp; Licensing</b>  Food Safety Health & Safety Licensing & Environmental Health  Lorna Hudson	<b>Building Control</b>  (Warwick, Rugby & Daventry)  Phil Rook	<b>Contract Services</b>  Refuse & Recycling Collections Parks & Open Space Maintenance Street Cleansing Off Street Parking & Rangers  Zoe Court	<b>Sports &amp; Leisure</b>  Leisure Contracts Outdoor Sport Active Communities  Ann Hill	<b>Technical</b>  Technical Surveying & Contactors  Andy Paul	<b>Landlord Operations</b>  Landlord Services to Council Tenants, Collecting Rent, Estate Management, Ensuring Tenancy Conditions are Complied with  Caroline Russell
<b>Helpdesk &amp; Technical Support</b>  Desktop Services including Helpdesk  Lee Millest	<b>Procurement</b>  Compliance with Legislation Support & Advice on Procurement Contracts  Rebecca Reading			<b>Policy &amp; Projects</b>  Local Plan & Planning policy development Major sites implementation Corporate feasibility studies Economic Development Business Support & Events  Phil Clarke	<b>Green Spaces</b>  Green Space Strategy St Marys Land Wildlife Habitats  Dave Anderson	<b>Sports Programme</b>  Major Capital Sports Projects  Padraig Herlihy	<b>Senior Building Surveyor</b>  Russell Marsden	<b>Housing Strategy and Development</b>  Housing Strategy, New Affordable Housing Developments inc Council House Building, Tenants Participation  Sally Kelsall
<b>Infrastructure Services</b>  Data centres, networks, telephony, server management  Richard Bates	<b>Exchequer</b>  Council Tax and Business Rates Rate Collection Sundry Debt Collection Corporate Invoice Payment  Paul Town				<b>Programme Team</b>  Development & Delivery of Major projects  Ruth Hytch	<b>Commonwealth Games</b>  Delivery of local Games venues Partnership working re Tourism & Business Infrastructure improvements  Christina Boxer	  Internal Health & Safety (Vacant Post)	<b>Business Development &amp; Change</b>  Within Housing Service  Paul Smith
<b>Transformation Lead</b>  Tass Smith	<b>Benefits &amp; Customer Services</b>  Housing Benefits & Council Tax Reduction Customer Service  Andrea Wyatt						<b>Bereavement Services</b>  Oakley Wood Crematorium & Cemeteries  Pam Chilvers	<b>Milverton Homes</b>

# Joint Appointments Committee

Minutes of the meeting held on Thursday 10 March 2022 in the Town Hall, Royal Leamington Spa at 4.00pm

## **Present:**

Stratford-on-Avon District Council: Councillors Alcock, Harvey, and Pemberton.  
Warwick District Council: Councillors Boad, Davison, Day, Falp, Hales and Nicholls.

### **1. Appointment of Chairman**

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

**Resolved** that Councillor Pemberton be appointed as Chairman for the remainder of the Council year 2021/22.

### **2. Appointment of Vice-Chairman**

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

**Resolved** that Councillor Hales be appointed as Vice-Chairman for the remainder of the Council year 2021/22.

### **3. Apologies for Absence**

(1) Apologies for absence were received from Councillor Barker, Councillor Fradgley and Councillor Jefferson; and

(2) Councillor Juned substituted for Councillor Alcock.

### **4. Declarations of Interest**

There were no declarations of interest made.

### **5. Terms of Reference**

The Terms of Reference were noted.

### **6. Sub-Committee for the appointment of Joint Head of Financial Services (S.151 Officer)**

For the recruitment of this role, it was decided that the shortlisting process would take place on 26 April 2022, with interviews being conducted on 3 May 2022.

In response to questions from Members, the Deputy Monitoring Officer and Democratic Services Manager advised that Diversity and Inclusion training would be provided once recruitment has been successful.

**Resolved** that

- (1) Councillors Alcock, Falp, Hales, Harvey, Jefferson and Nicholls be appointed to the Sub-Committee; and
- (2) Dispensation was given to Councillor Harvey to not attend the shortlisting.

7. **Sub-Committee for the appointment of Joint Head of Development**

For the recruitment of this role, it was decided that the shortlisting process would take place on 26 April 2022, with interviews being conducted on 10 May 2022.

**Resolved** that Councillors Alcock, Boad, Davison, Day, Harvey and Pemberton be appointed to the Sub-Committee.

8. **Urgent Business**

There were no urgent business items.

(The meeting ended at 4.15pm)

CHAIR  
19 July 2022

# Finance and Audit Scrutiny Committee

Minutes of the meeting held on Wednesday 10 May 2022 in the Town Hall, Royal Leamington Spa at 4.30pm.

**Present:** Councillors: Ashford, Barton, Davison, R Dickson, Illingworth, Mangat, Murphy, Syson and Tracey.

**Also present:** Councillor Day (Leader of the Council) and Councillor Hales (Portfolio Holder for Transformation/Resources), Chris Elliott (Chief Executive).

## 95. Appointment of Chair

It was proposed by Councillor Dickson, seconded by Councillor Davison and

**Resolved** that Councillor Syson be appointed as Chair for the 11 May 2022 meeting.

## 96. Apologies and Substitutes

- (a) There were no apologies; and
- (b) Councillor Mangat substituted for the Labour Vacancy.

## 97. Declarations of Interest

There were no declarations of interest made.

## 98. Cabinet Agenda (Non-Confidential items and reports) – Wednesday 11 May 2022

The Committee considered the following items which would be discussed at the meeting of the Cabinet on Wednesday 11 May 2022.

### Item 3 – Future Relationship with Stratford-on-Avon District Council

The Finance & Audit Scrutiny Committee noted the report and its appendices. Members noted the timing of ending the potential merger was better happening now when the integration was minimal, than further down the line. It also noted that had the Council proceeded with pausing the merger to allow for further due diligence to be carried out, it would have put staff in an untenable position. It was explained to Members that although a significant amount of work had been considered abortive as a result, there were still some arrangements that could proceed, such as the Joint Digital Strategy, Legal Services, Climate Change, and the Local Plan.

The Committee agreed that the work that had gone on between the Council and Town and Parish Councils as part of the proposed merger process was vital and also noted the benefit of having relationships and engaging with Town and Parish Councils, which would be a key ingredient in how the Council moved forward.

The Committee also noted that the reliable details of the implications of ending the merger in terms of the budget, costs, and savings would be included as part of the Quarter 1 Budget Report and Medium-Term Financial Strategy (MTFS) reports which would be coming to the August cycle of Committee meetings. These reports would also go through the Programme Advisory Boards (PAB's). Members also asked if the Future Forward Plan could include reference to the benefits of the work with Parish and Town Councils, and if this could be made available for the August cycle of meetings so that Councillors could consider the Quarter 1 Budget Report and the MTFS in the context of the wider picture of what the Council would look like moving forward.

The Committee placed on record its thanks to Tim Oruye (Programme Manager) for his hard work and professionalism throughout the process, and also thanked Chris Elliott for his leadership and support on what had been a huge project.

Members also noted the additional recommendation to the report to read:

"That the Significant Business Risk Register be updated as a matter of priority in the light of the decision not to proceed with the merger with SDC."

(Councillor Ashford joined during this item)

(The meeting ended at 5:39pm)

CHAIRMAN

# Finance and Audit Scrutiny Committee

Minutes of the meeting held on Wednesday 13 April 2022 in the Town Hall, Royal Leamington Spa at 6.00pm.

**Present:** Councillors: Ashford, Barton, R Dickson, Jacques, Kennedy, Illingworth, Luckhurst, Mangat, Murphy, Syson and Tracey.

**Also present:** Councillor Day (Leader of the Council) and Councillor Hales (Portfolio Holder for Transformation/Resources).

## 86. **Appointment of Chair**

It was proposed by Councillor Dickson, seconded by Councillor Luckhurst and

**Resolved** that Councillor Syson be appointed as Chair for the 13 April 2022 meeting.

The Chair paid tribute to Councillor Nicholls who had passed away following a tragic accident and led a minute's silence as a mark of respect.

## 87. **Apologies and Substitutes**

- (a) apologies were received from Councillor Grey; and
- (b) Councillor Kennedy substituted for Councillor Davison and Councillor Mangat substituted for the Labour Vacancy.

## 88. **Declarations of Interest**

There were no declarations of interest.

## 89. **Minutes**

The minutes of the meeting held on 9 March 2022 were taken as read and signed by the Chair as a correct record, subject to an amendment to minute 82 to be corrected to "**Resolved** that the progress being made in addressing the Significant Governance Issues pertaining to the Annual Governance Statement 2020/21, be noted".

## 90. **Update on Joint Work of WDC and SDC**

The Committee considered a report from the Chief Executive which set out the progress of the work being done to enable effective scrutiny of the proposals to achieve joint working with Stratford-on-Avon District Council.

Appendix 1 to the report set out the Programme Risk Register.

Both Warwick District Council (WDC) and Stratford-on-Avon District Council (SDC) had agreed a vision to create a single statutory South Warwickshire Council covering all of the activities currently carried out by SDC and WDC by 1 April 2024.

Overview & Scrutiny Committee and Finance & Audit Scrutiny Committee had agreed that at each of their meetings, a progress report would be submitted for consideration whilst work was ongoing to merge the service areas of both Councils and depending on the response from the Secretary of State, to enable scrutiny of the political merger also.

The Portfolio Holder for Transformation/Resources apologised to the Committee for the late withdrawal of Item 4 – Joint Governance – Stratford-on-Avon and Warwick District Council and Item 5 - Inter-Authority Agreement between Stratford-on-Avon and Warwick District Council, from the Cabinet agenda. The items were withdrawn from a process point of view to ensure the Council stayed in alignment with Stratford-on-Avon. He also apologised to staff for any delays that came as a result and was happy to take questions from Members.

In response to questions from Members on the withdrawn items from the Cabinet agenda, the Portfolio Holder for Transformation/Resources advised that there would be a meeting the following morning between both Chief Executives, Leaders and Deputy Leaders, and following that meeting they would be able to advise if the withdrawal of these items would result in additional scrutiny/Cabinet meetings.

The Deputy Chief Executive set out the report, and hoped Members appreciated the change in the format of the report; there was a request that it be presented in more a highlight form. There had been a tremendous amount of work going on in the background, in terms of integration and alignment of policy.

In response to questions, he also advised that although there were some orange areas on the programme risk register, it was heartening that there were no red ratings highlighted. The Programme Manager had had no concerns about the overall programme. Although some of the work streams were not ideally where they were wanted, if there were any concerns then these would be flagged as red. The only concern was there were some elements that were paused so the Council remained in step with SDC. In terms of IT, there was a stream of work going on around the integration of 2 ICT environments, and the Head of ICT was bringing forward work that was part of a pilot phase of the integration process. Once that was up and running and we were able to fully deploy the joined resources and joined up technology we would have a better feel of how difficult it would be to carry out the full integration. At that point it was hoped the risk level could be reduced, but the level was deemed appropriate at this point.

The Portfolio Holder for Transformation/Resources explained that he had had a meeting with the Head of ICT and through the Transformation Programme Advisory Board (PAB) and there had been conversations in terms of the telephony system and processes coming forward; as that work progressed that work would come through as a report to the next meeting of the Transformation PAB.

The Leader of the Council advised that the process for the successor to Mike Snow, Head of Finance, was well underway, with the first round of interview process having taken place the previous day. There had been interim arrangements lined up, with Richard Burrell taking the role on an interim basis. Mr Snow had been able to attract grant funding from a local



government body to get some extra procurement resource, and we were looking to join up the teams to progress the joint contracts, joint ways of working and policies on procurement, and there was a tremendous amount of work going on in the background.

The Portfolio Holder for Transformation/Resources also noted that historically procurement had been done differently across both WDC and SDC, and this was being analysed to look at best practices moving forward.

He also explained that he had had conversations with the Leader regarding the work with Parishes and Town Councils and the work that had taken place through the merger documentation, to develop the process with Parish and Town Councils. Important work had taken place before the vote to merge in December, and it was vital we continued those relationships and ensure members felt engaged with the Council.

**Resolved** that the report and appendix, be noted.

91. **Cabinet Agenda (Non-Confidential items and reports) – Wednesday 20 April 2022**

The Committee considered the following items which would be discussed at the meeting of the Cabinet on Wednesday 20 April 2022.

Item 4 – Joint Governance – Stratford-on-Avon and Warwick District Councils

The Finance & Audit Scrutiny Committee noted that these items had been withdrawn from the Cabinet agenda and thanked Councillor Hales for attending. They welcomed the fact that all Councillors and staff, who are our most important asset, would be informed why these items had been withdrawn

Item 5 – Inter-Authority Agreement between Stratford-on-Avon and Warwick District Council

The Finance & Audit Scrutiny Committee noted that these items had been withdrawn from the Cabinet agenda and thanked Councillor Hales for attending. They welcomed the fact that all Councillors and staff, who are our most important asset, would be informed why these items had been withdrawn.

Item 6 – Amendments to the Constitution

The Finance & Audit Scrutiny Committee asked for all Councillors to be informed of how many Cabinet decisions, in the last 12 months, would have moved from being key decisions to no longer key decisions based on the change in the definition in the report.

The Finance & Audit Scrutiny Committee was content with the report with the exception of the following points:

That the wording of the remit of the new Audit and Standards Committee should be revised to highlight its role in reviewing risk for the Council.

That officers investigate the potential for the PAB agendas and minutes to

be made public. That there should be a more consistent approach to the work of the PABs, and the format of their minutes.

The Committee welcomed the acknowledgment that the first year of the Audit and Standards Committee would be a learning process.

Councillors felt that current reports created a perception that Warwick District Council is changing its structures and procedures to align with Stratford District Council, and hoped that future reports will indicate where the reverse situation occurs.

#### Item 8 – Significant Business Risk Register

The Finance & Audit Scrutiny Committee noted the risk register.

#### Item 14 - Creative Quarter / Future High Street

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

### **92. Value for Money Report – Auditors Annual Report**

The Committee considered a report from Finance and Grant Thornton, the Council's Auditors.

Mr Patterson and Mr Preece, from Grant Thornton, advised Members that this was "a good news report". There were seven improvement recommendations, but no significant weaknesses identified.

In response to questions from Members, Mr Patterson and Mr Preece advised that as part of the Medium Term Financial Strategy (MTFS) the Council had put in robust assumptions, and the Auditors felt those assumptions were prudent and were within the ranges they would expect.

The Head of Finance explained that the current inflation rates were alarming, and there would need to be budget monitoring for its impact and what it meant for the budget and MTFS. The reserves were there but once they had gone, they had gone, so the inflation situation created a major challenge.

The Portfolio Holder for Transformation/Resources stated that it was heartening to hear from the Auditors that the Council was following robust assumptions, and he thanked the Head of Finance and the Audit & Risk Manager. In terms of grants/Covid payments during the pandemic, it was also heartening that out of 17,00 payments, only 5 were fraudulent which he felt was a phenomenal achievement and highlighted the good process officers had written. Compared to other Councils, this was a heartening statistic, and he reaffirmed his thanks to officers.

In response to a question about the Quarterly Performance Reports that were shared with all Councillors, the Democratic Services Manager & Deputy Monitoring Officer explained that there had been a discussion at Overview and Scrutiny Committee meeting the previous night about engaging with Councillors about this and showing Councillors where to find the information. An all-Member briefing would be arranged to talk through

the process of these reports and give ideas how to scrutinise the data further.

**Resolved** that the report and appendices be noted.

### 93. **End of Term Report**

The Committee considered a report from Democratic Services. The report was the annual end of term report to the Council on the work the Finance & Audit Scrutiny Committee had undertaken during the municipal year 2021/22. The Committee had met nine times during the year.

Under Article 6 of the Council's Constitution, Overview & Scrutiny Committees and Policy Committees were required to provide an end of term report to the Council on the work they had undertaken during the year.

The matters considered during the year were attached at Appendix A to the report. This would be updated to include matters considered at this meeting before it was submitted to Council.

A full account of the work undertaken by the Finance & Audit Scrutiny Committee for the municipal year 2021/22 would be submitted to Council.

In light of the Chairman of the Committee passing away in March, the Democratic Services Manager and Deputy Monitoring Officer advised that whoever was appointed Chair this evening should do the Chair's Introduction for the work done over the year, but Members could delegate the final wording of that report to the Chair of the meeting, recognising there was another meeting of the Committee in May shortly before Annual Council.

The Chairman advised Members that she had prepared a Chairman's Introduction for the End of Term report, and she would send a copy round to Members for any comments they wished to add.

**Recommended** to Council that

- (1) the list of matters considered by the Finance & Audit Committee during the municipal year 2021/22, as detailed in Appendix A to the report, be noted;
- (2) prior to submission to Council, the report be updated to include the meetings of the Finance & Audit Scrutiny Committee and any responses from Cabinet that took place in April 2022; and
- (3) authority be delegated to the Chairman of the 13 April meeting to finalise the wording of the Chairman's Introduction to the End of Term report, ahead of its consideration at Annual Council on 11 May 2022.

94. **Review of the Work Programme and Forward Plan & Comments from the Cabinet**

The Committee considered a report from Democratic Services that informed the Committee of its work programme for the 2022/2023 Municipal Year, as set out at Appendix 1 to the report, and of the current Forward Plan.

**Resolved** that the report be noted.

The Committee took the opportunity to pay tribute to the Head of Finance, Mike Snow, who was due to retire.

(The meeting ended at 7.54pm)

CHAIR