

**To: Leader and Members of the Executive Board
(Councillors Humphreys, Chambers, Hayfield, Lea, Phillips, Reilly, Smith, M Stanley and D Wright)**

For the information of other Members of the Council

For general enquiries please contact David Harris, Democratic Services Manager, on 01827 719222 or via e-mail - davidharris@northwarks.gov.uk.

For enquiries about specific reports please contact the officer named in the reports.

The agenda and reports are available in large print and electronic accessible formats if requested.

EXECUTIVE BOARD AGENDA

16 JUNE 2015

The Executive Board will meet in the Committee Room at the Council House, South Street, Atherstone, Warwickshire on Tuesday 16 June 2015 at 6.30pm

AGENDA

- 1 Evacuation Procedure**
- 2 Apologies for Absence / Members away on official Council business.**
- 3 Disclosable Pecuniary and Non-Pecuniary Interests**

- 4 **Minutes of the Meetings of the Board held on 10 February 2015** - copy herewith to be agreed as a correct record and signed by the Chairman.
- 5 **Requests for discussion of En Bloc items and approval of remaining En Bloc items.**
- 6 **Public Participation**
- Up to twenty minutes will be set aside for members of the public to ask questions or to put their views to elected Members. Participants are restricted to five minutes each. If you wish to speak at the meeting please contact David Harris on 01827 719222 or email democraticservices@northwarks.gov.uk.
- 7 **Overview of the Functions of the Executive Board** – Jerry Hutchinson (Chief Executive)

PART A – ITEMS FOR DISCUSSION AND DECISION (WHITE PAPERS)

- 8 **Council Constitution Priorities and Corporate Plan – Implications arising from the 2015 Elections** - Report of the Chief Executive
- Summary**
- The purpose of this report is to consider potential changes to the Council's Constitution, Priorities and Corporate Plan following the Elections in May 2015, to authorise the Special Sub-Group to review these issues and to a further report being brought to next Executive Board meeting recommending changes and the action necessary to achieve them including any consequential financial implications.
- The Contact Officer for this report is Jerry Hutchinson (719200).
- 9 **Local Authority Devolution and Alternate Governance Models Combined Authorities Issues** – Report of the Chief Executive and the Assistant Chief Executive and Solicitor to the Council **to follow**
- Summary**
- This report provides some background to the issue of potential membership of a Combined Authority and seeks feedback from Members to help devise some parameters to assist the Leader and Chief Executive in discussions with other Councils in the Coventry and Warwickshire sub-region, and beyond, about a way forward.
- The Contact Officers for this report is Jerry Hutchinson (719200) and Steve Maxey (01827 719438)

- 10 **Capital Programme - 2014/15 Final Position** - Report of the Assistant Director (Finance and Human Resources)

Summary

The purpose of this report is to update Members on the final position of the 2014/15 Capital Programme and to highlight those schemes which have not progressed as quickly as expected and which are recommended to be carried forward into the 2015/16 Capital Programme.

The Contact Officer for this report is Sue Garner (719374)

- 11 **Capital Accounts 2014/15** - Report of the Deputy Chief Executive

Summary

The capital accounts for 2014/15 have been prepared. This report shows expenditure for the year, together with the methods of funding used.

The Contact Officer for this report is Sue Garner (719374)

- 12 **Earmarked Reserves 2015/16** - Report of the Deputy Chief Executive

Summary

The Council holds a number of reserves to meet future expenditure, other than the General Fund and Housing Revenue Fund. This report informs Members of the balances on these reserves at 31 March 2015, subject to audit, and updates the proposed use of reserves in 2015/16.

The Contact Officer for this report is Sue Garner (719374).

- 13 **Annual Governance Statement 2014/15** - Report of the Deputy Chief Executive

Summary

The Annual Governance Statement sets out the arrangements the Council has put in place for the governance of its affairs and facilitating the effective exercise of its functions, including arrangements for the management of risk. These ensure that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and accounted for and is used economically, efficiently and effectively.

The Contact Officer for this report is Sue Garner (719374).

14 **Financial Statements 2014/15** - Report of the Deputy Chief Executive

Summary

The Annual Financial Statements have to be signed by the Responsible Financial Officer (RFO) by the end of June 2015. This report highlights the position on the General Fund and Housing Revenue Account, compared with the estimate position previously reported.

The accounts have not yet been audited, and may need some adjustment following the completion of the audit later in the year. The audited Statements will be presented at the September meeting of the Executive Board.

The Contact Officer for this report is Sue Garner (719374)

15 **Membership of the Democratic Structures Task and Finish Group** - Report of the Chief Executive

Summary

The purpose of this report is to consider the membership of the Democratic Structures Task and Finish Group for the ensuing year.

The Contact Officer for this report is David Harris (719222).

16 **Child Protection Policy 2015 – 2019** - Report of the Assistant Director (Leisure and Community Development)

Summary

At its meeting held in February 2010, the Executive Board adopted the Borough Council's second Child Protection Policy. Further to changes in national and local guidance, this report presents a revised and updated Child Protection Policy for the Board's consideration

The Contact Officer for this report is Jaki Douglas (719492).

17 **Hurley Daw Mill Sports Ground Capital Works** - Report of the Assistant Director (Leisure and Community Development) and the Assistant Director (Finance and Human Resources)

Summary

This report informs Members of a proposed project at Hurley Daw Mill Sports Ground and seeks approval for its inclusion in the 2015/16 capital programme.

The Contact Officer for this report is Alethea Wilson (719212).

- 18 **Waste Management Vehicles – Capital Replacement** - Report of the Assistant Director (Streetscape) **to follow**

Summary

This report updates Members on the outcome of the recent tender exercise for the purchase of various waste management vehicles and proposes changes to the capital programme to reflect the revised replacement costs.

The Contact Officer for this report is Richard Dobbs (719440).

**PART B – ITEMS FOR EN BLOC DECISIONS
(YELLOW PAPERS)**

- 19 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets – April 2014 to March 2015** – Report of the Chief Executive and the Deputy Chief Executive

Summary

This report informs Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Executive Board for April to March 2015.

The Contact Officer for this report is Robert Beggs (719238).

- 20 **Pay Policy Statement 2015/16** - Report of the Assistant Director (Finance and Human Resources)

Summary

There is a requirement under Section 38 of the Localism Act 2011 for Councils to have and to publish a Pay Policy Statement, agreed by full Council, which will be subject to review at least annually. This report details the purpose for and the areas to be covered in the Pay Policy Statement.

The Contact Officer for this report is Janis McCulloch (719236)

- 21 **Budgetary Control Report 2015/16 Period Ended 31 May 2015** - Report of the Assistant Director (Finance and Human Resources)

Summary

The report covers revenue expenditure and income for the period from 1 April 2015 to 31 May 2015. The 2015/2016 budget and the actual position for the period, compared with the estimate at that date, are

given, together with an estimate of the out-turn position for services reporting to this Board.

The Contact Officer for this report is Nigel Lane (719371)

JERRY HUTCHINSON
Chief Executive

NORTH WARWICKSHIRE BOROUGH COUNCIL

**MINUTES OF THE
EXECUTIVE BOARD**

10 February 2015

Present: Councillor M Stanley in the Chair

Councillors Hayfield, Humphreys, Moore, Phillips, Smith, Sweet and Winter

Apologies for absence were received from Councillors Morson (substitute Councillor Winter) and Simpson.

Councillor Butcher was also in attendance.

55 Disclosable Pecuniary and Non-Pecuniary Interests.

None were declared at the meeting.

56 Minutes of the meetings of the Board held on 24 November 2014

The minutes of the meeting of the Board held on 24 November 2014, copies having been circulated, were approved as a correct record and signed by the Chairman.

57 External Audit Plan 2014/15

The Deputy Chief Executive reported on the External Auditors' plan for their work related to the 2014/15 financial year and the Certification report for 2013/14 grants. Matthew Elmer from PricewaterhouseCoopers was in attendance.

Recommended:

- a That the contents of the External Auditors' report and the Certification report for grants for 2013/14 be noted; and**
- b That the de minimis reporting level threshold be raised to £50,000.**

58 Corporate Plan 2015/16

The Chief Executive presented the Corporate Plan for 2015/16. Members were also asked to agree the 2015/16 Forward Work Plan for the Assistant Chief Executive and Solicitor to the Council.

Recommended:

- a That, subject to any amendments recommended by the Safer Communities Sub-Committee at its meeting on Monday 16 February 2015, the Corporate Plan Key Actions, as set out in Appendix A to the report of the Chief Executive, be agreed;**
- b That the Chief Executive be given delegated authority to finalise the format of the Plan; and**
- c That the Service Plan for the Assistant Chief Executive & Solicitor to the Council, as set out in Appendix B to the report, be agreed.**

59 The Capital Strategy

The Assistant Director (Finance and Human Resources) presented an update on the Capital Strategy and the Board was asked to agree the suggested course of action.

Recommended:

That the Capital Strategy, attached as Appendix A to the report of the Assistant Director (Finance and Human Resources), be approved.

60 The Proposed 3 Year Capital Programme 2015/16 – 2017/18

Management Team put forward proposals for the Three Year Capital Programme and outlined the availability of capital resources.

Recommended:

- a That the Revised Capital Programme for 2014/15 as set out in Appendix A, be adopted;**
- b That the 3 Year Capital Programme for the period 2015/16 to 2017/18 as set out in Appendix B, be adopted; and**
- c That the prudential indicators set out in Appendix F, be approved.**

61 **General Fund Fees and Charges 2015 – 2016**

The Assistant Chief Executive and Solicitor to the Council reported on proposed fees and charges for 2015/16 and the Board was asked to agree a suggested course of action.

Recommended

That the schedule of fees and charges for 2015/16, set out in the report of the Assistant Chief Executive and Solicitor to the Council, be accepted.

62 **Broadband Match Funding – Further Information**

The Board was asked to consider what, if any, the Council would provide as additional match funding for investment in improving the Broadband infrastructure in the Borough as part of CSW Broadband project. Comments received from Councillor May were read out at the meeting.

Recommended:

That before any further consideration on the level, if any, of match funding, information be requested on future plans and investment for the North Warwickshire area.

63 **General Fund Revenue Estimates 2015 – 2016**

The Deputy Chief Executive reported on the revised budget for 2014/15 and an estimate of expenditure for 2015/16, together with forward commitments for 2016/17, 2017/18 and 2018/19.

Recommended:

- a **That the revised budget for 2014/15 be accepted; and**
- b **That the Estimates of Expenditure for 2015/16, as submitted, be included in the budget to be brought before the meeting for consideration under Minute No. 64.**

64 **General Fund Revenue Estimates 2015 – 2016 and Setting the Council Tax 2015 – 2016**

The Deputy Chief Executive set out the proposed General Fund Revenue Estimate for 2015/16, and the options available when setting the 2015/16 Council Tax for the Borough in the context of the Authority's Revenue Support Grant settlement, and the effect on General Fund balances.

Recommended:

- a** That the savings of £685,380 shown in Appendix I of the report of the Deputy Chief Executive be approved;
- b** That the revised estimate for the year 2014/15 and the revenue estimates for 2015/16 be approved;
- c** That the Council Tax base for 2015/16, as set out in Appendix G be noted;
- d** That the preferred Council Tax option for 2015/16 be 0%;
- e** That the Deputy Chief Executive's comments on the minimum acceptable level of general reserves be noted;
- f** That the manpower estimates for the year 2015/16 be approved; and
- g** That a Council Tax resolution be prepared for consideration by the Council, using the recommendations agreed by this Board.

65 Revised Calendar of Meetings 2015/16

The Chief Executive reported on a revised Calendar of Meetings for 2015/16 and the Board was asked to agree a suggested course of action.

Recommended:

That the revised calendar of meetings for 2015/16 as submitted at Appendix A to the Chief Executive's report be approved.

66 High Speed 2 – HS2

The Assistant Chief Executive and Solicitor to the Council reported on recent developments regarding HS2.

Resolved:

That the report be noted.

67 Regulation of Investigatory Powers Act 2000 - Policy

The Board was invited to endorse the revised Policy in respect of the Regulation of Investigatory Powers Act 2000.

Recommended:

That the revised Policy be adopted.

68 Town/Parish Councils Charter

The Board was invited to consider the adoption of the Town and Parish Councils Charter.

Recommended:

That the Charter be adopted.

69 Designation of Neighbourhood Plans

The Board was invited to delegate the designation of Neighbourhood Plan areas to the Assistant Chief Executive and Solicitor to the Council where there were no substantial objections following consultation.

Recommended:

That the designation of Neighbourhood Plans be delegated to the Assistant Chief Executive and Solicitor of the Council where it relates to Parish boundaries and there are no substantive objections.

70 Member Induction 2015

The Board was invited to endorse an outline programme of induction for new members following the Borough elections in May 2015.

Recommended:

That the outline programme of induction attached as an Appendix to the report of the Chief Executive be approved.

71 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April 2014 – December 2014.

The Chief Executive and the Deputy Chief Executive informed Members of the actual performance and achievement against the Corporate Plan and Performance Indicator targets relevant to the Executive Board for April to December 2014.

Resolved:

That the report be noted.

72 Corporate Plan Targets related to Consultation and Communication

The Assistant Director (Corporate Services) reported on the work done to contribute to the Corporate Plan targets associated with the Council's Priority on "Consultation and Communication".

Resolved:

That the report is noted

73 Information Security Policy

The Assistant Director (Corporate Services) sought approval for the Council's Information Security Policy which had been updated to ensure it reflected changes in legislation, other Council Policy and the changing nature of the threats to the Council's information.

Recommended:

That the Information Security Policy attached as Appendix A to the report of the Assistant Director (Corporate Services) be approved.

74 Minutes of the meetings of the Special Sub-Group held on 15 December 2014 and 13 January 2015

The minutes of the meetings of the Special Sub-Group held on 15 December 2014 and 20 January 2015 were received and noted.

75 Minutes of the meeting of the Local Development Framework Sub-Committee held on 21 January 2015

The minutes of the meeting of the Local Development Sub-Committee held on 21 January 2015 were received and noted.

76 Minutes of the meeting of the Safer Communities Sub-Committee due to be held on 5 February 2015

It was noted that the meeting of the Safer Communities Sub-Committee due to be held on 5 February 2015 had been cancelled.

M Stanley
Chairman

Agenda Item No 8

Executive Board

16 June 2015

**Report of the
Chief Executive**

**Council Constitution Priorities and
Corporate Plan – Implications
arising from the 2015 Elections**

1 Summary

- 1.1 The purpose of this report is to consider potential changes to the Council's Constitution, Priorities and Corporate Plan following the Elections in May 2015, to authorise the Special Sub-Group to review these issues and to a further report being brought to next Executive Board meeting recommending changes and the action necessary to achieve them including any consequential financial implications.

Recommendation to the Council

- a That the Special Sub-Group be authorised :-**
- i) To review and where appropriate, make interim arrangements to revise the Council's Corporate Plan, Priorities and Key Actions;**
 - ii) To review the Council's constitutional arrangements relating to Boards;**
 - iii) In the event of there being any proposed changes arising from (ii) to request the views of the Independent Panel on Members' Allowances to review and report implications for Members allowances of these changes;**
- b That following the review a further report be brought to the next Executive Board meeting recommending any changes to the Council's Constitution, Corporate Plan Priorities and Key Actions required including consequential financial implications, and**
- c That the Housing Sub-Committee be removed from the Constitution, that body's terms of reference be returned to the Resources Board and the Constitution be amended accordingly.**

2 Background

- 2.1 The Council's Corporate Plan Priorities and Key Actions were adopted by the Council at its meeting on 25 February 2015. The Membership of Boards were agreed at the Annual Council Meeting.
- 2.2 Consequently, I intend to discuss these issues with the Leader of the Council and to report to the Special Sub-Group in the light of these discussions with a view
- a) To making any necessary temporary arrangements to current work streams and;
 - b) To presenting a report to the next meeting of the Executive Board recommending any required changes to the Constitution and the Corporate Plan Priorities and Key Actions together with consequential financial implications.
- 2.3 The Administration have resolved to recommend that the Housing Sub-Committee be removed from the Constitution and the matters considered by that body now be considered by the Resources Board. It is felt that the wider issues of housing are considered by that body and therefore there are benefits in the Resources Board also considering Housing Management issues.

3 Report Implications

- 3.1 Any that arise will be set out in reports to the Special Sub-Group and the Executive Board.

The Contact Officer for this report is Jerry Hutchinson (719200).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

Agenda Item No 10

Executive Board

16 June 2015

**Report of the Assistant Director
(Finance and Human Resources)**

**Capital Programme – 2014/15
Final Position**

1 Summary

- 1.1 The purpose of this report is to update Members on the final position of the 2014/15 Capital Programme and to highlight those schemes which have not progressed as quickly as expected and which are recommended to be carried forward into the 2015/16 Capital Programme.

Recommendation to the Council:

- a That the Board notes the level of expenditure incurred (both actual and committed) to the end of March 2015 against the 2014/15 Revised Capital Programme;**
- b That the Board notes the schemes which have not progressed as expected during the year; and**
- c That both the committed expenditure and schemes which have not progressed during the year be agreed as slippage to be carried forward into the 2015/16 Capital Programme.**

2 The Current Position

- ...
- 2.1 The Council's Revised Capital Programme for 2014/15, approved by this Board in February 2015, is set out in Appendix A. Also showing is the actual level of expenditure incurred on each scheme as at the end of March 2015.
- 2.2 The Appendix shows that the current level of actual expenditure incurred amounts to £7,262,236 against a revised programme total of £12,439,630, which represents an initial under-spend of £5,177,394.

3 Outcomes from Capital Expenditure

- 3.1 The £7,262,236 spent on capital schemes in 2014/15 has achieved a number of outcomes, and some of these are highlighted in the following paragraphs.
- 3.2 The new Coleshill Leisure Centre was completed in November 2014 in partnership with The Coleshill School and in conjunction with Wates

Construction and Coventry City Council. The facility is now fully operational and is providing an important community asset. Due to the budget for some provisional preparatory work being included in error, the scheme is showing as underspent on Appendix A. However, the scheme ultimately finished being delivered on time and on budget.

- 3.3 Work is ongoing to replace the Leisure Management System which has been procured from Gladstone MRM. The initial phase of this software, Plus2, went live in April 2015 and the remaining modules are expected to go live in the Summer of 2015.
- 3.4 The work on the Council House accommodation project is now complete and staff are benefitting from the improved facility. The scheme included additional work for our partners, the Department of Work and Pension and Warwickshire County Council, which was not included in the original budget. It is included in the expenditure in Appendix A, which is why the scheme is showing as overspent. Funding for these items has been secured so there is no additional cost to this Council and the original accommodation project programme was delivered under budget.
- 3.5 Work has been carried out on the play area at Boot Hill, Grendon and the landscape work at Baddesley Ensor has now been completed. Additionally, the footpath at Hurley Recreation Ground has been improved during 2014/15.
- 3.6 The completion of eighteen new bungalows in Atherstone, which have been undertaken by Waterloo Housing Association. Seven further properties and three shops on this development await completion in 2015/16.
- 3.7 An upgrade has been made to the Housing IBS Software, which is used to manage the multitude of jobs which are undertaken on the Council's housing stock, which has made the whole system more efficient. Funding for this was approved by Resources Board on 28th January 2014 and will be vired from the revenue budget.
- 3.8 In terms of housing capital expenditure, programs to replace insulation, roofing and heating have begun in 2014/15 and will continue into 2015/16, as the contracts for these have only recently been awarded. Adaptations to a number of houses were made which has enabled disabled tenants to continue living in their current Council property.

4 Committed Spend in 2015/16

- 4.1 Of the capital programme under-spend of £5,177,394, there are commitments of £4,395,627 which will be required in 2015/16 to fulfil contracts already let or to continue the progress of on going schemes. These amounts are shown in column (5) of Appendix A.

5 Schemes / Expenditure Delayed

...

- 5.1 There is still a need for the capital expenditure shown in column (6) of Appendix A.
- 5.2 It is requested to carry forward the funding relating to the Disabled Discrimination Act Adaptations, as a significant number of the Council's office buildings, sports & recreation centres and other assets require a range of improvement works to ensure full compliance under the requirements of the Equalities Act (previously Disability Discrimination Act or DDA). Work on this has been on hold during the completion of the new Coleshill Leisure Centre, the Accommodation project and the disposal of other Council assets.
- 5.3 Now that work on the Council House accommodation project is substantially complete, the Council's other public buildings will be reviewed and funding set aside for Equalities Act work will be allocated as necessary. This includes the potential for some further electrical work at Old Bank House.
- 5.4 The allocation for the Innage Park Cladding has not been used in 2014/15, as consultation is currently in progress. The need for the work still exists, as the problems with the roof at this facility have exacerbated, so it is requested that this money is carried forward into the new year.
- 5.5 There is a further work required within the IT section to upgrade the Council website and to complete an internal Citrix project. It is requested that the variances from 2014/15 be carried forward into 2015/16 to fund these projects.
- 5.6 It has not been possible to complete all housing revenue account schemes in the year due to a lack of staff capacity, however the work is still required. Again it is proposed that the budget is carried forward.

6 Report Implications

6.1 Finance and Value for Money Implications

- 6.1.1 The actual level of expenditure incurred up to the end of March 2015 amounts to £7,262,236, which is £5,177,394 below the full year budget. However, of the capital programme under-spend, there are commitments of £4,395,627 which will be required in 2015/16 to fulfil contracts let or to continue the progress of on going schemes. In addition, Members are also requested to carry forward schemes totalling £569,592, where expenditure has been delayed in 2014/15.

6.2 Sustainability Implications

- 6.2.1 Expenditure incurred as part of the Council's Capital Programme enables the Council to continue to deliver a range of services to the people of North Warwickshire which contributes towards improving the quality of life for the communities of North Warwickshire.

6.3 Risk Management Implications

6.3.1 If the financial provision requested is not carried forward, the achievement of some of the Council's objectives may be at risk.

6.4 **Equalities Implications**

6.4.1 The Council is required to ensure it meets the requirements of the Equality Act 2010. The Act brings together all previous equality legislation and includes a public sector duty (the equality duty) replacing separate duties relating to race, disability and gender equality. The capital programme includes some provision for improving accessibility as previously required under the Disability Discrimination Act. The DDA defines discrimination in a number of ways and outlines four specific types of discrimination: direct discrimination, failure to make reasonable adjustments, disability-related discrimination and victimisation.

The Contact Officer for this report is Stephen Robbins (719337).

	(1)	(2)	(3)	(4)	(5)	(6)
Capital Scheme Description	Total 2014/15 Revised Budget	Total Actual at 31st March 2015	Total Variation to Revised Budget	Committed Variance to c/fwd into 2015/15	Schemes to c/fwd into 2015/16	
Disabled Discrimination Act Adaptations	351,250	21,785	(329,465)	-	329,465	
Electrical Work	102,850	-	(102,850)	-	102,850	
Parks & Playing Fields	90,000	60,326	(29,674)	29,674	-	
Leisure Equipment	20,000	19,050	(950)	-	-	
Atherstone Gym Equipment	95,150	100,242	5,092	-	-	
Atherstone Accommodation Project	554,140	594,314	40,174	-	-	
Borough Care System	2,500	4,030	1,530	-	-	
Coleshill Leisure Centre	3,302,820	3,194,497	(108,323)	-	-	
Piccadilly Sport Fields	11,500	-	(11,500)	11,500	-	
Polesworth Abbey Green Park	8,150	-	(8,150)	8,150	-	
Dordon Long Street Park	7,290	-	(7,290)	7,290	-	
Dordon Kitwood Avenue Park	35,450	-	(35,450)	35,450	-	
Baddesley Ensor Improvement	69,820	69,818	(2)	-	-	
Innage Park Cladding	5,000	-	(5,000)	-	5,000	
Warden Call Vehicles Scheme	59,010	-	(59,010)	59,010	-	
Computer Software	42,620	17,328	(25,292)	-	25,292	
Computer Infrastructure	31,080	3,755	(27,325)	-	27,325	
Operating System Upgrade	15,000	-	(15,000)	-	15,000	
Leisure Booking System	50,000	31,303	(18,697)	18,697	-	
Life Lines	28,000	27,587	(413)	-	-	
Mobile CCTV	18,900	13,953	(4,947)	4,947	-	
Transport	172,780	46,177	(126,603)	126,603	-	
Disabled Facilities Grant	478,320	257,934	(220,386)	220,386	-	
Decent Homes Assistance	161,600	26,148	(135,452)	122,852	-	
Homes Improvement Agency	-	12,600	12,600	-	-	
Staffing	19,850	-	(19,850)	-	-	
General Fund Total	5,733,080	4,500,846	(1,232,234)	644,559	504,932	
Asbestos Work	58,970	7,094	(51,876)	-	-	
Disabled Facility Adaptations	175,000	170,785	(4,215)	-	-	
Insulation	1,511,780	3,996	(1,507,784)	1,507,784	-	
Roofing	1,003,300	42,429	(960,871)	960,871	-	
Heating	1,028,460	382,881	(645,579)	645,579	-	
Structural Work	13,910	2,139	(11,771)	-	-	
UPVC Entrance Screens	-	1,973	1,973	-	-	
Unadopted Roads	64,660	-	(64,660)	-	64,660	
General Cost	-	-	-	-	-	
New Build Housing	1,879,890	1,907,581	27,691	-	-	
Multi Trade Contract	702,480	158,116	(544,364)	544,364	-	
Replace DLO Vehicles	64,000	-	(64,000)	64,000	-	
Replace Warden Vehicles	28,470	-	(28,470)	28,470	-	
IBS Software	-	84,393	84,393	-	-	
Staffing	175,630	-	(175,630)	-	-	
HRA Total	6,706,550	2,761,389	(3,945,161)	3,751,068	64,660	
Total	12,439,630	7,262,236	(5,177,394)	4,395,627	569,592	

Agenda Item No 11

Executive Board

16 June 2015

Report of the Deputy Chief Executive

Capital Accounts 2014/15

1 Summary

- 1.1 The capital accounts for 2014/15 have been prepared. This report shows expenditure for the year, together with the methods of funding used.

Recommendation to the Council

That the methods of funding to meet capital expenditure incurred in 2014/15 be approved.

2 Capital Expenditure and Financing

- 2.1 Capital expenditure incurred by the Council in 2014/15 totalled £7,262,236.07. In addition, an amount of expenditure relating to 2013/14, totalling £261,261.95 remained un-funded from the previous financial year. The method by which these amounts have been financed is shown in Appendix A. The Authority has used a variety of sources, including prudential borrowing, capital receipts, capital and revenue grants, revenue contributions and earmarked reserves. Capital creditors 2014/15 are amounts relating to the 2014/15 financial year, which were not paid before the year end and therefore will not be financed until 2015/16. In preparing the funding statement, the effect on resources has been taken into account, and this is explained below.
- 2.2 In order to maximise the resources available to the Council, all of the capital grant received from the Department for Communities and Local Government towards disabled facilities grants has been used within the financial year. Similarly the additional Right to Buy receipts the Council can keep towards the provision of new build council housing have been used to the extent permitted, as they will be lost if not used within the required timescales.
- 2.3 A number of other sources of funding were used, which include income from earmarked reserves previously approved by Members and revenue contributions to capital expenditure.

2.4 The accounts of the Authority will not be audited until August. Any adjustments to the funding statement will be reported to this Board following the conclusion of the audit.

3 Report Implications

3.1 Finance and Value for Money Implications

3.1.1 The funding of the 2014/15 programme is consistent with the strategy approved by the Council, to use some receipts for General Fund schemes and to maximise the resources available for the overall programme.

6.1.2 The level of borrowing is in line with that assumed in the capital strategy, although it has been used to fund longer term projects rather than vehicles, in order to reduce the impact on the General Fund revenue account.

3.2 Environment and Sustainability Implications

3.2.1 The Council invests in new and existing assets to enable the provision of services to continue to be delivered to the people of North Warwickshire.

3.3 Links to Council's Priorities

3.3.1 The proposed funding arrangements contribute towards the Council's priority of maximising its resources.

The Contact Officer for this report is Stephen Robbins (719337).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

EXPENDITURE FOR CAPITAL PURPOSES & METHOD OF FUNDING 2014/15

Description	Capital Creditors 2013-14	Final Spending 2014-15	TOTAL	Prudential Borrowing	Grants & Contributions	GF Revenue Contribution	Section 106	HRA & GF Capital Receipts	HRA & GF Earmarked Reserve	Capital Creditors 2014/15	TOTAL
Cap Electrical Work	706.68	-	706.68			706.68					706.68
Parks & Playing Fields		60,325.74	60,325.74						60,325.74		60,325.74
Cap Ath Accommo Proj	30,000.00	594,313.51	624,313.51	526,363.51	82,150.00					15,800.00	624,313.51
CAP Coleshill LC	54,000.00	3,194,497.22	3,248,497.22	1,000,570.00	1,267,167.23	33,612.81		600,000.00	303,465.01	43,682.17	3,248,497.22
Poles Abbey Grn Prk	31,717.75	-	31,717.75	25,753.54		1,285.11			4,679.10		31,717.75
Dordon Long St Rec	20,422.98	-	20,422.98	20,422.98							20,422.98
Kitwood Ave Rec Grnd	600.00	-	600.00				600.00				600.00
Baddesley Env Impro		69,818.25	69,818.25				53,318.25		16,500.00		69,818.25
Hurley Rec Footpath		21,785.31	21,785.31				106.86		21,678.45		21,785.31
Operational Assets	137,447.41	3,940,740.03	4,078,187.44	1,573,110.03	1,349,317.23	35,711.46	53,918.25	600,000.00	406,648.30	59,482.17	4,078,187.44
Computer	-	3,754.88	3,754.88	-	-	3,754.88	-	-	-	-	3,754.88
Cap Leisure Equip	498.00	19,050.39	19,548.39			19,548.39					19,548.39
ALC Gym Equipment		100,241.55	100,241.55						100,241.55		100,241.55
Cap BorCare Syst Rpl		4,029.86	4,029.86			4,029.86					4,029.86
Leis Book Syst repla (HARDWARE)		7,432.89	7,432.89			7,432.89					7,432.89
Cap Life Lines		27,587.28	27,587.28			27,587.28					27,587.28
CAP Mobile CCTV		13,953.45	13,953.45						68.45	13,885.00	13,953.45
Cap Transport		46,176.52	46,176.52						46,176.52		46,176.52
Vehicles & Equipment	498.00	218,471.94	218,969.94	-	-	58,598.42	-	-	146,486.52	13,885.00	218,969.94
			-								-
Vehicles, Plant & Equipment Total	498.00	222,226.82	222,724.82	-	-	62,353.30	-	-	146,486.52	13,885.00	222,724.82
Intangible Assets (Software)	-	41,197.87	41,197.87	-	-	20,935.24	-	-	20,262.63	-	41,197.87
G.F. CAPITAL ASSET TOTAL	137,945.41	4,204,164.72	4,342,110.13	1,573,110.03	1,349,317.23	119,000.00	53,918.25	600,000.00	573,397.45	73,367.17	4,342,110.13
Cap Disabled Facilit	33,320.76	257,934.08	291,254.84		267,475.46				10,253.92	13,525.46	291,254.84
Cap DHS Assistance	3,747.60	26,148.00	29,895.60		29,895.60						29,895.60
Cap HIA		12,600.00	12,600.00						12,600.00		12,600.00
G.F. DEFERRED CHARGES	37,068.36	296,682.08	333,750.44	-	297,371.06	-	-	-	22,853.92	13,525.46	333,750.44
Cap Hsg Asbestos Work		7,094.39	7,094.39						7,094.39		7,094.39
Cap Hsg Dis Fac Adap	1,556.89	170,784.66	172,341.55						154,970.62	17,370.93	172,341.55
Cap Hsg Kitchens	370.00	-	370.00						370.00		370.00
Cap Hsg Insulation	472.50	3,996.40	4,468.90						4,468.90		4,468.90
Cap Hsg Roofing	2,238.79	42,429.23	44,668.02						44,668.02		44,668.02
Cap Hsg Heating	54,530.96	382,881.08	437,412.04						437,412.04		437,412.04
Cap Hsg Electrics	5,063.00	-	5,063.00						5,063.00		5,063.00
Cap Hsg External Wor	3,137.92	-	3,137.92						3,137.92		3,137.92
Cap Door Entry Schem	1,150.00	-	1,150.00						1,150.00		1,150.00
Cap Structural Work	17,473.76	2,139.26	19,613.02						19,613.02		19,613.02
Cap-UPVC Entrnc Scns		1,973.46	1,973.46						1,973.46		1,973.46
Cap New Build Hsg		1,907,580.98	1,907,580.98		986,838.29			404,435.56	516,307.13		1,907,580.98
Cap Chimney Stacks	254.36	-	254.36						254.36		254.36
Cap Multi Trade		158,116.44	158,116.44						155,418.44	2,698.00	158,116.44
IBS Software		84,393.37	84,393.37						84,393.37		84,393.37
COUNCIL DWELLINGS	86,248.18	2,761,389.27	2,847,637.45	-	986,838.29	-	-	404,435.56	1,436,294.67	20,068.93	2,847,637.45
GRAND TOTAL	261,261.95	7,262,236.07	7,523,498.02	1,573,110.03	2,633,526.58	119,000.00	53,918.25	1,004,435.56	2,032,546.04	106,961.56	7,523,498.02

Agenda Item No 12

Executive Board

16 June 2015

Report of the Deputy Chief Executive

Earmarked Reserves 2015/16

1 Summary

- 1.1 The Council holds a number of reserves to meet future expenditure, other than the General Fund and Housing Revenue Fund. This report informs Members of the balances on these reserves at 31 March 2015, subject to audit, and updates the proposed use of reserves in 2015/16.

Recommendation to the Council

To approve the reserves held at 31 March 2015 and the planned use of reserves in 2015/16.

2 The Purpose of Holding Reserves and Funds

- 2.1 The Council holds a number of reserves that have been earmarked for specific revenue and capital purposes and at 31 March 2015 these totalled £13.041 million. These reserves are held for a number of purposes, and in broad terms can be split into the following categories:

- External funding which has been received for specific activities, which has not been spent in the year of receipt;
- Growth approved, which has not yet been spent;
- Resources set aside as contingency sums;
- Resources set aside for general capital spending or the replacement of specific assets; and
- Funding earmarked for other reasons, such as timing differences, to smooth expenditure between years, or to progress specific projects.

... Appendix A sets out in more detail the purpose and amount of these reserves held.

3 Movement on Revenue Reserves in 2014/15

- 3.1 During 2014/15, expenditure of £3.310 million was funded from revenue reserves, whilst income of £4.324 million went into reserves. In Appendix A the reserves are grouped into the categories highlighted in paragraph 2.1, and each of these categories is dealt with below.
- 3.2 The major use of 'reserves holding external funding for specific activities' related to the progression of community development schemes, progressing work on homelessness activities and work on the elections. Grant and other external funding going into these reserves amounted to £219,000 at the end of the year, with funding obtained for community development initiatives, benefit initiatives, and improving access to council information.
- 3.3 Reserves for 'approved growth not yet spent' were spent on progressing the Community Hubs and outreach work and mitigating the impact of HS2.
- 3.4 There has been no movement on the contingency sums held for contaminated land, VAT and land charges. A reserve is held to manage the risk of changes to the business rates received and the timing of transfers from the Collection Fund. A notional surplus transferred to the General Fund in the year was not realised, due to the need to significantly increase the provision held for appeals on business rates. In line with the accounting regulations relating to business rates, this will only be reversed in the General Fund in later years. It has therefore been set aside in reserves.
- 3.5 Within 'Other reserves', spending amounted to £3.190 million. Of this £2.926 million related to spending on repairs and maintenance on the Council's housing stock. Other significant spending related to the Local Development Framework, Broadband UK and play area projects. Contributions into these reserves amounted to £3.384 million in total. Again the largest element of this related to the annual contribution of £3.184 million going into the Housing Repairs Fund. Other amounts set aside into reserves related to one off growth, the area forums, insurance and cover for vacant posts.

4 Movement on Capital Reserves in 2014/15

- 4.1 During the year, income of £6.166 million went into reserves held for capital purposes. The majority of this, £4.113 million, related to the funding needed for the housing capital programme and funding earmarked for council house new build. A significant contribution was received from Coleshill School towards the construction of the new Coleshill Leisure Centre and some funding was received from Warwickshire County Council towards the Accommodation project. Funding was received towards Disabled Facility Grants and some revenue funding was set aside for the replacement of play areas and leisure equipment. An additional revenue contribution was also made towards future capital spending.
- 4.2 Within the year reserves of £4.454 million were used, with £2.166 million used to fund housing capital expenditure. Reserves were also used to fund some of

the spending on Coleshill Leisure Centre, Disabled Facility Grants, play areas and open spaces, gym equipment and the purchase of vehicles.

5 Proposed Use of Reserves in 2015/16

5.1 The use of some reserves in the current year is unknown, due to uncertainty over the outcome and timing of some projects.

5.2 However, the main expenditure expected to be funded from reserves in the current year is indicated below:

- Expenditure on the Council's housing stock, using the Housing Repairs Reserve (revenue)
- Projects will be progressed where specific funding has been received, eg homelessness, community development initiatives and the maintenance of land assets
- The training reserves held for Staff and Member training may be needed to supplement the annual budget provision, depending on the development programme compiled
- Funding set aside for grounds maintenance will be used to progress the Green Space Strategy action plan, including work on areas such as play areas
- Some reserves held for community projects, such as community hubs, health and wellbeing and crime prevention will be utilised.
- Specialist employment advice and external investigators will be used, if necessary, to progress Human Resources issues
- Work on the Local Development Framework will progress in line with the approved timetable
- The insurance and sickness reserves will be used as and when they are needed
- Capital reserves will be used to support the agreed capital programme

6 Assessment of Risk when Establishing Earmarked Reserves

6.1 For the majority of earmarked reserves, there is little or no risk to the financial standing of the Council. Those established to manage the receipt of grant are generally clear-cut, as expenditure is matched very specifically to the income available.

6.2 Reserves set up to manage timing differences similarly lead to little risk. Funds set aside for expected shortfalls are used to manage the risk to the

base budget and are estimated using the best available information and with a view to the anticipated timeframe involved. For example, the VAT reserve held should cover the VAT that could not be recovered, should the Authority exceed its exempt limit, for one year. This would allow corrective action to be taken in a planned way.

- 6.3 The use of the HR reserve is monitored throughout the year, due to some significant spend in the past. However there has been no use of this reserve in 2014/15. Given the uncertainties around council tax localisation and the transfer of business rates to local authorities, a reserve is held, which will give some funding to cushion any unexpected changes to how the schemes operate and to manage timing differences in transfers of business rates from the Collection Fund.

7 Report Implications

7.1 Finance and Value for Money Implications

- 7.1.1 Although the Council holds a number of additional reserves, these are earmarked for particular purposes. Some resources have been set aside to deal with new initiatives, but these will only provide one-off funding for schemes.

7.2 Safer Communities Implications

- 7.2.1 Funds held will contribute to meeting the objectives of the Council's priority of working with partners to tackle crime and anti social behaviour.

7.3 Environment and Sustainability Implications

- 7.3.1 These funds contribute to the ongoing provision of Council services, but are one-off contributions to meet the costs of expenditure incurred.

7.4 Equality Implications

- 7.4.1 The Council is required to ensure it meets the requirements of the Equality Act 2010. The Act brings together all previous equality legislation and includes a public sector duty (the equality duty) replacing separate duties relating to race, disability and gender equality. The individual use of the reserves will need to include assessment of the equality implications and any adverse impacts which may arise. The uses of reserves identified in Appendix A will include a number of positive contributions in terms of the equality duty including the community and economic development projects, homelessness, benefits and outreach and access to services.

7.5 Risk Management Implications

- 7.5.1 The Council assesses the risks involved in setting up any earmarked reserves, and agrees action, where appropriate.

7.6 Links to Council's Priorities

7.6.1 The use of reserves assists the Council on maximising its use of resources.

The Contact Officer for this report is Sue Garner (719374).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

EARMARKED RESERVES FOR REVENUE PURPOSES

EXTERNAL FUNDING RECEIVED FOR SPECIFIC ACTIVITIES

Purpose of Reserve	Balance March 2014 £000	Contribution to Reserve	Use of Reserve	Balance March 2015 £000
Community and Economic Development Projects – funding received for sport, health, crime and disorder, economic development, High Street Innovator grant and other community projects.	261	19	41	239
Homelessness – towards homeless schemes within the Borough	37		11	26
Environmental Sustainability - received towards work on climate change	55			55
Risk Management – an amount received from Zurich Municipal for risk management initiatives	64		6	58
Benefits – for benefits initiatives and to promote anti fraud campaigns	47		7	40
Maintenance of Assets – commuted sums received towards the maintenance of open space	14		5	9
Neighbourhood Plans – to support communities to develop neighbourhood plans within North Warwickshire	19	5		24
RIEP / INSPIRE Annexe 3 grant – to be used for system review work and to meet EU requirements around spatial data over the next three years	14			14
New Burdens – received for council tax and welfare reform	83	92		175
Transparency and Digital Experts – grant funding to improve information for residents	-	30		30
Discretionary Housing Payments – funding received to assist those in hardship	-	66		66
Other – a third edition of North Talk and funding for elections and the registration of electors	34	7	16	25
TOTAL	628	219	86	761

APPROVED GROWTH NOT YET SPENT

Purpose of Reserve	Balance March 2014 £000	Contribution to Reserve	Use of Reserve	Balance March 2015 £000
Outreach and Access to Services –funding set aside for community projects	46		18	28
Borough Care - one-off funding approved for the expansion of the service.	29			29
High Speed 2 – one off funding approved for costs associated with HS2	71		15	56
Parish Plans - support to enable parishes to produce their own plans. Progress on this scheme has been slower than anticipated.	35			35
Environmental Issues – approved funding which hasn't yet been used, due to lack of capacity / the need to identify a specific agenda	33			33
Other – approved for land drainage work, flexible working and a wellness centre.	2		1	1
TOTAL	216	-	34	182

CONTINGENCIES

Purpose of Reserve	Balance March 2014 £000	Contribution to Reserve	Use of Reserve	Balance March 2015 £000
Contaminated Land – in the event that the Council has to deal with contaminated land issues, there is no provision in the base budget. This contingency would enable some work to take place.	51			51
VAT – If the Council goes above its de minimis level, it will not be able to reclaim all its VAT. The reserve has meant that provision is not needed in the annual revenue budget.	90			90
Emergency Planning – under-spends against the annual budget have been set aside to build up a small contingency.	18	6		24
Land Charge Refunds – following a change in VAT rules, there may be a requirement to repay some VAT to residents.	44			44
Business Rates Volatility – in case costs change when further detail of the local business rate scheme is known	466	715		1,181
TOTAL	669	721	-	1,390

OTHER

Purpose of Reserve	Balance March 2014 £000	Contribution to Reserve	Use of Reserve	Balance March 2015 £000
Local Development Framework –Planning fee income set aside to support the Local Development Framework and Conservation Study work.	371		136	235
Housing Repairs Fund – The Council undertakes general repairs and maintenance on its housing stock and this fund contributes to the costs of these repairs.	72	3,184	2,926	330
New Initiatives / One off growth – This reserve is to provide ‘pump priming’ for the initial costs that arise from new initiatives, which will ultimately reduce existing costs. Savings achieved will be used to repay the contribution from the reserve, so that other services will have similar opportunities to implement new schemes. Some funding has also been set aside for one off growth items.	337	105	45	397
Community Development Schemes - funding set aside for social inclusion schemes involving health.	11			11
Green Space Strategy – Some funding set aside to enable tree works and a review of the grounds maintenance service. The remainder to progress actions identified within the Green Space Strategy action plan.	86	7	15	78
Crime and Disorder – funding for crime prevention work with partners.	48	5		53
Leasing – Leases for a number of vehicles were only finalised after the vehicles were already in use. This meant that charges included within the revenue account in the first year of operation covered a different period to the actual leasing payment made. The difference was set-aside in this reserve, to cover the outstanding costs at the end of the lease, arising from the timing difference.	32		6	26
Maintenance of Council Assets – the Council has to carry out revenue repairs and maintenance on an ongoing basis to its property, vehicles and other facilities. Funds have been set aside to provide funding for unexpected and non-regular repairs.	85		3	82
Cover for Frozen Posts – in light of the current financial strategy, the decision was taken to freeze vacant posts, unless services could demonstrate the need for immediate replacement. However if the decision to freeze posts causes unexpected issues, there may be a need to bring in at least temporary cover.	106			106
Training – The maintenance of this reserve has allowed fluctuations in annual training to be managed, so that training and development is provided when required rather than when funding is available.	97	2		99
Purpose of Reserve	Balance March	Contribution to Reserve	Use of Reserve	Balance March

	2014 £000			2015 £000
Consultation – There is continuing pressure to consult with residents of the Borough and service users. The requirement to consult varies from year to year and the reserve allows fluctuations between years to be managed, without affecting other revenue spending.	43			43
Amenity Cleaning – Additional provision approved for this service has not been spent to date, and has been set-aside to cover future work.	49			49
Human Resources – funding to cover the cost of employment law specialists and external investigators is needed on an ad hoc basis.	50			50
Area Forums – Funds held by area forums, which have not yet been allocated.	30	10		40
Insurance – to cover the additional excess costs borne by the Council, as a result of increasing the levels, to take advantage of lower premiums	42	11		53
Financial Systems – to cover the professional fees required to update the financial management and capital accounting systems	-	22		22
Miscellaneous – This covers a number of small reserves which do not fall into the other categories, including the sickness fund, flexible working, clean neighbourhoods	241	38	16	263
Broadband UK – year 1 funding has been set aside, as the scheme has taken longer to start than expected	69		43	26
Housing Act Advances – income set aside to cover the costs of administering housing act advances over the full life of the mortgages approved	5			5
HRA Reimbursement to General Fund	390			390
TOTAL	2,164	3,384	3,190	2,358

TOTALREVENUE RESERVES	3,677	4,324	3,310	4,691
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EARMARKED RESERVES FOR CAPITAL PURPOSES

CAPITAL SPENDING / ASSET REPLACEMENT

Purpose of Reserve	Balance March 2014 £000	Contribution to Reserve	Use of Reserve	Balance March 2015 £000
GF Capital – this reserve is used to fund capital expenditure on General Fund schemes, eg works on Council buildings or the replacement of software.	767	1,686	1,916	537
Play Area Replacement – revenue funding is set aside each year, to ensure there are sufficient resources to replace the refurbished play areas in the future	268	47	21	294
Equipment Replacement - This sum has been earmarked for the future replacement of PCs, leisure equipment, recycling bins and CCTV equipment.	205	39	84	160
Vehicle Replacement – some funding has been set aside for the replacement of the refuse vehicles originally purchased by WCC	-	15		15
Pool Reserve (Lottery) – as part of the award of lottery funding towards the refurbishment of Atherstone Pool, the Council agreed to set aside some funds on an annual basis towards the replacement of the plant within the facility	135	13		148
Disabled Facilities Grant – unused grant towards private sector disabled facilities works	14	253	267	-
Housing Capital – this reserve is used to support the capital programme for Housing schemes.	1,150	3,031	1,443	2,738
Housing New Build – resources set aside for new build schemes	2,014	1,082	259	2,837
LPSA Funding – Contributions towards affordable housing within North Warwickshire	464		464	-
Major Repairs Reserve – The Major Repairs Allowance is to fund capital expenditure on the Council's Housing Stock.	1,621			1,621
TOTAL CAPITAL RESERVES	6,638	6,166	4,454	8,350

Agenda Item No 13

Executive Board

16 June 2015

Report of the
Deputy Chief Executive

Annual Governance Statement
2014/15

1 Summary

- 1.1 The Annual Governance Statement sets out the arrangements the Council has put in place for the governance of its affairs and facilitating the effective exercise of its functions, including arrangements for the management of risk. These ensure that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and accounted for and is used economically, efficiently and effectively.

Recommendation to the Council

- a That the Annual Governance Statement for 2014/15, attached as Appendix A, is approved; and
- b That the improvement plan, attached as Appendix C, is approved and progress against the plan is reported to Board.

2 Background

- 2.1 The Council has approved and adopted a Code of Corporate Governance, which is consistent with the principles of the CIPFA/SOLACE Framework *Delivering Good Governance in Local Government*. A copy of the code is available on our website. This statement explains how the Council has complied with the code and also meets the requirements of regulation 4(2) of the Accounts and Audit Regulations 2003, as amended by the Accounts and Audit (Amendment) (England) Regulations 2006, in relation to the publication of a statement on internal control.
- 2.2 The Council has also reviewed the Chartered Institute of Public Finance Association (CIPFA) Statement on the Role of the Chief Financial Officer in Local Government (2010), to ensure its financial management arrangements conform to the governance requirements of the CIPFA Standard.

3 **Review of the Effectiveness of Internal Audit**

- 3.1 The Council has a system of Internal Control, to which the internal audit system contributes significantly. The internal audit section is responsible for the provision of much of the system, although some responsibilities are carried out by others. Fraud work is carried out within the Revenues and Benefits Division and through external consultants (TIAA), and a specialist contractor is used for IT audits. All of these also contribute to internal audit within the Authority.
- 3.2 The position of the Council against the CIPFA Code of Practice for Internal Audit was assessed as part of the 2006/07 Statement of Internal Control, and has been revisited on an annual basis since then. Steps have been taken to improve the internal audit function over the last couple of years, and all actions identified as part of the assessment have been implemented.

4 **2014/15 Annual Governance Statement**

- ... 4.1 The Statement (Appendix A) presented to Members this evening for approval sets out how the Council meets the following principles:
- Focusing on the purpose of the Authority and on outcomes for the community and creating and implementing a vision for the local area;
 - Members and Officers working together to achieve a common purpose with clearly defined functions and roles;
 - Promoting values for the Authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour;
 - Taking informed and transparent decisions which are subject to effective scrutiny and managing risk;
 - Developing the capacity and capability of Members and Officers to be effective; and
 - Engaging with local people and other stakeholders to ensure robust public accountability.

4.2 Members are kept informed throughout the year about the various areas that make up the system of internal control. Much of this information comes through Board reports. All Boards receive progress reports on the service areas that come within their remit. Higher level reports include progress against the Corporate Plan and budgetary control reports. However, other more detailed reports are used to deal with specific areas, such as the Accommodation project, the replacement of Coleshill Leisure Centre and progress against the Green Space Strategy. Progress against the 2014/15 Corporate Governance Action Plan is shown in Appendix B.

...

4.3 Responsibility of monitoring against corporate activity has also been assigned to individual boards, for example, the Resources Board considers Treasury Management activity and the work of Internal Audit, whilst the Executive Board considers the outcomes of the work of the external auditors.

4.4 Where appropriate, all Members are involved in major reviews. Other means are also used to monitor the activity of the Council, such as the Leaders' Liaison Group. In addition, Members are involved in areas such as appeals, and can ensure that agreed policies are being adhered to.

4.5 In reviewing the corporate governance arrangements, a number of areas have been highlighted for further action. These are summarised in the action plan, attached as Appendix C.

...

4.6 Once approved by this Board, the Statement will need to be signed by the Leader of the Council and the Chief Executive.

5 Report Implications

5.1 Finance and Value for Money Implications

5.1.1 The governance arrangements put in place by the Council ensure that its financial position is safeguarded and that only approved expenditure is incurred on behalf of the Council and income is only generated for goods and services it actually provides.

5.2 Legal and Human Rights Implications

5.2.1 The governance arrangements put in place by the Council ensure that its legal position is safeguarded, it complies with relevant laws and regulations and that expenditure is lawful.

5.3 Environment and Sustainability Implications

5.3.1 As part of the Council's governance arrangements, there is a requirement for Officers and Members to consider the environmental impacts and sustainability of decisions taken.

5.4 Human Resources Implications

5.4.1 There are systems in place which ensure that health and safety considerations are taken into account, along with legal requirements. The Council also has a number of policies which set out expected standards of behaviour for both Officers and Members.

5.5 Risk Management Implications

5.5.1 The Council manages its risks by having good internal control mechanisms in place. The improvements identified in the statement for the future will strengthen these mechanisms.

5.6 Equalities Implications

5.6.1 As part of the Council's governance arrangements, there is a requirement for Officers and Members to consider the equalities implications of decisions taken.

5.7 Links to Council's Priorities

5.7.1 The governance arrangements ensure that the achievement of the Council's priorities is monitored on a regular basis, and action taken where this is appropriate.

The Contact Officer for this report is Sue Garner (719374).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

NORTH WARWICKSHIRE BOROUGH COUNCIL

2014/15 Annual Governance Statement

North Warwickshire Borough Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, the Council is responsible for putting in place proper arrangements for the governance of its affairs and facilitating the effective exercise of its functions, which includes arrangements for the management of risk.

The Council has approved and adopted a Code of Corporate Governance, which is consistent with the principles of the CIPFA/SOLACE Framework *Delivering Good Governance in Local Government*. A copy of the code is available on our website. This statement explains how the Council has complied with the code and also meets the requirements of the Accounts and Audit Regulations.

The Council has also reviewed the CIPFAⁱ Statement on the Role of the Chief Financial Officer in Local Government (2010), and is satisfied that its financial management arrangements conform to the governance requirements of the CIPFA Standard.

The governance statement has been in place at North Warwickshire Borough Council for the year ended 31 March 2015 and up to the date of approval of the statement of accounts.

Statutory Officers

All local authorities are required by law to have officers who fulfil three specific roles. At North Warwickshire Borough Council, these roles are carried out by the following post-holders within the Council:

- The Head of Paid Service – Chief Executive
- The Chief Financial Officer – Deputy Chief Executive
- The Monitoring Officer – Assistant Chief Executive and Solicitor to the Council.

The Head of Paid service leads and takes responsibility for the work of the Council's paid staff who run the local authority on a day to day basis. The role requires the Chief Executive to work closely with elected Members to ensure strong and visible leadership and direction, ensure staff adhere to the strategic aims of the Authority and follow the direction set by elected Members, act as the principal policy advisor to elected Members, develop workable strategies which will deliver the political objectives set by elected Members, lead and develop strong partnerships across the local community to achieve improved outcomes and better public services for local people, and oversee service development, financial and performance management, people management and change management within the Council.

The Chief Financial Officer must be a member of a specified accountancy body, and is bound by professional standards. The CFO is responsible for the proper administration of the Council's financial affairs and has specific legislative responsibilities, as he/she has a fiduciary responsibility to the local taxpayer. In England, the CFO has a statutory duty to report to the authority at the time the budget is considered and the council tax set, on the robustness of the budget and the adequacy of financial reserves. With regard to capital spending, there is a statutory requirement to set and arrange the Council's affairs to remain

within prudential limits for borrowing and capital investment. The CFO must also be proactive in the management of change and risk, be focussed on outcomes and help to resource the authority's plans for change and development in the public services it provides. The CFO's duties include a requirement to report to all the local authority's members, in consultation with the monitoring officer and head of paid service, if there is or is likely to be unlawful expenditure or an unbalanced budget.

The Monitoring Officer effectively acts as the guardian of the Council's constitution and the decision making process. He/she is responsible for advising the Council on the legality of its decisions and providing guidance to elected Members on the Council constitution and its powers. He/she has the specific duty to ensure that the Council, its Officers and its elected Members maintain the highest standards of conduct in all that they do. This includes: reporting to the Council if a decision is unlawful or amounts to maladministration, maintaining Registers of Interests, and arranging for investigations into any matters or complaints referred to the Standards Committee.

All of the statutory officers are members of the Senior Management Team of the Council. The fourth member of the Senior Management Team is the Assistant Chief Executive (Community Services), who adds a customer focus to any decision making of the Team.

The purpose of the governance framework

The governance framework comprises the systems and processes, and culture and values, by which the Authority is directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the Authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.

The system of internal control is a significant part of that framework and is designed to manage risks at a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness.

A key feature of regulations the Council needs to comply with is the requirement for internal audit. A local authority must maintain an adequate and effective system of internal audit of its accounting records and its system of internal control. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The governance framework

The Council assesses the needs of the area through the Sustainable Community Strategy process and work with the North Warwickshire Community Partnership. Consultation is undertaken with stakeholders, as part of the review process. This Community Strategy is used to inform the Council's Corporate Plan, which provides clear links on how the achievement of Council priorities assists in the delivery of community objectives. Other mechanisms are also used and an example of these is the range of partnerships across Warwickshire, which is playing an increasing part in influencing the work of the Council. As consultation is part of these mechanisms, and as these are ongoing, they also require the Council to be accountable for the actions they have taken over time.

The Corporate Plan is approved before the start of each year and identifies the headline targets for the coming year, which are supported by greater detail within individual service plans. All members of the senior management team contribute actively to cross

organisational issues and to corporate decision making to match resources to the authority's objectives. The CFO and monitoring officer provide financial and legal advice and support to elected representatives to inform their decision making. They review papers for consideration, attend meetings as necessary and are available for members to consult. The CFO ensures that all members of the Senior Management Team have the financial capabilities necessary to perform their respective roles.

The Council has comprehensive forecasting and budgeting procedures. A medium term business and financial planning process is used to deliver the authority's strategic objectives, including:

- A Medium Term Financial Strategy to ensure sustainable finances;
- A robust annual process that ensures financial balance; and
- A monitoring process that enables this to be delivered.

During the year progress against Corporate and Service Plan targets is collected and reported to senior managers, Management Team and to service boards, along with performance indicator information. A final position is collated at the end of the year, which is again reported to Members and is also published on the Council's website. Periodic and annual reviews of financial reports indicate financial performance against forecasts for all of the Council's spending. Summary information is also published.

As well as monitoring achievement of identified outcomes, the Council wants to ensure that an acceptable quality of service is provided. It ensures this in a number of ways: obtaining user feedback, through independent inspection and audit and through system reviews. During 2013/14, the Council chose to be the subject of a Peer Challenge review. Peer challenges are improvement-focussed and tailored to meet individual councils' needs. They are designed to complement and add value to a council's own performance and improvement focus. Following receipt of feedback from the review, the following actions have been taken to address some of the issues raised: a group of officers has been set up to look at communication issues, including looking at the image we project as an area; we have identified development programmes to help us grow future leaders; we have continued to look for opportunities to collaborate with other organisations to maximise the use of public assets and we have discussed shared service opportunities with neighbouring local councils.

The Council ensures that it is operating efficiently by specifying the different roles and responsibilities of both Councillors and Officers. The remit of each decision making Board is set down in the constitution, along with the roles of individual Councillors. The Council does not have an Audit Committee, but instead divides the core functions between the Executive Board and the Resources Board. The constitution also outlines the responsibilities of senior officers, and areas where they have been given delegated powers. Employee contracts include job descriptions, and these give the detail of individual roles, for all employees.

The Council uses an appraisal system to set specific targets for individual staff on an annual basis. These targets reflect their Division's targets in the Corporate Plan and the Divisional Service Plan and are subject to a six monthly review. A more cost effective service is provided by appropriately trained staff and the appraisal system is also used to assess the training and development needs of individual employees, and ensure that they have the skills and abilities to carry out the tasks required. Where a shortfall is identified, this is addressed through the annual training plan. The Council uses a workforce plan to plan more rigorously for future staffing requirements. This projects future service needs and the workforce that would be needed for their delivery.

As the Council looks at revised ways of working and increasing its use of partnerships in the provision of services, it agrees the roles and responsibilities of those involved during the 'set up' stage. For major partnerships these are formalised in a legal agreement. This ensures

that services are still managed and governed appropriately, whether the Council provides them directly or through others.

Better value for money by improving efficiency, though partnership working or other means, releases resources that can be recycled into higher priorities, without increasing taxation. Helping to secure positive social outcomes, within affordable funding, lies at the heart of the CFO's role in the local authority.

The Council expects its Members and officers to maintain appropriate standards of conduct and behaviour. These are set down in codes of conduct, standing orders, financial regulations, policies and processes, which are regularly reviewed. Compliance is monitored on an ongoing basis, and supplemented by information through the complaints and complements procedure and confidential reporting policy. To assist with monitoring, a register of interests is maintained for both Members and officers. Non compliance by employees is dealt with through the Council's disciplinary procedure. The process for dealing with non compliance by Members involves at least one Independent Person.

There are risks involved with the provision of any services, so the Council uses a system of risk management to minimise and manage the risks it faces. It does this by identifying both strategic and operational risks, looking at existing controls in place to reduce these, and amending these or bringing in new controls where this is beneficial. Risk management is led by the Deputy Chief Executive, with support from Finance and Human Resources, who promote and co-ordinate risk management across the Council. The system involves an annual review of strategic risks by the Senior Management Team and an annual review of operational risks in their service areas by senior managers. Some checking is carried out throughout the year by the Internal Audit section. In addition the Resources Board receive updates on risk management activity undertaken.

Board meetings are open to the public, except where personal or confidential matters are being disclosed. All areas of work go through the Board system, with the majority of work discussed in 'open session'. Reports to Board cover a standard format, to ensure that all reports contain sufficient information and options to allow for robust and well informed decision making. All implications that need to be considered, such as legal, financial, risk management and so on, are covered. Where possible, the implications are checked by staff with professional knowledge. This ensures that Members have sufficient and suitable information for decision making, and also ensure compliance with relevant laws and regulations, internal policies and procedures, and that expenditure is lawful.

The Council accounts for its decisions through the information it publishes. It also is subject to scrutiny through a variety of means: self scrutiny by its Scrutiny Board, internal and external audit work, central and regional inspection agencies and reviews by service users. The Council is also accountable to the public and local groups and uses consultation to assess whether it is meeting local expectations. Public speaking at Planning Board and question time at all Boards is available, to make us more accountable to the public. The Council has a consultation strategy and will vary the methods used for consulting with the public depending on the subject matter, and the target audience. Through this mechanism valuable information is received on the decisions that the Council has taken, and is used to feed into future objectives.

Review of effectiveness

North Warwickshire Borough Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework, including the system of internal control. The review of its effectiveness is informed by the work of managers within the Authority who have responsibility for the development and maintenance of the governance environment, work carried out by Internal Audit, and also by comments made by the external

auditors and other review agencies and inspectorates. Data obtained from Experion and the results of user surveys are also used to assess the effectiveness of the Councils governance arrangements.

To ensure that the governance framework remains effective, senior officers and Members have reviewed individual elements of the framework. Other review work has been undertaken by the Council's statutory officers, with amendments made to the Treasury Management Strategy and Information Security Policy, and the introduction of a Reference Policy.

The Council continues to have a Scrutiny Board, so scrutiny arrangements continued during the year. A number of areas were examined, including: a review of the progress of the Community Safety Partnership, including an update on rural crime; the performance of the Contact Centre; housing supply against need and the payment of creditors.

The work undertaken by Internal Audit has enabled the Head of Audit to conclude that the Council has a range of appropriate strategies, policies, procedures and protocols to address the corporate governance agenda. Progress has been made with the implementation of the Corporate Governance Action Plan approved last year, although some areas still require completion. Specialist counter-fraud consultants and external IT auditors have been used to supplement the work carried out by the section.

The Council takes fraud of any kind seriously, and our first aim is to prevent opportunities for fraud to occur, by building sufficient controls into systems and procedures. This is supplemented by fraud awareness training for all employees. We have a number of ways that concerns can be raised, by employees, Members of the Council or the public. These concerns will be followed up by trained investigators and action will be taken in proven cases. The Council also contributes to the National Fraud Initiative using data matching techniques. The Internal Audit section coordinate work under this Initiative, to ensure that all areas identified are followed up.

The risk management strategy used by the Council has been reviewed during the year, as it is subject to annual review to ensure it remains effective. The risk management process operated by the Council has continued throughout the year, including the completion of Annual Statements of Assurance by all senior managers.

Our review of the effectiveness of the system of internal financial control is informed by the work of managers within the Council, the work of the Internal Auditors and by our external auditors, PricewaterhouseCoopers, in their annual audit letter and other reports. Executive Board consider the annual audit letter. The external auditors are also required to comment on the value for money achieved by the Council, as part of their opinion on the financial statements.

We have been advised on the implications of the result of the review of the effectiveness of the governance framework by the Resources Board, Scrutiny Board, Chief Executive, Deputy Chief Executive, Assistant Chief Executive and Solicitor to the Council, Assistant Chief Executive (Community Services), Assistant Directors, Audit Manager, PricewaterhouseCoopers, CEAC, and a plan to address weaknesses and ensure continuous improvement of the system is in place.

Significant governance issues

A number of actions have been taken during the last year to manage risk and improve the Council's governance arrangements, including:

APPENDIX A

- The Medium Term Financial Strategy was updated to reflect the reduced funding available, as well as the identification of 2015/16 savings
- The Treasury Management Strategy was reviewed and updated, including a revised lending list
- Closer monitoring of business rate appeals with the Valuation Office and the use of a valuation tool to help predict changes in the business rates due
- Human resources policies were reviewed and updated where necessary to ensure compliance with employment law
- Work was carried out in line with the agreed Audit Plan, with ad hoc work completed where necessary
- The formal review of health and safety procedures and systems in Housing Direct Works continued
- Work on improvements to the mechanical and electrical infrastructure of the main Council offices was completed. The contract to replace the Leisure Centre in Coleshill was completed during the year
- The ESPO framework agreement was used for the procurement of new play areas
- Reviewed and update safe working practices as part of the Jobcentre co-location in the Council's One Stop Shop
- Updated the Councils Information Security Policy and commissioned and responded to the annual ICT health check to meet security requirements
- Democratic arrangements updated to ensure compliance with statutory requirements

Further actions will be taken in 2015/16, including:

- Updating the Medium Term Financial Strategy and working on savings for 2016/17 onwards
- Updating the capital programme and resources available
- Monitoring the collection of business rates and the operation of the Local Business Rates Pool
- To monitor changes in employment law and update policies and provide briefings as required
- Active engagement with key partners
- Provide Member training, with particular emphasis on new Councillors
- Work on data audit and classification to help ensure good data / information governance
- Update contract Standing Orders to reflect new Procurement Regulations
- Undertake National Fraud Initiative exercises and embed new protocols to ensure there is sufficient activity in identifying fraud
- Review the Child Protection Policy and ensure all relevant staff undertake Child Sexual Exploitation training
- Review the homelessness strategy to ensure housing need in the Borough is met effectively

We propose over the coming year to take steps to address the above matters to further enhance our governance arrangements. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review.

Signed:.....
Leader of the Council

Signed:.....
Chief Executive

On behalf of North Warwickshire Borough Council



APPENDIX B

CORPORATE GOVERNANCE ACTION PLAN 2014/15

Action	Responsible Officer	Date Due	Status
Review the achievement of the Corporate Plan and associated performance indicators for 2013/14	CE	June 2014	Complete
Review, and where appropriate, make interim arrangements to revise the Council's priorities and key actions	CE	December 2014	Complete
Delivery of targets within the financial strategy	DCE	Feb 2015	Complete
Monitor the collection of business rates and provide information to the Local Pool	DCE	March 2015	Complete
Completion of the Human Resources Action Plan, including increased monitoring of Health and Safety monitoring	AD (F&HR)	March 2015	Largely complete. Any unfinished items will be included in the 2015/16 Action Plan
Work with Warwickshire County Council to represent the interests of North Warwickshire at hearings to consider the HS2 hybrid bill	ACE&StC	March 2015	Ongoing
Update the Workforce Plan	AD (F&HR) / AD's / SH's	March 2015	In progress. Revised completion date of May 2015
Review the business continuity plan for the Council	CE	March 2015	In progress. Review and testing undertaken as part of the Accommodation project.
Carry out a systems review for Development Control	ACE&StC/ Head of Development Control	March 2015	Ongoing
Adoption of a Core Strategy for the Borough	ACE&StC	March 2015	Complete

APPENDIX C

CORPORATE GOVERNANCE ACTION PLAN 2015/16

Action	Responsible Officer	Date Due	Progress
Carry out an induction process for all new Members	CE	June 2015	
Review the Council's Constitution	ACE & StC	Oct 2015	
Review, and where appropriate, make interim arrangements to revise the Council's priorities and key actions	CE	December 2015	
Delivery of targets within the financial strategy	DCE	Feb 2016	
Update and deliver the training plan for Members	ACE & StC AD (F&HR) SH – P	March 2016	
Update the Workforce Plan	AD (F&HR) / AD's / SH's	March 2016	
Training for Officers on emergency planning	CE	March 2016	
Monitor the collection of business rates and provide information to the Local Pool	DCE	March 2016	
Assess the options for Sub Regional Governance	CE	March 2016	
Review the Business Continuity Plan, and update it as necessary	CE	March 2016	
Continue to seek mitigation against the impact of HS2 on the Borough	ACE & StC / DCE	March 2016	
Ensure that the arrangements in place for Safeguarding are suitable, and provide training as necessary	AD (L&CD)	March 2016	

Agenda Item No 14

Executive Board

16 June 2015

Report of the Deputy Chief Executive

Financial Statements 2014/15

1 Summary

- 1.1 The Annual Financial Statements have to be signed by the Responsible Financial Officer (RFO) by the end of June 2015. This report highlights the position on the General Fund and Housing Revenue Account, compared with the estimate position previously reported.
- 1.2 The accounts have not yet been audited, and may need some adjustment following the completion of the audit later in the year. The audited Statements will be presented at the September meeting of the Executive Board.

Recommendation to the Board

That the position on the General Fund and Housing Revenue Account at 31 March 2015 be noted.

2 Introduction

- 2.1 The publication of the Financial Statements is a statutory requirement, with a statutory timetable. For the 2014/15 financial year, the Authority is required to prepare its accounts by 30 June and to publish them by 30 September.
- 2.2 In line with previous years, the Council's external auditors, PricewaterhouseCoopers plan to audit the Financial Statements during August, to allow them to present their conclusions in the annual audit letter which will come to the September meeting of the Board.
- 2.3 The accounts are closed on the best information available at the end of March, which in some instances requires the use of estimates. As the auditors are required to look at transactions that have taken place since the end of the year, and in some instances agree adjustments to the Statements, the Statements are expected to change following the audit.

3 Changes in the 2014/15 Financial Statements

- 3.1 Local authorities are required to prepare their financial statements in line with the latest Accounting Code of Practice. There are only limited presentational changes required for the 2014/15 accounts, and these will not affect this Authority's statements.

4 2014/15 Activity

4.1 General Fund Revenue Account

4.1.1 The original budget for the General Fund set in February 2014 anticipated a use of balances of £595,460. Despite reductions in some areas of income, a revised budget was approved in February 2015, which anticipated a reduced use of balances of £14,330. The main reasons for the improved position were detailed in the 'General Fund Revenue Estimates 2015/16 and Setting the Council Tax 2015/16' report to Executive Board. They included: a significant reduction in employee costs, additional rental of council office space to external customers, reduced costs and extra income from industrial units, a reduction in the costs of amenity cleaning and increased income relating to higher value planning applications and the collection of business rates. All of these reductions more than covered the increased costs due to the significant increase in participation on the recycling service and the reduced recycling income available following a reduction in the price of paper and card.

4.1.2 The actual position on the General Fund at the end of the financial year is better than that anticipated in the revised estimate. A contribution to balances of £15,700 has been achieved. The main changes from the revised estimate are:

- Additional salary vacancies, lower recruitment costs and a reduction in the use of agency staff. In addition, there was an under spend on the staff training budget. (£101,200)
- Some contingency sums allowed in the budget have not been required (£72,000)
- A reduction in Non Domestic Rates on various industrial units that were budgeted to be vacant and have subsequently been let, with the related increase in rental income. (£13,000)
- Investment income is higher than estimated (£25,000)
- An underspend has occurred on member training, member allowances and the mayoral budget. (£25,000)
- Income above the revised estimate was obtained from Planning Fees. (£200,000)
- The recovery of housing benefit overpayments has been better than expected, together with additional subsidy and reduced administration costs. (£104,520)

- The additional recycling costs anticipated in the revised budget were not fully realised, due to the action taken to manage the service.
(£27,000)
- A change in the rules relating to rating appeals meant that unless a business lodged an appeal on their valuation before 31 March 2015, a successful appeal would not be backdated. This led to a flood of appeals being made in March 2015, which has required a significant increase in the provision relating to appeals. The increase in appeals has meant that business rate growth anticipated in the revised estimate has not been achieved. However increasing the provision in 2014/15 should mean that future years rating income will not be affected.
£250,000
- A contribution has been made to the earmarked capital reserve to fund future capital spending on General Fund schemes. This can be used in lieu of borrowing in the future to fund some capital expenditure, reducing the revenue costs that would otherwise be incurred.
£250,000
- A contribution has also been made to the earmarked reserve held for one off growth.
£100,000

4.1.3 In addition to the movements highlighted above, there have been a number of movements into and out of earmarked reserves. These movements allow timing issues to be dealt with, for example, if grant income is received late in the year, the expenditure will not take place until the following year. It also allows some services, such as Building Maintenance, to operate as a fund where this is more practical.

4.1.4 It was not possible to spend the approved budget in some budget areas, due to either lack of some staff capacity, or because preparatory work was needed. This affected areas such as community development and crime prevention. Earmarked reserves have been used to ensure that the schemes can be completed in the current year.

4.2 **Housing Revenue Account (HRA)**

4.2.1 The original budget for the HRA set in February 2014 anticipated a surplus in the year of £634,480, which was subsequently reduced to £386,480 following some additional allocations for fire risk assessment and legionella work. This was revised in the budget approved in February 2015, which anticipated a surplus of £363,970. The reasons for this change were detailed in the HRA estimate report taken to Resources Board, with the main changes being a reduction in rental income, an increased recharge to reflect current governance arrangements, the cost of cover for the rent accounting system and a reduction in Supporting People Income, largely offset by a reduction in

the contributions to capital needed following the retention of additional capital receipts.

- 4.2.2 The actual position on the HRA is better than anticipated in the revised budget, with a surplus of £582,692 added to balances, instead of the £363,970 in the revised budget. The improved position reflects a lower than anticipated contribution to the bad debt provision of £141,000. In addition there has been lower spend on housing management costs, due primarily to lower utility costs at the flats and community rooms. There has also been an increase in the allowable debt retained due to higher than expected sales of Council Houses, which has reduced the revenue contribution made to capital spending. However this is to compensate for the reduction in future rental income.
- 4.2.3 The HRA holds a separate Housing Repairs Fund. This is used to cover the costs of day-to-day repairs and maintenance, including works undertaken by Housing Direct Works (HDW) and private companies. The balance on the Fund at the end of the year amounted to £329,500, which is available for the coming year.

5 Report Implications

5.1 Finance and Value for Money Implications

- 5.1.1 The actual position reported for both the General Fund and Housing Revenue Account for 2014/15 impacts upon future years. The General Fund is better than predicted when setting the 2015/16 budget. However, significant pressures for increased costs in future years continue, together with a lot of uncertainty over future funding arrangements. Although the Council has a number of additional reserves, these are earmarked for particular purposes. Savings will still be needed in order to preserve the level of general balances, whilst at the same time maintaining the quality of services and coping with additional responsibilities.
- 5.1.2 The position on the Housing Revenue Account is also better than predicted when setting the 2015/16 budget and adds to balances going forward. However the additional balances will be needed to compensate for the loss rental income resulting from the additional council house sales.

5.2 Environment and Sustainability Implications

- 5.2.1 The Council has remained within its overall budgets for the 2014/15 year. This will assist in allowing the Council to manage its expected shortfall in resources, and minimise disruption to essential services.

5.3 Risk Management Implications

- 5.3.1 The risks of unanticipated changes affecting the financial position of the Council are minimised by the use of the budget strategy, as well as continual assessment, monitoring and reporting of any new financial impact affecting the Council

The Contact Officer for this report is Sue Garner (719374).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
Executive Board	Sue Garner	General Fund Budget and Setting the Council Tax 2014/15	Feb 2014
Resources Board	Nigel Lane	Housing Revenue Account Estimates 2014/15	January 2014
Executive Board	Sue Garner	General Fund Budget and Setting the Council Tax 2015/16	Feb 2015
Resources Board	Nigel Lane	Housing Revenue Account Estimates 2015/16	January 2015

Agenda Item No 15

Executive Board

16 June 2015

Report of the Chief Executive

Membership of the Democratic Structures Task and Finish Group

1 Summary

- 1.1 The purpose of this report is to consider the membership of the Democratic Structures Task and Finish Group for the ensuing year.

Recommendation to the Board

That the Board be asked to consider the membership of the Democratic Structures Task and Finish Group for 2015/16;

2 Democratic Structures Task and Finish Group

- 2.1 The Democratic Structures Task and Finish Group membership previously comprised Councillors M Stanley, Sweet, Moore, Smith and Fox.
- 2.2 The Board is asked to consider membership for 2015/16.

3 Report Implications

- 3.1 There are no report implications.

The Contact Officer for this report is David Harris (719222).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
none			

Agenda Item No 16

Executive Board

16 June 2015

**Report of the
Assistant Director
(Leisure and Community Development)**

**Child Protection Policy
2015 to 2019**

1 Summary

- 1.1 At its meeting held in February 2010, the Executive Board adopted the Borough Council's second Child Protection Policy. Further to changes in national and local guidance, this report presents a revised and updated Child Protection Policy for the Board's consideration.

Recommendation to the Council

That the revised Child Protection Policy, as attached at Appendix 1 to this report, be adopted and implemented with immediate effect.

2 Consultation

- 2.1 The Chairman, Vice-Chairman and Opposition Spokesperson for the Executive Board, the Community and Environment Board and the Safer Community Sub-Committee, together with Members with responsibility for Health, Well-being and Leisure and Young People, have all had an opportunity to comment on the content of this report. Any comments received will be reported verbally at the meeting.

3 Introduction and Background

- 3.1 In September 2003, the Executive Board adopted the Borough Council's first Child Protection Policy. This initial version was subsequently revised in February 2010. Changes in national and local guidance, however, necessitate that the Policy is again reviewed and, subject to Board approval, revised.
- 3.2 The Authority provides a wide range of services to the local community, many of which involve Borough Council employees coming in to contact with, and potentially supervising, children and young people.
- 3.3 Members of the public have the right to expect high standards of conduct, integrity and service provision from the Borough Council. Accordingly, the Authority recognises that in the provision of its services, it has both a moral and legal obligation to ensure that it provides both service users, including children and young people, and its staff with the highest possible standards of

care. The development and implementation of its Child Protection Policy, along with the associated training for relevant staff, in part ensures that the Authority fulfils its obligations in this regard.

- 3.4 In the provision of its services to children and young people, the Council has adopted and implemented many processes and procedures to ensure that all members of the public have an enjoyable and safe experience. These procedures include risk management and risk assessment, as well as the training and development of appropriate staff.
- 3.5 Additionally, as part of its safe recruitment processes, the Borough Council undertakes all required Disclosure and Barring Service (DBS) checks, which identify if applicants applying for positions that involve work with vulnerable people, including children and young people, have a criminal record. These checks are only valid for the date on which they are carried out. In this regard, and in line with good practice, the DBS checks are repeated for relevant staff every three years.
- 3.6 It has, however, been necessary for the Authority to recognise that “abuse” in its various forms can occur within many situations, including the home, school, work and in voluntary, community and other organisations. It is known that certain individuals will actively seek employment or voluntary work with children and young people in order to harm them. All organisations providing services for children and young people, including the Borough Council, have a role to play in safeguarding the health and welfare of those people in their care.

4 Policy Development

- 4.1 The original Child Protection Policy was developed on the basis of consultation with, and guidelines set out by, the then Warwickshire Area Child Protection Committee (WACPC) and the County Council’s Social Services Children’s Team. In revising and updating the Policy, due account has been taken of HM Government guidance (March 2015) and of advice received from the Warwickshire Safeguarding Children Board (WSCB). Much of this advice and guidance has been issued further to high profile cases involving the abuse and, in some cases, the subsequent deaths of children and young people.
- 4.2 The framework of the updated Policy covers those aspects of child protection identified as being of most significance by the WSCB. They include:
- Introduction and Policy Statement (including “Champions” and key internal contacts)
 - Recognising Abuse
 - Making a Child Protection Referral
 - Low Level Concerns
 - Guidelines for Managers - Recruitment and Training and Contractors
 - Allegations Against Staff

- 4.3 Whilst a considerable volume of direct Council activity for children and young people is undertaken within the Leisure and Community Development Division, the Policy recognises the important role other service areas have in protecting children and young people. There are a number of Divisions within which staff undertake home visits in the normal course of their duties (for example, Housing staff). Additionally, other staff visit business premises (Environmental Health and Planning), some of which may be targeted by those wishing to sexually exploit children. Essentially, all staff need to be able to recognise potential indicators of abuse and know what to do if they have any concerns. The Child Protection Policy provides staff with this information.
- 4.4 Consideration has also been given to the need to protect children and young people potentially affected by:
- Activities undertaken in partnership with outside organisations
 - Activities provided by organisations in receipt of financial or other support from the Borough Council
 - Activities provided by outside organisations, but offered within Borough Council premises
- 4.5 In these cases, advice and support is offered to the organisations in question, in order that they can develop and implement child protection policies that are compatible with those of the Borough Council.
- 4.6 The position with regard to contracting services, individuals or organisations to work on behalf of the Borough Council is such that the Authority requires these organisations to have their own Child Protection Policy or accept and apply the standards of care within the Authority's Policy. Relevant personnel are required to hold appropriate DBS checks and up-to-date risk assessments of "regulated" activity are needed.

5 Policy Revision

- 5.1 Working Together to Safeguard Children (HM Government, March 2015), brought in the key principles of safeguarding being "everyone's responsibility" and that for services to be effective they should be based on a clear understanding of the needs and views of children, thus dictating a "child centred approach". These key principles have been adopted following serious case reviews, which continue to identify shortcomings in the manner in which agencies across the country have dealt with young people.
- 5.2 In this regard, the Borough Council's Policy identifies a requirement for all staff who come in to contact with children and young people in the normal course of their duties to receive Universal Child Protection Training, and that they receive refresher training every three years. A new requirement in the Policy is the need for all staff who have received Universal Child Protection training to additionally undertake Child Sexual Exploitation (CSE) training. Following high profile cases, such as those in Rotherham and Oxford, national guidance has been provided to the WSCB, which is now delivering courses that explain what is meant by CSE, that identify the signs and

symptoms of such, that discuss its impact on children, young people and their families and that inform participants of the action they need to take if they hold a CSE-related concern.

- 5.3 The Policy identifies a “Named Senior Officer”, the Assistant Director (Leisure and Community Development) and a “Champion”, which is the Young People’s Champion, Councillor Davey. The Named Senior Officer (NSO) has responsibility for championing safeguarding and promoting the welfare of children amongst the staff. The NSO must be informed of all incidents of concern relating to child protection, whether or not they are reported to the County Council’s Children Services team. Additionally, the NSO must be informed of all allegations against Council employees. The Safeguarding Champion’s role is to assist with ensuring that elected Members are aware of the Council’s safeguarding responsibilities and that Councillors evidence leadership in this regard.
- 5.4 The section on vulnerability factors has been updated to include a revised definition of Domestic Abuse. Amendments have also been made to the wording within the sections relating to Child Victims of Trafficking and Female Genital Mutilation and a new section on Child Sexual Exploitation (CSE) has been added.
- 5.5 The definitions of abuse have all been updated in line with current guidance, as has the definition of “significant harm” – the threshold at which there is justification for compulsory intervention by relevant authorities.
- 5.6 Clarity and security have been improved within the section relating to the reporting of concerns. It is now made evident that staff should telephone any child protection concern directly through to Children’s Services and, in order to confirm their referral, the “Written Confirmation Following a Child Protection Referral” form (Appendix A to the Policy) should be completed electronically and forwarded to the “Child Protection In-box”, at which point the Assistant Director (Leisure and Community Development) will take responsibility for ensuring that it is forwarded securely to North Warwickshire Children’s Services within 24 hours.
- 5.7 The section dealing with “Lower Level Concerns”, where there are concerns about a child’s well-being, but not to the extent of requiring a Child Protection Referral, has been updated. The “Common Assessment Framework (CAF)” section now includes examples of when a CAF is relevant and identifies the voluntary nature of the service.
- 5.8 “Guidelines for Managers” now provides more information about contracting services to work on behalf of the Authority and the section on “Allegations Against Staff” is drafted in accordance with WSCB guidance.
- 5.9 Of particular importance to the Leisure and Community Development Division is Appendix B – “Sessional Guidelines for Managers”, which clarifies when there is a need to register services with OFSTED and the recommended adult to children ratios to be employed when running activity sessions. An

amended section on the use of digital cameras and new generation mobile phones has also been included within the Policy.

6 Audit of Compliance with Section 11 of the Children Act 2004

- 6.1 To ensure that Warwickshire Safeguarding Children Board partners, including the Borough Council, are meeting their duties in line with Section 11 of the Children Act 2004, the Board requested that all agencies undertake an "Audit of Compliance". Further to undertaking the Audit, the Authority developed its own Action Plan in order to address areas of self-assessed weakness.
- 6.2 A particular area of concern identified through the Audit process related to the lack of reference to child protection responsibilities within staff job descriptions. All members of staff who come in to contact with children and young people during the normal course of their duties will now have this responsibility reflected in their job description and their statement of job particulars. Additionally, officers with extended duties (such as Nominated Divisional Officers, etc.) will also have these duties identified in their job descriptions.

7 Conclusion

- 7.1 There have been several high profile cases in recent years that have highlighted the need to ensure that the Authority's Child Protection Policy is both up-to-date and embedded within the organisation. Staff must be trained and well informed in order to ensure that they undertake appropriate action to ensure the safety and welfare of children and young people. The implementation of the revised Policy will involve training significantly more staff than has previously been the case and ensuring that they are aware of their individual responsibilities in relation to protecting children and young people. Members also need to be aware both of their responsibility and those of the Borough Council.
- 7.2 To implement the revised Policy, a briefing session will be held with all relevant officers to ensure that they are appropriately informed of their responsibilities. Where relevant, Members, senior officers and staff will be required to attend a Warwickshire Safeguarding Children Board approved training session. All appropriate staff will need to attend an approved training session every three years. Staff will also be provided with a copy of the Borough Council's Child Protection Policy "Quick Guide", which provides accessible information of relevance to child protection procedures and processes.
- 7.3 The adoption and, most importantly, the implementation of the revised Policy will ensure that Borough Council Members and officers are doing all that they can to protect the children and young people with whom they come into contact, or on whose behalf they work, in the course of their official duties.

8 Report Implications

8.1 Finance and Value for Money Implications

8.1.1 There is no financial implication arising directly from this report. Budgetary provision already exists to support the training and DBS checks to which both this report and the revised Policy refer.

8.1.2 The Borough Council makes a financial contribution of £2,052 per annum to support the activities of the Warwickshire Safeguarding Children Board. This contribution is to be increased by a further £672 in 2015/16, by way of a contribution to WSCB's Serious Case Review Contingency Fund.

8.2 Safer Communities Implications

8.2.1 The protection of children and young people from all forms of abuse, and the safeguarding of those Borough Council employees who work with children and young people, are the primary aims of the revised Child Protection Policy.

8.3 Legal and Human Rights Implications

8.3.1 The draft Child Protection Policy seeks to ensure that the Authority takes all reasonable steps to protect children and young people from harm, discrimination and / or degrading treatment, whilst respecting their rights, wishes and feelings and those of the staff who work with them. It also ensures that the Council is taking appropriate action in line with its duties as a statutory partner on the Warwickshire Safeguarding Children Board.

8.4 Environment and Sustainability Implications

8.4.1 All children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs. The child protection policy helps to ensure that appropriate action is taken and recognises that the safety and protection of children is paramount.

8.5 Health, Well-being and Leisure Implications

8.5.1 The Child Protection Policy is in place to protect young people so that they can live a healthy, abuse free childhood. All staff have a responsibility to be aware of the signs and symptoms of abuse and to act upon any allegations or suspicions. Additionally, the Policy identifies various procedures that need to be followed to ensure that young people in the care of the Borough Council are protected from abuse.

8.6 Human Resources Implications

8.6.1 The revised Policy seeks to protect all staff that work with children and young people. Staff who are engaged in "regulated activity" will be subjected to a DBS check prior to their formal appointment. All staff that come in to contact with children and young people during the normal course of their duties are required to undertake WSCB accredited Universal Child Protection and Child Sexual Exploitation training to ensure that they are alert to child abuse, know

how to respond to any perceived concerns and understand that child protection is everyone's responsibility. Additional topic specific training may also be required by certain staff, including Domestic Abuse and Child Protection training, Common Assessment Framework training, etc.

8.7 Risk Management Implications

8.7.1 The risks associated with this report have previously been identified within the context provided by the corporate Strategic Risk Management process. Please see attached risk assessment.

8.8 Equalities Implications

8.8.1 The Borough Council, its Members and staff have a responsibility to protect children and young people from harm and abuse. Particular regard needs to be given to vulnerable disabled young people, who are almost three and a half times more likely than other children and young people to become a victim of abuse.

8.8.2 People who have committed offences towards children and young people will be only be considered for employment or volunteering opportunities in accordance with the Rehabilitation of Offenders Act, 1974. This will require a risk assessment and a Disclosure and Barring Service check to be undertaken in order to ensure that ex-offenders are not considered for work or activities that would pose a risk of harm to young people.

8.9 Links to Council's Priorities

8.9.1 The Child Protection Policy has positive and direct links to the corporate priorities in respect of:

- Public services and Council Tax
- Local employment
- Crime and disorder
- Housing
- Access to services
- Consultation and communication
- Health and well-being

8.9.2 Additionally, the Policy also has a positive impact upon the Sustainable Community Strategy objectives to:

- Raise aspirations, educational attainment and skills
- Develop healthier communities
- Improve access to services

The Contact Officer for this report is Jaki Douglas (719492).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
1	Warwickshire Safeguarding Children Board	Inter-agency Safeguarding Procedures	Current
2	HM Government	Working Together to Safeguard Children. A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children	March 2015
3	CIMPSPA	CIMPSPA GUIDANCE NOTE: GN010 - Photography Guidelines for Sport and Physical Activity Facilities and Environments	May 2013

Equality Impact Assessment Summary Sheet

Please complete the following table summarised from the equality impact assessment form. This should be completed and attached to relevant Board reports.

Name of Policy Procedure/Service	Child Protection Policy
Officer Responsible for assessment	Partnership and Development Manager

Does this policy /procedure /service have any differential impact on the following equality groups /people

- (a) Is there a positive impact on any of the equality target groups or contribute to promoting equal opportunities and improve relations or:
- (b) could there be a negative impact on any of the equality target groups i.e. disadvantage them in any way

Equality Group	Positive impact	Negative impact	Reasons/Comments
Racial			N/A
Gender			N/A
Disabled people	Yes		Implementation of the Policy helps to safeguard and protect disabled young people who are particularly vulnerable to abuse
Gay, Lesbian and Bisexual people			N/A
Older/Younger people	Yes		Implementation of the Policy helps to safeguard and protect all young people
Religion and Beliefs			N/A
People having dependents caring responsibilities			N/A
People having an offending past		Yes	People who may pose a risk to young people will be prevented from working / volunteering with young people
Transgender people			N/A

If you have answered **No** to any of the above please give your reasons below

When recruiting staff that may have access to children and young people, all staff will have to undergo a DBS check and go through the Council's recruitment process. This process has been established to ensure that people are who they say they are and that if they have an offending past (that includes any form of abuse towards children and / or young people), they are subject to a risk assessment before they are considered for employment.

Please indicate if you believe that this document should proceed to further Impact assessment

Needs no further action

Ref	Risk: Title/Description	Consequence	Likelihood (5 = high, 1 = low)	Impact (5 = high, 1 = low)	Gross Risk Rating	Responsible Officer	Existing Control Procedures	Likelihood (5 = high, 1 = low)	Impact (5 = high, 1 = low)	Net Risk Rating
LCD01	Failure to meet corporate obligations in respect of the prevention of child abuse	<ul style="list-style-type: none"> • Death or injury of a child • Court action • Disciplinary action • Insurance claim • Loss of reputation • Avoidable costs 	4	5	20	AD(LCD) PDM	<ul style="list-style-type: none"> • Child Protection Policy in place, implemented and subject to review • DBS record check of relevant staff • Membership of Warwickshire Safeguarding Children Board and implementation of recommended actions • Sharing of information in place • Staff trained to deliver WSCB accredited Universal Child Protection Training • Staff awareness training mandatory • Excellent Partnership working with (CAF, Children's Trust and directly with Children Team) • Section 11 Audit completed and reviewed regularly • Hire agreements reviewed to ensure compliance 	2	5	10
Risk Ref	Options for additional / replacement control procedure						Cost Resources	Likelihood (5 = high, 1 = low)	Impact (5 = high, 1 = low)	Net Risk Rating
	Responsibility to be included in Job Description and Statement of Particulars Child protection training for Members Child Sexual Exploitation awareness training for relevant NWBC staff and Members						Staff Time Staff time and Members expenses Staff time and Members expenses	1	5	5

Completed By: L&CD DMT

Date: 14 May 2015

CHILD PROTECTION POLICY

**Keeping children and young people
safe is everyone's responsibility**

June 2015 to March 2019



**North Warwickshire
Borough Council**

DRAFT

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1 INTRODUCTION

Abuse can occur within many situations including the home, at school and within all forms of clubs and societies. It is known that some individuals actively seek employment or voluntary work with children in order to harm them. Safeguarding children – the action we take to promote the welfare of children and protect them from harm – is everyone’s responsibility. Everyone who comes into contact with children and their families has a role to play in safeguarding all vulnerable people.

All North Warwickshire Borough Council staff who come into contact with children and young people during the normal course of their duties should be able to identify the signs and symptoms of abuse and neglect; know how and with whom to share that information and work together to provide children and young people with the help they need. In addition, the Borough Council recognises that it has both a moral and legal obligation to ensure that when staff are given responsibility for children, they should provide them with the highest possible standard of care. This Policy has been developed on the basis of guidelines established by the Warwickshire Safeguarding Children Board (WSCB), of which the Authority is a member and with which it has a statutory duty to cooperate.

1.1 Policy Statement:

North Warwickshire Borough Council will ensure that its Councillors, staff and everyone associated with the provision of its services will take all reasonable steps to protect children and young people from harm, discrimination or degrading treatment and that their rights, wishes and feelings will be respected.

This will be achieved by adopting the following key principles:

- Promoting an understanding that **safeguarding is everyone’s responsibility**. For services to be effective, each professional has to play their full part
- Services must develop a **child-centred approach**. For services to be effective, they must be based on a clear understanding of the needs and views of children and young people

1.2 Safeguarding Champion and Named Senior Officer

In recognising the importance of protecting children and young people from harm, the Borough Council has a nominated “Safeguarding Champion”.

Young Persons Safeguarding Champion – Member Lead

The Young Person’s Champion is also the Young Persons Safeguarding Champion.

The Champion’s role is to assist in ensuring that elected Members are aware of the Council’s safeguarding responsibilities and that Councillors evidence leadership in all aspects of the safeguarding and protection of children and young people.

Named Senior Officer – Officer Lead for Child Protection and Allegations

The Borough Council also has a “Named Senior Officer” – The Assistant Director (Leisure and Community Development), who has overall responsibility for:

- Ensuring that the organisation operates procedures for dealing with allegations in accordance with the guidance in Sections 3 and 6 of WSCB Inter-agency Safeguarding Procedures;
- Resolving any inter-agency issues
- Liaison with the WSCB
- Promoting the need to safeguard and protect children and young people from harm, discrimination or degrading treatment and for ensuring the Borough Council’s engagement in the work of the WSCB, including in respect of child sexual exploitation

1.3 Safeguarding Contacts - Assistant Director / Head of Service

Has responsibility to ensure that staff are following safeguarding procedures and that any concerns are reported through to the local Children Team and the Assistant Director (Leisure and Community Development)..

2 RECOGNISING ABUSE

2.1 Being Alert to Children's Welfare

Safeguarding and promoting the welfare of children for the purposes of this Policy is defined as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best life chances

This Policy applies to all children who have not yet reached their eighteenth birthday. The fact that a child has reached sixteen years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his or her status or entitlements to services or protection.

Child protection is part of safeguarding and promoting their welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

2.2 Assessing Children in Need

The Department of Health "Framework for the Assessment of Children in Need and their Families" provides a systematic basis for collecting and analysing information to support professional judgements by Children's Teams about how to help children and families in the best interests of the child.

2.3 Background Factors Influencing the Vulnerability of Children

Many families under great stress manage to raise their children in a warm, loving and supportive environment, in which the children's needs are met and they are safe from harm. Sources of stress within families may, however, have a negative impact on children's health, development and well-being, either directly, or because they adversely affect the capacity of parents to respond to their children's needs. Research tells us that such sources of stress may include the following:

Social Exclusion

Including racism and poverty (causing issues such as poor housing / education / health).

Domestic Abuse

Noting the inter-relationship between domestic abuse and the neglect of children, the emotional abuse they suffer from witnessing abuse and sometimes may become physically abused themselves.

Mental Health

Parental illness may markedly restrict children's social and recreational activities. Where severe, children may have age inappropriate caring responsibilities placed upon them. Children may become targets for aggression or rejection or may be neglected as a result of a parent's illness.

Drug and / or Alcohol Misuse

As with mental ill-health, it is important not to generalise, or make assumptions, about the impact on a child of parental drug and / or alcohol misuse. It is, however, important that the implications for the child are properly assessed.

Parental Learning Disability

Where a parent has a learning disability it is important not to make assumptions about their parental capabilities. They may need support to develop the understanding, resources, skills and experience to meet the needs of their children.

Children Who Are Disabled

The particular needs of children with disabilities may make initial recognition of abuse more difficult. Disclosures of abuse may be less likely from children who are disabled because of communication difficulties, isolation or a lack of awareness.

Child Victims of Trafficking

Trafficking is the control, movement and exploitation of children or adults (trafficking does not need to be between countries, it can be from one village to another).

Female Genital Mutilation

Female Genital Mutilation, also regarded as physical abuse, is a collective term for procedures that include the removal of part or all of the external genitalia for cultural or non-therapeutic reasons.

Sexual Exploitation

The sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities.

2.4 Significant Harm

The Children Act 1989 introduced the concept of "significant harm" as the threshold that justifies compulsory intervention in family life in the best interests of children. The County Council is under a duty to make enquiries, or cause enquiries to be made, where it has reasonable cause to suspect that a child is suffering, or likely to suffer significant harm (Section 47).

The legal definition of significant harm is contained within the WSCB Inter-agency Safeguarding Procedures (<http://www.warwickshire.gov.uk/wscbresources>), but there are no absolute criteria on which to rely when assessing what constitutes significant harm.

2.5 Definitions of Abuse

The following definitions of abuse and the guidance on recognition are given to assist staff and those providing services to children in assessing whether abuse may have occurred.

Abuse

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers); or
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Physical Abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

2.6 The Impact of Abuse and Neglect

The sustained abuse or neglect of children, physically, emotionally or sexually, can have major long-term effects on all aspects of a child's health, development and well-being.

The harm may be physical, such as neurological damage, physical injuries, impaired growth, disability or, in the extreme, death.

The harm may be emotional and impact on a developing child's mental health, behaviour and self-esteem, which is especially damaging in infancy. Domestic violence, adult mental health problems and substance misuse may feature in the families where children suffer emotional harm.

The harm may be psychological, manifesting itself in behaviour problems, such as aggression, long-term difficulties with social functioning and relationships, educational difficulties or intellectual impairment.

Sexual abuse can lead to disturbed behaviour, including self-harm or inappropriate sexualised activity, that may endure into adulthood. The severity of the harm increases the longer the abuse occurs, the more extensive the abuse and the older the child. The severity of harm is also linked to the extent of premeditation and the degree or threat of coercion. The child's ability to cope with the experience of sexual abuse, once recognised or disclosed, is strengthened by the support of a non-abusive adult or carer who believes the child, offers protection and helps the child to understand the abuse from which they are suffering.

3 LOW LEVEL CONCERNS

3.1 Common Assessment Framework (CAF)

There are circumstances in which Officers may be concerned about the well-being of a child, although it is NOT a child protection concern. Under these circumstances, trained professionals can initiate a Common Assessment Framework (CAF). The intention is to ensure that any child or young person in Warwickshire with needs that do not meet the thresholds for intervention by statutory services is provided with access to support.

Any child or young person up to 19 years of age (or 24 if the young person has a learning difficulty or disability), is entitled to a CAF to support them or their families, particularly where:

- There are worries about how a child or young person is progressing, for example concerns relating to their health, development, welfare, behaviour or any other aspect of their well-being
- A child or young person or their parent / carer raise a concern
- The child or young person's needs are unclear, or not being met by their current service provision

The CAF process can address emerging needs, which may include (but are not limited to):

- A significant change in the child's behaviour and / or appearance
- Children at risk of exclusion from school
- A routine visit (e.g. housing) that gives cause for concern about the welfare of an unborn child or a visit that may lead to a concern about a child's circumstances
- Low attendance / frequent absences from a club
- Worries that a child is being affected by factors at home
- The impact on children of a family breakdown
- Children and young people exhibiting signs of anti-social behaviour
- Concerns about a child or young person's physical and / or mental health
- The impact of a family member being imprisoned
- A child who may be a young carer

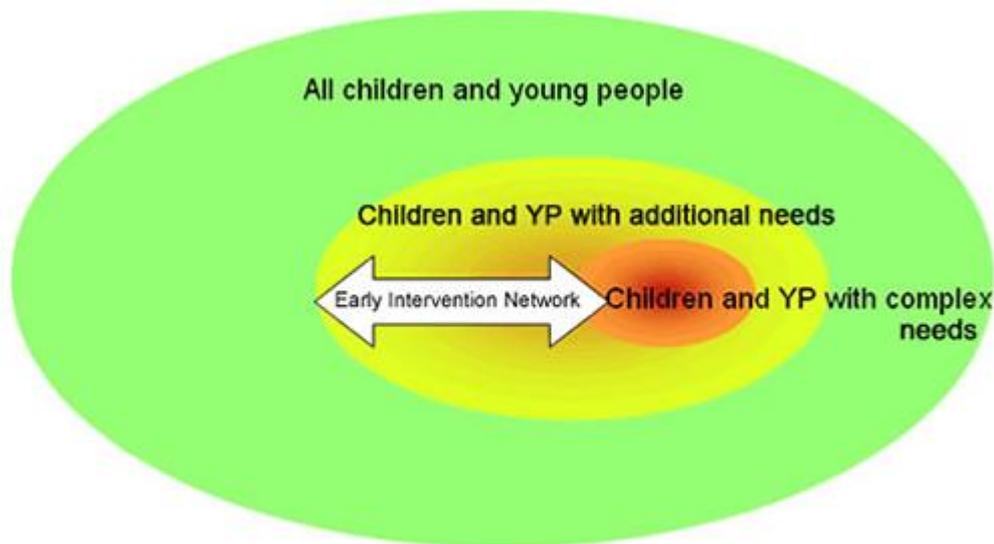
A CAF can be used in respect of an unborn baby.

The CAF is based on an assessment document that is designed to establish an early and complete picture of a child's additional needs (i.e. before problems become exacerbated and need more intensive support).

The CAF ensures that, irrespective of the agency in which the initiating practitioner works, an holistic assessment of the child / young person's situation is undertaken. This prevents young people and their families from having to repeat their story as they move from one agency to another and facilitates much more effective sharing of information between agencies.

The CAF is an entirely voluntary and consensual process, in which the young people and their families are actively engaged in the assessment and planning stages, thereby retaining ownership of any subsequently agreed actions. The assessment is the starting point to co-ordinate a multi-agency action plan, which also includes actions for the young person and their family.

CAF is the bridge between universal services and specialist intensive support services. The aim is to build resilience and independence to enable families to respond to the changes and challenges that life brings.



3.2 CAF Training and Contacts

Currently, staff within the Housing Division have received CAF training. If any Officer would like to discuss CAF, enquiries should be forwarded to:

NWBC Contact:

Partnership and Development Manager

(01827) 719492

Common Assessment Framework

CAF Officer - North Warwickshire

(02476) 754253

CAF Duty Line (open Monday to Friday 9.00am until 5.00pm): 0845 155 1795 / (01926) 414101.

Or e-mail cafduty@warwickshire.gov.uk.

4 GUIDELINES FOR MANAGERS - Recruitment and Training

4.1 Reducing Opportunities for Allegations / Abuse to Occur

By following the Council's Recruitment and Selection Policy, the risk of recruiting someone who may pose a risk to children and young people is significantly reduced. Unfortunately, however, it can never be eliminated; which is why it is so important that staff are appropriately inducted, trained and managed.

Managers should be aware of the need to reduce the opportunities for allegations of child abuse being made against staff. This can be achieved through adherence to appropriate induction and training processes and ensuring that staff are aware of the Council's Code of Conduct.

Managers delivering services directly to children and young people should ensure that they are aware of the Safe Working Procedures relating to Child Protection - Sessional Guidelines for Managers.

4.2 Recruitment and Criminal Records Checks (Disclosure and Barring Service Checks)

All staff who have unrestricted access to children will be required to undergo a criminal records (DBS) check before the commencement of their employment with the Borough Council. Please refer to the Council's Recruitment and Employment of Ex-offenders Policy.

4.3 Child Protection Training

All staff who come into contact with members of the public will be required to undertake Universal Child Protection training within three months of joining the authority.

All members of Borough Council staff who come into contact with children and young people during the normal course of their duties or work with computers must attend a Universal Child Protection training course within three months of commencing their employment and on a regular (minimum of once every three years) basis thereafter. All members of staff must understand their responsibilities towards protecting children and young people, and must be aware of the procedure to follow should they have a related concern.

Staff will also be required to undertake Child Sexual Exploitation training (the level of which will need to be appropriate to their position).

4.4 Clubs and Organisation Using Borough Council Facilities

All clubs and organisations working with children and young people that use Borough Council facilities must have an acceptable Child Protection Policy in place. If a club or organisation does not have its own Policy, a copy of this Policy will be distributed with Terms and Conditions of Hire. The club / organisation will then be required to accept and commit to adhere to the provisions of this Policy and the standards of care outlined herein.

4.5 Contracting Individuals and Organisations

If the Borough Council is contracting an individual or organisation to work directly with children, or on a site where children will be present, it must be determined whether or not the contractor and its employees (if any) will be engaging in “Regulated Activity” (check with Human Resources) in order to determine whether DBS checks are required.

The key questions to ask in order to ascertain whether or not checks are required are:

- Does the activity give the opportunity for contact with children?
- Is the activity carried out regularly or frequently (i.e. once a week or more or on more than three days in a 30 day period)?

Contractors and their employees for whom an appropriate DBS check has not been undertaken should be supervised at all times if they have contact with children.

If a self-employed contractor has contact with children, officers should consider obtaining the DBS check because self employed people are not able to make an application directly to the DBS on their own account.

It is the responsibility of the Officer engaging the contractor to ensure that appropriate checks have been made and that relevant supervision arrangements are in place at all times.

5 ALLEGATIONS AGAINST ADULTS

5.1 Managing Concerns in Relation to Adults - Concerns / Allegations Regarding People Who Work with Children (Staff and Volunteers)

This procedure is concerned with the management of allegations that indicate the a person would pose a risk of harm if they continue to work, in any capacity, in regular or close contact with children and young people. It should be used in respect of all cases in which it is alleged that an individual who works with children has:

- **Behaved in a way that has harmed a child, or may have harmed a child**
- **Possibly committed a criminal offence against, or related to, a child**
- **Behaved towards a child or children in a way that indicates that they may pose a risk of harm to children and / young people**

The procedure applies to a wider range of allegations than those in which there is reasonable cause to believe that a child is suffering, or likely to suffer, significant harm, including any allegations or concerns that might indicate that an individual is unsuitable to continue working with children in any capacity.

Experience has shown that children can be subject to abuse by those who work with them in a wide variety of settings. All allegations of abuse of children by an adult in a position of trust, e.g. staff member or volunteer, should be taken seriously and treated in accordance with these procedures.

Where an allegation is made, or where there are concerns about an individual's suitability to work with children, a subsequent investigation is likely to involve one or more of the following three strands of activity:

- The Police investigation of a possible criminal offence
- Enquiries and assessment by Children's Social Care as to whether the child is in need of protection or in need of services
- Consideration by an employer of disciplinary action in respect of the individual.

Any concerns or allegations should be reported immediately to the Assistant Director (Leisure and Community Development), who will ensure that the response is based upon the guidance detailed in Section 6 of the WSCB Inter-agency Safeguarding Procedures document, rather than being dealt with as a complaint or any other form of representation. In the absence of the Assistant Director (Leisure and Community Development), the report should be escalated to the Deputy Chief Executive and ultimately the Chief Executive.

Within one working day, all allegations brought to the attention of the Assistant Director (Leisure and Community Development) will be reported to Warwickshire County Council's Local Authority Designated Officer (LADO).

All allegations will be dealt with quickly, thoroughly and in a fair and consistent manner that provides effective protection for the child / children, whilst at the same time providing support for the person who is the subject of the allegation.

The procedure for dealing with allegations needs to be applied with common sense and good judgement. The LADO will advise the Borough Council about the most appropriate course of action to take. Some allegations may be sufficiently serious that they require immediate intervention by Children's Social Care and / or the Police. The LADO will still be informed of all such allegations within one working day, ensuring consultation between the Police, Children's Social Care and the LADO.

5.2 Confidentiality

When an allegation is made, it is extremely important that the Council makes every effort to maintain confidentiality and guard against unwanted publicity whilst it is being considered and / or investigated.

The Assistant Director (Leisure and Community Development) will take advice from the LADO, the Police and Children's Social Care to agree the following:

- Who needs to know and, importantly, exactly what information can be shared and with whom
- How to manage speculation, leaks and gossip
- What, if any, information can reasonably be given to the wider community to reduce speculation
- How to manage press interest, if and when it should arise.

If there is any indication of actual, or potential, media attention the LADO and the Assistant Director (Leisure and Community Development) will liaise with Management Team and the Communications and Public Relations Officer.

6 MAKING A CHILD PROTECTION REFERRAL [SEE 6.2]

6.1 Circumstances in Which to Refer

It is particularly important that all those whose work either brings them into contact with children or contact with adults who have children, are alert to the definitions and indicators of child abuse. In circumstances where **you** have concerns that a child is suffering, or is likely to suffer, significant harm to his or her health or development, or where a child gives information detailing abuse, you must adhere to the following principles:

- a) All concerns and allegations, whatever their origin, must be taken seriously and considered with an open mind that does not pre-judge the situation
- b) In circumstances where a child volunteers / discloses information about abuse, listen to the child. Ask sufficient questions to verify your concern, but **do not interrogate him / her**
- c) Never stop a child who is freely recalling significant events
- d) The child should **not** be asked to repeat their story or asked to write it down
- e) In circumstances where a child has an injury but no explanation is volunteered, it is acceptable to enquire how the injury was sustained
- f) If there are concerns about the explanation given for the cause of any injury, these must be referred to Children's Services
- g) As soon as possible, always make a written record of any information volunteered to you. The record must include the time it was written, the setting, personnel present, as well as what was said (you can use the Appendix to assist as this will need completing)
- h) Record all subsequent events up to the time of Children's Services / Police intervention
- i) Do not promise confidentiality
- j) **ACT NOW – DO NOT DELAY.** If you are at all unsure, contact your Divisional Officer / Head of Service

It is the responsibility of the individual professional who identifies a concern to ensure that the matter is referred to Children's Services without delay.

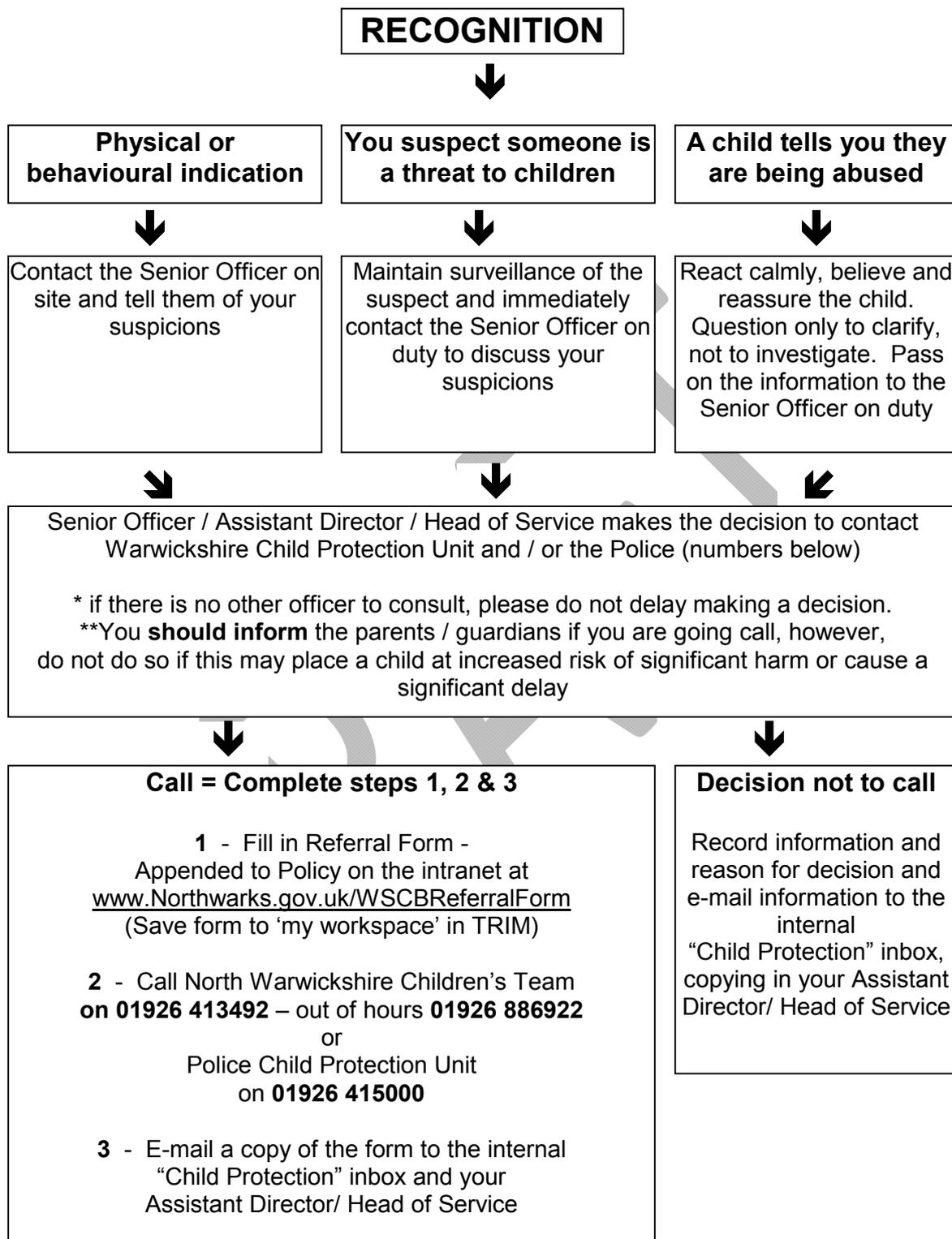
Whilst professionals should, in general, seek to discuss any concerns with the family and where possible seek agreement to make a referral to Children Services, **this should only be done where such discussions will not place a child at increased risk of significant harm or cause any significant delay.**

Whilst advice can be sought from a senior officer, this should not unduly delay the referral process. Concern need not be related to a single specific incident. It may also arise from the accumulation of minor concerns.

PLEASE FOLLOW THE FLOWCHART AT 6.2 TO REPORT YOUR CONCERN

DRAFT

6.2 Child Protection Referral Procedure



The Assistant Director (Leisure and Community Development) will ensure that a written confirmation of referral is confidentially forwarded to North Warwickshire Children's Team within 24 hours of the incident being reported.

The Children's Team should acknowledge the written referral within one day of its receipt. If the Assistant Director/ Head of Service has not heard back within three working days, the Children's Team should be contacted and feedback sought.

Agenda Item No 17

Executive Board

16 June 2015

**Report of the Assistant Director
(Leisure and Community Development)
and the Assistant Director (Finance and
Human Resources)**

**Hurley Daw Mill Sports Ground
Capital Works**

1 Summary

- 1.1 This report informs Members of a proposed project at Hurley Daw Mill Sports Ground and seeks approval for its inclusion in the 2015/16 capital programme.

Recommendation to the Board

That the proposal to include the project at Hurley Daw Mill Sports Ground in the 2015/16 capital programme be approved.

2 Consultation

- 2.1 The Chairman, Vice-Chairman and Opposition Spokesperson for the Executive, Community and Environment and Resources Boards and Members with responsibility for Health, Well-being and Leisure and Young People, together with appropriate Ward Members, have all had the opportunity to comment on the content of this report. Any comments received will be reported verbally at the meeting.

3 Report

- 3.1 At its meeting held in March 2015, and within the context of a progress report relating to the North Warwickshire Green Space Strategy, the Community and Environment Board was invited to consider the development of a proposed project, being undertaken in partnership with Hurley Kings Football Club, to provide changing facilities and pitch and infrastructure improvements at Hurley Daw Mill Sports Ground in Hurley Common. The relevant extract from the report is attached at Appendix A.

- 3.2 The Community and Environment Board made the following recommendation to Executive Board:

“That, subject to both a successful external funding bid and an associated planning application, the proposal to include the project at Hurley Daw Mill Sports Ground in the 2015/16 capital programme be approved”.

3.3 As noted in the report to the Community and Environment Board, the Authority has committed £10,185 from earmarked reserves as match funding for the project. A funding offer of £330,700 from the Football Foundation has now been confirmed in addition to £115,000 secured from Sport England and £10,000 from the Club's own funds. There is therefore a secured budget of £465,885 for the project. Planning approval for the project has also been granted.

3.4 Tenders have been received for the identified building works, which are within the approved project budget, and tenders are in the process of being secured for the pitch improvement works. The Board, therefore, is asked to approve the proposal to include the project in the 2015/16 capital programme with a view to commencing the associated work programme in June 2015.

4 Report Implications

4.1 Finance and Value for Money Implications

4.1.1 Substantial external funding has been secured to advance the project, as detailed in the main body of the report, which also highlights the approved financial commitment from the Borough Council.

4.2 Safer Communities Implications

4.2.1 The project will contribute to community safety by providing opportunities for positive activity on a well-managed recreation site.

4.3 Legal and Human Rights Implications

4.3.1 All projects advanced through the Green Space Strategy are compliant with relevant legislation.

4.3.2 The external funding bodies will require a charge on the lease for the site. The Authority's landlord, CISWO, has confirmed that this is acceptable. The Authority will be responsible for compliance with the terms and conditions of the grant awards until such time as the proposed underlease with Hurley Kings Football Club is executed.

4.4 Environment and Sustainability Implications

4.4.1 Delivery of this project will provide environmental benefit by improving a currently poorly maintained and underused site. It will also contribute to building a sustainable community in Hurley.

4.5 Health, Well-being and Leisure Implications

4.5.1 The project will have a direct, positive impact on the health and well-being of individuals and the community by providing opportunities for outdoor sport and recreation activities and by contributing to an improved quality of life.

4.6 Risk Management Implications

4.6.1 The risks associated with this report have been identified within the context of the corporate risk management process. The risk implications of all projects advanced through the Green Space Strategy are considered as part of effective project management.

4.7 Equalities Implications

4.7.1 The provisions of the Green Space Strategy are targeted at reducing inequalities in access to good quality green space provision. The equalities implications of all projects advanced through the Strategy are considered as part of the project management process.

4.8 Links to Council's Priorities

4.8.1 The project at Hurley Daw Mill Sports Ground has direct and positive links to the corporate priorities in respect of:

- Public services and council tax
- Environment
- Crime and disorder
- Access to services
- Health and well-being

4.8.2 The project also contributes directly to the following priorities of the Sustainable Community Strategy:

- Raising aspirations, educational attainment and skill levels
- Developing healthier communities
- Improving access to services

The Contact Officer for this report is Alethea Wilson (719212).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date
1	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board (North Warwickshire Green Space Strategy Progress Report)	March 2015

APPENDIX A:

Extract from the Report of Assistant Director (Leisure and Community Development Division) to Community and Environment Board – North Warwickshire Green Space Strategy Progress Report, March 2015

4.6 Outdoor Sports – Hurley Daw Mill Sports Ground

- 4.6.1 Members will be aware that, subsequent to the Board's approval at its meeting held in May 2014, it is intended to underlet Hurley Daw Mill Sports Ground to Hurley Kings Football Club. Since the Board was last updated in respect of this project consultants have been appointed, on the advice of Birmingham County FA, to prepare detailed proposals, cost estimates and a funding plan for the provision of changing facilities, boundary fences, improvements to the three existing pitches (primarily drainage) and the creation of a new five-a-side football pitch. A planning application in respect of these works has now been submitted. Details have also been forwarded to the Coal Industry Social Welfare Organisation (CISWO) for consent as landlord and to inform preparation of the required Licence to Underlet.
- 4.6.2 It is expected that the total cost of the project will be in the order of £465,000. In addition to the Borough Council's contribution of £10,185 set aside in earmarked reserves, the Club has, to date, secured a grant offer of £115,000 from Sport England and has committed to contributing £10,000 from its own resources. On the advice of Birmingham County FA, it is proposed that the Borough Council should be the employer in respect of the works, as the Club does not yet have security of tenure. An application for the remaining funding has, therefore, been jointly submitted to the Football Foundation by the Club and the Borough Council. The Borough Council will be responsible for compliance with the terms and conditions of the grant until the responsibility transfers to the Club on the execution of the proposed Underlease. The Board is asked to recommend to the Executive Board the inclusion of the project within the 2015/16 capital programme on this basis, subject to the outcome of a successful grant application to the Football Foundation.
- 4.6.3 An indicative programme of works has been prepared in which it is anticipated that tenders will be invited for the building works by the end of March 2015 and for the pitch improvements by April 2015. Subject to successful outcomes of both the planning application and the funding bid it is hoped that pitch improvement works will then commence in May 2015 and building works in June 2015. The existing, but improved, pitches should then be available for use from September 2015, with the new five-a-side pitch, which will require a longer establishment period, becoming available from August 2016. The building should be complete and in use by November 2015, at which point the Underlease to the Football Club will be effected.
- 4.6.4 The consultants have also been working closely with the Football Club to ensure that it has sound business and development plans in place. This will ensure that the Club will be able to effectively manage and maintain the facility in the future, whilst also growing as an organisation and offering increased opportunities for participation in sport in North Warwickshire.

Agenda Item No 19

Executive Board

16 June 2015

Report of the Chief Executive and the Deputy Chief Executive

Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – March 2015

1 Summary

- 1.1 This report informs Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Executive Board for April 2014 to March 2015.

Recommendation to Council

That Members consider the performance achieved and highlight any areas for further investigation.

2 Consultation

- 2.1 Consultation has taken place with the relevant Members and any comments received will be reported at the meeting.

3 Background

- 3.1 This report shows the end of year position with the achievement of the Corporate Plan and Performance Indicator targets for 2014/15. This is the fourth report showing the progress achieved during 2014/15.

4 Progress achieved during 2014/15

- 4.1 Attached at Appendices A and B are reports outlining the progress achieved for all the Corporate Plan targets and the performance with the national and local performance indicators during April to March 2014/15 for the Executive Board.
- 4.2 Members will recall the use of a traffic light indicator for the monitoring of the performance achieved.

Red – target not achieved (shown as a red triangle)

Green – target achieved (shown as a green star)

5 Performance Indicators

- 5.1 The current performance indicators have been reviewed by each division and Management Team for monitoring for the 2014/15 year.

6 Overall Performance

- 6.1 The Corporate Plan performance report shows that 100% of the Corporate Plan targets and 33% of the performance indicator targets are currently on schedule to be achieved. The report shows that individual targets that have been classified as red, amber or green. Individual comments from the relevant division have been included where appropriate. The table below shows the following status in terms of the traffic light indicator status:

Corporate Plan

Status	Number	Percentage
Green	19	100%
Red	0	0%
Total	19	100%

Performance Indicators

Status	Number	Percentage
Green	4	33%
Red	8	67%
Total	12	100%

7 Summary

- 7.1 Members may wish to identify any areas that require further consideration where targets are not currently being achieved.

8 Report Implications

8.1 Safer Communities Implications

- 8.1.1 The community safety performance indicators are included in the report.

8.2 Legal and Human Rights Implications

8.2.1 The national indicators were specified by the Secretary of State for Communities and Local Government. They have now been ended and replaced by a single list of data returns to Central Government from April 2011.

8.3 Environment and Sustainability Implications

8.3.1 Improvements in the performance and quality of services will contribute to improving the quality of life within the community. There are a number of targets and indicators included which contribute towards the priorities of the sustainable community strategy including financial inclusion, core strategy, community safety and affordable housing,

8.4 Risk Management Implications

8.4.1 Effective performance monitoring will enable the Council to minimise associated risks with the failure to achieve targets and deliver services at the required performance level.

8.5 Equality Implications

8.5.1 There are a number of equality related targets and indicators including assessing the impact of services, customer access, consultation, domestic abuse and financial inclusion highlighted in the report.

8.6 Links to Council's Priorities

8.6.1 There are a number of targets and performance indicators contributing towards the priorities of enhancing community involvement and access to services, protecting and improving our environment, defending and improving our countryside and rural heritage, to tackle crime, improving housing and making best use of our resources.

The Contact Officer for this report is Robert Beggs (719238).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

NWCP Executive Board 14/15



	Action	Priority	Reporting Officer	Update	Status	Direction
NWCP 001	To ensure that we assess the impact of our services on, and actively engage with, all sections of our communities and to implement key actions agreed in the Customer Access Strategy and Consultation Action Plans relating to consultation and the provision of services and report by July 2014	Consultation and Communication	Maxey, Steve	Actions within the customer access strategy and consultation action plan continue. It is planned to do a place survey this year, after the elections.	 Green	
NWCP 002	To continue to work with partners in the Coventry & Warwickshire Local Enterprise Partnership and with Hinckley and Nuneaton to maximise opportunities to gather feedback to develop the economy of the Borough and to report on progress by October in each year.	Local Employment	Barratt, Dorothy	Work is on-going	 Green	
NWCP 003	To report annually in March on the work of the local Financial Inclusion Partnership including for 2014/15 activity with the CAB and Warwickshire Welfare Rights Activity and the local impact of the Welfare Reform programme	Access to Services	Trahern, Bob	Considerable work has been undertaken in this year with a number of positive outcomes which was reported to the Community and Environment Board in March 2015.	 Green	
NWCP 004	To further consult on a revised Site Allocation Plan and submit the same for consideration by the Planning Inspectorate by October 2014; and To submit final Development Plan documents relating to Development Management and Gypsy and Travellers by November 2014	Countryside and Heritage	Barratt, Dorothy	There has been progress on the Site Allocations Plan which had a further round of public consultation in June 2014. It is hoped that this can be formally submitted in early 2016. New timescales will need to be determined for the other documents due to pressure on staff resources.	 Green	
NWCP 005	To continue to oppose a) the HS2 proposal, in partnership with other affected Councils and community action groups and press for the maximum mitigation and other benefits for the Borough and b) the principle of Opencast Mining to be reported annually	Countryside and Heritage	Barratt, Dorothy	Petitioning work is on-going. No change in relation to open cast mining	 Green	

	Action	Priority	Reporting Officer	Update	Status	Direction
NWCP 008	To ensure that the Council is prepared for emergencies and has suitable emergency and business continuity plans, as required by the Civil Contingencies Act, and to review both the emergency and business continuity plans annually in March	Public Services & Council Tax	Beggs, Robert	<p>A test exercise of using a generator for back up power supply was carried out in January. A report is being prepared for Management Team on the findings of the exercise. The continuity plans in place are being reviewed to ensure the planned improvements are effective. Meetings with each division have been delayed to the new year. These will then be subject to testing and exercising later in the year. An operational test of using the Civic Suite for our emergency / continuity centre has been carried out. This included testing use of our telephone and IT access which worked successfully.</p> <p>The Warwickshire Local Resilience Forum has held exercises recently to test revised Strategic and Tactical response plans and preparations for an Ebola related incident. Work on fuel plans are currently taking place.</p>	 Green	
NWCP 009	To achieve the savings required by the budget strategy including the commitment to keep Council Tax increases lower than inflation and to update the strategy to reflect future developments by October 2014	Public Services & Council Tax	Brewer, Chris	The budget strategy has been updated and was reported to this boards September meeting	 Green	
NWCP 010	To carry out reviews of systems in line with the Council's review plan and explore any opportunities for shared working that may arise, with a view to achieving savings and/or increasing capacity	Public Services and Council Tax	Brewer, Chris	A review of the planning system is currently underway and discussions are being held with neighbouring authorities to identify if there are any opportunities for shared working.	 Green	
NWCP 038	To complete identified improvement works to the Council's main offices, both on time and on budget, to ensure the ongoing provision of services to the local community while safeguarding the safety and security of all residents, staff and visitors who use The Council House building and seeking to make the buildings more environmentally friendly. Detailed updates on progress of the project will be regularly reported	Public Services and Council Tax	Dobbs, Richard	The improvement works to the main Council offices have now been completed and were delivered on time and under budget	 Green	

	Action	Priority	Reporting Officer	Update	Status	Direction
NWCP 042	To continue to look for ways of narrowing the Council's capital funding gap and report annually in February	Public Services & Council Tax	Garner, Sue	A report was taken to Executive Board in February. Work on the capital position is ongoing.	 Green	
NWCP 072(1)	To maintain the existing level of core funding for arts and welfare organisations	Public Services & Council Tax	Powell, Simon	Live and Local continues to be funded by the Authority. Other community arts organisations (or organisations wishing to undertake an arts project) are able to apply for grants through the Local Community Projects Fund, one of which was awarded a grant in April 2014.	 Green	
NWCP 075	To implement the Council Tax Support Scheme 2014/15 and carry out a review to enable a scheme to be set for 2015/16	Public Services and Council Tax	Trahern, Bob	It has been agreed to retain the scheme without change in 2014/15	 Green	
NWCP 076	To update the Medium Term Financial Strategy to take account of external funding changes relating to Business Rates and report by September 2014	Public Services & Council Tax	Brewer, Chris	The budget strategy has been updated and was reported to this boards September meeting	 Green	
NWCP 077	To review the Council's membership of the Coventry and Warwickshire Business Rates Pool by December 2014	Public Services & Council Tax	Brewer, Chris	September Executive Board agreed to stay in the pool	 Green	
NWCP 078	To continue to work with partner organisations in Coventry, Warwickshire and Hinckley to develop a City Deal with central government, if this proves beneficial to the local economy, to report as necessary	Local Employment	Maxey, Steve	The City Deal has been approved by Government and is being implemented by the Coventry and Warwickshire Joint Committee/Shadow Economic Prosperity Board. Updates are given to the Special Sub Group	 Green	
NWCP 079	To work with the retailers in Atherstone, Polesworth and Coleshill to develop action plans for the use of the Portas monies and to help implement the plans	Local Employment	Maxey, Steve	The money for Atherstone and Coleshill has now been allocated in full. A number of schemes have been suggested for Polesworth and quotes are being drawn up.	 Green	
NWCP 080	To continue to work with Warwickshire County Council, the Environment Agency and local communities to mitigate the effects of , and protect against, the impacts of localised flooding	Environment	Dobbs, Richard	The Council continues to work with the EA and WCC to mitigate the impact of flooding within the Borough. The Council continues to actively support the EA's Pathfinder project to support local communities affected by flooding	 Green	
NWCP 092	To ensure we communicate effectively to help inform residents, businesses and all sections of our communities of the Council's services and priorities report on progress by October 2014	Consultation and Communication	Bird, Linda	Work has been completed and progress was reported to Executive Board on the 10 February.	 Green	

	Action	Priority	Reporting Officer	Update	Status	Direction
NWCP 094	To ensure we communicate effectively to help inform residents, businesses and all sections of our communities of their opportunities to be involved in decision making and report on progress by July 2014	Consultation and Communication	Linda Bird	Work has been completed and progress was reported to Executive Board on the 10 February.	 Green	

NWPI Executive Board 14/15

Ref	Description	Section	Priority	Year End Target	Performance	Traffic Light	Direction of Travel	Comments
NWLPI 158	To respond to all complaints and requests for service within three working days	Env Health (C, L & HP)	Public Services and Council Tax	99	98	 Red		There were 912 requests for service received overall with 896 responded to within 3 days. The 16 others were responded to within 4 or 5 days.
NWLPI 153	Number of domestic burglaries detected in the Local Authority area	Policy Support	Crime and Disorder	220	152	 Green		Domestic burglaries have significantly reduced in 2014/15 and continues a downward trendline. This is also reflected across Warwickshire and nationally. Other crime types are believed to be chosen by offenders.
NWLPI 154	Number of violent offences and sexual offences in the local authority area	Policy Support	Crime and Disorder	437	602	 Red		The increase in recorded violent offences is in part due to the use of a new crime recording system for violent crime in line with the Office for National Statistics. A number of historical offences are also being post recorded following the profile of recent national cases.
NWLPI 155	The number of vehicle crimes in the local authority area	Policy Support	Crime and Disorder	470	511	 Red		Following successful year of reductions in 2013/14 there has been an increase of 8.26% this year. During January to March increases in theft from vehicles spiked. The wards of Curdworth and Fillongley have been highlighted for crime prevention work. Targeted policing operations and use of ANPR cameras to help address risks from cross border offenders are carried out whenever possible.
@NW:NI032	Violent Crime Offences related to Domestic Violence	Policy Support	Crime and Disorder	84	204	 Red		The number of reported domestic violence offences has increased in 2014/15. The increase needs further investigation as it is uncertain whether this is due to new recording procedures or a genuine increase in the reporting of DV offences. The levels 36% are above historical levels of around 33% of violent offences.
@NW:NI047	People killed or seriously injured in road traffic accidents	Policy Support	Crime and Disorder	46	-	-	-	Information not currently available.
NWLPI 162	Percentage of Freedom of Information replies dealt with within 20 days	Policy Support	Public Services & Council Tax	100	91	 Red		The monitoring process for replies to information requests has been improved during 2014/15 to ensure the vast majority of replies are dealt with by 20 working days.
NWLPI 008	The percentage turnout for local elections	Democratic Services	Public Services & Council Tax	39	-	-	-	Election on 7 May 2015
NWLPI 126	% permitted process inspections carried out within scheduled timescale	Env Health (C, L & HP)	Public Services & Council Tax	100	100	 Green		

NW: NI 154	Net additional homes provided	Forward Planning	Countryside and Heritage	150	223	★ Green	🟡	The target of 150 will need to be changed for 2015 /16 to reflect the requirements from the Core Strategy and emerging Site Allocations Plan.
NW: NI 155	Number of affordable homes delivered (as a percentage of completions)	Forward Planning	Countryside and Heritage	40	21	▲ Red	🟡	The target within the Core Strategy is 30% on brownfield sites and 40% on greenfield sites. No requirement in future will be provided on sites of less than 10 units. The overall target will thus have to reflect these changes for 2015/16
NW: NI 159	Supply of ready to develop housing sites	Forward Planning	Countryside and Heritage	100	152.08	★ Green	🟡	The work on the Site Allocations Plan will continue to improve this picture
NWLPI 016	Percentage of conservation areas in the local authority area with an up-to-date character appraisal	Forward Planning	Countryside and Heritage	40	20	▲ Red	➡	There is currently no postholder to progress this work.
NWLPI 015	Percentage of new homes built on previously developed land	Forward Planning	Countryside and Heritage	80	69	▲ Red	➡	In future years the target of 80% will be reduced to reflect the future diminishing supply of brownfield land.
NWLPI 001	The percentage of citizens satisfied with the overall service provided by their authority	Policy Support	Public Services & Council Tax	53	-	-	-	No Household survey in 2015/16
NWLPI 019	The percentage of those making complaints satisfied with the handling of those complaints	Policy Support	Public Services & Council Tax	100	-	-	-	No Household survey in 2015/16

Agenda Item No 20

Executive Board

16 June 2015

**Report of the
Assistant Director
(Finance and Human Resources)**

2015/16 Pay Policy Statement

1 Summary

- 1.1 There is a requirement under Section 38 of the Localism Act 2011 for Councils to have and to publish a Pay Policy Statement, agreed by full Council, which will be subject to review at least annually. This report details the purpose for and the areas to be covered in the Pay Policy Statement.

Recommendation to the Board

To adopt the 2015/16 Pay Policy.

2. Report

- 2.1 The purpose of the Pay Policy Statement is to provide transparency by identifying:
- The methods by which salaries of all employees are determined;
 - The detail and level of remuneration of the Council's most senior staff.

... 2.2 The policy has been updated in line with the requirements and is attached at Appendix A.

- 2.3 Since the policy was adopted at Full Council on 4 July 2012, it has been reviewed and updated on an annual basis. Any changes in the remuneration of groups of staff or the relationship between the remuneration of our Chief Officers and Other Employees are detailed in the Policy.

3 Report Implications

3.1 Human Resources Implications

- 3.1.1 As detailed in the report

3.2 Equality Implications

- 3.2.1 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Workers Regulations 2010 and

where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations. With regard to the Equal Pay requirements contained within the Equality Act, the Council ensures there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality proofed Job Evaluation mechanisms which directly relate salaries to the requirements, demands and responsibilities of the role.

3.3 Links to Council's Priorities

3.3.1 This policy statement ensures that the Council meets its obligation under Section 38 of the Localism Act 2011 for Councils and therefore ensuring compliance with legislation.

The Contact Officer for this report is Janis McCulloch (719236).

Background Papers

Local Government Act 1972 Section 100D, as substituted by the Local Government Act, 2000 Section 97

Background Paper No	Author	Nature of Background Paper	Date

Equality Impact Assessment Summary Sheet

Please complete the following table summarised from the equality impact assessment form. This should be completed and attached to relevant Board reports.

Name of Policy Procedure/Service	Pay Policy Statement
Officer Responsible for assessment	Janis McCulloch

Does this policy /procedure /service have any differential impact on the following equality groups /people

- (a) Is there a positive impact on any of the equality target groups or contribute to promoting equal opportunities and improve relations or:
- (b) could there be a negative impact on any of the equality target groups i.e. disadvantage them in any way

Equality Group	Positive impact	Negative impact	Reasons/Comments
Racial	No	No	
Gender	No	No	
Disabled people	No	No	
Gay, Lesbian and Bisexual people	No	No	
Older/Younger people	No	No	
Religion and Beliefs	No	No	
People having dependents caring responsibilities	No	No	
People having an offending past	No	No	
Transgender people	No	No	

If you have answered **No** to any of the above please give your reasons below

The policy will apply to all employees.

Please indicate if you believe that this document

Should proceed to further Impact assessment **No**

Needs no further action **No**

North Warwickshire Borough Council

PAY POLICY STATEMENT 2015/16

Introduction and Purpose

Under section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable terms and conditions as the Authority thinks fit”. This Pay Policy Statement (the ‘statement’) sets out the Councils approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011. The purpose of the statement is to provide transparency with regard to the Council’s approach to setting the pay of its employees by identifying;

- the methods by which salaries of all employees are determined;
- the detail and level of remuneration of its most senior staff i.e. ‘chief officers’, as defined by the relevant legislation;
- the Group/Board responsible for ensuring the provisions set out in this statement are applied consistently throughout the Council and recommending any amendments to the full Council.

This policy statement is subject to review on a minimum of an annual basis in accordance with the relevant legislation prevailing at that time.

Legislative Framework

In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations. With regard to the Equal Pay requirements contained within the Equality Act, the Council ensures there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality proofed Job Evaluation mechanisms which directly relate salaries to the requirements, demands and responsibilities of the role.

Pay Structure

Based on the application of the Job Evaluation process, the Council uses the nationally negotiated pay spine as the basis for its local grading structure. This determines the salaries of the large majority of the workforce, together with the use of other nationally defined rates where relevant. The Council remains committed to adherence with national pay bargaining in respect of the national pay spine. There were no increases in the national pay spine from April 2009 until 2013 when a 1% increase was awarded. Since that increase the pay agreement 2014-16 awarded a 2.2% increase from the 1 January 2015 to the 31 March 2016.

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

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

Senior Management Remuneration

For the purposes of this statement, senior management means 'chief officers' as defined within S43 of the Localism Act. The posts falling within the statutory definition are set out below, with details of their basic salary as at 1 January 2015;

- a) Chief Executive
The current salary of the post is £100,116. The salary falls within a range of four incremental points between £93,051, rising to a maximum of £100,116.
- b) Deputy Chief Executive
The current salary of the post is £84,065. The salary falls within a range of four incremental points between £78,767, rising to a maximum of £84,065. The Deputy Chief Executive is the Council's Section 151 Officer and this was included in the evaluation of the role.
- c) Assistant Chief Executive & Solicitor to the Council
The current salary of the post is £69,839. The salary falls within a range of four incremental points between £64,972, rising to a maximum of £69,839. The Assistant Chief Executive & Solicitor to the Council has Monitoring Officer responsibilities included in the evaluation of the role.
- d) Assistant Chief Executive Community Services
The current salary of the post is £67,058. The salary falls within a range of four incremental points between £62,189, rising to a maximum of £67,058.

e) Assistant Directors

The salaries of posts designated as Assistant Directors fall within a range of four incremental points between £54,770, rising to a maximum of £60,072.

Chief Officers' roles are subject to job evaluation under the Hay Job Evaluation Scheme and are paid a salary, which is considered a market rate within districts in the local government sector.

Employment of Chief Officers is in accordance with collective agreements negotiated from time to time by the Joint Negotiating Committee for Chief Officers of Local Authorities for Local Government Services, those set out in the National Agreement on Pay and Conditions of Service (currently known as The Blue Book) and as supplemented by:-

- local collective agreements reached with trade unions recognised by the Council
- the rules of the Council

Recruitment of Chief Officers

When recruiting to all posts the Council will take full and proper account of its own Equal Opportunities, Recruitment, and Redeployment Policies. Where the Council is unable to recruit to a post at the designated grade, it will consider the use of temporary market forces supplements.

Where the Council remains unable to recruit Chief Officers under a contract of service, or there is a need for interim support to provide cover for a vacant substantive Chief Officer post, the Council will, where necessary, consider and utilise engaging individuals under 'contracts for service'. These will be sourced through a relevant procurement process ensuring the Council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service. The Council does not currently have any Chief Officers engaged under such arrangements.

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

Additions to Salary of Chief Officers

The Council does not apply any bonuses or performance related pay to its Chief Officers.

In addition to basic salary, set out below are details of other elements of 'additional pay' which are chargeable to UK Income Tax and do not solely constitute reimbursement of expenses incurred in the fulfillment of duties;

- All Chief Officers were entitled to a lease car. Following consultation this was phased out by April 2015. There is some protection in that when the car is returned the Chief Officer will receive the 'spot value' less 10% as a travel allowance so long as he/she remains in the role. The 'spot value' depends on the officer's grade. The 'spot values' for each grade are detailed at Appendix 1.

Newly appointed Chief Officers will use their own vehicle, and receive an Essential User Allowance. Employees who are not Chief Officers may also receive the Essential User allowance. Essential User Allowances are also detailed at Appendix 1.

- The Chief Executive is the Council's Returning Officer and the Electoral Registration Officer (who also manages the elections service) and receives an Election Allowance. The relevant bodies set this allowance. It varies each year depending on the number and type of elections in each year. There is 1 planned election on the 5 May 2016, for The Police and Crime Commissioner. The Chief Executive will be the Local Returning Officer. The allowances are not yet known.
- A Chief Officer may be awarded an honorarium when they 'act up' in a role. The Special Sub Group of Executive Board can authorise these. An honorarium either is a one off payment or can be a monthly allowance for a temporary period. There are no honorariums expected for 2015/16.

Payments on Termination

In the case of redundancy, a redundancy payment would be made to a Chief Officer in line with the Council's Retirement Policy & Procedure, and the Redundancy Policy & Procedure, which applies to all staff.

In the case of termination due to ill health, then there would be no termination payment but a higher pension benefit may be approved by the Warwickshire local government pension scheme. The pension benefit may include a lump sum in addition to an on-going pension payment.

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

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

The Council may choose to make a payment under a Compromise Agreement to protect against compensation claims that could be expensive or bring the Council into disrepute. The Special Sub Group of the Executive Board would approve any such payment.

Where a Section 151 Officer or Monitoring Officer cease carrying out these statutory roles, then the post would be re-evaluated to exclude these duties.

Increases to Pay

Any cost of living increases agreed through NJC are applied to Chief Officers pay. This is typically on 1st April each year.

Chief Officers appointed on a salary scale will receive an incremental increase to their pay as follows:

Chief Officers appointed between 1st October and 31st March will receive an increment after six months service

Chief Officers appointed between 1st April and 30th September will receive an increment on the following 1st April

Thereafter, all Chief Officers will receive increments annually on 1st April.

Exceptional performance of Chief Officers is recognised by either accelerated increments or an honorarium. Accelerated increments are subject to their pay not exceeding the maximum salary for their post. This would be authorised by the Chief Executive.

Chief Officers' pay will be measured against the market on, at least a three to five yearly basis, to ensure we maintain consistency with our peer local authorities. Where there are significant changes in market rates then a pay benchmarking assessment will be carried out for Chief Officers. The last pay benchmarking on Chief Officers was completed in November 2010 when the salaries for the Deputy Chief Executive, the Assistant Chief Executive and Solicitor to the Council and the Assistant Chief Executive Community Services were set. However, no salary increases were made at this time to any of the other Chief Officer posts as it was considered that the packages paid were comparable with the market rate for salaries within districts in the local government sector. The Council's Executive Board approves increases to Chief Officers pay.

Publication

Upon approval by the full Council, this statement will be published on the Councils Website. In addition, for posts where the full time equivalent salary is at least £50,000, the Councils Annual Statement of Accounts will include a note setting out the total amount of

- salary, fees or allowances paid to or receivable by the person in the current and previous year;

- any sums payable by way of expenses allowance that are chargeable to UK income tax;
- any compensation for loss of employment and any other payments connected with termination;
- any benefits received that do not fall within the above

This policy will be available on our web site <https://www.northwarks.gov.uk>

Lowest Paid Employees

Our lowest paid employees' salary is determined by the grade for their post, which is underpinned by a job evaluation scheme, rather than being paid a market rate for their job. Market supplements are given to some posts where there are recruitment and retention difficulties. Currently none of our lowest paid employees receives a market supplement on their salary to bring it up to market rates.

There is one scale point within this grade. They are employed on full time equivalent salaries in accordance with the minimum spinal column point currently in use within the Council's grading structure.

Whilst we may employ apprentices on a lower wage, ie the minimum wage, during their apprenticeship they do have a structured training plan leading to a qualification.

With regard to other aspects of remuneration policy, there is equity across all our employees. The same policies set out above apply to our lowest paid employees.

Relationship Between Remuneration of our Chief Officers and Other Employees

Currently the average (mean) of our Chief Officers pay is 3.06 times that of the rest of our employees. Our top earning Chief Officer earns 4.62 times the mean of the rest of our employees.

Currently the average (mean) of our Chief Officers pay is 5.20 times that of our lowest paid employees. Our top earning Chief Officer earns 7.83 times the mean of our lowest paid employees.

Currently the median Chief Officers pay is 3.06 times that of the rest of our employees. Our top earning Chief Officer earns 4.62 times the median salary of the rest of our employees.

These figures are as at May 2015 and do not include travel allowances, essential car user allowances and election allowances.

Our policy for 2015/16 is to maintain Chief Officers pay within the following maximums:

Ratio of mean pay (Chief Officers: rest of employees) = 3.24

Ratio of median pay (Chief Officers: rest of employees) = 3.24

And not to exceed the following multipliers for our top earning Chief Officer:

5.5 X mean pay of other employees

5.5 X median pay of other employees

Accountability and Decision Making

In accordance with the Constitution of the Council, the Special Sub Group and the Executive Board are responsible for decision making in relation to the recruitment, pay, terms and conditions and severance arrangements in relation to employees of the Council.

RELATED DOCUMENTS

Retirement Policy & Procedure
Redundancy Policy & Procedure
Recruitment Policy
Disciplinary Procedure
NJC Job Evaluation Scheme Outline
Hay Job Evaluation Scheme

Date of this review	May 2015
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Appendix 1

Annual Travel Allowances (Spot Value Less 10%)

Chief Executive	£6,048
Deputy Chief Executive	£5,220
Assistant Chief Executive & Solicitor to the Council	£3,456
Assistant Chief Executive Community	£3,456
Assistant Directors	£3,456

Annual Essential Car User Allowance

451-999cc	£840
1000-1199cc	£963
1200cc & above	£1,239

Agenda Item No 21

Executive Board

16 June 2015

Report of the Assistant Director (Finance and Human Resources)

Budgetary Control Report 2015/16 Period Ended 31 May 2015

1 Summary

- 1.1 The report covers revenue expenditure and income for the period from 1 April 2015 to 31 May 2015. The 2015/2016 budget and the actual position for the period, compared with the estimate at that date, are given, together with an estimate of the out-turn position for services reporting to this Board.

Recommendation to Council

That the report be noted.

2 Consultation

- 2.1 Councillors Humphreys, D Wright and M Stanley have been sent an advanced copy of this report for comment. Any comments received will be reported verbally at the meeting.

3 Introduction

- 3.1 Under the Service Reporting Code of Practice (SeRCOP), services should be charged with the total cost of providing the service, which not only includes costs and income directly incurred, but also support costs relating to such areas as finance, office accommodation, telephone costs and IT services. The figures contained within this report are calculated on this basis.

4 Overall Position

- 4.1 Net expenditure for those services that report to the Executive Board as at 31 May 2015 is £86,997 compared with a profiled budgetary position of £99,728; an under spend of £12,731. Appendix A to this report provides details of the profiled and actual position for each service reporting to this Board, together with the variance for the period.

...

- 4.2 Where possible, the budget to date figure has been calculated with some allowance for seasonal variations, in order to give a better comparison with actual figures.

4.3 Outreach and Access to Services

- 4.3.1 Funding of £10,000 has been received from Warwickshire County Council to cover the rental of two food storage units at Innage Park. This will be used to cover the period 1 April 2015 to 31 March 2016.

5 Risks to the Budget

- 5.1 The key risks to the budgetary position of the Council from services under the control of this Board are:

- The Emergency Planning budget of £5,790 may be insufficient to cover the costs of any major local emergency.

6 Estimated Out-turn

- 6.1 Members have requested that Budgetary Control Reports provide details on the likely out-turn position for each of the services reporting to this Board. The anticipated out-turn for this Board for 2015/16 is £584,670, the same as the Original Budget.

- 6.2 The figures provided above are based on information available at this time of the year and are the best available estimates for this board, and may change as the financial year progresses. Members will be updated in future reports of any changes to the forecast out turn.

7 Report Implications

7.1 Finance and Value for Money Implications

- 7.1.1 The Council's budgeted contribution from General Fund balances for the 2015/16 financial year is £594,090. Income and Expenditure will continue to be closely managed and any issues that arise will be reported to this Board for comment.

7.2 Environment and Sustainability Implications

- 7.2.1 The Council has to ensure that it adopts and implements robust and comprehensive budgetary monitoring and control, to ensure not only the availability of services within the current financial year, but in future years.

The Contact Officer for this report is Nigel Lane (719371).

North Warwickshire Borough Council

Executive Board

Budgetary Control Report 2015/2016 as at 31 May 2015

Description	Approved Budget 2015/2016 £	Profiled Budget May 2015 £	Actual May 2015 £	Variance £	Comments
Housing Strategic Service Review	31,500	5,250	5,250	-	
Outreach and Access to Services	140,950	24,848	13,915	(10,933)	See Para. 4.3
Corporate Communications	57,130	10,448	9,825	(623)	
Community Strategy	132,060	22,010	21,763	(247)	
Emergency Planning	39,580	6,597	5,632	(965)	
N.Warks Local Development Framework	182,750	30,458	30,495	37	
Support to Parishes	700	117	117	(0)	
Total Expenditure	584,670	99,728	86,997	(12,731)	