

**MINUTES OF THE ANNUAL MEETING OF THE  
NORTH WARWICKSHIRE BOROUGH COUNCIL  
HELD AT THE COUNCIL HOUSE  
ON THURSDAY 9 MAY 2024**

Present: Councillor Humphreys in the Chair

Councillors Barnett, Bates, Bell, Chapman, Clews, Davey, Dirveiks, Fowler, Farrow, Gosling, Hayfield, Hobley, Jackson, Jarvis, Jenns, Melia, Osborne, Parsons, H Phillips, O Phillips, Ridley, Ririe, Simpson, Singh, Smith, Stuart, Symonds, Taylor, Turley, Watson, Whapples, A Wright, D Wright.

An apology for absence was received from Councillor Reilly.

**1 Presentation of Long Service Pendants**

Long Service Pendants were presented to the following:

	<b>COUNCILLOR</b> <i>(alphabetically)</i>	<b>LENGTH OF SERVICE</b>
1)	Colin Hayfield	25 Years
2)	Hayden Phillips	33 Years
3)	Mark Simpson	25 Years

**2 Election of Mayor**

It was proposed by Councillor Simpson and seconded by Councillor Fowler that Councillor Hayfield be elected Mayor of the Borough of North Warwickshire for the ensuing year.

On being put to the vote, it was

**RESOLVED:**

**That Councillor Hayfield be and is hereby elected Mayor of the Borough of North Warwickshire for the ensuing year.**

Councillor Hayfield then made and signed the declaration of acceptance of office, was invested with the Chain and Badge of office by the retiring Mayor and took the Chair.

**Councillor Hayfield in the Chair**

Councillor Hayfield then thanked Council Members for the honour they had bestowed on him.

### 3 **Retiring Mayor**

The Mayor presented Councillor D Humphreys and M Humphreys with past Mayor's and Consort's Badges. Councillor D Humphreys then thanked Members, Officers and the people of North Warwickshire for their support during his year in office.

Councillor Bell then offered a vote of thanks to Councillor Humphreys for his service to North Warwickshire during his year in office.

### 4 **Disclosable Pecuniary and Non-Pecuniary Interests**

None were declared at the meeting.

### 5 **Minutes**

In addition to the minutes of the meeting of the Council held on 21 February 2024 and Special Meeting of the Council held on 6 March 2024, the Mayor sought agreement to also consider the exempt extract of the minutes of the Meeting of the Council held on 21 February 2024.

The minutes of the meeting of the Council held on 21 February 2024 and Special Meeting of the Council held on 6 March 2024, together with the exempt extract of the minutes of the Meeting of the Council held on 21 February 2024 were approved as a correct record and signed by the Mayor.

### 6 **Appointment of Deputy Mayor**

It was proposed by Councillor Jenns and seconded by Councillor D Wright that Councillor Bates be elected Deputy Mayor of the Borough of North Warwickshire for the ensuing year.

It was then proposed by Councillor Jackson and seconded by Councillor Gosling that Councillor Hobley be elected Deputy Mayor of the Borough of North Warwickshire for the ensuing year.

On being put to the vote, it was

#### **RESOLVED:**

**That Councillor Bates be and is hereby elected Deputy Mayor of the Borough of North Warwickshire for the ensuing year.**

Councillor Bates then thanked Council Members for the honour they had bestowed on her.

### 7 **Mayor's Announcements**

The Mayor announced that he would give details of his chosen Charity in due course.

**8 Appointments of Boards, Chairpersons, Vice Chairpersons, Spokespersons, and representatives on outside bodies**

In accordance with Standing Order No 23(2) a schedule of the number of Members to Boards for the ensuing year and appointments of Chairmen/Vice-Chairmen and representatives to outside bodies was placed before the Council.

It was proposed by Councillor D Wright and seconded by Councillor Symonds that Appendix B and C detailing the number of Members to Boards for the ensuing year and appointments of Chairmen/Vice-Chairmen and representatives to outside bodies be approved.

It was then proposed by Councillor Gosling and Seconded by Councillor Ririe by way of amendment that the number of seats allocation to the Labour Group be increased by one on each of the following - Executive Board, Community and Environment Board, Resources Board, UKSPF Panel and the Electoral Review Advisory Committee.

Upon being put to the meeting the Mayor declared the amendment to be lost.

It was then proposed by Councillor D Wright and seconded by Councillor Bell and

**RESOLVED:**

**That the schedule of numbers and appointments to the Boards, Committees and Sub-Committees and appointments of representatives to outside bodies, as shown in Schedule 1 hereto, be approved.**

**9 Appointment of Monitoring Officer**

The Council was asked to formally designate the Interim Head of Legal Services, Mark Watkins, as the Monitoring Officer.

**RESOLVED:**

**That the Interim Head of Legal Services be designated as the Monitoring Officer**

**10 Notice of Motion under Standing Order No 10**

The following Notice of Motion was proposed by Councillor Gosling and seconded by Councillor Whapples:

That the Council resolves:

- To adopt the proposed parental leave policy appended to this motion to give all councillors an entitlement to parental leave after giving birth or adopting;
- To ensure that councillors with children and other caring commitments are supported as appropriate;

# Parental leave policy for councils

This policy sets out members' entitlement to maternity, paternity, shared parental and adoption leave and relevant allowances.

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## Introduction

The objective of the policy is to ensure that insofar as possible Members are able to take appropriate leave at the time of birth, adoption or kinship carer leave, that both parents are able to take leave, and that reasonable and adequate arrangements are in place to provide cover for portfolio-holders and others in receipt of Special Responsibility Allowances (SRA) during any period of leave taken. The entitlements mentioned in this policy relate equally to birth, adoption or kinship carer leave.

Improved provision for new parents will contribute towards increasing the diversity of experience, age and background of local authority councillors. It will also assist with retaining experienced councillors – particularly women – and making public office more accessible to individuals who might otherwise feel excluded from it.

There is at present no legal right to parental leave of any kind for people in elected public office. This applies to MPs as well as councillors, and has been the subject of lengthy debate. These policies can therefore only currently be implemented on a voluntary basis. Discussions are ongoing about changing the law to enable compulsory provision.

## 1. Leave Periods

**1.1** Members giving birth are entitled to up to 6 months maternity leave from the due date, with the option to extend up to 52 weeks if required.

**1.2** In addition, where the birth is premature, the Member is entitled to take leave during the period between the date of the birth and the due date in addition to the 6 months' period. In such cases any leave taken to cover prematurity of 28 days or less shall be deducted from any extension beyond the initial 6 months.

**1.3** In exceptional circumstances, and only in cases of prematurity of 29 days or more, additional leave may be taken if required, and such exceptional leave shall not be deducted from the total 52 week entitlement.

**1.4** Members shall be entitled to take a minimum of 2 weeks paternity leave if they are the biological father or nominated carer of their partner/spouse following the birth of their child(ren).

**1.5** A Member who has made Shared Parental Leave arrangements through their employment is requested to advise the Council of these at the earliest possible

opportunity. Every effort will be made to replicate such arrangements in terms of leave from Council.

**1.6** Where both parents are Members leave may be shared up to a maximum of 24 weeks for the first six months and 26 weeks for any leave agreed thereafter, up to a maximum of 50 weeks. Special and exceptional arrangements may be required in cases of prematurity.

**1.7** A Member who adopts a child through an approved adoption agency shall be entitled to take up to six months adoption leave from the date of placement, with the option to extend up to 52 if required.

**1.8** Any Member who takes maternity, shared parental or adoption leave retains their legal duty under the Local Government Act 1972 to attend a meeting of the Council within a six month period unless the Council Meeting agrees to an extended leave of absence prior to the expiration of that six month period.

**1.9** Any Member intending to take maternity, paternity, shared parental, adoption or kinship carer leave will be responsible for ensuring that they comply with the relevant notice requirements of the Council, both in terms of the point at which the leave starts and the point at which they return.

**1.10** Any member taking leave should ensure that they respond to reasonable requests for information as promptly as possible, and that they keep officers and colleagues informed and updated in relation to intended dates of return and requests for extension of leave.

## **2. Basic Allowance**

**2.1** All Members shall continue to receive their Basic Allowance in full whilst on maternity, paternity, adoption or kinship carer leave.

## **3. Special Responsibility Allowances**

**3.1** Members entitled to a Special Responsibility Allowance shall continue to receive their allowance in full in the case of maternity, paternity, shared parental, adoption or kinship carer leave.

**3.2** Where a replacement is appointed to cover the period of absence that person shall receive an SRA on a pro rata basis for the period of the temporary appointment.

**3.3** The payment of Special Responsibility Allowances, whether to the primary SRA holder or a replacement, during a period of maternity, paternity, shared parental, adoption or kinship carer leave shall continue for a period of six months, or until the date of the next Annual Meeting of the Council, or until the date when the member taking leave is up for election (whichever is soonest). At such a point, the position will be reviewed, and will be subject to a possible extension for a further six month period.

**3.4** Should a Member appointed to replace the member on maternity, paternity, shared parental, adoption or kinship carer leave already hold a remunerated position, the ordinary rules relating to payment of more than one Special Responsibility Allowances shall apply.

**3.5** Unless the Member taking leave is removed from their post at an Annual General Meeting of the Council whilst on leave, or unless the Party to which they belong loses control of the Council during their leave period, they shall return at the end of their leave period to the same post, or to an alternative post with equivalent status and remuneration which they held before the leave began.

#### **4. Resigning from Office and Elections**

**4.1** If a Member decides not to return at the end of their maternity, paternity, shared parental, adoption or kinship carer leave they must notify the Council at the earliest possible opportunity. All allowances will cease from the effective resignation date.

**4.2** If an election is held during the Member's maternity, paternity, shared parental, adoption or kinship carer leave and they are not re-elected, or decide not to stand for re-election, their basic allowance and SRA if appropriate will cease from the Monday after the election date when they would technically leave office.

**Upon being put to the meeting the Mayor declared the Motion to be carried.**

#### **11 Common Seal**

It was proposed by Councillor Fowler and seconded by Councillor Jarvis and

**Resolved:**

**That the Chief Executive be authorised to affix the Common Seal to any Orders, Deeds and Documents as necessary to give effect to the decisions of the Council, including any passed during part of the meeting which is held in private, in accordance with Article 11.05 of the Articles of the Constitution.**

**Chairman of the next ensuing meeting  
of the Council**