

Mrs Clare Sawdon
Chairman of the Council

Council meeting: Wednesday, 19 November 2014

Notice is hereby given that an ordinary meeting of Warwick District Council will be held at the Town Hall, Royal Leamington Spa on Wednesday, 19 November 2014 at 6.05pm.

Emergency Procedure

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

Agenda

1. **Apologies for Absence**
2. **Declarations of Interest**

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

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

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

3. **Minutes**

To confirm the minutes of the meeting of the Council on 24 September 2014 as set out on pages 1 to 6.

4. **Communications and Announcements**

5. **Public Interest Debate**

6. **Petitions**

To receive a petition, under the Council's petition scheme, from the Friends of St Marys Lands, endorsed over 1200 signatures, which reads as follows:

"To honour their earlier commitments to the residents of the town of Warwick and fully protect St Mary Lands Warwick, from any further development which would impact upon the open nature of the land, or reduce the amount of land available for free public recreation.

Further Details:

We demand that any future management plan for St Mary Lands, recognises that this was Warwick's Common for hundreds of years, and the deep affection it is held in by local residents; and has no changes in land-use that are in conflict with any part of the Warwick District Council Act 1984

We note that the existing Management Plan for St Mary Lands, which was adopted by the full council in 2005, was drafted after extensive public consultations and the active involvement of a wide range stakeholders.

We note that in 2001 there was unanimous agreement from WDC Councillors that the central area of St Mary Lands be protected from any further development, and that a public consultation strongly supported this.

We should reasonably expect that any changes to the existing management plan, would first have to be fully justified, and then a similar transparent, public and accountable process undertaken in drafting a new management plan; to that used in forming the 2005 plan. Which should then have extensive public consultation, on a fully costed published plan, including public meetings.

We would expect any new master plan to be an evolution of the existing management plan, and to include a full assessment on its success and to account fully for how the £3.2 million of public money was spent.

Given that St Mary Lands was adopted as a local wildlife site in 2011, we would expect that any changes, that impact on biodiversity, have a full Environmental Impact Assessment; and this should be part of any master plan or management plan for St Mary Lands.

The proposed changes in the GVA Report have only involved a very narrow group of leasehold tenants, and appear to be mainly driven by their financial interests, and therefore do not constitute a "master plan" fit to replace the existing management plan or to meet the criteria set out in CT7 of the Draft Local Plan."

The petition is received under the Council's petition scheme which because the petition has more than 500 signatures must be debated by Council. The rules for the consideration of this petition are set out below:

The petition organiser will be given five minutes to present the petition at the meeting and the petition will then be discussed by councillors for a maximum of 15 minutes. The Council will decide how to respond to the petition at this meeting. They may decide to take the action the petition requests, not to take the action requested for reasons put forward in the debate, or to commission further investigation into the matter, for example by a relevant committee. Where the issue is one on which the Council's Executive is required to make the final decision, the Council will decide whether to make recommendations to

inform that decision. The petition organiser will receive written confirmation of this decision. This confirmation will also be published on our website.

7. **Housing & Property Services**

To receive a presentation from the Head of Housing & Property Services on the services provided.

8. **Response to Council Motion**

To consider the report from Councillors Mrs Sawdon, in response to the Notice of Motion Considered by Council in June 2014 regarding a Housing Committee.
(Item 8 / Pages 1 to 6)

9. **Notices of Motion**

To consider the Notice of Motion from Councillor Mrs Higgins:

"That this Council asks officers to investigate and report to the relevant Executive on the potential for introducing a required colour scheme for all Hackney Carriage Vehicles licensed by this authority. This would be with a view to all Warwick District licensed Hackney Carriage vehicles being this colour by the year 2020.

The purpose for introducing such arrangements would be to ensure that every passenger - be they teenagers or the elderly – know that the car outside their house, at the hospital, at the train station is a WDC badged taxicab driven by a fit and proper person.

The Council would expect the report from officers to include details of known schemes within England and Wales, the benefits these have brought and would bring for this council, the potential costs for licensees, the risks associated with the proposal from potential challenges from licensees and how this could impact on current policy."

10. **Public Submissions**

11. **Questions to Committee Chairmen**

12. **Questions to Portfolio Holders**

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

14. **Questions to the Leader of the Council**

15. **Reports of the Executive**

To receive the reports of the Executive meetings of:

- 3 September 2014 (excluding minute 35 that was approved by Council on 24 September 2014) **(Item 15/Pages 1 to 18)**
- Excerpt of 1 October 2014 **(Item 15/Pages 18 to 22)**

16. **Report of Employment Committee**

To receive the report of the Employment Committee meeting of 17 September 2014. **(Item 16 / Pages 1 to 30)**

17. **Public and Press**

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

18. **Confidential Reports of the Executive**

To receive the report of the Executive meeting of 3 September 2014
(Item 18/Pages 1 to 11)

19. **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 11 November 2014

General Enquiries: Please contact Warwick District Council, Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ.

Telephone: 01926 353362
Facsimile: 01926 456121
E-Mail: committee@warwickdc.gov.uk

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

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

Please note that the majority of the meetings are held on the first floor at the Town Hall. If you feel that this may restrict you attending this meeting, please call (01926) 353362 prior to this meeting, so that we can assist you and make any necessary arrangements to help you attend the meeting.

The agenda is also available in large print, on request, prior to the meeting by calling 01926 353362.

Warwick District Council

Minutes of the meeting held on Wednesday 24 September 2014, at the Town Hall, Royal Leamington Spa at 6.05pm.

PRESENT: Councillor Mrs Sawdon (Chairman); Councillors; Barrott, Mrs Blacklock, Boad, Mrs Bromley, Mrs Bunker, Caborn, Coker, Copping, Cross, Ms De-Lara-Bond, Ms Dean, Dhillon, Doody, Edwards, Mrs Falp, Mrs Gallagher, Gifford, Gill, Mrs Goode, Mrs Grainger, Hammon, Mrs Higgins, Illingworth, Kinson, Mrs Knight, MacKay, Mobbs, Pittarello, Pratt, Mrs Syson, Vincett, Ms Weed, Wilkinson, Williams, and Wreford-Bush.

Apologies for absence were received from Councillors Brookes, Davies, Guest, Heath, Kirton, Mrs Mellor and Weber.

32. **Cliff Cleaver**

The Chairman of the Council informed the Council that former Councillor Cliff Cleaver had died at Warwick Hospital on 19 September 2014.

Cliff Cleaver had been a Warwick District Councillor from May 1979 to May 2003 and Chairman of the District in 1992/93. In addition to this he had also been a Warwickshire County Councillor, a member of the Warwickshire Police Authority, Cubbington Parish Council and a Governor of two local schools totalling over 97 years in public service.

Tributes were paid by former colleagues of Cliff Cleaver and this was followed by a minutes silence of respect.

33. **Declarations of Interest**

Minute 41 – Report of the Employment Committee

Councillor Mrs Falp declared a Personal Interest because it impacted on her son who worked in Cultural Services.

34. **Minutes**

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

35. **Communications and Announcements**

The Chairman informed the Council that

- (1) Jephson Gardens had been awarded Green Flag status;
- (2) the Court House in Warwick had now reopened;
- (3) Councillor Mrs Gallagher was runner up in the home cook of the year competition; and
- (4) new legislation had been introduced to increase the abilities of individuals to report from Council meetings. This included the freedom to use social media in meetings and record meetings that were open to the public. A full guide was available online and was called "Open and accountable local government, a guide for the press and public on attending and reporting meetings of local government".

The Chairman introduced Mr Andrew Thompson, the new Head of Head of Housing & Property Services, and informed Council that there would be a presentation from Mr Thompson, along with his senior officers to Council in November.

The Chairman informed Council that there would be no business under items; 5, Public Interest Debate; 8, Notices of Motion; 9, Public Submissions; 10, Questions to Committee Chairmen; and 11, Questions to Portfolio Holders.

36. **Public Health Warwickshire**

The Council received a presentation from Dr Linnane on the work of Public Health Warwickshire and summarised its work in the first year. Dr Linnane also responded to questions from members.

37. **Petitions**

The Council received a petition from Warwick Residents, sponsored by Councillor Mrs Higgins, Councillor Mrs Bromley, Councillor Dhillon and Councillor Kinson, that asked Warwick District Council to withdraw the Severn Trent Water site from the list of possible Gypsy and Traveller sites for consultation.

Advice had been provided by officers that the decision of Council of 13 August 2014 could not be amended, within six months, without a notice of motion signed by 10 Councillors, and this had not been received. In addition a decision of Council could not be changed if it was based on a recommendation of the Executive. This was the case for decision of 13 August 2014. Therefore the only option available was for Council to accept the petition for consideration by officers as part of the Consultation which it was hoped would start in mid-October 2014.

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

The Leader

- (a) informed the Council that a further £130,000 had been secured for superfast broadband in the District, which could provide connection for up to 6000 homes but at least 1500 properties would benefit;
- (b) thanked all officers and Councillors for their stunning performance again in ensuring the healthy balance at the close of the statement of account for 2013/14;
- (c) thanked all Group Leaders for their continued work in taking the Council forward together; he respected this work and dialogue; and
- (d) confirmed his utmost respect for senior management team at this Council and his admiration for their efforts which he knew, through meetings with other Councils, was the envy of others.

The Portfolio Holder for Culture, Councillor Mrs Gallagher informed the Council that after two years of planning the District had been delighted to play host to the National Bowls Championships with visitors from across the country. This Council, Leamington Spa Bowls Club, the Café in the Park, CJ Events, Royal Naval Club and Sea Cadets were all thanked by Bowls England for their efforts making the event successful. Councillor Mrs Gallagher thanked the Green Keeping Staff for their tireless efforts which were so good the bowling could continue in the rain and a member from Worthing even complimented them. Councillor Mrs Gallagher thanked the volunteers from the District Council who

worked on the Visitor Information stand. The feedback from the event so far has been very good. Initial assessment of the economic impact has been very promising. Councillor Mrs Gallagher closed by offering her personal thanks to District Council officers Rose Winship, Chris Charman, Tom Duckham and Stuart Poole for their planning and delivery of the event.

The Portfolio Holder for Neighbourhood Services, Councillor Shilton,
(a) informed Council that Jephson Gardens had been awarded the Green Flag and the Christchurch Gardens project, with Royal Leamington Spa Town Council, had been recognised in the Leamington Society Awards; and
(b) congratulated Warwick for its Gold in the Britain in Bloom awards. As part of the judging of Warwick, Warwick District Council was complimented on its grounds and the cleanliness of streets.

The Portfolio Holder for Health & Community Protection, Councillor Coker,
(a) welcomed the reception the Council provided to Dr Linnane earlier that evening and he went on to inform Council that the CCG had provided the Council £30,000 funding for public health initiatives;
(b) informed the Council that the Panel dealing with grants to voluntary sector would continue with over £300,000 in the budget. The bids made would be coming to the panel shortly;
(c) informed Council that he had great pride in attending the Police commendation ceremony for one of our CCTV operatives for their work which ensured a perpetrator of serious crime was arrested and prosecuted;
(d) informed Council about the recent survey of taxis by a multi agency enforcement event and the impact of this work. He emphasised that the centre of the town in Leamington should be a safe place with safe taxis. Any indication of non compliance by taxi drivers would be brought to Licensing and Regulatory Committee for consideration;
(e) informed Council that the funding by Warwick University for the Street Marshals in Leamington Town Centre would continue. The marshals were accredited by the Police who were pleased with what had been achieved and coupled with the "street pastors" the young people would be able to enjoy themselves and get home safely; and
(f) he concluded that officers were looking forward to Kenilworth horse fair this following weekend because there were good strong arrangements in place to ensure a safe and successful event for all.

39. **Questions to the Leader**

Councillor Williams asked the Leader if he was aware of the fantastic work by the clean-up team of this Council on 8 September, the day after the travellers had left the park on the Woodloes, which ensured the area was returned to wider use and made safely within hours. In response the Leader explained he was aware and endorsed the views of Councillor Williams.

Councillor Williams asked the Leader if he would consider suggestions to help protect open areas against unauthorised uses, such as travellers staying on them. In response the Leader explained that it was exactly these issues why the Council needed a robust Local Plan with a Gypsy and Traveller allocation of sites. He was aware of suggestions and he assured Councillors that these would be considered with officers.

Councillor Mrs Bromley asked the Leader if he had seen the recent press release from the ICO regarding the poor performance in responding to

Freedom of Information requests and what arrangements the Leader had put in place in response to ICO criticism. In response, the Leader said that the Legal fees were higher than we realised and he would be looking at this.

40. **Reports of the Executive**

The report of the Executive of 13 August 2014 and minute 35 of 3 September 2014, were proposed by Councillor Mobbs, duly seconded and

Resolved that the report be approved.

41. **Report of Employment Committee**

The reports of the Employment Committee meeting of 17 September 2014, were proposed by Councillor Mrs Bunker, duly seconded and

Resolved that the report be approved.

42. **Report of Standards Committee**

The reports of the Standards Committee meeting of 9 September 2014, were proposed by Councillor Pratt, duly seconded and

Resolved that the report be approved.

43. **Statement of Accounts 2013/14**

The Council received a report from Finance and the minutes of the Finance & Audit Scrutiny Committee of 23 September 2014.

Resolved that the Statement of Accounts for 2013/14 be approved.

44. **Membership of Committees**

It proposed by Councillor Mobbs, duly seconded and

Resolved that

(1) Councillor Mrs Bunker be replaced on Licensing & Regulatory Committee with Councillor Mrs Grainger; and

(2) Councillor Mrs Grainger be replaced as a substitute for Licensing & Regulatory Committee with Councillor Mrs Bunker.

45. **Public and Press**

Resolved that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following item by reason of the likely disclosure of exempt information within the relevant paragraphs of Schedule 12A of the Local Government Act 1972, following the Local

46. **Confidential Report of the Executive**

The confidential report of the Executive meeting of 3 September 2014 in relation to minutes 45 and 50, were proposed by Councillor Mobbs, duly seconded and

Resolved that the report be approved.

47. **Councillor Kirton**

The Council considered a request to provide dispensation for Councillor Kirton not to attend meetings due to personal circumstances.

Section 85(1) of the Local Government Act stated that:

"if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the Authority".

This item was brought forward as an urgent item following a request from Councillor MacKay as Councillor Kirton's Group Leader.

The Chief Executive had accepted this request as an urgent item. It has been brought to Council with the support of the Chairman and Group Leaders as a mark of respect for the service Councillor Kirton had provided to this Council.

Councillor Kirton last attended a meeting of the Employment Committee in September and therefore he had until March 2015. This dispensation would provide him with reassurance at this difficult time.

It was understood that a similar proposal would be considered by Warwickshire County Council tomorrow, to enable Councillor Kirton to have dispensation from his attendance at WCC meetings.

Resolved that the absence of Councillor Kirton from all meetings, on the grounds of compassion be approved.

(The Chairman, with support from all Group Leaders and the Chief Executive, had agreed to take this as an urgent item to provide reassurance to Councillor Kirton in this difficult time).


48. **Common Seal**

It was

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

(The meeting ended at 7.36 pm)

CHAIRMAN
18 November 2014

	Council 19th November 2014	Agenda Item No. 8
Title	Response to Council Motion	
For further information about this report please contact	Clare Sawdon – Chair of the Council Telephone: 01926 485035 Email: clare.sawdon@warwickdc.gov.uk	
Wards of the District directly affected	All	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	25 th June 2014 - Minute Number 14	
Background Papers	None	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality Impact Assessment Undertaken	No

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive	10/11/14	Bill Hunt
Head of Service	10/11/14	Andy Thompson
CMT		
Section 151 Officer	10/11/14	Mike Snow
Monitoring Officer	10/11/14	Graham Leach
Finance	10/11/14	Mark Smith
Portfolio Holder(s)	10/11/14	Councillor Norman Vincett
Consultation & Community Engagement		
<p>The Constitution Working Party has met twice to consider the motion put forward and to agree proposals to be put to Council.</p>		
Final Decision?	No	
Suggested next steps (if not final decision please set out below)		
If approved there will be a further report to the Executive in November.		

1. Summary

- 1.1 This report is in response to the resolution passed in June 2014 (minute 14 refers) requesting that the Chairman of the Council brings forward proposals for Members to consider to amend the constitution to enable the introduction, at the earliest possible opportunity, of a new Housing Committee. The full motion is at Appendix A.
- 1.2 A Working Group was established, its membership comprising the Leaders of the Council's four political groups and the Chairman of the Council, Councillor Mrs. Sawdon, to consider the practicalities of the resolution.
- 1.3 This report sets out the Working Group's considerations and recommendations.

2 Recommendations

- 2.1 That a Housing Advisory Group is established.
- 2.2 That authority is delegated to the Head of Housing & Property Services in consultation with the existing Working Group to finalise details of the proposed working arrangements for the Housing Advisory Group and bring a report to the February 2015 Executive.
- 2.3 That the Interim Housing and Property Board is dissolved, and its remit is absorbed within the new Housing Advisory Group.

3 Reasons for the Recommendation

- 3.1 During the debate on the Motion presented to Council on 25th June 2014, concern was expressed that there may be a lack of opportunities for active engagement by Members in the development and delivery of the Council's housing and housing related services.
- 3.2 The Working Group, established after that meeting and chaired by the Chairman of the Council, has explored the options open to the Council to address this, including the formal proposal made at the meeting to establish a Housing Committee.
- 3.3 To address the concerns around engagement and involvement, it is recommended by the Working Group that a Housing Advisory Group is established with a remit to consider and advise on policy and practice relating to the way the Council discharges its housing duties and responsibilities. Such an approach would not involve any constitutional changes as the Housing Advisory Group would not have formal decision making powers.
- 3.4 The proposed Housing Advisory Group would be chaired by the Housing & Property Services Portfolio Holder, who would present a report from the Housing Advisory Group, when a decision is required of the Executive. This means that the Scrutiny Committees will be able to call in items that either committee may wish to consider, allowing for wider consultation, communication and engagement. The Working Group considers that this proposal is the best means of ensuring meaningful and effective engagement between officers and members in respect of the housing service.
- 3.5 Subject to approval of recommendation 2.1, the new Housing Advisory Group will need clear Terms of Reference detailing, for example, its membership,

frequency of meetings and reporting mechanisms. Development of these would be delegated to the Head of Housing & Property Services working in consultation with the existing Working Group to finalise details of the proposed working arrangements for the Housing Advisory Group and bring a report to the February 2015 Executive

- 3.6 The Housing Advisory Group will then be formed with a view to becoming operational in March 2015.
- 3.7 The Interim Housing & Property Board (IHPB) was set up following the implementation of Self Financing. The raison d'être of the IHPB is set out at Appendix B.
- 3.8 The IHPB is chaired by the Portfolio Holder for Housing & Property Services and membership is comprised of: Portfolio Holder for Finance, the Shadow Portfolio Holders for Housing & Property Services, a Tenants Panel Representative, Head of Housing & Property Services, Housing Strategy and Development Manager and the Housing Revenue Account Principal Accountant.
- 3.9 The Working Group considers that the IHPB is too narrowly focussed on financial matters. It also considers that the membership of the IHPB is not wide enough to facilitate effective engagement and involvement of Councillors with the Housing & Property Service. The Working Group also feels that there are no links from this group to the wider Member body.
- 3.10 The Working Group view is that the Housing Advisory Group should absorb the functions of the IHPB that are still relevant so that the Housing Advisory Group is all encompassing. Such an approach will also avoid the risk of any organisational confusion that may arise from having two advisory bodies and the duplication and inefficiency that would be created by the servicing of two separate governance groups.

4 Policy Framework

- 4.1 The Housing Advisory Group may impact upon the Council's approach to the way it operates in respect of the discharge of its housing duties and responsibilities. This is because the Housing Advisory Group would allow for a wider range of contributions to be made to the development of policy and practice which can then be taken into account by the Executive during its deliberations and decision making.
- 4.2 The Housing Advisory group will play a role in addressing the need to improve the communication between Housing and Property services and Members and residents. It will add to and complement other work already under way to raise the quality of communications by Housing and Property Services, which will be covered by the Agenda Item: The Way Forward for Housing and Property Services, being presented at this meeting.

5 Budgetary Framework

- 5.1 There will be no budgetary implications for the recommended option to be taken forward. Further work to develop detailed proposals, and the ongoing administrative support for the Housing Advisory Group to operate, can be undertaken within existing resources.

6 Risks

6.1 The primary risks are as follows:

Risk	Mitigation
Perception that concerns about lack of engagement opportunities for Members in the Council's housing role persist	Increase the scope and frequency of formal meetings between the head of Housing and Property Services and Group Leaders and Portfolio/Shadow Portfolio Holders.
	Introduce a Housing and Property Services Core Brief for all Members, to include Performance management as a key item
Possible confusion over the future respective roles of the Executive, Portfolio holders and members of an Advisory Body	Effective and consistent management of current arrangements until such time as any changes are agreed
	Targeted and focused communications strategy explaining the process of considering change to all relevant parties

7 Alternative Option(s) considered

7.1 Move the Council to a Committee Structure

7.1.1 The Council could move entirely from a Leader and Cabinet structure to a form of Committee system to facilitate establishing a decision making Housing Committee to establish a Housing Committee with full decision making powers. This approach would require the Council to completely overhaul its constitutional arrangements.

7.1.2 The working group feel that the existing Leader and Cabinet structure is effective and would not wish to see the Council move away from this approach, therefore this option was discounted.

7.2 Adopt a hybrid approach to governance

7.2.1 The Council could operate the existing Leader and Cabinet Model alongside a Committee model under the powers introduced in the Localism Act 2011, combining elements of the Leader and Cabinet model with that of the Committee system.

7.2.2 This is a very new and untested model which has yet to be adopted by other Local Authorities and for this reason the working group discounted this option at this stage.

7.3 Establish a Housing Advisory Group with a Gentleman's Agreement

7.3.1 A housing advisory body could be established, supported by a Gentleman's Agreement for the Executive to ratify all decisions made by the advisory body. Such an agreement could not preclude the Executive from exercising its constitutional decision making powers, including where it felt necessary refusing to ratify any decisions made by an advisory body.

7.3.2 The Working Group feel that the Leader and Cabinet system is effective and that a Gentleman's Agreement is impractical and would not work, therefore this option was discounted.

7.4 Do Nothing

7.4.1 The Council could decide to terminate the work of the Working Group and maintain the current arrangements of a Portfolio Holder for Housing, drawing as necessary and when required upon the Interim Housing and Property Board for comment and feedback.

7.4.2 The working group do not feel that this option would allow for effective communication and involvement in the Housing and Property Service, hence this option was discounted.

Appendix A – Motion Passed by Council June 2014

The notice of motion passed by Council, in June 2014, was as follows:

“This Council regrets that, under the current committee structure, the provision of Housing Services has become remote from elected members. It also recognises that provisions in the Localism Act provide greater flexibility for the Council to determine its own committee structure.

This Council calls upon the Chairman of the District Council, as custodian of the Constitution, to bring forward proposals for members to consider at the November 2014 Council meeting to amend the constitution to enable the introduction, at the earliest possible opportunity, of a new Housing Committee.”

Appendix B – Raison d’etre of the Interim Housing & Property Board

1. To oversee the service wide governance review and propose preferred governance model to Executive for Executive Approval.
 - a. To ensure the governance review meets as far as possible elected member and customer expectations including best practice
2. Oversee the development of the emerging Housing & Property Services Strategy
3. Until the governance review is implemented to direct the services affairs including the following functions predominantly in relation to the Landlord Service:
 - a. The Interim Housing & Property Board has no delegated authority. All decisions will be made by Executive and the board will provide a mechanism to provide cross party support.
 - b. High level monitoring of performance across key business areas
 - c. To create the structures and environment for risk management to operate effectively, satisfying itself that risk is managed effectively
 - d. To agree interim governance structure and key business areas
 - e. To receive high level exception reports on business area performance
 - f. To manage the Interim Housing & Property Board Project Plan

Executive

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

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

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

An apology for absence was received from Councillor Caborn.

33. **Declarations of interest**

There were no declarations of interest.

34. **Minutes**

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

Part 1

(Items on which a decision by Council is required)

35. **Enforcement Policy**

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

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

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

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

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

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

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

It was therefore

Recommended that

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

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

Part 2

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

36. **Warwick District Council House Building**

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

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

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

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

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

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

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

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

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

The Overview & Scrutiny Committee supported the report.

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

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

Resolved that

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

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

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

37. **Warwick Mop Review**

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

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

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

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

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

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

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

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

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

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

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

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

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

Resolved that

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

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

38. **Ranger Service**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Resolved that

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Resolved that

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

(The Portfolio Holder for this item was Councillor Mobbs)

40. **Member Children's Champions**

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

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

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

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

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

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

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

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

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

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

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

Resolved that

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

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

(The Portfolio Holder for this item was Councillor Mobbs)

41. **Building Control Joint Service**

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

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

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

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

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

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

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

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

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

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

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

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

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

Resolved that

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

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

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

(The Portfolio Holder for this item was Councillor Hammon)

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

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

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

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

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

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

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

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

The Executive, therefore,

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

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

(The Portfolio Holder for this item was Councillor Cross)

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

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

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

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

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

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

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

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

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

Resolved that

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

(The Portfolio Holder for this item was Councillor Caborn)

44. **Public and Press**

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

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

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

The recommendations of the report were agreed.

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

(The Portfolio Holder for this item was Councillor Vincett)

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

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

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

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

47. **Oakley Wood Crematorium Proposed Improvements**

The recommendations of the report were agreed.

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

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

48. **Fetherston Court Demolition Approval**

The recommendations of the report were agreed.

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

(The Portfolio Holder for this item was Councillor Vincett)

49. **Settlement of Property Search Claim**

The recommendations of the report were agreed.

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

(The Portfolio Holder for this item was Councillor Hammon)

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

The recommendations of the report were agreed.

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

(The Portfolio Holder for this item was Councillor Vincett)

51. **Minutes**

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

(The meeting ended at 7.25pm)

Executive

Excerpt of the minutes of the meeting held on Wednesday 1 October 2014 at the Town Hall, Royal Leamington Spa at 6.00 pm.

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

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

52. **Declarations of interest**

There were no declarations of interest.

Part 1

(Items on which a decision by Council is required)

53. **Scrap Metal Dealers Act 2013**

The Executive considered a report from Health and Community Protection which sought to introduce a policy for licencing scrap metal dealers under the Scrap Metal Dealers Act 2013 (the Act) which came into force in October 2013.

When the legislation was implemented, government guidance was not available until the last minute and Local Authorities were not permitted to set fees prior to the guidance being available. The Chief Executive's emergency powers were therefore used to set licence fees. This report formalised the decisions taken.

The report explained that the Act required scrap metal dealers to be assessed for suitability before licences were granted or renewed. It provided local authorities the power to impose conditions on licences, revoke licences and tighten up how trading was conducted. It also allowed Local Authorities and the Police to close down unauthorised sites. Even though legislation did not require a Local Authority to have a policy in place, having a policy would provide clarity and consistency for applicants and Warwick District Council when assessing applications and renewals.

The Home Office guidance for Determining Suitability to hold a scrap metal dealer's licence was set out at Appendix 2 to the report.

Following the use of the Chief Executive's emergency powers in October 2013 for the Head of Health and Community Protection to set fees, confirmation was sought for those fees, as set out at Appendix 3 to the report, to be confirmed. The Local Government Association guidance was

taken into account when calculating fees. The 2014-15 Original Budget base was based upon anticipated uptake of licences was now proving to be unrealistic.

Although the legislation did not insist on photographic identification on scrap metal licences, the Local Government Association guide to Scrap Metal Dealers Act 2013 suggested the use of photographic identification. It would assist with identifying that the dealers were the correct people who held the licence and was in line with Police recommendations.

An alternative option was to not have a Scrap Metal Dealers Act policy. This option was not considered sensible as it would result in a lack of clarity around how the Council intended to enforce the legislation which would result in confusion and wasted effort for both Council staff and legitimate scrap metal businesses. This would also leave open opportunities for rogue scrap metal traders to continue to operate because Council staff would not be clear on how to enforce the legislation and members of the public would not be clear about what standards were expected by the Council in terms of metal dealing businesses.

The policy would also help legitimate metal businesses ensure they were running their operations safely and effectively, to plan their operations and to reduce illegitimate competition from rogue businesses.

Not to have photographic ID on licences was not considered sensible because it would allow the possibility of persons not considered fit and proper to operate as scrap metal dealers. For example without the need for photographic identification, those with repeat offences for stealing metal could easily pose as legitimate collector dealers under the banner of legitimate business.

When compliance/enforcement visits were made by either Police or Council staff, there would be someone who could be identified as being responsible. This would deter offences and help ensure that when offences were found, the offenders could be brought to justice more easily. This was in line with the Council's obligation to consider crime and disorder prevention/reduction in the exercise of our functions.

The Finance & Audit Scrutiny Committee supported the recommendations in the report and was pleased that collectors would now be licensed. However, residents had highlighted concerns to Members about the noise omitted by the collector's vehicle sirens when collecting scrap metal and proposed that an amendment to the Policy, banning the use of sirens exclusively, be considered by the Executive.

In addition, it was felt that the Scrap Metal dealers could be encouraged when applying for, or renewing, a licence to contact potential customers by more traditional methods ie. leaflet drops and advertising.

Councillor Coker endorsed the report, and agreed with the comments of the Finance & Audit Scrutiny Committee and for this reason proposed that at an appropriate place in the Policy it set out that "The use of amplified

horns is not permitted under section 62 of the con troll of pollution act 1974 makes it offence to use a loudspeaker in the street.”

It was therefore

Recommended to Council that

- (1) the policy, as set out in Appendix 1 to the report, for Determining Suitability of an Applicant for a Scrap Metal Dealers Licence under the Act, subject to the inclusion of wording explaining that “The use of amplified horns is not permitted under section 62 of the con troll of pollution act 1974 makes it offence to use a loudspeaker in the street”, be approved;
- (2) the licence fees set following use of CE3 the Chief Executive’s emergency powers, as set out in Appendix 3 to the report, be approved;
- (3) the income budget from scrap metal dealer licences is reduced from £5,000 to £2,000, financed from the General Fund Balance to reflect the level of activity, retrospectively; and
- (4) the requirement for photographic identity when applications are made for Scrap Metal Dealers, be approved.

(The Portfolio Holder for this item was Councillors Coker)

54. **Fees & Charges 2015/16**

The Executive considered a report from Finance that detailed the proposals for Fees and Charges in respect of the 2015 calendar year. It also showed the latest Fees and Charges income budgets for 2014-15 and the actual out-turn for 2013-14.

The Council was required to update its Fees and Charges in order that the impact of any changes could be fed into the setting of the budget for 2015-16. Discretionary Fees and Charges for the forthcoming calendar year had to be approved by Members.

In the current financial climate, it was important that the Council maximised income and therefore minimised the forecast future deficit.

The Contract Services Manager had consulted local Chambers’ of Trade and reviewed the current parking charges. Some minor changes had been introduced to ensure consistency amongst District Council car parks. The linear charging system introduced in 2013 had been accepted by the

public and was generating increased income. Therefore, it was proposed not to increase them in 2015 but to continue to regularly review their effectiveness.

It was proposed not to alter fees for Building Control at this time. However, a future report would be presented to consider the fees to be charged under the new Building Control Shared Service arrangement that was due to formally commence on 1 April 2015.

The contract for the operation of the Markets was due to be renewed, accordingly it was prudent not to alter fees at the moment. Once the successful tenderer was known, a future report would be presented to Executive.

There had been significant work carried out by the Regulatory Manager on licensing fees due to a change in legislation, which meant that the fees being charged should only reflect the amount of officer time needed to generate them. This had meant that some charges had changed quite substantially. The Regulatory Manager now had to ensure that transparent evidence was available to justify that charge to prevent any legal challenge.

The removal of the Corporate & Community Service area, agreed by Employment Committee on 17 September 2014, had meant some services had been moved to other service areas. Bereavement Services now reported to Neighbourhood Services whilst Street Naming and Numbering reported to the Deputy Chief Executive. Other services had moved too but these areas did not have any Fees & Charges and, therefore, were not mentioned in the report.

Some additional fees had been created to generate additional income for the service areas concerned and others in response to new legislation. These were highlighted in Appendix A, to the report. Other charges had been deleted due to legislation changes or changes in the way the service was provided.

An addendum was circulated that provided amendments to the circulated Fees and Charges report within Appendix A10, A54, A60, A61 and A66.

The various options affecting individual charges were outlined in the main body of the report, sections 8 to 16.

If the Fees and Charges for 2015-16 remained static i.e. at the same level as for 2014-15, this would substantially increase the savings to be found over the next five years unless additional activity could be generated to offset this.

The Finance & Audit Scrutiny Committee supported the recommendations in the report and thanked the officers for attending and assisting with their robust questioning.

One of the main concerns was the overall trend to increase prices in Cultural Services. Members felt that there was some unfairness in the increase of the Health and Fitness Casual Use fees for the over 60's / Disabled / Unemployed categories but accepted that benchmarking exercises had been undertaken and the Council still charged significantly lower fees than the private sector.

Members also felt strongly that recommendation 2.3 needed challenging. The recommendation was to ensure charging consistency but Members highlighted the lower charges for Kenilworth car parks compared to Leamington and Warwick.

Recommended that

- (1) the Fees and Charges identified in Appendix 'A' to the report be operated from 2nd January 2015 unless stated;
- (2) the detailed exercises undertaken by Service Areas when determining the Council's income levels and fees for next year, be noted;
- (3) the Parking Fees, apart from some minor changes to ensure charging consistency amongst car parks, are proposed not to increase in 2015;
- (4) the fees for Building Control and Markets be frozen until the position regarding the future running of these areas becomes clearer, when further reports will be presented to Executive;
- (5) the significant changes to some licensing fees due to changes in legislation, be noted; and
- (6) the change of portfolios for Bereavement Services and Street Naming and Numbering following the Employment Committee decision to disband the Service Area of Corporate and Community Services, be noted.

(The Portfolio Holder for this item was Councillor Cross)

(The meeting ended at 7.45pm)

Employment Committee

Excerpt of the minutes of the meeting held on Wednesday 17 September 2014 at the Town Hall, Royal Leamington Spa at 4.30 pm.

PRESENT: Councillor Mrs Bunker (Chairman); Councillors Mrs Bromley, Copping, Gifford, Hammon, Kirton, Mrs Knight, Mobbs, Pratt, Shilton and Wilkinson.

Apologies for absence were received from Councillors Coker, Doody and Kirton.

The Chairman informed the Committee that she had agreed for an additional report being presented to the Committee subsequent to when the agenda was published, namely the National Living Wage. Additionally, the Democratic Services Manager and Deputy Monitoring Officer would be informing Councillors of any further amendments to the Employee Code of Conduct in the course of discussions on this item.

13. **Substitutes**

Councillor Shilton substituted for Councillor Coker and Councillor Gifford substituted for Councillor Wreford-Bush.

14. **Declarations of Interest**

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

20. **Employee Code of Conduct**

The Committee considered a report from the Head of Human Resources, the Democratic Services Manager and Deputy Monitoring Officer and the Audit & Risk manager which brought forward a revised Employee Code of Conduct for the Council for consideration and recommendation for adoption by Council on 19 November 2014. Members were also given an addendum with changes to the proposed code arising from consultation with the recognised Trades Unions and the People Strategy Steering Group. It was pointed out that comments were still being received so further changes might be necessary. It had been hoped to present the report to the meeting of the Members/Trades Unions Joint Consultation and Safety Panel the previous week, but the meeting would not have been quorate so had been delayed.

The Democratic Service Manager and Deputy Monitoring Officer informed Members that the use of italic font for points 4.1 to 4.4 in the code was a mistake. 4.11.3 on page 21 would need to be reworded and this point just gave examples of where the Council might consider dismissal of an employee for gross misconduct.

Councillor Mobbs questioned whether points 4.8.3 (i) and (j) were robust enough or if they should spell out that the employee worked for their manager and Chief Executive, to which the Democratic Services Manager and Deputy Monitoring Officer informed Members that a review would be undertaken in 12 months' time and the definitions of who an employee

EMPLOYMENT COMMITTEE MINUTES (Continued)

worked for was spelt out in much clearer terms within the Member/Officer Protocol.

There was some concern expressed about point 4.8.3 (i) in so far as Members felt that staff should be able to speak to councillors about whether they were happy in their job and that if they had concerns they should be able to raise these with Councillors. The Democratic Services Manager and Deputy Monitoring Officer agreed that the wording could be changed slightly to emphasise that the concerns staff should not canvass Councillors about were related to employment matters and not “whistle blowing”, which was covered elsewhere in the Code.

Resolved that:

- (1) the minor amendments to the Policy as part of the current consultation, be subject to approval by the Chairman of the Employment Committee; and
- (2) subject to the above, the revised Employee Code of Conduct, as set out in Appendix 1 to the minutes be approved by Council.

(The meeting ended at 6.10 pm)

**WARWICK DISTRICT COUNCIL
EMPLOYEE CODE OF CONDUCT**

CONTENTS

- 1. Introduction**
- 2. Working for the public and with other staff**
- 3. Management and staff relations**
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 - 4.1 Health and Safety
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 - 4.4 Working honestly and with integrity and impartially
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 - 4.8 Working with Councillors
 - 4.9 Managing contact with the media
 - 4.10 Reporting improper conduct – the Confidential Reporting Policy
 - 4.11 Gross misconduct
 - 4.12 Working with external organisations
- 5. Guidance notes on the declaration of pecuniary and personal interests**

Appendices:

**Declaration Form for Interests
Form for Registering Gifts and Hospitality
The Seven Principles of Public Life (Revised January 2013)**

EMPLOYMENT COMMITTEE MINUTES (Continued)

1. Introduction

- 1.1 The people of Warwick District Council expect and deserve the highest standards of service and behaviour from all Council staff. This Code sets out our values, rules and principles. It is not a complete list of what you can and cannot do, but its aim is to enable all employees of the Council to understand the ground rules that all must observe and the standards we expect from you as a Council employee.
- 1.2 This code is based upon the Seven Principles of Public Life (known as 'The Nolan Principles'). These principles are relevant to everyone who works in public service and are set out in full as Appendix 1 to this Code.
- 1.3 In addition, the Council has adopted five core values. These provide a framework for every action and decision that the Council takes. The five core values are:
- Honesty and openness
 - Community focus
 - Fairness and equity
 - Environmental awareness
 - Value for money
- 1.4 Our standards are high because Council services affect the health and wellbeing of the community we serve.
- 1.5 Our work is democratically controlled and open to public scrutiny. It is often politically sensitive, and can depend on public confidence in the Council.
- 1.6 This Code is binding on all Council staff. Breaches of the Code and the standards it expresses may result in disciplinary action. We also expect all staff to operate within the law. Unlawful or criminal behaviour, even away from work, may lead to action against you by the Council.
- 1.7 It is your responsibility to read this Code and work in accordance with it. If you are unsure about any aspect, check it with your manager or with HR. If you want copies of any documents referred to in this Code, ask your manager.
- 1.9 This code applies to all staff including those professionally qualified staff that may be subject to codes of conduct or ethics imposed by their own professional bodies. In the unlikely event of a conflict arising between this code and an external code or requirement then the officer concerned must raise the matter with their Head of Service or Monitoring Officer as soon as possible.
- 1.10 This Code forms part of the Constitution of the Council.

EMPLOYMENT COMMITTEE MINUTES (Continued)

2. Working for the public and with other staff

2.1 We are here to serve the people who live in, work in, or visit the District. This requires a positive commitment to public service and putting our customers and the community first. Our services can have a profound effect on the quality of their lives and we have a duty to give our best at all times. They have the right to expect us to listen to them, be open, honest, helpful and professional in our approach. They are entitled to have confidence in our services that depends on you being considerate, responsible, sensitive and mindful of the need to respect confidentiality.

2.2 You must:

- (a) report any inappropriate behaviour, such as verbal or physical abuse by customers, colleagues or councillors, to your manager;
- (b) never demean, distress or offend the decency of others. For example, by:
 - displaying any material or picture which could reasonably be seen by others as offensive, or making degrading racist, or sexually suggestive comments or other inappropriate/insensitive remarks
- (c) follow the Council's Equal Opportunities Policy and must not discriminate against people you meet in the course of your work on any grounds;

You should also be aware of the Council's policy on harassment, and behave in a way that creates an inclusive, open work environment. If you become a victim of harassment in the course of your work you should report this in accordance with the agreed procedure;

- (d) never take advantage of anyone, or use your position at work to further aims that are not related to the Council or which improperly confers an advantage or disadvantage on any person;
- (e) never use your work or position at work to further the aims of any political party or political activity;
- (f) not use your work to further the aims of any group other than the Council whilst at work, (whether or not the group's ideas are in conflict with Council policies);
- (g) not inappropriately disclose or misuse confidential information that you know about Councillors, customers, staff, contractors, or other organisations working with the Council;
- (h) disclose any matter to your manager that it is your duty to report within this Policy;
- (i) respect other people, their rights and property;
- (j) comply with the requirements of Council policies.

EMPLOYMENT COMMITTEE MINUTES (Continued)

2.3 You should:

- (a) meet or exceed established standards of service when dealing with people in person, by phone, letter or e-mail, whether they are customers, colleagues at work, colleagues employed outside the Council or other delegates on a training course. Always be:
 - polite, positive, responsive and considerate. Always take a positive approach in all dealings with our customers
 - as clear as possible about the decisions and actions that we take and the reasons for them
 - accountable to the public, by identifying yourself (with name badges, if issued)
- (b) avoid actions in public areas that may discredit the Council;
- (c) ensure you are aware of and comply with the Council's Alcohol & Drugs at Work Policy and Smoking Policy;
- (d) maintain a professional approach to your job. Do not let friendships lead to a conflict between your own interests and that of the Council;
- (e) treat colleagues with respect, in day-to-day working relationships, in all forms of communication.

3. Management and staff relations

3.1 Working with your manager

- 3.1.1 Your manager is there to support you and give you direction in your work. You are expected to be accountable and show loyalty to the Council and to support its managers. A climate of mutual confidence, trust and respect between managers and staff is essential to achieving work targets and providing a high quality service.
- 3.1.2 You must carry out all relevant instructions that apply to your role.
- 3.1.3 You should work reliably and never neglect your work.

3.2 Working with your staff

- 3.2.1 For the Council, the people it employs make a difference. The Council expects managers to provide staff with clear direction, positive motivation and the opportunity to develop their skills.
- 3.2.2 You must:
 - (a) manage according to the principles set down in the Council's Policies (for example, in matters of recruitment, discipline, performance management);

EMPLOYMENT COMMITTEE MINUTES (Continued)

- (b) deal with staff fairly and consistently;
- (c) accept responsibility;
- (d) provide your staff with a working environment that is free from any form of unfair discrimination and harassment;
- (e) provide your staff with a safe and healthy working environment.

3.2.3 You should:

- (a) set standards of work, give feedback and advice to staff on how improvements can be made and ensure standards are met;
- (b) set work priorities for staff in consultation with them;
- (c) support and assist staff to carry out their work properly;
- (d) be aware and monitor the hours being worked by staff to ensure a consistent work life balance;
- (e) develop your staff to meet the current and future needs of the individual, team and service;
- (f) consider constructive suggestions for improving working practices and standards of service.

4. Working practices

4.1 Health and Safety

4.1.1 The Council aims to promote good healthy and safe working amongst its staff. You have a responsibility to contribute to safe working environment. Failure to do so may put you, the public or other staff at risk.

4.1.2 Have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever an employee, supervisor or manager notices a health and safety problem which they are not able to put right, they must straightaway tell the Line Manager. They may also tell a Safety Representative if there is one.

4.1.3 An employee of Warwick District Council whilst out of the office, on site, must comply with the safety requirements of any contractor whilst on their premises. If any employee identifies safety standards which are below those required by Warwick District Council, that employee will first bring them to the attention of the senior person at that location and if the condition is not immediately rectified, advise their supervisor within Warwick District Council of their intention not to proceed further until rectification has taken place.

EMPLOYMENT COMMITTEE MINUTES (Continued)

- 4.1.4 Where the employee considers there is possible danger to themselves, they must not proceed further, until the situation, equipment, or machinery has been rendered safe.
- 4.1.5 Each member of the staff should have particular regard to Sections 7 and 8 of the Health and Safety at Work etc Act 1974 which places responsibilities upon every individual as an employee.

4.2 Sickness Absence

- 4.2.1 You must follow the Council's Sickness Absence Policy. You must never claim sick leave when you are not sick.

4.3 Hours and attendance

- 4.3.1 Integrity in attendance at your place of work and reporting absences is critical to the success of Council services. Poor attendance and time keeping increases costs, reduces service levels and undermines the reputation of you and the Council. You should not accrue amounts of flexitime credit or time off in lieu, outside the levels in the relevant policies, unless agreeing this with your line manager first.
- 4.3.2 You must:
 - (a) comply with the time keeping requirements of your job;
 - (b) be in your place of work and working when you should be;
 - (c) ask your supervisor/manager if you need to take time off (for example, for a doctor's visit);
 - (d) agree with your manager any leave or time off you want in advance.

4.4 Working honestly and with integrity and impartiality

- 4.4.1 We expect you to perform your duties and use the Council's money and resources with honesty and be able to demonstrate that at all times. It is a criminal offence for you to give, receive or ask for any gift, reward or advantage for work done in your official capacity. As an officer you should ensure that these approaches are recorded in line with Gifts and Hospitality procedure and that you retain a copy of the necessary declaration for your own records.
- 4.4.2 As a Council employee, you are expected to meet the highest standards of conduct and integrity. These high standards must equally apply, and be seen to apply, in your conduct and relationships with the public. There should be no reason to suspect you are seeking opportunities for private gain. You must not undertake any private commitments or activities that may reasonably be considered to bring the Council into disrepute or impair your performance or detrimentally conflict with the Council's interests.
- 4.4.3 Certain posts within the Council are legally designated as politically restricted. This means that as a postholder you would be debarred from

EMPLOYMENT COMMITTEE MINUTES (Continued)

any form of political activity as this would be seen to produce conflicts of interest. A list of these posts is included in the Staff Handbook and covers all staff that are paid on salary point 44 or above. The Handbook also tells you what restrictions are placed upon you if you are in this category. You should familiarise yourself with these. You should discuss any concerns you have with your Head of Service, the Deputy Chief Executive or the Monitoring Officer.

4.4.4 The relationships that the Council has with its partners, contractors, consultants, community groups, suppliers and others, must be managed so that there can be no suspicion of corruption or dishonesty with public money. The Council may require you to complete a declaration of related party transactions and this information could be disclosed in the annual Statement of Accounts.

4.4.5 You must:

(a) not act corruptly and you must avoid any actions that could be interpreted in this way by others

for example:

- do not ask for or accept bribes or inducements of any sort;
 - never seek or take any reward or favour for providing Council services apart from your pay;
 - do not take a reward from anyone who has, or might have a contract with the Council, or work in partnership with it.
- (b) report to your Head of Service, as soon as possible, any offers of money, favours, gifts or hospitality you are offered or receive (even if you refuse them). You will be expected to record any gifts or hospitality offered or received, in the Service register;
- (c) return any gifts and refuse any hospitality your Head of Service says you cannot accept;
- (d) never ask for or accept a gift or tip or 'Christmas box', because:
- you are already paid for the work you do;
 - people may believe they will get better service if they tip well and worse if they do not;
 - this is not the basis the Council delivers services.
- (e) not use any influence to get people you meet through your work to leave you things in their Will;
- (f) report to your Head of Service if people you meet through work leave you things in their Will;

EMPLOYMENT COMMITTEE MINUTES (Continued)

- (g) comply with the Council's Codes of Financial Practice and Procurement Practice. If your job includes making payments or letting contracts, you should make sure you understand the Council's rules;
- (h) never obtain Council property or money when you are not lawfully entitled to it (this includes subletting Council property without authority);
- (i) not act fraudulently and you must report any suspicion or evidence of fraud you may have. Fraud happens when someone gets some benefit (usually money or property) through deception, for example:
 - falsifying documents to claim pay, bonus or sick pay
 - claiming housing benefit (and similar benefits) to which you are not entitled
- (j) serve the people of the District honestly and deal honestly with the Council. For example:
 - never wilfully withhold any payments owed to the Council (like rent or Council Tax);
 - never make fraudulent claims for public money (like housing benefit or income support).
- (k) you must inform your line manager in writing of all work undertaken outside of your employment with the Council and declare any actual or potential conflicts of interest between your work, other colleagues and outside activities of yourself and close family.

If your employment with the Council is paid on scale point 32 (or equivalent) and above, you must have written permission from your Head of Service, or if you are a Head of Service CMT, prior to commencing any additional employment.

All such work should be recorded on Appendix 2 to this document and issued to your Head of Service who will retain it on your personnel file.

You must ensure that any outside work does not adversely affect your work with the Council and that it does not create a conflict of interest with the Council. Your prime loyalty should be to the Council.

EMPLOYMENT COMMITTEE MINUTES (Continued)

- (l) never do private work when you are claiming time for working for the Council.
- (m) never abuse your position with the Council to benefit yourself, your family, your friends or any outside organisation or political party. If you live in the District you must not use your working relationships to influence matters such as planning applications or enquiries.
- (n) respect Council property or equipment. Take care not to waste, lose or damage it. Do not use Council property and equipment for your own personal benefit. You should use the Council's equipment in accordance with the Council's rules, codes and policies.
- (o) obtain written permission for any private use of Council equipment, whether at home or in the Council's offices at home, as agreed by your manager for use on Council business.
- (p) fill in accurately and honestly any document, form or record your managers need for work. Never destroy, damage, alter or falsify any such document or record.
- (q) not be involved in the appointment or any other decision relating to the discipline, promotion, pay or conditions of another employee, or prospective employee, who is a member of your family or any person with whom you have a close association.

4.4.6 You should:

- (a) do nothing that could be seen as likely to bias your work, your decisions or your impartiality. Therefore you must be fair and impartial in dealing with all customers, competitors, suppliers, contractors, sub-contractors, partner organisations and sponsors
- (b) be careful about pursuing an association with someone who may benefit from your work for the Council. For example, it is unwise to allow yourself to become indebted to someone who may wish to benefit from your work or position in the Council.
- (c) seek prior approval from your Head of Service if you are asked to give lectures, or wish to publish material, inventions or patents, that are related to the work you do with the Council.

4.4.7 You must advise your Head of Service in writing if:

- (a) you have links with a group whose aims might be in conflict with Council policy, or involvement with an organisation receiving grant aid from the Council, involvement with an organisation or pressure group which may seek to influence the Council's policies. This also applies to membership of any organisation not open to the public, with commitment of allegiance and which has secrecy about rules of membership or conduct and which furthers the interests of its members over the interests of others;

EMPLOYMENT COMMITTEE MINUTES (Continued)

- (b) you have, or develop a relationship with someone, that might be seen to lead to a potential conflict of interest. This is only necessary where there is likely to be a conflict of interests but could include being someone's landlord, being in debt to someone, having a close personal relationship with a Councillor, client, customer, service user, employee or contractor;
- (c) you are offered a job with a competitor organisation, or one we are in partnership with;
- (d) you or your close relatives hold any Directorships or positions of influence in any companies linked with the Council.

4.5 Gifts and Hospitality

- 4.5.1 Whenever possible you should always decline, politely, any gifts or hospitality offered to you as a result of your work as an officer. When this is not possible, without causing offence you may accept the gift or hospitality but discuss it with your line manager.
- 4.5.2 Even if you decline or accept an offer you must record all gifts and hospitality considered to be equal to or above the value of £10 that are offered to you in the course of your duties for the Council. These include those from Councillors, contractors, other public bodies, consultants or others with whom you have a business relationship.
- 4.5.3 A register is kept by Chief Executive for recording gifts/hospitality, their value, the person or organisation offering them and whether they were accepted. A form for registering these is attached as Appendix 3 to this document.
- 4.5.4 If you are not sure about how to react to such offers you should seek advice from your line manager or Head of Service.
- 4.5.5 You must:
 - (a) declare any gifts or hospitality in a timely and accurate manner;
 - (b) raise any concerns about a potential gift or offer of hospitality with your manager as soon as you become aware of it.

4.6 Working with sensitive information

- 4.6.1 We expect you to use sensitive information properly and to have due respect for confidentiality. Information gathered while working for the Council, whether held electronically or by other means, should not be used for commercial or personal gain or otherwise misused.
- 4.6.2 You must:
 - (a) not knowingly disclose information given to you in confidence by anyone, or disclose information acquired that you believe is of a confidential nature, without the consent of the person authorised to give it, or unless you are required by law to do so;

EMPLOYMENT COMMITTEE MINUTES (Continued)

- (b) not knowingly prevent another person from gaining access to information to which that person is entitled by law;
- (c) know what information the Council treats as confidential (if in doubt, check with your manager);
- (d) know who is entitled to have access to what information;
- (e) be responsible and professional in using and allowing access to personal information on clients, customers, staff and others;
- (f) use personal information in line with the principles of the Data Protection Act;

Such data must:

- be obtained lawfully and fairly
 - be held only for specified and lawful purposes
 - be relevant and just sufficient for those purposes
 - be used or disclosed for no other purpose
 - be accurate, up to date, and kept only as long as is necessary
 - be held securely to prevent unauthorised access or tampering
 - be available for inspection and correction by the person it is about
 - not be transferred to countries outside the European Economic Area without adequate protection and without written assurance in line with legal requirement following approval from the Data Controller.
- (g) report to your manager anyone, whether another member of staff, a member of the public or a Councillor, who attempts to put pressure on you for access to information to which they are not entitled.

4.7 Working within the law and the Council's Constitution

- 4.7.1 The Council expects you to work within the law. Council powers are set by a framework of laws and regulations. In order for its decisions and actions to be held to be reasonable in law, the Council must carry out its business in a way that is rational, proper and fair. Unlawful or criminal behaviour at, or even away from, work may result in a loss of trust and confidence in the employee or the Council.
- 4.7.2 You must inform your Head of Service in writing immediately if you are charged with or convicted of any crime whilst you are employed by the Council (this includes outside of your working hours). The Council would

EMPLOYMENT COMMITTEE MINUTES (Continued)

then need to consider whether this charge or conviction could reasonably be considered to bring the Council into disrepute or makes you unsuitable to carry out your job. This includes, for example:

- submitting false or fraudulent claims to the Council or other public bodies (for example, income support, housing or other benefit claims);
- breaching copyright on computer software or published documents;
- sexual offences, which may render you unfit to work with children or vulnerable adults;
- crimes of dishonesty that render you unfit to hold a position of trust.

4.7.3 The Constitution sets out how the Council operates, how decisions are made and the procedures that are followed to ensure that these are efficient, transparent and accountable to local people. Whilst you should have a general awareness of the Constitution the areas that you are expected to have a good knowledge of are the Code of Financial Practice and Code of Procurement Practice. The Code of Financial Practice provides the framework for managing the Authority's financial affairs and applies to every member and officer of the Authority and anyone acting on its behalf.

4.7.4 Breaches of financial rules are taken seriously and the Head of Finance is responsible for reporting breaches of these rules to the Council and/or Executive.

4.7.5 You must:

- (a) have an understanding of the Code of Financial Practice that is appropriate to your job;
- (b) complete any financial work in accordance with the Code of Financial Practice;
- (c) inform your Head of Service, the Head of Finance or the head of Internal Audit immediately if you become aware of a breach of the Code of Financial Practice or if you suspect a breach may have occurred.

4.8 Working with Councillors

4.8.1 Councillors expect staff to contribute to proper and effective working relationships with them. You serve the Council as a whole – all Councillors – and not just those of any particular group. You must ensure that the rights of Councillors are respected. You must maintain political neutrality at work and be seen to be impartial.

EMPLOYMENT COMMITTEE MINUTES (Continued)

4.8.2 Close personal familiarity between individual Councillors and officers can damage this relationship and give rise to the appearance of improper conduct. Generally, a close relationship between a Councillor and member of staff is incompatible with the high standards of public life that the Council is promoting. If such a relationship exists or begins to develop you must discuss this as soon as possible with your Head of Service or your line Manager.

4.8.3 You must:

- (a) serve all Councillors impartially and professionally, not just those of a particular political group;
- (b) do nothing to disrupt Council meetings;
- (c) dress and behave with appropriate formality at official events and meetings;
- (d) deal with Councillors' enquiries efficiently and within the agreed timescales;
- (e) disclose to your Head of Service any family, business or close personal relationships with Councillors;
- (f) report to your Head of Service any time a Councillor asks or pressures you to deal with a matter outside of Council procedure or policy;
- (g) not seek to influence Councillors prior to any appointment;
- (h) not canvass Councillors on individual employment-related matters for which there are Council approved procedures (for example, in matters of recruitment, discipline, unsatisfactory performance, terms and conditions of employment);
- (i) report any claims or allegations about other staff to an appropriate manager, and not to Councillors;
- (j) do not take advantage of your status as a Council employee to gain privileged access to a Councillor to advance your interests or views as a resident of the District. This is especially important in matters such as planning applications and enquiries.

4.8.4 You should:

- (a) not permit your own personal or political opinions or preferences to interfere with your work or working relationships with Councillors;
- (b) report to your Head of Service if you have concerns that a Councillor's conduct or treatment of staff is inconsistent with Council policies.

EMPLOYMENT COMMITTEE MINUTES (Continued)

4.8.5 Extensive guidance to members and officers of the Council in their relations with one another is set out in the Member-Officer Protocol, and the Employee Code of Conduct should be read in conjunction with that protocol.

4.9 Managing contact with the Media

4.9.1 The Council expects staff to promote the policies and reputation of the Council and act as ambassadors. Contact with the press and media is conducted through the Media Team. This protects individual employees from unwanted media attention and allows the Council to manage its reputation properly. Relations with the media require specific skills and expertise and staff should not discuss Council business with the press without their Head of Service's prior permission, unless you act as spokesperson for one of the Council's recognised trade unions in pursuit of legitimate industrial relations activities.

4.9.2 You must:

- (a) get permission from your Head of Service to speak, write, or give interviews to the media;
- (b) never bring the Council's name into disrepute in any other way through the press and media;
- (c) never bring the Council into disrepute by publicising material that is confidential, or against the interests of the Council, or its employees;
- (d) do not leak information to the press and media;
- (e) refer enquiries from the press to the Media Team in the first instance.

4.10 Reporting Improper Conduct – The Confidential Reporting Policy

4.10.1 We are committed to preventing any malpractice, fraud, corruption and any other actions that are illegal or not in the best interests of the Council's customers. The people of the District expect and deserve the highest standards of public service and we rely on all staff to play their part. You have a duty to report any reasonable suspicions of malpractice, fraud, poor practice or illegal activities. We have a duty to act on any information from whistle-blowers and to protect you if you speak out.

4.10.2 All managers have an absolute duty to act on employees' concerns. Failure to do so will be a disciplinary matter. Victimising staff that raise concerns or deterring someone from speaking out about fraud or abuse will be treated as a serious disciplinary offence. The detail of this is included with the Council's Disciplinary Policy.

4.10.3 The Council will:

- (a) take you seriously when you come forward and act swiftly to tackle any impropriety;

EMPLOYMENT COMMITTEE MINUTES (Continued)

- (b) do everything possible to support you and protect you from reprisals;
- (c) do everything possible to protect your confidentiality;
- (d) tell you what action is being taken.

4.10.4 You must:

- (a) know what practices are acceptable and which are not (as set out in this Code) – check with your manager if you are unsure;
- (b) report immediately any irregularities, malpractice, illegal or fraudulent activity, or any abuse or suspected abuse, either of staff or customers;
- (c) report any matters that you feel have not been properly dealt with immediately;
- (d) provide any evidence or relevant information you have;
- (e) report any concerns about corrupt or improper conduct by others to your line manager, in the first instance. If you do not feel able to approach your line manager, you should report your concerns to your Head of Service or the Chief Executive, the Council's Monitoring Officer or the Audit and Risk Manager.

You also have the right to raise concerns about financial malpractice with the Council's External Auditors;

- (f) never abuse this process by raising allegations that are known to you to be unfounded. This will be considered as a disciplinary matter.

4.11 Gross misconduct

4.11.1 The Council will apply this Code consistently and fairly. It is a public document and is distributed to all staff. Any breaches of the Code may result in disciplinary action.

4.11.2 Some breaches (known as gross misconduct) would be serious enough to justify the Council in dismissing staff for a first offence, and without notice. The examples of gross misconduct below are given so that you can judge what would compel the Council to dismiss you. This is not a complete list, since the circumstances of each case are different.

4.11.3 These are examples were the Council will consider dismissing you for gross misconduct:

- (a) conceal any matter you should report in line with Council Policies;
- (b) disclose any matter you should keep confidential;

EMPLOYMENT COMMITTEE MINUTES (Continued)

- (c) succeed in getting a job by lies or deception;
- (d) commit serious acts of discrimination or harassment;
- (e) threaten, fight with or assault anyone;
- (f) steal or take or damage things that belong to someone else;
- (g) seriously demean or offend the decency of others;
- (h) act in a way that resulted, or would have resulted, in injury or danger to yourself or others;
- (i) never do private work when you are claiming time for working for the Council;
- (j) breach financial regulations or standing orders;
- (k) refuse to make or abide by an agreement to repay any debt you owe to the Council;
- (l) break a law at/or away from work which makes you unsuitable for the work you do or damages public confidence in the Council;;
- (m) obtain Council services, property or money by fraud (for example, falsify timesheets);
- (n) submit false or fraudulent claims to the Council or other bodies (for example, income support claims, housing or other benefit claims);
- (o) ask for or accept bribes, gifts or favours;
- (p) disrupt Council meetings;
- (q) discriminate against another person, in conflict with the Council's Equal Opportunities Policy; and
- (r) make offensive comments or posts on social media sites.

NB: This list is not exhaustive

4.12 Working with External Organisations

4.12.1 Members of staff become involved in external organisations from time to time. This can result from being appointed by the Council as its representative or by other means.

4.12.2 Staff must be careful about any conflict of interest that may result. These can often occur where an officer's role overlaps with the interests of another organisation.

EMPLOYMENT COMMITTEE MINUTES (Continued)

Particular care is needed in relation to executive positions in external organisations such as trusteeships, or various offices such as Chairman, Treasurer or Secretary.

- 4.12.3 The Council's protocol on partnerships and other external organisations provides advice for the conduct of members and officers when representing the Council on external partnerships and other organisations.
- 4.12.4 The Council's policy is for such executive appointments to be avoided where there is any possibility of a conflict of interest. Staff must take advice from their Head of Service if they are in doubt.

5. Guidance notes on the declaration of pecuniary and personal interests

5.1 Introduction

- 5.1.1 The Code of Conduct covers all employees working under a contract of employment within Local Government, including session workers and casuals. Some of the issues covered by the Code may affect senior, managerial and professional employees more than it will others.

5.2 Advice

- 5.2.1 You are advised not to maintain outside interests that are to the detriment of your work with the Council or conflict with your employment with the Council.
- 5.2.2 If you are in doubt as to whether or not you have specific outside interests which should be declared, you should contact your manager in the first instance or your Head of Service. If you do not wish to discuss these issues with your manager, you should contact the Human Resources Unit.
- 5.2.3 Shareholders (Part B, Question 1.2 of the declaration form) – you are only required to declare shareholdings that could be directly related to your work, for example, shareholdings that provide a measure of control of a company which has dealings with the Council, or shareholdings, the value of which might be affected by Council work in which you are involved.
- 5.2.4 Grant Aid/Professional Bodies (Part B, Question 1.3 of the declaration form) – where you are involved either yourself in the running of a group or organisation as a Committee member, or involved in the decision-making process, then you should declare this only if it has a clear impact on your area of work and conflicts with the Council's interests. If you are in any doubt about this you must discuss it with your manager.
- 5.2.5 Membership of Clubs, Associations and Societies (Part B, Question 2 of the declaration form) – this includes special interest societies, charities, groups that are grant-aided by the Council and pressure groups. These need only be declared where there may be a direct impact on your area of work. You must declare membership of organisations not open to the

EMPLOYMENT COMMITTEE MINUTES (Continued)

public, with commitment of allegiance, which has secrecy about rules of membership or conduct and which furthers the interests of its members over the interests of others.

- 5.2.6 Professional Bodies (Part B, Question 3 of the declaration form) – if you are asked to do work and intend to use information relating to the Council for a group or organisation of which you are a member, you should declare your membership.
- 5.2.7 Housing Association/Tenants' Residents' Association (Part B, Question 5 of the declaration form) – if you are a Committee member of a Council Tenants' or Residents' Association, you should declare your membership where there may be direct impact on your area of work.
- 5.2.8 Trust(s) (Part B, Question 6.2 of the declaration form) – if you are a member of a charitable Trust or have any other interest you only need to declare it where there may be a direct impact on your area of work.
- 5.2.9 Recruitment of Relatives (Part V, Question 7 of the declaration form) – the term "associated with" includes spouse, partner, close family members, e.g. mother, father, sister, brother and other persons with whom you have a close personal relationship.

5.3 Completing the Declaration Form

- 5.3.1 Please read the Code of Conduct carefully and consider whether you have any external interests that may need to be declared. If you are in any doubt about whether you should declare a specific matter, it is recommended that you declare it.

5.3.2 New Employees and those accepting new Contracts of Employment:

All newly appointed staff and existing staff accepting new contracts of employment will be required to complete a declaration of interests form as a condition of appointment.

This requirement will be publicised in the recruitment documentation sent to applicants. All staff will be required to declare interests before taking up their posts.

5.4 Completed Declaration Forms

- 5.4.1 Once you have completed the Code of Conduct declaration form, it will be reviewed by the Head of Human Resources. The information you give is strictly confidential.

Heads of Service will be made aware of anything of relevance in the declaration and ensure that any declaration made will not be used inappropriately. Completed forms will be kept on personal files.

5.5 Failure to declare/follow the Code

EMPLOYMENT COMMITTEE MINUTES (Continued)

- 5.5.1 If you fail to return a declaration form, it will not, in itself, constitute a disciplinary offence. However, should a relationship or other issue emerge which was relevant and this has not been declared as set out in this Code, non-declaration might be taken as evidence of misconduct or gross misconduct in a disciplinary situation.
- 5.5.2 Failure to follow the Code in any aspect may also be raised in disciplinary action taken against you for a breach of the Council's rules or procedures.
- 5.5.3 The above instances may constitute a criminal offence under the Local Government Act 1972; criminal sanctions may apply where an abuse of position has occurred as a result of a Council contract or where an employee or his/her relatives have gained pecuniary advantages.

5.6 Inspection of Information

- 5.6.1 Your declaration form will not normally be open for inspection to anyone, other than the relevant member of CMT/Head of Service/Human Resources Unit. However, a senior manager may need to check a declaration form should either your membership of an organisation emerge or should there be suspicion that a relationship or other issue has emerged which is relevant to your duties and is contrary to the Code of Conduct.
- 5.6.2 By completing a declaration form, this will not in itself represent any form of sanction or approval by the Council of the contents of the declaration.

5.7 Amending Declaration Forms

- 5.7.1 If your circumstances alter and you wish to amend or review a declaration form, or view your personal file, please contact the Human Resources Unit.

5.8 Confidentiality

- 5.8.1 The information given on the declaration form is given in the strictest confidence and must not be divulged inappropriately by CMT, Heads of Service or Human Resources Staff. Inappropriate divulgence may result in disciplinary action being taken.

EMPLOYMENT COMMITTEE MINUTES (Continued)

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Committee for Standards in Public Life:

The Seven Principles of Public Life (Revised January 2013)

Principle	Revised description
<i>Preamble</i>	The principles of public life apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the civil service, local government, the police, courts and probation services, NDPBs, and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also have application to all those in other sectors delivering public services.
<i>Selflessness</i>	Holders of public office should act solely in terms of the public interest.
<i>Integrity</i>	Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
<i>Objectivity</i>	Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
<i>Accountability</i>	Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
<i>Openness</i>	Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
<i>Honesty</i>	Holders of public office should be truthful.
<i>Leadership</i>	Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

**CODE OF CONDUCT FOR EMPLOYEES OF
WARWICK DISTRICT COUNCIL:**

Declaration form

- (i) This form must be completed by all new employees on joining the Authority.
- (ii) This form must be completed and signed by all employees in politically restricted posts. Other staff must complete this form if there is any matter which they are required to declare.

Please read the Code of Conduct for Council Staff and associated Guidance Notes on the declaration of pecuniary and personal interests before completing this form.

Please print clearly in black ink

Name: _____

Work Address: _____

Section: _____

Telephone Number: _____

PART A

1. Employment

1.1 I am/will be employed by the Council as:

(If you have more than one job in the Council, please list all those jobs)

1.2 I also work as:

Employer's name and nature of business:

1.3 I am also self-employed as:

I trade under the following name(s):

EMPLOYMENT COMMITTEE MINUTES (Continued)

PART B: Personal Interests of Employee

1. Financial interests

1.1 Directorships: If these interests are unlikely to have a direct impact on your area of work, you do not need to identify them.

I, or my close relative, (e.g. wife, husband, partner, parent, child) hold the following Directorships in the following company(ies):

1.2 Shareholdings: If these interests are unlikely to have a direct impact on your area of work, you do not need to identify them.

I, or my nominees, own shares in the following company(ies):

1.3 Grant Aid/Professional Bodies: If these interests are unlikely to have a direct impact on your area of work, you do not need to identify them.

I have recently applied or intend to apply for a grant on my own behalf from the Council.

Yes / No

If 'YES' specify nature and amount.

A group or organisation in which I am involved in the running (and in the decision-making process) has applied for and/or intends to apply for a grant from the Council.

Yes / No

If 'YES' specify nature, amount and your position in group/organisation.

2. Clubs, Associations and Societies: If these interests are unlikely to have a direct impact on your area of work, you do not need to identify them.

I have a personal interest in or membership of the following club(s), association(s) or society(ies) which has the potential to conflict with the interests of the Council:

EMPLOYMENT COMMITTEE MINUTES (Continued)

3. Professional Bodies: If these interests are unlikely to have a direct impact on your area of work, you do not need to identify them.

I am involved in the decision-making process of the following body(ies):

(Please state name and nature of any professional body/bodies in which you are a member).

4. Select Societies: If these interests are unlikely to have a direct impact on your area of work, you do not need to identify them.

I have a personal interest in/or membership of the following society(ies):

(Please state name and nature of any select society(ies) in which you have a personal interest/membership).

Please state in what capacity you are a member:

5. Housing Association: If these interests are unlikely to have a direct impact on your area of work, you do not need to identify them.

5.1 I am a member or office holder of a Housing Association with properties in the District.

Yes / No

If 'YES' specify name(s), registered office(s) and capacity(ies):

5.2 I am a member or office holder of a Tenants'/Residents' Association in the District.

Yes / No

If 'YES' specify name(s) of Association(s):

EMPLOYMENT COMMITTEE MINUTES (Continued)

6. Other Interests: If these interests are unlikely to have a direct impact on your area of work, you do not need to identify them.

6.1 I, or my partner, are associated with a limited company or unincorporated business.

Yes / No

Specify nature of Association(s):

6.2 I am involved in the decision-making process of a charitable Trust

Yes / No

If 'YES' specify which Trust(s) and nature of relationship with the Trust(s):

6.3 I have another interest which may impact on my work.

Yes / No

Please specify:

The Council encourages voluntary work, public duties and activities in support of the local community and employee involvement in these areas is welcomed and supported.

6.4 I have been appointed by a Government Minister as a member of a statutory undertaking(s) or other body(ies) which is constituted in order to discharge or assist in discharging a statutory function.

Yes / No

If 'YES' specify body(ies):

6.5 I am a Councillor in a Local Authority.

Yes / No

If 'YES' specify which authority and office/title held:

EMPLOYMENT COMMITTEE MINUTES (Continued)

- 6.6 I am a co-opted member of a Local Authority Committee(s), Sub-Committee(s) or similar body.

Yes / No

If 'YES' please specify:

- 6.7 I am a member of a school governing body and/or am on the controlling body of a parent/teachers association(s).

Yes / No

If 'YES' specify which association(s):

- 6.8 I am a Board member of a Hospital Trust/Health Authority.

Yes / No

If 'YES' specify Hospital Trust/Health Authority:

- 6.9 I serve as a Magistrate.

Yes / No

If 'YES' specify which Court:

7. Recruitment of Relatives

Are you related to, or have an association with, a Member of the Council or anyone working for the Council? The term 'associated with' includes spouse, partner, close family members e.g. mother, father, sister, brother and other persons with whom you have a close personal relationship.

Yes / No

If 'YES' specify name(s) and work area(s):

EMPLOYMENT COMMITTEE MINUTES (Continued)

Declaration

Please see Guidance Note for Staff re: inspection of information (Paragraph 6).

I declare that I have read the Code of Conduct for Council Staff and associated Guidance.

Notes on declaration of pecuniary and personal interests and to the best of my knowledge and belief, the answers given above are truthful, accurate and complete. I undertake to inform my Head of Service of any change to these answers within 28 days of that change taking place.

Signed (Employee): _____ **Date:** _____

Signed (line manager): _____ **Date:** _____

When completed, please return this form to HR.

FOR OFFICE USE

Date received:

**WARWICK DISTRICT COUNCIL
REGISTER OF HOSPITALITY, GIFTS OR EMPLOYEE INTERESTS**

Officer's name	
Service Area	

HOSPITALITY AND GIFTS

Date	
Received from	
Given to or received by	
Type of gift/Nature of Hospitality	
Action taken (e.g. Accepted/Refused/Passed to charity/etc.)	
Relevant circumstances/comments:	

APPROVAL

Signature of Employee	
Signature of Head of Service, Deputy Chief Executive or Chief Executive	
Date	

When completed, please return this form to the Chief Executive's Office.

FOR OFFICE USE

Date received: