

**To: Leader and Members of the Executive Board
(Councillors M Stanley, Hayfield, Humphreys, Moore, Morson, Phillips, Simpson, Smith and Sweet)**

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

18 JUNE 2013

The Executive Board will meet in the Committee Room at The Council House, South Street, Atherstone, Warwickshire on Tuesday 18 June 2013 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 Meeting of the Board held on 12 February 2013** - copies herewith to be agreed as a correct record and signed by the Chairman.

5 **Requests for discussion of 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.

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

7 **Capital Programme - 2012/13 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 2012/13 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 2013/14 Capital Programme.

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

8 **Capital Accounts 2012/13-** Report of the Deputy Chief Executive

Summary

The capital accounts for 2012/13 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)

9 **Earmarked Reserves 2013/14** - 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 2013, subject to audit, and updates the proposed use of reserves in 2013/14.

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

- 10 **Annual Governance Statement 2012/13** - 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).

- 11 **Financial Statements 2012/13** - 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 2013. 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)

- 12 **Core Strategy – Delegated Powers** – Report of the Assistant Chief Executive and Solicitor to the Council.

Summary

This report requests that delegated powers be given to the LDF Sub-Committee in order to progress the Core Strategy.

The Contact Officer for this report is Dorothy Barratt (719250).

- 13 **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).

- 14 **Procurement and Commissioning Strategy 2013 – 2017** – Report of the Assistant Director (Corporate Services)

Summary

This report presents the draft Procurement and Commissioning Strategy 2013 - 2017 to Members for their consideration, comment and approval.

The Contact Officer for this report is Linda Bird (719327).

- 15 **Pay Policy Statement 2013/14** - Report of the Assistant Director (Finance and Human Resources)

Summary

This report updates the Pay Policy Statement.

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

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

- 16 **Adoption of Open Space at Rowlands Way, Atherstone** – Report of the Assistant Director (Leisure and Community Development)

Summary

This report informs the Board of the proposed creation of open space at Rowlands Way in Atherstone and explains the action taken by the Chief Executive, using his urgent business powers, in respect of the adoption of the land concerned.

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

- 17 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April 2012 – March 2013** – 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 2012 to March 2013.

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

- 18 **Budgetary Control Report 2013/14 - Period Ended 31 May 2013** - Report of the Assistant Director (Finance and Human Resources)

Summary

The report covers revenue expenditure and income for the period from 1 April 2013 to 31 May 2013. The 2013/2014 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).

- 19 **Notes of the Democratic Arrangements Task and Finish Group held on 13 March 2013 (copy herewith)** to be received and noted.
- 20 **Minutes of the Local Development Framework Sub-Committee held on 24 April and 20 May 2013 (copies herewith)** to be received and noted.
- 21 **Minutes of the Special Sub-Group 18 February, 29 April, 20 May and 3 June 2013 (copies herewith)** to be received and noted.

JERRY HUTCHINSON
Chief Executive

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE EXECUTIVE BOARD

12 February 2013

Present: Councillor M Stanley in the Chair

Councillors Fowler, Hayfield, Humphreys, Moore, Morson, Phillips, Smith and Sweet

An apology for absence was received from Councillor Simpson.

Councillor Lewis was also in attendance.

70 **Disclosable Pecuniary and Non-Pecuniary Interests.**

None were declared at the meeting.

71 **Minutes of the meetings of the Board held on 26 November 2012 and 17 January 2013.**

The minutes of the meetings of the Board held on 26 November 2012 and 17 January 2013, copies having been circulated, were approved as a correct record and signed by the Chairman.

72 **External Audit Plan 2012/13**

The Deputy Chief Executive reported on the External Auditors' plan for their work related to the 2012/13 financial year. Alison Breadon from PricewaterhouseCoopers was in attendance.

Recommended:

That the contents of the External Auditors' report be noted.

73 **Corporate Plan 2013/14**

The Chief Executive presented the Corporate Plan for 2013/14. Members were also asked to agree the 2013/14 Forward Work Plan for the Assistant Chief Executive and Solicitor to the Council.

Recommended:

- a **That, with the amendment referred from the Housing Sub-Committee, the Corporate Plan, as set out in Appendix A to the report, be agreed, subject to any further amendments which may be needed as a result of the adoption of the 2012-13 budget;**

- b That this Council's nomination for 2013/2014 for representation on Warwickshire Health and Wellbeing Board be Councillor Pickard;**
- c That the Chief Executive be given delegated authority to finalise the format of the Plan; and**
- d That the Service Plan for the Assistant Chief Executive & Solicitor to the Council, as set out in Appendix B to the report, be agreed.**

Resolved:

- e That following a request for a financial contribution from the LEP the action of the Leader of the Council in requiring a proper business case to be put forward before a contribution is made be endorsed.**

74 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.

75 The Proposed 3 Year Capital Programme

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

Resolved:

- a That the Revised Capital Programme for 2012/13 as set out in Appendix A, be adopted;**
- b That the 3 Year Capital Programme for the period 2013/14 to 2015/16 as set out in Appendix B, be adopted; and**

Recommended:

- c That the prudential indicators set out in the revised version of Appendix F, be approved.**

76 General Fund Fees and Charges 2013 – 2014

The Assistant Chief Executive and Solicitor to the Council reported on proposed fees and charges for 2013/14 and the Board was asked to agree a suggested course of action.

Recommended

That the schedule of fees and charges for 2013/14, set out in the report of the Assistant Chief Executive and Solicitor to the Council, be accepted.

77 General Fund Revenue Estimates 2013 – 2014

The Deputy Chief Executive reported on the revised budget for 2012/13 and an estimate of expenditure for 2013/14, together with forward commitments for 2014/15 and 2015/16.

Recommended:

- a That the revised budget for 2012/13 be accepted; and**
- b That the Estimates of Expenditure for 2013/14, as submitted, be included in the budget to be brought before the meeting for consideration under Minute No. 78.**

78 General Fund Revenue Estimates 2013 – 2014 and Setting the Council Tax 2013 – 2014

The Deputy Chief Executive set out the proposed General Fund Revenue Estimate for 2013/14, and the options available when setting the 2013/14 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 £902,600 shown in Appendix G to the report be approved;**
- b That the revised estimate for the year 2012/13 and the revenue estimates for 2013/14 be approved;**
- c That the preferred Council Tax option for 2013/14 be 0% ;**
- d That the Deputy Chief Executive's comments on the minimum acceptable level of general reserves be noted;**

- e That the manpower estimates for the year 2013/14 be approved; and
- f That a Council Tax resolution be prepared for consideration by the Council, using the recommendations agreed by this Board.

79 Update on Outreach Proposals – B.O.B. Hubs and the B.O.B. Mobile Service

The Assistant Chief Executive (Community Services) presented an update on the outreach proposals across North Warwickshire and the Board was asked to agree a suggested course of action.

Recommended:

- a That the progress made with regard to the roll out of B.O.B Hubs across the Borough be noted;
- b That the budget used to fund the current operation of the B.O.B mobile bus and B.O.B. hubs be used in a different way to ensure the best use of resources and value for money with immediate effect; and
- c That the extension of the temporary contract of the B.O.B Community Hub Support Officer to 30 June 2014 at which time a further review of the need for this post will be undertaken, be approved.

80 HS2 Exceptional Hardship Scheme

The Assistant Chief Executive and Solicitor to the Council sought delegated power to prepare a response to the Government's consultation on an Exceptional Hardship Scheme announced as part of Phase 2 of HS2.

Recommended:

That the Assistant Chief Executive and Solicitor to the Council prepares a final response in consultation with the Leader, Leader of the Opposition, Chairman of Planning and Development Board and Opposition Spokesperson, HS2 Spokesperson and Opposition HS2 Spokesperson to meet the consultation deadline.

81 Local Development Scheme 2013

The Assistant Chief Executive and Solicitor to the Council sought approval for the revised Local Development Scheme.

Recommended:

That the Local Development Scheme be approved.

82 Community Governance Review – Parish of Middleton

The Board was invited to consider the second stage of the Community Governance Review for Middleton and confirm the Council's final decision.

Recommended:

That the final recommendation not to increase the number of Parish Councillors for the Parish of Middleton be endorsed and the Chief Executive be authorised to give notice of the decision accordingly.

83 Approach to Shared Services

The Chief Executive reported on the Council's current position on Shared Services and recommended an approach for evaluating prospective future collaborations.

Recommended:

That the approach to evaluating joint service projects, as set out at Appendix A to the report of the Chief Executive, be adopted.

84 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April 2012 – December 2012.

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 2012.

Resolved:

That the report be noted.

85 Minutes of the meeting of the Safer Communities Sub-Committee held on 26 January 2012

The minutes of the meeting of the Safer Communities Sub-Committee held on 26 January 2012 were received and noted.

86 **Exclusion of the Public and Press**

Resolved:

That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business, on the grounds that it involves the likely disclosure of exempt information as defined by Schedule 12A to the Act.

87 **Minutes of the meeting of the Special Sub-Group held on 28 January 2013**

The minutes of the meeting of the Special Sub-Group held on 28 January 2013 were received and noted.

M Stanley
Chairman

Agenda Item No 7

Executive Board

18 June 2013

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

**Capital Programme – 2012/13
Final Position**

1 Summary

- 1.1 The purpose of this report is to update Members on the final position of the 2012/13 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 2013/14 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 2013 against the 2012/13 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 2013/14 Capital Programme.**

2 The Current Position

- 2.1 The Council's Revised Capital Programme for 2012/13, approved by this Board in February 2013, is set out in Appendix A. Also showing is the actual level of expenditure incurred on each scheme as at the end of March 2013.
- 2.2 The Appendix shows that the current level of actual expenditure incurred amounts to £3,189,535 against a revised programme total of £6,976,630, an initial under-spend of £3,787,095.

3 Outcomes from Capital Expenditure

- 3.1 The £3,189,535 spent on capital schemes in 2012/13 has achieved a number of outcomes, and some of these are highlighted in the following paragraphs.
- 3.2 In terms of housing grants to the private sector, further improvements at 46 properties for disabled facility adaptations have been completed in 2012/13,

along with 23 properties that have benefited from Decent Homes improvement schemes.

- 3.3 Preparatory work has been undertaken relating to the replacement of Coleshill Leisure Centre. Work with Coleshill School is ongoing, whilst the outcome of a number of external funding bids is awaited.
- 3.4 There has been investment in a replacement Payment Management System, with the new system enabling the council to achieve PCI (Payment Card Industry) compliance.
- 3.5 Preparatory work has also been undertaken on the Atherstone Accommodation Project, to enable the project to commence in 2013/14.
- 3.6 The Local Authority Mortgage Scheme was launched in February 2013, which is estimated could help up to 40 first time buyers. The first mortgage under the scheme has now been approved.
- 3.7 In terms of housing capital expenditure, key elements such as windows, kitchens, roofing and heating have been replaced during the year. Adaptations to a number of houses were made which has enabled disabled tenants to continue living in their current Council property. Improvements at 4 Community Centres were undertaken during the year.

4 Committed Spend in 2012/13

- 4.1 Of the capital programme under-spend of £3,787,095, there are commitments of £1,288,461 which will be required in 2013/14 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 capital expenditure shown in column (6) of Appendix A. Some schemes have been delayed until refurbishment work at the Council Offices has begun, and the main expenditure on the Offices is due in 2013/14. Equalities Act work will be reviewed once the need for work at the Council House has been established.
- 5.2 The allocation for the Arcade has not been used as it is being sold to Atherstone Town Council. The need for the work still exists and until the sale is complete, it is proposed to carry forward the allocation in order to carry out any urgent remedial works if the disposal is delayed. Officers are also requesting that the allocation approved for the Leisure Booking system is carried forward, to allow a full business case to be evaluated.
- 5.3 The replacement of a number of vehicles has been delayed, in order to allow vehicles to reflect new working arrangements in refuse and recycling.

5.4 The timing of expenditure on Disabled Facility Grants can be difficult to predict. However the demand for adaptations has not reduced, so it is proposed that the budget under spend be carried forward.

5.5 It has not been possible to complete all housing revenue schemes in the year, 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 2013 amounts to £3,189,535, which is £3,787,095 below the full year budget. However, of the capital programme under-spend, there are commitments of £1,288,461 which will be required in 2013/14 to fulfil contracts let or to continue the progress of on going schemes. In addition, Members are also requested to carry forward schemes totalling £2,497,667, where expenditure has been delayed in 2012/13.

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 Carl Ford (719397).

2012/13 Capital Out-turn Position

APPENDIX A

	(1)	(2)	(3)	(4)	(5)	(6)
Capital Scheme Description	Total 2012/13 Revised Budget	Total Actual at 31st March 2013	Total Variation to Revised Budget	Committed Variance to c/fwd into 2013/14	Schemes to c/fwd into 2013/14	
Disabled Discrimination Act Adaptations	351,250	-	(351,250)	-	351,250	
Electrical Work to Council Premises	36,490	-	(36,490)	-	36,490	
Council Offices Electrics	52,010	-	(52,010)	-	52,010	
General Leisure Equipment	30,120	30,630	510	-	-	
Ath Accommo Project	1,024,670	58,383	(966,287)	-	966,287	
Improvements to Arcade	193,000	-	(193,000)	-	193,000	
Borough Care System Replacement	2,500	-	(2,500)	2,500		
Coleshill Leisure Centre	110,000	97,268	(12,732)	12,732	-	
Piccadilly Sports Field	45,000	-	(45,000)	-	45,000	
Computer Software	30,000	13,259	(16,741)	16,741		
Infrastructure Improvements	-	-	-	-		
Warwickshire Direct Partnership	10,350	-	(10,350)	-	10,350	
Capital Asset Software	2,000	2,000	-	-		
IT Replace Leisure booking System	50,000	-	(50,000)	-	50,000	
New Telephone System	65,000	-	(65,000)	-	65,000	
New Switch Gear System	40,000	-	(40,000)	-	40,000	
PMS Replacement	80,000	78,583	(1,417)	-	-	
Server Virtualisation	100,000	4,825	(95,175)	-	95,175	
Life Lines	18,000	17,942	(58)	-		
Mobile CCTV	27,370	24,361	(3,009)	3,009	-	
Transport	204,570	32,440	(172,130)	-	172,130	
DHS Assistance	258,630	120,489	(138,141)	138,141		
Disabled Facilities	450,180	208,735	(241,445)	-	241,445	
Local Authority Mortgage Scheme	1,000,000	1,000,000	-	-		
General Fund Total	4,181,140	1,688,913	(2,492,227)	173,123	2,318,137	
Asbestos Survey	90,710	16,180	(74,530)	-	74,530	
Disabled Facility Adaptation	175,000	203,803	28,803	-	-	
Community Centres	111,730	163,109	51,379	-	-	
Windows	358,800	128,322	(230,478)	230,478	-	
Kitchens	210,570	187,974	(22,596)	-	-	
Cavity Wall Insulation	323,000	10,885	(312,115)	312,115	-	
Roofing	255,530	325,827	70,297	-	-	
Garages	15,000	10,216	(4,784)	-	-	
Heating	597,000	164,827	(432,173)	432,173	-	
Electrics	9,700	10,552	852	-	-	
External Works	38,000	10,554	(27,446)	27,446	-	
Piccadilly Development	70,000	-	(70,000)	-	70,000	
Structural Work	15,000	-	(15,000)	-	15,000	
Loft Insulation	121,540	13,994	(107,546)	107,546	-	
UPVC Entrance Screens	38,500	70,537	32,037	-	-	
Unadopted Roads	20,000	-	(20,000)	-	20,000	
General Costs	135,740	-	(135,740)	-	-	
New Build Housing Project	134,170	107,347	(26,823)	-	-	
Chimney Stacks	25,500	19,116	(6,384)	5,580	-	
Fencing	50,000	57,379	7,379	-	-	
HRA Total	2,795,490	1,500,622	(1,294,868)	1,115,338	179,530	
Total	6,976,630	3,189,535	(3,787,095)	1,288,461	2,497,667	

Agenda Item No 8

Executive Board

18 June 2013

Report of the Deputy Chief Executive

Capital Accounts 2012/13

1 Summary

- 1.1 The capital accounts for 2012/13 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 2012/13 be approved.

2 Capital Expenditure and Financing

- 2.1 Capital expenditure incurred by the Council in 2012/13 totalled £3,189,535. In addition, an amount of expenditure relating to 2011/12, totalling £451,269, 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 and earmarked reserves. Capital creditors 2012/13 are amounts relating to the 2012/13 financial year, which were not paid before the year end and therefore will not be financed until 2013/14. 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, have been used within the financial year. Some of the grant received in previous years from the Regional Housing Pot has also been used for private sector housing. 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.

- 2.3 It has been necessary to use some capital receipts to fund some of the programme in 2012/13. In line with the Capital Strategy approved by this Board in February, some prudential borrowing has been undertaken by the General Fund.

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 2012/13 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.

3.1.2 The Council currently holds usable capital receipts of £4,601,966. Grant funding and reserves of £3,312,505 remain largely to be used for the housing new build, the private sector housing programme, and the future replacement of play areas and other assets. In addition, £1,551,184 is held within the Major Repairs Reserve for future spending on maintaining the council's housing stock. All of these funds have been earmarked to finance the Council's long-term capital programme.

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 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

Agenda Item No 9

Executive Board

18 June 2013

**Report of the
Deputy Chief Executive**

Earmarked Reserves 2013/14

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 2013, subject to audit, and updates the proposed use of reserves in 2013/14.

Recommendation to the Council

To approve the reserves held at 31 March 2013 and the planned use of reserves in 2013/14.

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 2013 these totalled £8.561 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 2012/13

- 3.1 During 2012/13, expenditure of £4.915 million was funded from revenue reserves, whilst income of £6.934 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, work to fund drainage works at Kingsbury, progressing work on homelessness activities and work on elections. Grant and other external funding going into these reserves amounted to £152,047 at the end of the year, with the majority relating to funding obtained for High Street Innovator grant. Other funding set aside related to community development initiatives, risk management work and Crime and Disorder work.
- 3.3 There were no contributions to reserves for 'approved growth not yet spent'. During the year £91,538 was used from these reserves on progressing the Community Hubs and HS2.
- 3.4 There have been small movements on the contingency sums held for concessionary travel, land charges and emergency planning.
- 3.5 Within 'Other reserves', spending amounted to £2.944 million. Of this £2,761 million related to spending on repairs and maintenance on the Council's housing stock. Other significant spending related to mobile CCTV works, and Green Space strategy and recycling work. Contributions into these reserves amounted to £3.287 million in total. Again the largest element of this related to the annual contribution of £2.768 million going into the Housing Repairs Fund. Other amounts set aside into reserves related to work the purchase of recycling bins for the new kerbside recycling contract, continuing delivery of Broadband UK, study work on conservation areas, works on Play Areas, car park and unadopted road repairs, retained new homes bonus grant and future building maintenance expenditure incidental to the accommodation project.

4 Movement on Capital Reserves in 2012/13

- 4.1 During the year, income of £3,480 million went into reserves held for capital purposes. The majority of this, £2,796 million, related to the funding needed for the housing capital programme in the Major Repairs Reserve and funding to cover slippage in the housing capital programme in the housing earmarked reserve. Approved funding of £463,787 has also been set aside relating to LPSA funding for affordable housing.
- 4.2 Within the year reserves of £1.722 million were used, with £1.564 million used to fund housing capital expenditure and £0.93 million funding from the Regional Housing Pot for private sector properties and £0.56 million funding for the accommodation project.

5 Proposed Use of Reserves in 2013/14

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 and nature reserves
- 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 2012/13. Given the uncertainties around council tax localisation and the transfer of business rates to local authorities, a reserve was set up, which will give some funding to cushion any unexpected changes to how the schemes will operate.

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 2012 £000	Contribution to Reserve	Use of Reserve	Balance March 2013 £000
Community and Economic Development Projects – funding received for sport, health, crime and disorder, economic development, High Street Innovator grant and other community projects.	247	142	75	314
Homelessness – towards homeless schemes within the Borough	130	-	42	88
Environmental Sustainability - received towards work on climate change	55	-	-	55
Risk Management – an amount received from Zurich Municipal for risk management initiatives	55	9	-	64
Benefits – for benefits initiatives and to promote anti fraud campaigns	106	-	-	106
Maintenance of Assets – commuted sums received towards the maintenance of open space	25	-	6	19
RIEP grant – to be used for system review work	7	-	-	7
Local Nature Reserve – funding to progress the establishment for Local Reserves	27	-	12	15
Other – a third edition of North Talk and funding for the Building Control Partnership	27	-	11	16
TOTAL	679	151	146	684

APPROVED GROWTH NOT YET SPENT

Purpose of Reserve	Balance March 2012 £000	Contribution to Reserve	Use of Reserve	Balance March 2013 £000
Outreach and Access to Services –funding set aside for community projects	102	-	71	31
Borough Care - one-off funding approved for the expansion of the service, not yet used.	35	-	-	35
High Speed 2 – one off funding approved for costs associated with HS2	100	-	20	80
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.	3	-	1	2
TOTAL	308	-	92	216

CONTINGENCIES

Purpose of Reserve	Balance March 2012 £000	Contribution to Reserve	Use of Reserve	Balance March 2013 £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.	50	-	-	50
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.	14	4	-	18
Concessionary Fares – in case the outcome of the judicial review is unfavourable.	10	-	10	-
Land Charge Refunds – following a change in VAT rules, there may be a requirement to repay some VAT to residents.	35	10	-	45
Resource review – in case costs change when further detail of the schemes are known	225	-	-	225
TOTAL	424	14	10	428

OTHER

Purpose of Reserve	Balance March 2012 £000	Contribution to Reserve	Use of Reserve	Balance March 2013 £000
Local Development Framework –Planning fee income set aside to support the Local Development Framework and Conservation Study work.	425	40	17	448
Housing Repairs Fund – The Council undertakes general repairs and maintenance on its housing stock and this fund contributes to the costs of these repairs.	51	2,768	2,761	58
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.	396	24	47	373
Community and Economic Development Schemes - funding set aside for social inclusion schemes involving sport, art and health. Also to be used to complete Crime and Disorder initiatives such as Communities Against Drugs.	15	-	4	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.	144	49	32	161
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.	39	-	6	33
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.	37	34	-	71
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.	100	-	-	100
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	-	-	97
Purpose of Reserve	Balance March 2012 £000	Contribution to Reserve	Use of Reserve	Balance March 2013 £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
Recycling – to cover additional costs that may arise from some recycling activities	28	174	23	179
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.	20	-	2	18
Insurance – to cover the additional excess costs borne by the Council, as a result of increasing the levels, to take advantage of lower premiums	26	10	-	36
Miscellaneous – This covers a number of small reserves which do not fall into the other categories, including the sickness fund, flexible working, clean neighbourhoods	218	142	52	308
Broadband UK – year 1 funding has been set aside, as the scheme has taken longer to start than expected	-	46	-	46
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
TOTAL	1,743	3,287	2,944	2,086

EARMARKED RESERVES FOR CAPITAL PURPOSES

CAPITAL SPENDING / ASSET REPLACEMENT

Purpose of Reserve	Balance March 2012 £000	Contribution to Reserve	Use of Reserve	Balance March 2013 £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.	1,147	-	56	1,091
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	177	44	-	221
Equipment Replacement - This sum has been earmarked for the future replacement of PCs, leisure equipment and CCTV equipment.	156	76	9	223
Vehicle Replacement – some funding has been set aside for the replacement of the refuse vehicles originally purchased by WCC	90	15	-	105
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	111	12	-	123
Regional Housing Pot – external funding has been received from the Government Office towards housing schemes within the Borough, such as Decent Homes work on private sector properties	93	-	93	-
Disabled Facilities Grant – unused grant towards private sector disabled facilities works	-	73	-	73
Housing Capital – this reserve is used to support the capital programme for Housing schemes.	-	1,295	-	1,295
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.	1,614	1,501	1,564	1,551
TOTAL	3,388	3,480	1,722	5,146

Agenda Item No 10

Executive Board

18 June 2013

Report of the
Deputy Chief Executive

Annual Governance Statement
2012/13

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 2012/13, 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 (CEAC), 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 **2012/13 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 Treasury Management performance and progress on improving play areas. Progress against the 2012/13 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 Executive Board considers the

outcomes of the work of the external auditors. Following a review of the Council's decision making process, some changes to the Constitution were agreed.

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

2012/13 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 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.

The Council has also reviewed the CIPFA 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 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. 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 statement has been in place at North Warwickshire Borough Council for the year ended 31 March 2013 and up to the date of approval of the statement of accounts.

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

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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. During the year progress against these 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 year of the year, which is again reported to Members and is also published on the Council's website. The Council also has comprehensive forecasting and budgeting procedures. Periodic and annual review 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 2012/13, the Council has used Lean System reviews to re-examine the provision of a number of service areas in Housing, Streetscape and Leisure Services. However this does not prevent the Council from looking for efficiencies on an ongoing basis. Work has been undertaken during the year, to formalise the arrangements for operating Disabled Facility Grants in conjunction with other partners, following the success of the pilot scheme.

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. There has been a comprehensive review of the remit of Boards during the year through the Democratic Arrangements Task and Finish Group. 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. The Plan was updated during 2012/13.

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.

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

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employees is dealt with through the Council's disciplinary procedure. The Member Code of Conduct changed during the year, and the process for dealing with non compliance by Members now involves at least one Independent Person. Training sessions were held for Members and Parish Councils this year on the new Code.

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 has recently been added to Board agendas as part of the work to make us more accountable to the public. The Council has a consultation strategy, which was reviewed during the year, 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. There has been further review of the constitution during the year, and some adjustments have been made to give Boards a sharper focus, so that there is no overlap of jurisdiction between Boards. The areas delegated to the Executive Board have also been reviewed. It has also been agreed that time will be set aside at each Council and Board meeting to allow the public to question the

work of the Council. In addition to the above, some other work has been undertaken by the Council's statutory officers, leading to a revision of Risk Management Strategy and the Treasury Management Strategy.

The Council resolved to continue to have a Scrutiny Board, so scrutiny arrangements continued during the year. A number of areas were examined: the trade waste service, the dog warden service and consultation on Coleshill Leisure Centre.

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. The section continued to coordinate work under the National Fraud Initiative, ensuring that all areas are followed up. Specialist counter-fraud consultants and external IT auditors have been used to supplement the work carried out by the section, enabling greater assurance to be placed on the results.

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 improve the Council's governance arrangements, including:

- Fleetcheck and TomTom systems have been introduced to improve the management and efficiency of the transport fleet and the Triscan fuel management system has been upgraded
- New fire safety measures have been introduced at the depot
- Child protection training continued to be delivered to relevant staff throughout the Authority. The implementation of the provisions of the Section 11 Audit Action Plan started, with regular monitoring of progress
- Introduced Payment Card Declaration and tightened card payment security measures
- Close working with the Valuation Office to mitigate business rate risks
- The Medium Term Financial Strategy updated to reflect the reduced funding available, as well as the identification of 2013/14 savings
- Research on the new business rate system for 2013/14, which led to the Council joining the Coventry and Warwickshire Business Rate Pool
- Further rationalisation of democratic arrangements and the constitution

APPENDIX A

- Partnership working to progress the Core Strategy
- ICT Health Check commissioned and completed for GCSX accreditation (Gov Connect)
- Action plans developed for asset management and welfare reform challenges in housing
- Review of procedures in connection with application for Telecare Services Authority accreditation
- The Treasury Management Strategy was reviewed and updated, including a revised lending list
- Service managers were supported in the management of sickness absence
- Human resources policies were reviewed and updated where necessary to ensure compliance with employment law
- Work carried out in line with the agreed Audit Plan, with ad hoc work where necessary

Further actions will be taken in 2013/14, including:

- Project management plans will be drawn up for all corporate buildings
- Post-installation inspection and site risk assessment of new play spaces will be undertaken by the Child Play Advisory Service
- Monitor progress of Single Fraud Investigation service to ensure fraud cover is maintained
- Review of the Council Tax Support scheme
- Monitoring the impact of exemption changes on the collection of Council Tax, the collection of business rates and the benefits of the Local Pooling arrangement
- Work to try and mitigate the impact of HS2 on the Borough
- Active engagement with key partners in areas such as City Deal
- Emergency planning exercises
- Implement a virtualisation solution with resilient data storage to improve Disaster Recovery and Business Continuity
- Work to ensure access to systems and telephony is maintained during the Accommodation project
- Engage with Green Deal suppliers and identify ECO opportunities
- A formal, independent review of health and safety procedures and systems in Housing Direct Works
- Lone Worker Policy to be reviewed
- Reassessment of all insurance cover, as part of a full insurance renewal exercise
- To review the arrangements for exit interviews
- To analyse and comply with the revised Auditing Standards

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 & Chief Executive

On behalf of North Warwickshire Borough Council

APPENDIX B

CORPORATE GOVERNANCE ACTION PLAN 2012/13

Action	Responsible Officer	Date Due	Progress
Obtain the views of the Independent Remuneration Panel on Members' Allowances, for the proposed changes to Member roles	AD (F&HR)	June 2012	Complete
Review the consultation strategy	ACE & StC	December 2012	Complete
Delivery of targets within the financial strategy	DCE	Feb 2013	Complete
To roll out e learning for agreed staff on equality and diversity, health and safety, data protection, customer service, fraud awareness, FOI and safeguarding adults	AD (F&HR)	March 2013	Complete
Update and deliver the training plan for Members	ACE & StC AD (F&HR) SH – P	March 2013	In progress
Carry out Systems reviews for Grounds Maintenance and Planning	AD's / Service Heads	March 2013	In progress
Update the Workforce Plan	AD (F&HR) / AD's / SH's	March 2013	Complete

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CORPORATE GOVERNANCE ACTION PLAN 2013/14

Action	Responsible Officer	Date Due
Review, and where appropriate, make interim arrangements to revise the Council's priorities and key actions	CE	December 2013
Review of the impact of exemption changes on the level of Council Tax collected	DCE	December 2013
Delivery of targets within the financial strategy	DCE	Feb 2014
Update and deliver the training plan for Members	ACE & StC AD (F&HR) SH – P	March 2014
Carry out systems reviews for Grounds Maintenance and Development Control	AD's / Service Heads	March 2014
Update the Workforce Plan	AD (F&HR) / AD's / SH's	March 2014
Training for Officers on emergency planning	CE	March 2014
Monitor the collection of business rates and provide information to the Local Pool	DCE	March 2014

Agenda Item No 11

Executive Board

18 June 2013

Report of the Deputy Chief Executive

Financial Statements 2012/13

1 Summary

- 1.1 The Annual Financial Statements have to be signed by the Responsible Financial Officer (RFO) by the end of June 2013. 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 2013 be noted.

2 Introduction

- 2.1 The publication of the Financial Statements is a statutory requirement, with a statutory timetable. For the 2012/13 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 2012/13 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 changes required for the 2012/13 statements, covering the introduction of the Self Financing regime for housing authorities, and improved guidance notes on the explanatory foreword taking into account the provisions of the Governments

Financial Reporting Manual (FReM) and clarification of some outstanding issues from 2011/12.

4 **2012/13 Activity**

4.1 **General Fund Revenue Account**

4.1.1 The original budget for the General Fund set in February 2012 anticipated a use of balances of £453,408. Despite reductions in some areas of income, a revised budget was approved in February 2013, which anticipated a reduced use of balances of £115,818. The main reasons for the reduced use were detailed in the 'General Fund Revenue Estimates 2013/14 and Setting the Council Tax 2013/14' report to Executive Board. They included: a significant reduction in employee costs, an increase in the recovery of housing benefit overpayments and increased income in a number of areas including the receipt of New Homes Bonus and higher value planning applications. All of these reductions more than covered the loss of service income in areas such as cesspool emptying, land charges and licensing and lower investment income.

4.1.2 The actual position on the General Fund at the end of the financial year is slightly better than that anticipated in the revised estimate. Given other improvements in the revenue position, the opportunity has been taken to put funding aside towards the cost of the new recycling bins. Even after this transfer, the use of balances fell to £101,713. The main changes from the revised estimate are:

- MRP has not been set aside in the year, due to the additional provision made in previous years. The detail relating to this was set out in agenda item 10 on the Executive Board meeting of 25 June 2012.
(£123,800)
- The HRA has compensated the General Fund for its previous use of capital receipts.
(£50,523)
- Additional salary vacancies, lower recruitment costs and a reduction in the use of agency staff. There was also an under spend on employee costs within Refuse, Recycling, Grounds Maintenance and Street Cleaning. In addition, there was an under spend on the staff training budget.
(£94,838)
- Income above the revised estimate was obtained from planning fees, due to an increase in fee earning activity in the latter part of the year.
(£57,083)
- Some contingency sums allowed in the budget have not been required
(£23,000)
- A decrease in the benefits subsidy recoverable has partially been offset by an improvement in benefits overpayments recovered.

£167,900

- Contribution to the recycling reserve to cover the Council's costs in providing recycling bins.

£165,000

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: the Green Space Strategy, a range of community development schemes and energy Broadband UK. 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 2012 anticipated a surplus in the year of £36,170. However, this was revised in the budget approved in February 2013, which anticipated a surplus of £349,750. The reasons for this change were detailed in the HRA estimate report taken to Resources Board, with the main change being a reduction in the need for some contingency funding included in the original budget.

4.2.2 The actual position on the HRA is slightly worse than anticipated in the revised budget, with a surplus of £328,012 put into balances, instead of the £349,750 in the revised budget. The interest payment on the self financing debt was £18,012 higher than budgeted, as the budget had not allowed for an accrual of 4 days interest. There were also additional recharges for legal time relating to council house sales of £9,000, which could not be charged to capital, and a shortfall in rental income and service charges of £10,221. These have been partially offset by a reduction in the bad debt provision required.

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 on the operation of Housing Direct Works (HDW) and private companies. The balance on the Fund at the end of the year amounted to £57,715, 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 2012/13 impacts upon future years. The General Fund is better

than predicted when setting the 2013/14 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 £21,738 worse than predicted when setting the 2013/14 budget, but still adds to balances going forward.

5.2 Environment and Sustainability Implications

5.2.1 The Council has remained within its overall budgets for the 2012/13 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 2012/13	Feb 2011
Resources Board	Nigel Lane	Housing Revenue Account Estimates 2012/13	January 2011

Agenda Item No 12

Executive Board

18 June 2013

**Report of the Assistant Chief Executive
and Solicitor to the Council**

Core Strategy – Delegated Powers

1 Summary

- 1.1 This report requests that delegated powers be given to the LDF Sub-Committee in order to progress the Core Strategy.

Recommendation to the Executive Board

That the LDF Sub-Committee be given delegated powers to progress the Core Strategy

2 LDF Sub-Committee

- 2.1 A report was taken to the LDF Sub-Committee on 24 April considering the progress of the Core Strategy.

3 Core Strategy

- 3.1 As Members are aware the Core Strategy was submitted for consideration on 28 February 2013. An Inspector was appointed who after consideration of the evidence felt that it was out of date and required updating in terms of housing and employment land figures.
- 3.2 At the time of writing this report a letter is awaited from the Inspector following the Preliminary Meeting to discuss the Duty to Co-operate and the Exploratory Meeting to discuss the latest situation in the updating of evidence. It is hoped that this letter will arrive before the Executive Board.
- 3.3 The Inspector indicated at the end of the meetings that he may suggest that the examination process is suspended whilst the Strategic Housing Market Assessment and the Employment Land Review are updated. This suspension will be for no more than 6 months. He is likely to request an update on the situation by the end of July.
- 3.4 In order to maintain the momentum and to ensure delivery of the Core Strategy it is requested to delegate powers to progress the Core Strategy to the LDF Sub-Committee.

The Contact Officer for this report is Dorothy Barratt (719250).

Agenda Item No 13

Executive Board

18 June 2013

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 for 2013/14 the membership of the Democratic Structures Task and Finish Group comprise Councillors M Stanley, Sweet, Moore, Smith and Fox.

2 Task and Finish Group Membership

- 2.1 The Board is invited to consider membership of the Democratic Structures Task and Finish Group for the municipal year.

3 Democratic Structures Task and Finish Group

- 3.1 The Democratic Structures Task and Finish Group membership previously comprised Councillors M Stanley, Sweet, Moore, Smith and Fox.
- 3.2 It is proposed that for 2013/14 membership remains the same.

4 Report Implications

- 4.1 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 14

Executive Board

18 June 2013

**Report of the Assistant Director
(Corporate Services)**

**Procurement and Commissioning
Strategy 2013 - 2017**

1 Summary

- 1.1 This report presents the draft Procurement and Commissioning Strategy 2013 - 2017 to Members for their consideration, comment and approval.

Recommendation to the Council

That the draft Strategy provided at Appendix A be approved.

2 Consultation

- 2.1 See attached report to the Resources Board.

3 Introduction

- 3.1 This is the Council's fourth formal Procurement Strategy. It provides an update on what has been achieved through the implementation of the 2010/11 – 2012/13 Strategy and the Annual Action Plans which have supported it. However, its main purpose is to describe how the Council will procure and commission goods, services and works over the next five years.

- 3.2 The Strategy is to be considered by Resources Board at its meeting on 3 June 2013. A copy of the Resources Board report is attached as an Appendix. Any comments received from that meeting will be reported verbally at the meeting.

4 Report Implications

- 4.1 These are set out in the attached Appendix.

The Contact Officer for this report is Linda Bird (719327)

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
Resources Board Report 3 June 2013	Linda Bird	Board Report	3/6/2013

Agenda Item No 8

Resources Board

3 June 2013

Report of the Assistant Director (Corporate Services)

Procurement and Commissioning Strategy 2013 - 2017

1 Summary

- 1.1 This report presents the draft Procurement and Commissioning Strategy 2013 - 2017 to Members for their consideration, comment and approval.

Recommendation to the Executive Board

That the Board approves the draft Strategy provided as Appendix A.

2 Consultation

- 2.1 Both Councillors Moore and N Dirveiks have been sent a copy of the Strategy and any comments received from them will be reported verbally to the Board.

3 Background

- 3.1 This is the Council's forth Procurement Strategy. It provides an update on what has been achieved through the implementation of the 2010/11 – 2012/13 Strategy and the Annual Action Plans which have supported it. However, its main purpose is to describe how the Council will procure and commission goods, services and works over the next five years.
- 3.2 Nationally procurement and commissioning strategy and policy has remained relatively stable over the last few years. The main changes to the procurement landscape have come through new legislation including:
- The Localism Act 2011 – This puts in place the “Community Right to Challenge” which enables bodies such as charities and parish councils to express an interest in providing Council services. If an expression of interest is received, from a valid group, we must consider it and if the Council decides it would improve the social, economic or environmental well-being of the area we are obliged to conduct a procurement exercise.

- Public Services (Social Value Act) 2012 – This places a duty on Councils to consider how services being procured could deliver additional benefits which might improve the economic, social or environmental well-being of an area. This Act only applies to high value procurements over the European Union threshold, which is £173,934 for services.
- EU Procurement Directives – This is the main legislation that drives how the public sector procures goods, services and works. The European Commission has been reviewing, updating and consulting on changes and it has recently published proposed new Directives. Once these are agreed they will need to be adopted as UK law by 30th June 2014. The implications of the new Directives will be incorporated in this Strategy, Contact Standing Orders and procurement processes as they become clear.

3.3 The need to deliver savings and efficiencies will continue to be important over the period of the Strategy. Procurement and commissioning is one of the tools the Council has available to it to help it achieve savings, create capacity and deliver good value for money.

4. **The Procurement and Commissioning Strategy**

4.1 The Strategy provides direction and sets out high level aims to help achieve excellence in the commissioning, procurement and purchasing of goods, services and works. It articulates the Council's commitment to collaboration, equality and sustainability through procurement. Good procurement and commissioning helps the Council to achieve its priorities and to deliver positive outcomes for local people, businesses and communities.

4.2 The Procurement Principles that we have been using to guide the development of corporate procurement have been reviewed and updated and are:

- Procure Strategically, Compliantly and Fairly.
- Deliver Choice, Good Quality and Positive Social Outcomes.
- Best Value Procurement.
- Build Skills and Capacity.

4.3 The high level aims for the next 5 years are described in Section 5 of the Strategy (Appendix A). These will be reviewed each year and specific tasks with timescales and named responsible officers included in Annual Service Plans which are provided to Members as part of the Corporate Plan.

5 **Report Implications**

5.1 **Finance and Value for Money Implications**

5.1.1 There are no financial implications arising from this report or from the implementation of the Strategy. However, procurement and commissioning activities will deliver savings and efficiencies that will contribute to savings targets.

5.2 Legal and Human Rights Implications

5.2.1 The Strategy includes up to date information on compliance with Procurement Legislation and legislation which touches on procurement activities. Any procurement which has staffing implications must be carried out in consultation with Human Resources and approved appropriately.

5.3 Environment and Sustainability Implications

5.3.1 The Strategy includes specific aims which encourage the Council to procure sustainably and with regard to the environment and reducing carbon emissions and their impact climate change.

5.4 Risk Management Implications

5.4.1 The management of procurement risk needs a proportionate and informed approach. One method of achieving this is to balance the value of the goods, services or works against risk and/or the complexity of the needs. A new section has been added to the Strategy (Appendix A - section 3.2) covering the influence of risk on procurement options and decisions.

5.4.2 Section 6 of the Strategy identifies the risks that may affect its implementation and the achievement of the benefits expected from the Strategy.

5.5 Equality Implications

5.5.1 The Strategy makes a commitment to be consistent with meeting the Public Sector Equality Duty as set out in the Equality Act 2010 as this relates to procurement. We will use best practice guidance and in particular the "Buying better outcomes" guidance prepared by the Equality and Human Rights Commission and work with the Policy Team to ensure the goods and services we procure are fit for purpose and meet the needs of their users.

5.6 Links to Council's Priorities

5.6.1 Good procurement and commissioning practices specifically support the Council's priority of achieving a balanced budget. However, the outcomes of the Council's various procurement exercises could support and contribute to anyone of its priorities. Officers are encourage to identify the priority being supported by major procurements.

The Contact Officer for this report is Linda Bird (719327)

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

Appendix A
North Warwickshire Borough Council

**Procurement and Commissioning
Strategy**

2013 - 2017



**North Warwickshire
Borough Council**

Draft May 2013

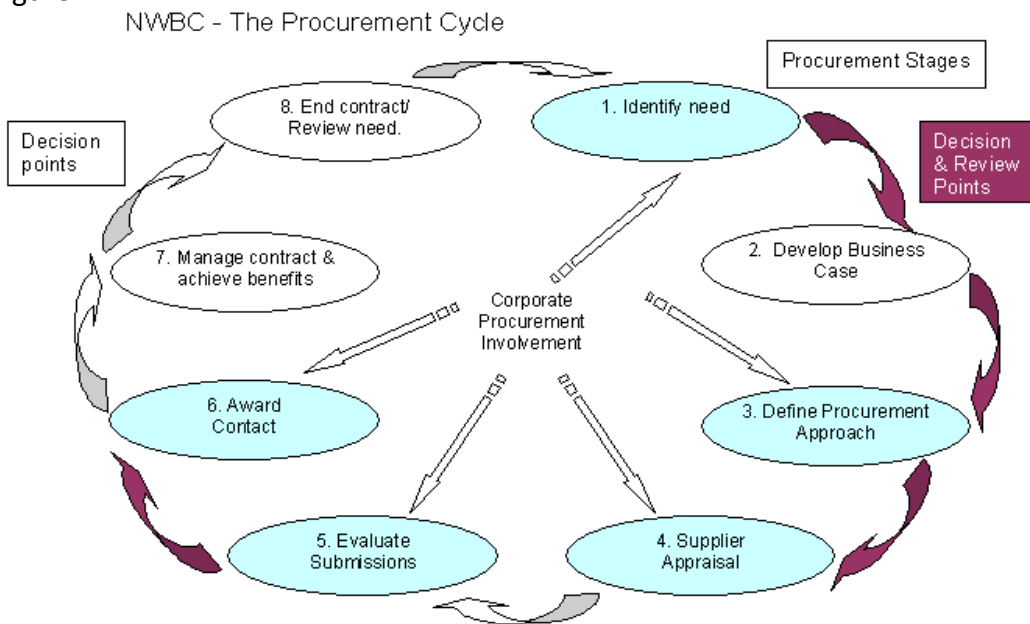
1. INTRODUCTION

The Council has had a Procurement Strategy since 2004. The strategy aims to help us deliver excellence in the procurement and commissioning of goods, services and works. It supports the delivery of the Council’s priorities and strategies in other areas such as equality, asset management and carbon reduction.

The need to deliver savings and efficiencies continues to be essential for public services. It is becoming a widely held view that future levels of savings will require us to change and challenge i.e. do things differently and find new solutions. Procurement and commissioning can be used to help achieve change and are tools the Council can use to help it meet its objectives.

Procurement covers the whole process from the initial identification of a need for a good or service, decisions about how and who provides the service, through selecting a supplier or partner, receiving the goods or service, managing a contract, achieving the benefits expected, to finally getting rid of an asset or ending a contract. This procurement process is described in the diagram below.

Figure 1.



Good practice and legislation encourages staff to consider wider social, economic and environmental impacts and outcomes from procurement decisions. It also stresses the need to include the public, customers and people who are the ultimate users of services in their design, selection and delivery, where appropriate. This approach is known as “**commissioning**” and its implications and applicability to the council’s buying activity is part of our strategy.

The Council has a good track record of working in partnership with others such as the County Council, other District Councils, professional buying organisations (e.g ESPO), Improvement and Efficiency West Midlands and with consultants. The Procurement Team will continue to encourage working in partnership on procurement ensuring that Officers and Extended Management Team are aware of the opportunities this provides

2. WHERE ARE WE NOW?

In addition to the Strategy, Procurement Action plans were produced annually. These focused on tasks relating to corporate procurement, e-procurement and delivering the strategy. Progress against the 2010/11 – 2012/13 Strategy and the Annual Action plans is summarised below.

2.1 PROGRESS AGAINST THE 2010/11 – 2012/13 STRATEGY.

The Strategy identified actions to deliver efficiencies and improvement, the majority of which were achieved:-

Providing Leadership and Building Capacity

- The role previously played by the Procurement Working Group has been taken on by EMT and through meetings with the main procuring services (e.g. Housing, Leisure and Community Development).
- The Contract Register has been update annually and used to plan and prioritise tenders.
- We participate in Procurement networking groups to share good practice and identify joint procurement opportunities.
- Introduced mechanisms for realising benefits and measuring savings made.
- The Procurement Team has challenged procurements by tackling instances of “spend to keep” and “business as usual” behaviour; this has delivered savings of £47,000 in the last 3 years.
- Produced standard documentation for use by staff to help them with procurements.
- Procurement team members have been trained to at least NVQ Level 3 in purchasing.
- Worked with experts who provided specific technical or procurement advice; this has often been at no charge to the Council through IEWM or WRAP funding.
- Contract Standing Orders were up dated in 2012 and where possible made easier to use.

Partnering and Collaboration

- We hold regular contract management meetings with key suppliers.
- A number of procurement exercises have been done with other Councils to give efficiencies and cost saving e.g. photocopiers were procured with Rugby BC and Nuneaton and Bedworth BC.
- Buying consortia such as ESPO, Scape, Procurement for Housing and the Government Procurement Service (GPS) have been used to buy works, goods and services where they deliver value.
- Frameworks contracts are used regularly as they provide a quick, compliant and cost effective procurement route.
- The Council continues to consider the options for delivering services (public, private, third sector, outsourced etc).

Doing Business Electronically

- The Council is implementing an e-tendering solution, bought in partnership with Coventry, Solihull and Warwickshire Councils, using funding from IEWM.
- The TOTAL financial system is used to place orders and produce electronic statements.

- The Procurement Team maintains and develops the TOTAL e-catalogue to make it easier for staff to select and order goods from corporate contracts.
- Information on procurement is available on the website and procurement opportunities are advertised on the Councils website and any other relevant websites or buying portals.
- The Council's e-payments system has been replaced to ensure compliance with card payment security standards. The new system is enabling us to improve on-line payments.

Stimulating Markets and Achieving Community Benefit

- Worked with Worcestershire and Warwickshire District and Borough Councils on meet the buyer events for local businesses.
- We have worked to reduce the number of deliveries by regular suppliers and looked at the supply chain for certain goods and services as part of Council's commitments on Carbon Reduction.
- A number of projects commissioned as part of, or to support, the Accommodation Project will reduce energy use and help reduce carbon emissions.
- Where appropriate we look for suppliers and goods with sustainability/"green" accreditations, compliance with standards and good energy efficiency ratings.
- The Council aims to re-use goods and recycle assets where possible.
- The Council works to encourage a diverse and competitive supply market including small firms, local firms and the voluntary and community sector. Specific actions on this include advertising procurement locally, configuring work in smaller, discrete work packages and simplifying the tendering process.
- We look at the whole life costs and benefits for certain purchases to prove value for money.
- Where possible and practical we invite suppliers to include details of how they could deliver community benefits in procurement proposals.

There are a number of issues and initiatives that impact on this Strategy and which will influence how we commission and procure goods, services and works over the next 5 years.

3. PROCUREMENT PRINCIPLES AND APPROACH

3.1 PROCUREMENT PRINCIPLES

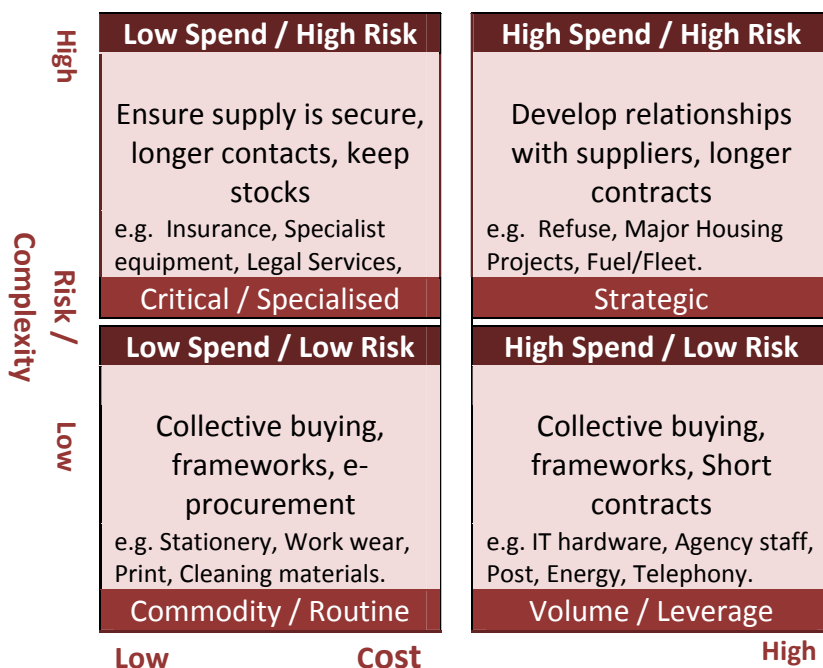
Procurement supports the achievement of the Council’s priorities and targets. If procurement is ineffective there could be less capacity, fewer goods, financial uncertainty and poorer outcomes.

PROCUREMENT PRINCIPLES - guide us as we strive to be effective and seek value for money. The Procurement Principles are:-

- **Procure and Commission Strategically, Compliantly and Fairly** - We will procure to support the delivery of the Council’s priorities. Processes and systems will be fair, transparent and open and must comply with legislation, recognised good practice and Council policy.
- **Deliver Choice, Good Quality and Positive Social Outcomes** – We will make purchasing decisions on the basis of quality criteria and whole life cost. We will involve customers, staff and specialists, where appropriate, in the design and selection processes to help ensure that we get it right.
- **Best Value Procurement** – We will procure goods, works and services which are fit for purpose and meet the needs of their users. We will co-ordinate internal procurement and collaborate to get savings and efficiencies.
- **Build Skills and Capacity** – We will develop the skills and capacity needed to procure well and ensure it contributes to priorities and corporate governance.

3.2 PROCUREMENT APPROACH

The delivery of effective procurement needs a proportionate and informed approach. One method of achieving this is to balance the value of the goods, services or works against risk and/or the complexity of the needs. This risk based approach is summarised in the diagram below:



This approach enables us to identify a number of things such as if specialist skills may be needed, how to procure or if it is low risk and volume discounts should be available. We will aim to use this approach when considering new procurements and use it to inform our decisions.

4. STRATEGIC ISSUES INFLUENCING THE PROCUREMENT STRATEGY

4.1 LEGISLATION

The Council must continue to develop its approach to procurement in order to reflect and accommodate legislative changes including:

4.1.1 EU PROCUREMENT DIRECTIVES

The main legislation, which guides how the public sector purchases, is driven by EU Directives that are then brought into UK law. The European Commission has been reviewing, updating and consulting on changes to the EU Procurement Directives and in December 2012 it published proposed revised EU Procurement Directives which are now the subject of negotiation with Governments. Once agreed, the new Directives will need to be adopted as UK law by 30th June 2014. The implications of the new Directives will be incorporated in this Strategy, Contact Standing Orders and procurement processes as they become clear.

The EU sets monetary thresholds above which procurements have to be advertised in the Official Journal of the European Union (OJEU). Due to the threshold values the Council carries out very few OJEU procurements. Guidance on the OJEU process is available from the Procurement Team.

4.1.2 PUBLIC SERVICES (SOCIAL VALUE ACT) 2012

This Act places a duty on Councils to consider how services being procured might improve the economic, social and environmental well-being of their areas. Social value is about getting additional benefits from procuring or commissioning services, above and beyond the benefit of the services themselves. The Act requires social value to be considered at the pre-procurement stage and applies to procurements above the OJEU thresholds and to service contracts only, not goods or works.

4.1.3 DATA PROTECTION ACT 1998 AND FOI

Both the Data Protection Act and the Freedom of Information Act (FOI) have implications for procurement. Under the DPA we are required to keep personal information private. Under FOI we are required to make non-personal information available to the public. Guidance on how these Acts relate to procurement and contract information is available on the Council's Internet / Intranet and from the Procurement Team and Policy Section.

4.1.4 EQUALITY AND DIVERSITY LEGISLATION – EQUALITY ACT 2010

The Public Sector Equality Duty came into force in April 2011 and covers age, sex disability, race, sexual orientation, religion or belief, pregnancy and maternity, gender reassignment and to an extent marriage and civil partnership. To comply with the equality duty the Council must have due regard to the need to eliminating unlawful discrimination, harassment and victimisation, to advance equality of opportunity and foster good relationships between different groups.

To be compliant with the Public Sector Equality Duty our procurement and commissioning systems and processes should be fair, accessible to all and transparent. Our approach to procurement will be guided by best practice advice such as the Equality and Human Rights Commission’s “Buying Better Outcomes.”

4.1.5 LOCALISM ACT 2011

This Act has wide ranging implications for public services; the element that affects procurement is the “Community Right to Challenge”. Under the Act bodies such as voluntary and community organisations, charities, parish councils and staff groups can submit an expressions of interest in providing services. If the Council receives an expression of interest it must consider whether acceptance of it will promote or improve the social, economic or environmental well-being of the area and if it will the Council must conduct a procurement exercise. Guidance and regulation on this is complex and advice should be sought from Legal Services and the Procurement Team if a community challenge is received.

4.2 GOVERNMENT INITIATIVES AND NATIONAL ISSUES

In addition to the impact of legislation a number of Government initiatives will affect our Procurement Strategy and practices.

4.2.1 SUSTAINABILITY AND CARBON REDUCTION

Sustainability Procurement is defined as: “A process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to the environment”.

The Council will consider sustainability in all relevant procurements, but will focus on those over the Tender limit (£45,000 in 2013) and those which have specific environmental impact e.g. water, energy, fuel, paper, waste and recycling and building material.

The re-use, recovery, recycling and disposal of assets is part of sustainable procurement. The WEEE directive (Waste from Electronic and Electrical Equipment) impacts on what we can do with certain items coming to the end of their life and on the recycling services we provide to our customers.

4.2.2 EMPLOYMENT, SKILLS AND LOCAL BUSINESSES

The Council is a major local employer and purchaser. It is important that Procurement is mindful of the impact purchasing decisions can have on local traders and small businesses.

In 2011 the Local Government Association produced a guide “Buying into Communities – jobs, skills training and business opportunities from council contracts”. The guide is intended to help Councils work within EU Procurement Directives and to support them in delivering ambitions around local growth and economic success for their communities. The Council will review and implement the guide as appropriate.

4.2.3 PUBLIC SECTOR FINANCE, TRANSPARENCY AND FRAUD PREVENTION.

The Council is continually updating its plans to deliver a balanced budget and achieve efficiency targets whilst delivering on its priorities. Good procurement is one of the routes for delivering cash savings and achieving efficiencies.

In addition to good procurement, the management of creditors and the prevention of fraud helps protect public finances. Under National Fraud Initiatives we are required to submit creditor information to assist in the prevention and detection of fraud.

The government has produced guidance on the publication of information on spend and contracts for the purpose of transparency and to enable public analysis and scrutiny.

4.2.4 SERVICE PROVISION, PARTNERSHIPS AND THE VOLUNTARY SECTOR

The government, through the Social Value Act and the Localism Act has put the need to consider the rights and needs of communities and the benefits of working with the third sector on a statutory basis.

Current good practice in procurement recommends that smaller councils work in partnership and take advantage of contracts established by larger councils and professional buying organisations to achieve efficiencies. This strategy supports this approach for commodity items, but also recognises the need for flexibility and the opportunity to encourage local, small businesses for discrete pieces of work or specialist goods and services.

How the Council decides to provide services (in-house, shared, outsourced etc.) and which services it provides will become increasingly important during the life of this Strategy as it strives for savings, efficiencies and social and economic outcomes.

5. OBJECTIVES AND AIMS

As a council we want to carry out value for money procurement to support the provision of excellent services by getting the quality of goods, services and works that people need and which deliver the desired outcomes.

The Council's procurement activity will be driven by:

- Developing procurement to meet Council priorities and service needs.
- Delivering actions which address the Strategic issues identified in Section 3 of this Strategy.
- Realising the Council's Procurement Principles

The main objectives and aims are summarised below and the detailed work to achieve these aims will be included in Annual Service Plans.

5.1 PROVIDING LEADERSHIP AND BUILDING CAPACITY

This objective covers the commitment of the Council to good procurement by promoting and managing procurement strategically and resourcing and skilling it appropriately. We will:

- **Roles and Responsibilities** - Continue to develop the role of the Corporate Procurement Team and procurement specialist in services. To work through EMT to guide procurement priorities.
- **Legislative changes** – Ensure relevant changes to legislation are incorporated in procurement strategy, policy and practices and that staff are made aware of any such change.
- **Contract Register** – Develop and maintain the Council's Contract Register and use it to plan and prioritise future tenders.
- **Equality** – The Procurement Team will review the Council's procurement processes and documentation to ensure they are consistent with meeting the Public Sector Equality Duty and the Buying Better Outcomes guidance.
- **Networking** – Participate in Procurement networking groups to share good practice and identify joint buying opportunities.
- **Efficiencies** – Use and improve mechanisms for realising and measuring savings and benefits.
- **Challenge** – Challenge buying behaviour and discourage “spend to keep” and “business as usual” approaches.
- **Standard Procurement Documentation** – Develop, promote and where necessary enforce the use of standard procurement documentation
- **Skills** – Ensure staff are trained and briefed as appropriate in procurement practices and legislative requirements.
- **Benchmarking** – Carry out cost benchmarking and market testing to understand value for money and help identify savings.
- **Spend Profile** – Produce information on the Council's spend profile.
- **Transparency** – Continue to provide information that meets government's requirements for transparency.
- **Expertise** - Recognise our limitations and source experts, brokers or agents where they are needed to provide specific procurement advice.
- **Contract Standing Orders** - Ensure Contract Standing Orders are up to date and fit for purpose and that they are being followed and compliance monitored.

5.2 BETTER PROCUREMENT

This objective covers continuous improvement in the procurement of goods and delivery of services and works. We will:

- **Savings** – Identify and deliver savings through procurement exercises.
- **Partnering** – Continue to investigate and enter into collaborations, sustainable partnerships and shared services arrangements where they provide capacity and deliver efficiencies and service benefits.
- **Process Improvement** – Review and develop procurement processes, documents and practices to ensure efficiency and effectiveness.
- **Robust Procurement** – Ensure procurement processes are robust to help mitigate the risk of supplier challenge.
- **Supplier Relationships** – Continue to implement supplier and contract management processes whereby we manage the relationships as well as the contract.
- **Joint Working** - Procure and commission jointly where possible and practical.
- **Consortia & Frameworks** - Where they deliver value and efficiencies we will make use of contracts and framework agreement established by professional buying organisations such as ESPO, GPS and SCAPE
- **Council Standards** - Ensure partners who provide services on the Councils behalf adhere to our standards, aims and values as laid out in Council strategy, standing orders and policy.
- **Service Delivery** – Consider the options for delivering services (public, private, third sector, outsourced etc) so that they give the desired outcomes.

5.3 DOING BUSINESS ELECTRONICALLY

This objective covers the use of technology to get improvements and efficiencies in the procurement cycle including reducing the time and cost of purchasing. We will:

- **TOTAL Ordering** – Encourage the use of TOTAL for orders not covered by a Finance exemption.
- **E-Ordering** - Develop the electronic distribution of orders and electronic communication with suppliers.
- **Electronic Catalogue** – Maintain and develop the TOTAL e-catalogue and look to integrate with suppliers catalogues to make price and item maintenance easier.
- **Procurement Information** – Continue to develop procurement and “Supplying to the Council” information on the website and Intranet.
- **E-tendering** – Implement and use the sub-regional e-tendering system for advertising opportunities and receiving responses.
- **E-auctions** – Take advantage of opportunities to participate in e-auctions organised by larger councils and consortia.
- **E-payments** – Continue to develop the use of e-payment methods.

5.4 ACHIEVING SOCIAL, ECONOMIC AND COMMUNITY BENEFITS

This objective covers working with suppliers and using procurement to help deliver the Council’s priorities and targets and delivering economic, social and environmental outcomes. We will:

- **Carbon Reduction** – We will aim to consolidate deliveries and seek carbon reduction in the supply chain and through the use of low emission vehicles and fuel etc.

- **Climate Change** – Use procurement to support the Council’s Strategy on climate change and its commitment to the Nottingham Declaration through green energy, energy efficiency, fuel use etc.
- **Sustainability Accreditation** - Look for suppliers and goods with sustainable or “green” accreditations and who comply with standards and have good energy efficiency ratings.
- **Sustainability Criteria** - Include environmental and sustainability implications in the procurement process, documentation and selection criteria for relevant procurements
- **Re-use, Recycling and Disposal** – Re-use goods and recycle assets where possible or dispose of them appropriately.
- **Local Suppliers (SME’s)** - Encourage a diverse and competitive supply market including small firms, local firms, social enterprises and the voluntary and community sector.
- **Staff Implications** - Where procurement impacts on staff employment, we will ensure the procurement process includes staff consultation in line with Council employment policy and that contracts address workforce matters.
- **Whole Life Costing** - The Council will work toward the identification of whole life costs and benefits for purchases at or above Band C (£45,001 to £110,000).
- **Community Benefits** - Where it would be possible and practical we will encourage procuring officers to invite costed proposals for the delivery of community benefits.
- **Customer Choice** - Assess the implications of the ongoing move towards customer choice and its impact on supplier and service selection.

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6. RISKS AND MAINTAINING THE STRATEGY

6.1 RISKS

The main risks that may prevent us from achieving our objectives and getting the benefits from better procurement include:

- Using poor data as the basis for procurement decisions.
- Cash savings get swallowed up and are not ring fenced or re-deployed to meet corporate priorities.
- The need to achieve savings may impact on quality and sustainability criteria and outcomes.
- There is a risk that we could fail to meet the public sector equality duty in the procurement of goods, services or works.
- Lack of support for corporate buying and non-adoption of standard documents and processes.
- New procurement processes, documents and standards are unworkable and processes become non-compliant.
- Collaborative procurements have an adverse effect on local suppliers.
- Consideration of sustainability may not get embedded into processes and outcomes not achieved.
- Failure of staff to adhere to set procedure or follow Contract Standing Orders.

It is anticipated that the actions identified in this strategy will mitigate against the impacts of these main risks. Specific risks to individual procurements will be identified as part the procurement project.

6.2 OWNERSHIP AND MAINTAINING THE STRATEGY

This Strategy covers the period 2013 to 2017, minor changes will be made annually, if required, and a major review will take place in 2016/17.

Corporate Services Division takes a lead role in procurement; developing the strategy and overseeing its implementation. The Procurement team focuses on developing good practice, establishing corporate contracts and providing advice and support. However, good procurement and delivering value for money from the Council's spend is our collective responsibility, with certain services such as Financial Services and Legal playing specific and crucial roles.

Management Team (MT), Extended MT (EMT), Service Managers and Members, particularly through Resources Board, have an important role in approving and, if necessary, challenging procurement decisions and ensuring benefits are achieved. The Procurement Cycle diagram, figure 1 page 3, identifies a number of decision and review points where scrutiny can take place.

Actions to take the Strategy forward will be included in Annual Service Plans.

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

Pay Policy Statement

1 Summary

- 1.1 This report updates the Pay Policy Statement.

Recommendation to the Council

To adopt the updated Pay Policy Statement attached as Appendix A.

2 Introduction

- 2.1 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.

3 Purpose of the Policy

- 3.1 The purpose of the policy is to provide transparency around how the Council deals with pay issues, 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.

4 Policy Update

- 4.1 The policy has been reviewed in line with the requirements set out in the Localism Act and is attached as Appendix A.
- 4.2 Since the policy was adopted at Full Council on 4 July 2012:
- the remuneration package for senior managers has changed
 - the remuneration for apprentices has changed

These changes have been included in the revised policy together with the updated Relationship between Remuneration of our Chief Officers and Other Employees

5 Report Implications

5.1 Human Resources Implications

5.1.1 As detailed in the report

5.2 Risk Management Implications

5.2.1 There is no risk to the Council provided that the Pay Policy is reviewed and approved on an annual basis.

5.3 Equalities Implications

5.3.1 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.

5.4 Links to Council's Priorities

5.4.1 This policy 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 2013/14****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.

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

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 have been no increases in the national pay spine since April 2009.

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 April 2012;

a) Chief Executive

The current salary of the post is £97,181. The salary falls within a range of four incremental points between £90,324, rising to a maximum of £97,181.

b) Deputy Chief Executive

The current salary of the post is £81,601. The salary falls within a range of four incremental points between £76,458, rising to a maximum of £81,601. 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 £67,792. The salary falls within a range of four incremental points between £63,067, rising to a maximum of £67,792. 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 £65,092. The salary falls within a range of four incremental points between £60,367, rising to a maximum of £65,092.

e) Assistant Directors

The salaries of posts designated as Assistant Directors fall within a range of four incremental points between £53,164, rising to a maximum of £58,311

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 is being phased out from June 2012 and by April 2015. Instead the Chief Officer will receive a travel allowance so long as he/she remains in the role, to the value of the 'spot value' that related to the lease car less 10%. 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 2 May 2013, County Council Elections when the Chief Executive will be the Deputy 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 2013/14.

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 at least every three to five years, 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 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 are two scale points within this grade and employees would start on the lowest scale point and progress to the top of the 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 4.70 times the mean of the rest of our employees.

Currently the average (mean) of our Chief Officers pay is 5.21 times that of our lowest paid employees. Our top earning Chief Officer earns 8 times the mean of our lowest paid employees.

Currently the median Chief Officers pay is 3.30 times that of the rest of our employees. Our top earning Chief Officer earns 5.08 times the median salary of the rest of our employees.

These figures are as at February 2013 and do not include lease car contributions, essential car user allowances and election allowances.

Our policy for 2013/14 is to maintain Chief Officers pay within the following maximums:

Ratio of mean pay (Chief Officers: rest of employees) = 1:4

Ratio of median pay (Chief Officers: rest of employees) = 1:4

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 last revised:	January 2012
Date of this Review	February 2013

Appendix 1

Annual 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	£1239

Agenda Item No 16

Executive Board

18 June 2013

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

**Adoption of Open Space at
Rowlands Way, Atherstone**

1 Summary

- 1.1 This report informs the Board of the proposed creation of open space at Rowlands Way in Atherstone and explains the action taken by the Chief Executive, using his urgent business powers, in respect of the adoption of the land concerned.

Recommendation to the Council

- a That the Board notes the urgent business powers used by the Chief Executive, in consultation with the Leader and the Opposition Leader; and**
- b That the Board notes the action taken in respect of the adoption of open space at Rowlands Way in Atherstone.**

2 Consultation

- 2.1 The proposed adoption of land at Rowlands Way in Atherstone has previously been the subject of reports to the Planning and Development Board and the Community and Environment Board. Consultation with relevant Members was undertaken as part of those processes.

3 Background

- 3.1 At its meeting held in May 2013 the Community and Environment Board considered a report detailing a proposal to adopt an area of open space that is to be created in conjunction with a new housing development at Rowlands Way in Atherstone. A copy of the report is attached at Appendix A.
- 3.2 The Community and Environment Board recommended that the Executive Board approve the proposed adoption, subject to the provision of an appropriate commuted sum in respect of the associated ongoing maintenance costs.
- 3.3 As the necessary Section 106 Agreement had been prepared and the developer was anxious to get the project underway, the Chief Executive, in consultation with the Leader of the Council and the Leader of the Opposition Group, using his urgent business powers, agreed to this course of action, as a

consequence of which the matter is reported here for information and comment.

4 Report Implications

4.1 Finance and Value for Money Implications

4.1.1 The estimated cost of maintenance of the open space is £7,017 per annum, which would need to be met from the revenue budget. The proposed commuted sum of £275,000 has been calculated as an appropriate contribution from the developer to be invested to enable the Authority to meet this cost, without adding to the pressure on its revenue budgets.

4.2 Safer Communities Implications

4.2.1 Well managed public open space offers opportunities for positive activities that can help to combat criminal and/or anti-social behaviour.

4.2.2 The proposed flood attenuation area within the open space will also help to reduce any risk from potential flooding to properties within the open space area in Rowlands Way, Atherstone.

4.3 Legal and Human Rights Implications

4.3.1 The proposed adoption of the land in question is subject to a formal Section 106 Agreement.

4.3.2 In adopting the land the Borough Council becomes liable for all aspects of its future management and maintenance, including compliance with all relevant legislation.

4.4 Environment and Sustainability Implications

4.4.1 There are direct environmental and sustainability benefits arising from the development of the proposed open space at Rowlands Way, Atherstone, as its primary purpose is to provide a flood attenuation area as part of a sustainable drainage system. Additionally the site will be maintained as accessible natural green space for the benefit of both local people and wildlife, of which there is an undersupply in the Atherstone and Mancetter area (PPG17 Open Spaces, Sports and Recreation Study).

4.5 Health, Well-being and Leisure Implications

4.5.1 Appropriately designed and located open space provides opportunities for physical and social activity in an outdoor environment, thus contributing directly to the health and well-being of local communities.

4.6 Risk Management Implications

4.6.1 A risk assessment for the adoption of the open space is included within the Appendix.

4.7 **Equalities Implications**

4.7.1 Management of the open space will be compliant with the provisions of the Equality Act 2010. The proposed development highlighted in the report would provide additional opportunities for affordable housing, which potentially makes a positive contribution towards young people, in particular, accessing housing.

4.8 **Links to Council's Priorities**

4.8.1 The provision of good quality open space, with appropriate funding for future maintenance, contributes directly to the corporate priorities in respect of:

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

and, in this instance,

- Housing

4.8.2 Additionally, the provision of good quality open space contributes directly to the priorities of the North Warwickshire Sustainable Community Strategy to:

- Develop healthier communities
- Improve access to services

4.8.3 The adoption of this particular open space will also contribute directly to the delivery of the key area priority set out in the North Warwickshire Green Space Strategy to develop land in Atherstone for management as accessible natural green space.

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	Head of Development Control	Report to Planning and Development Board	May 2013
2	Assistant Director (Leisure and Community Development)	Report to Community and Environment Board	May 2013

Agenda Item No 8

Community and Environment Board

21 May 2013

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

**Proposed Adoption of Open Space
at Rowlands Way, Atherstone**

1 Summary

- 1.1 This report explains the background to the proposed development of open space at Rowlands Way in Atherstone and asks Members to approve a recommendation to Executive Board that the land be adopted by the Borough Council.

Recommendation to the Board

That the Executive Board be recommended to approve the proposed adoption of open space at Rowlands Way in Atherstone, subject to the provision of an appropriate commuted sum in respect of the associated ongoing maintenance costs.

2 Consultation

- 2.1 The Chairman, Vice-Chairman and Opposition Spokesperson for the Community and Environment and Resources Boards and the Housing Sub-Committee, Members with responsibility for Health, Well-being and Leisure and 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 Background

- 3.1 The Authority's Development Control service has been in discussion with Redrow Homes Midlands concerning a major planning application for a residential development of 88 dwellings, with associated areas of landscaping and open space, at Rowlands Way in Atherstone. The matter is due to be reported to the Planning and Development Board on 20 May 2013, when, subject to its approval, the development will become party to a Section 106 Agreement.
- 3.2 The proposed development includes the provision of a sustainable drainage system (SuDS), including a flood attenuation area within an open space adjacent to the Innage Brook on the eastern boundary of the site. The drainage system has been designed in accordance with an approved flood

... risk assessment and drainage strategy. A site plan showing the open space is attached at Appendix A.

- 3.3 The initial proposal was for the open space to be managed and maintained by a management company established by the developer. During the consultation process, however, it became apparent that Severn Trent Water Plc would not adopt the drainage infrastructure within the development unless the flood attenuation area (SuDS) was adopted by a local authority. This had the consequent effect that the Highways Authority (Warwickshire County Council) would not then adopt the roads within the development.
- 3.4 Severn Trent Water Plc states that its current approach to the ownership of SuDS, requiring developers to arrange for their adoption and maintenance by the local county or unitary authority, is in accordance with the Government's Response to the Pitt Review and Schedule 3 of the Floods and Water Management Act 2010. However, although under this legislation Warwickshire County Council would appear to be responsible for the adoption of SuDS, it is not currently committed to doing so and has declined to take this land. The developer, therefore, has requested the Borough Council to adopt the open space, which is a solution that would be acceptable to Severn Trent Water Plc.

4 Implications for North Warwickshire

- 4.1 The proposed development is significant for North Warwickshire as, in addition to building private houses, it provides 30% onsite affordable housing, a contribution of £523,000 for further offsite affordable housing and, of particular interest to this Board, £152,580 towards offsite green space improvements in Atherstone. It would also attract approximately £600,000 over six years in New Homes Bonus for the Borough Council.
- 4.2 Whilst it would be feasible for the development to go ahead with the drainage and highway infrastructure remaining in private ownership, it is preferable that they should be adopted by the appropriate authorities, as this would ensure their proper maintenance and avoid any doubt as to where maintenance liability rests. Public ownership of the infrastructure would also facilitate any potential development on adjoining land, particularly where access from the new road network may be required.
- 4.3 There are thus a number of material benefits to North Warwickshire, both current and potential, in resolving the issue of the adoption of the open space to assist the adoption of infrastructure by Severn Trent Water Plc and the Highways Authority. Whilst the Borough Council would not normally seek to take responsibility for new green space, it is proposed that in this instance the Authority should adopt the area of land in question.
- 4.4 Clearly, should the Borough Council adopt the open space it would be liable for the maintenance thereof in perpetuity, which would incur costs. As this would increase the pressure on revenue budgets, which are already subject to the need to identify a significant level of savings, it is felt that the adoption

should only go ahead if supported by an appropriate commuted sum from the developer. Officers have accordingly negotiated a further sum of £275,000 in addition to the figures set out in paragraph 4.1 above, based on a calculation of the estimated costs of maintenance over a 50 year period and assuming that the money would be invested in an interest bearing account.

4.5 Members should be aware that the adoption of SuDS on development sites is an emerging issue that is likely to re-occur in relation to future planning applications. Adoption in this instance, therefore, could set a precedent for similar requests in the future, although it does provide a model for discussion and negotiation with developers at an early stage in the planning process.

4.6 The Board, therefore, is asked to approve a recommendation to the Executive Board that the Borough Council should adopt the open space at Rowlands Way in Atherstone, subject to the provision of a satisfactory commuted sum in respect of ongoing maintenance costs.

5 Report Implications

5.1 Finance and Value for Money Implications

5.1.1 The estimated costs of maintenance of the open space are £7,017 per annum, which would need to be met from the revenue budget. The proposed commuted sum of £275,000 has been calculated as an appropriate contribution to be invested to enable the Authority to meet those costs, without adding to the pressure on its revenue budgets.

5.2 Safer Communities Implications

5.2.1 Well managed public open space offers opportunities for positive activities that can help to combat criminal and/or anti-social behaviour.

5.2.2 The proposed flood attenuation area will also help to reduce any risk from potential flooding to properties within the open space area in Rowlands Way, Atherstone.

5.3 Legal and Human Rights Implications

5.3.1 The proposed adoption of the land in question would be subject to a formal Section 106 Agreement.

5.3.2 In adopting the land the Borough Council would become liable for all aspects of its future management and maintenance, including compliance with all relevant legislation.

5.4 Environment and Sustainability Implications

5.4.1 There are direct environmental and sustainability benefits arising from the development of the proposed open space at Rowlands Way, Atherstone, as its primary purpose is to provide a flood attenuation area as part of a

sustainable drainage system. Additionally the site would be maintained as accessible natural green space for the benefit of both local people and wildlife, of which there is an undersupply in the Atherstone and Mancetter area (PPG17 Open Spaces, Sports and Recreation Study).

5.5 Health, Well-being and Leisure Implications

5.5.1 Appropriately designed and located open space provides opportunities for physical and social activity in an outdoor environment, thus contributing directly to the health and well-being of local communities.

5.6 Risk Management Implications

5.6.1 A risk assessment for the adoption of the open space is attached below.

5.7 Equalities Implications

5.7.1 Management of the open space would be compliant with the provisions of the Equality Act 2010. The proposed development highlighted in the report would provide additional opportunities for affordable housing, which potentially makes a positive contribution towards young people, in particular, accessing housing.

5.8 Links to Council's Priorities

5.8.1 The provision of good quality open space, with appropriate funding for future maintenance, contributes directly to the corporate priorities in respect of:

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

and, in this instance,

- Housing

5.8.2 Additionally, the provision of good quality open space contributes directly to the priorities of the North Warwickshire Sustainable Community Strategy to:

- Develop healthier communities
- Improve access to services

5.8.3 The adoption of this particular open space will also contribute directly to the delivery of the key area priority set out in the North Warwickshire Green Space Strategy to develop land in Atherstone for management as accessible natural green space.

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

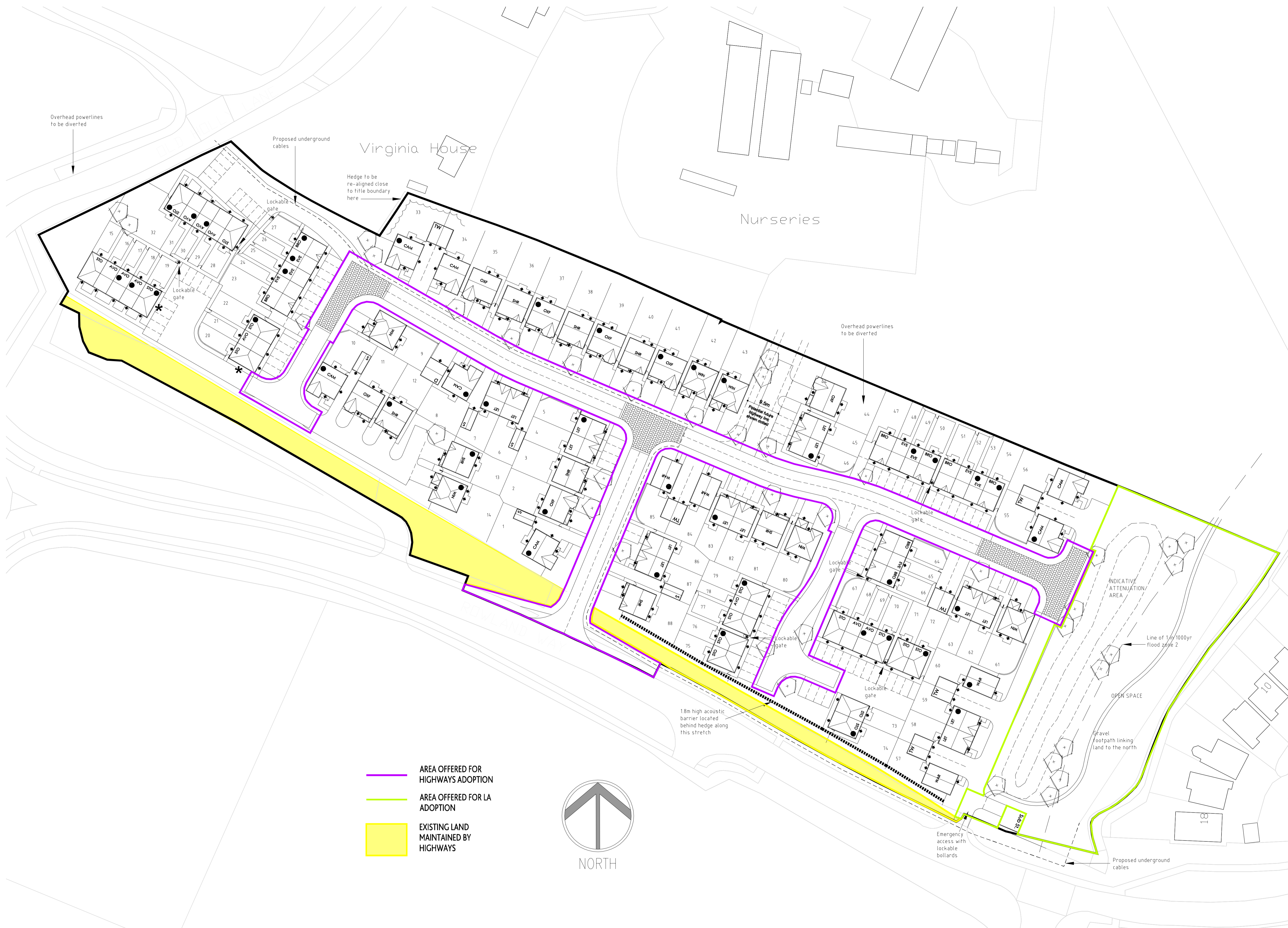
Background Papers

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	Head of Development Control	Report to Planning and Development Board	May 2013

Risk Management Form

Service: Landscape Management			Corporate Objectives: 1 / 3 / 5 / 6 / 7 / 8 / 10					Priority: Low			
Ref	Risk: Title/Description	Consequence	Likelihood (5 = high 1 = low)	Impact (5 = high 1 = low)	Gross Risk Rating	Responsible Officer	Proposed Control Procedures	Likelihood (5 = high 1 = low)	Impact (5 = high 1 = low)	Net Risk Rating	
	Absence of Controls for the Adoption of Areas of Public Open Space by the Council	Avoidable costs Injury to public / staff Insurance claims Court action Loss of reputation Customer dissatisfaction Poor performance reports	5	4	20	Landscape Manager	North Warwickshire Green Space Strategy, informed by Open Spaces, Sports and Recreation Study, in place, setting out key priorities to guide the decision process. Establish protocols between Divisions to ensure compliance with the OSSR Study and the GSS in the Planning process and in any proposals for adoption. Presumption against adoption of additional green space unless this would contribute to delivery against specific corporate objectives. Where land is proposed for adoption, early negotiation with the developer during the planning process to ensure that an appropriate commuted sum is secured to meet ongoing maintenance costs. Prepared maintenance schedules to be embedded in the annual grounds maintenance programme	2	2	4	
Options for additional / replacement control procedure							Cost resources	Likelihood (5 = high 1 = low)	Impact (5 = high 1 = low)	Net Risk Rating	
Completed by: Alethea Wilson							Date: 24 April 2013				



B	19.04.13	Open space indicated as offered for LA adoption.	DS
A	07.09.12	Turning head adjusted adjacent plot 67 to accord with latest site plan.	DS
Revision	Date	Amendment	Initial

Development	OLD HOLLY LANE
Location	ATHERSTONE
Marketing Name	
Drawing Title	MANAGEMENT AREAS PLAN
Drawing Number	0000/08/02/051
Revision	B
Scale @ A1	1:500 @A1
Drawn By	DS
Date Started	MAR 2012
Checked by	
Date	


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OLD HOLLY LANE, ATHERSTONE

Agenda Item No 17

Executive Board

18 June 2013

Report of the Chief Executive and the Deputy Chief Executive

Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April 2012- March 2013

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 2012 to March 2013.

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 2012/13. This is the fourth report showing the progress achieved so far during 2012/13.

4 Progress achieved during 2012/13

- 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 2012 to March 2013 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 Members will be aware that national indicators are no longer in place and have been replaced by national data returns specified by the government. A number of previous national and best value indicators have been kept as local indicators as they are considered to be useful in terms of managing the performance of our service delivery corporately.
- 5.2 The current national and local performance indicators have been reviewed by each division and Management Team for monitoring for the 2012/13.

6 Overall Performance

- 6.1 The Corporate Plan performance report shows that 95% of the Corporate Plan targets and 56% of the performance indicator targets have been achieved. The targets not fully achieved include work relating to reporting of hate crimes, domestic abuse incidents, equality, development and conservation sites. Some of indicators are subject to a number of external factors for example the influence of the economy and the willingness of victims to report hate crimes. The report shows the individual targets that have been classified as red 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	95%
Red	1	5%
Total	20	100%

Performance Indicators

Status	Number	Percentage
Green	10	56%
Red	8	44%
Total	18	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 engagement with communities, developing the local economy, reducing domestic abuse, equality duty, hate crime 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 local employment, enhancing community involvement and access to services, protecting and improving our environment, protecting and improving our countryside and rural heritage, tackling 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
National Indicators for Local Authorities and Local Authority Partnerships	Department for Communities and Local Government	Statutory Guidance	February 2008








NWCP Executive Board 12/13

	Action	Priority	Reporting Officer	Update	Status
NWCP 001 11/12	To ensure that we assess the impact of our services on, and actively engage with, all sections of our communities and to report on ways of doing this by July 2012	Consultation and Communication	Maxey, Steve	Reports and significant policies are monitored by the Assistant Chief Executive and Policy Support Manager to ensure equality issues are considered. The Council has adopted a Consultation Strategy and the action plan is being worked through. Officers are in discussion with Nuneaton and Bedworth Council to provide an audit of these activities.	 Green
NWCP 002 11/12	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 ongoing. A new Apprenticeship Training Agency is about to start operating across the three local authorities.	 Green
NWCP 003 11/12	To report annually in March on the work of the local Financial Inclusion Partnership including for 2012/13 the BOB bus, CAB and Warwickshire Welfare Rights Activity and the local impact of the Welfare Reform programme	Access to Services	Trahern, Bob	A comprehensive report was considered by the Resources Board in March 2013 which highlighted the significant number of actions undertaken to address the the impact of Welfare Reforms and the general ongoing economy. The Council will also be submitting an application for IRRV excellence in Social Inclusion awards due to the Councils ongoing excellent practice in this area.	 Green
NWCP 004 11/12	To report the outcome of the consultation on the draft Core Strategy and recommend a revised draft in April 2012. To consult on the revised draft from June to August 2012. To report on the outcome of that consultation and recommend a final Core Strategy in September 2012 and submit that to the Government by December 2012	Countryside and Heritage	Barratt, Dorothy	Core Strategy was submitted on 28th February 2013. Site Allocations Plan out for consultation until 23rd May 2013.	 Green






NWCP Executive Board 12/13





	Action	Priority	Reporting Officer	Update	Status
NWCP 005 11/12	To continue to oppose (a) the HS2 proposal, in partnership with other affected Councils and community action groups, initially by responding to the statutory consultation in accordance with the published timetable; and (b) the principle of Opencast Mining	Countryside and Heritage	Barratt, Dorothy	Work is ongoing and now involves Phase 2. Drop-in sessions were held to inform people of the Phase 2 route and these were well attended. Work started on a mitigation plan for North Warwickshire in partnership with WCC.	 Green
NWCP 008 11/12	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 and Council Tax	Beggs, Robert	<p>During the fourth quarter arrangements were put in place to hold a drop in flood surgery in Polesworth on 11 April with the Environment Agency. Input to a county wide pathfinder bid for improving flooding resilience has been made with the bid ultimately being successful. This should help improve the responses to flooding in Polesworth.</p> <p>Work to revise the off site COMAH plan for Kingsbury Oil Terminal has been carried out and a table top exercise was held on the 6 February 12. A strategic briefing on a M6 incident has also been held.</p> <p>The continuity plans for potential risks associated with the proposed office refurbishment works are being considered. Tests of the responses are being arranged and further consideration will be carried out as part of the ongoing Office Accomodation arrangements.</p>	 Green
NWCP 009 11/12	To achieve the savings required by the budget strategy and to update the strategy to reflect future developments by October 2011	Public Services and Council Tax	Garner, Sue	Savings in excess of the amount required for 2013/14 were included in the approved budget. The budget strategy was updated in February 2013.	 Green

NWCP Executive Board 12/13

	Action	Priority	Reporting Officer	Update	Status
NWCP 010 11/12	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	Difficulties in obtaining external funding and external support means that the planning review has slipped, other reviews on target.	 Red
NWCP 038 11/12	To implement identified improvement works to the Council's main offices 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. The details of the project will be subject of ongoing reports	Public Services and Council Tax	Dobbs, Richard	The Accommodation Project is now well under way. Initial planning design work is largely completed and the contractor is due to start on-site July/August with an anticipated completion date in Spring 2014.	 Green
NWCP 042 11/12	To continue to look for ways of narrowing the Council's capital funding gap and report annually in February	Public Services and Council Tax	Garner, Sue	Current levels of funding were reported in February. Work is ongoing.	 Green
NWCP 043 11/12	To undertake work in line with the Human Resources Strategy, including a) Monitoring/managing sickness absence; b) Ensuring compliance with employment legislation	Local Employment	Garner, Sue	A progress report was considered by Special Sub Group in July 2012.	 Green
NWCP 045 11/12	Carry out the review of the Council's constitutional structure, including the Members' Allowance Scheme.	Public Services and Council Tax	Garner, Sue	A revised Members Allowance scheme was approved by Council on 4 July.	 Green
NWCP 046 11/12	Carry out review of Staff Travel	Public Services and Council Tax	Brewer, Chris	Lease car scheme review completed and salary sacrifice scheme provider appointed.	 Green
NWCP 047 11/12	Carry out review of Members' Travel	Public Services and Council Tax	Garner, Sue	Amendments to Members travel were approved by Council on 4 July 2012	 Green
NWCP 048 11/12	To carry out a review of Area Funding, jointly with Warwickshire County Council	Public Services and Council Tax	Powell, Simon	In March 2013, the Community and Environment Board resolved to replace the Area Forum Fund with the Local Community Projects Fund, which will come in to operation in 2013/14. The new Fund will not be operated in conjunction with the County Council.	 Green

NWCP Executive Board 12/13

	Action	Priority	Reporting Officer	Update	Status
NWCP 049 11/12	Any review of Car Parks will take place in tandem with the County Council's Strategy on decriminalisation of on-street car parking which is not scheduled for 2012/13	Public Services and Council Tax	Dobbs, Richard	New Parking Places Order and schedules have been agreed and are currently out to consultation. No plans for CPE as yet announced by WCC	 Green
NWCP 056 11/12	To review the means of funding and frequency of North Talk by March 2013	Consultation and Communication	Maxey, Steve	North Talk now carries a limited amount of advertisements and sponsorship. A review of this will take place after a year.	 Green
NWCP 061	Carry out review of Mayor's Allowance	Public Services and Council Tax	Garner, Sue	A review of the Mayor's allowance was included within the considerations by the Democratic Arrangements Task and Finish Group held on the 13 March 13.	 Green
NWCP 071	Carry out review of Staff Establishment	Public Services and Council Tax	Garner, Sue	The staff establishment is reviewed on an ongoing basis.	 Green
NWCP 072	To maintain the existing level of core funding for arts and welfare organisations	Public Services and Council Tax	Powell, Simon	<p>Live and Local continued to be funded in 2012/13 to provide practical support and advice to volunteers to help them deliver high quality professional theatre / music in local venues.</p> <p>The new Local Community Projects Fund will continue to provide a potential source of funding for small-scale voluntary and community sector arts groups and activities.</p>	 Green

	Direction
	
	
	
	

Direction

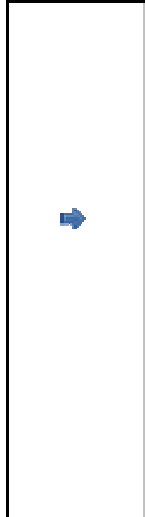
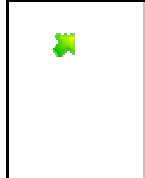
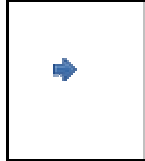
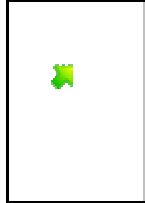


Direction













Direction







NWPI Executive Board 12/13

Ref	Description	Section	Priority	Year End Target	Performance	Traffic Light	Direction of Travel	Comments
NWLP1 153	Number of domestic burglaries detected in the Local Authority area	Policy Support	Crime and Disorder	289	239	 Green		239 domestic burglaries during the 2012/13 year which is a 18% reduction compared to same period 2011/12. Domestic burglaries increased during 2011/12. Coleshill and Water Orton are locations which have seen increases. A crime prevention roadshow was carried out on 25 January in Water Orton as vehicle crime and car key burglaries are also a concern. A mobile cctv camera has aslo been deployed at the Railway Station Car Park. Policing operations are also being carried out to help address risk from cross border offenders
NWLP1 154	Number of violent crimes in the local authority area	Policy Support	Crime and Disorder	584	514	 Green		514 violent crimes reported in the 2012/13 which is an 12% decrease compared to the same period 2011/12. 113 incidents 22% are related to domestic violence. Any licensed premises which are identified as a concern are subject to visits by the Police. Analysis of violent crime is considered by the partnership special interest group as necessary. No current significant issues are prominent. The strategic assessment prepared for the 2013/14 year shows young people as offenders , alcohol related violence in town centres, domestic related violence and young females to be priority themes.











NWPI Executive Board 12/13

Ref	Description	Section	Priority	Year End Target	Performance	Traffic Light	Direction of Travel	Comments
NWLPI 155	The number of vehicle crimes in the local authority area	Policy Support	Crime and Disorder	616	567	Green 		567 vehicle crimes during the 2012/13 year which is 8% decrease compared to 2011/12. The current hot spot locations include Coleshill and Water Orton. All hot spot locations are visited to ensure there is adequate crime prevention signage and other measures in place. Crime Prevention Roadshow carried out in Water Orton on the 25 January 13.
NWLPI 156	The number of hate crimes recorded in the local authority area	Policy Support	Crime and Disorder	10	21	Red 		Hate Crime report prepared for the North Warwickshire Community Safety Partnership shows 21 hate crimes recorded between April - March 2013. The incidents included 18 racial and 3 homophobic. Two of the incidents within this period have also been reported to the Council. Replies have been sent by email to the reporter of the incidents and an appointment to meet with the use of a translator was arranged. Referrals to WREP and or Victim Support can be made if necessary. A recent case relating to anti social behaviour incidents has been referred to Victim Support who have made contact with the individual.















NWPI Executive Board 12/13

Ref	Description	Section	Priority	Year End Target	Performance	Traffic Light	Direction of Travel	Comments
NWLPI 130	The percentage of hate crimes that resulted in further action	Policy Support	Crime and Disorder	100	100	 Green		<p>Hate Crime report prepared for the North Warwickshire Community Safety Partnership shows 21 hate crimes recorded between April-March 2013. The incidents included 18 racial and 3 homophobic. Two of the incidents have also been reported to the Council. Replies have been sent by email to the reporter of the incidents and an appointment with the use of a translator was arranged. Referrals to WREP and or Victim Support can be made if necessary. A recent case relating to anti social behaviour incidents has been referred to Victim Support who have made contact with the individual.</p>
@NW: NI032	Percentage reduction in repeat victimisation for those domestic violence cases being managed by a MARAC	Policy Support	Crime and Disorder	8	15	 Red		<p>The data for this indicator is based upon combined figures for North Warwickshire and Nuneaton and Bedworth. A query has been raised with Warwickshire County Council to confirm if district specific data will be available from Stonham the new domestic abuse support service provider. No district specific information is currently available. During quarters 1 to 4 there were 113 domestic violence incidents (22%) out of 512 violent crime offences in North Warwickshire.</p>

NWPI Executive Board 12/13

Ref	Description	Section	Priority	Year End Target	Performance	Traffic Light	Direction of Travel	Comments
@NW:NI047	Number of people killed or seriously injured during the calendar year compared to the previous year. Figures are based on a 3 year rolling average, up to the current year.	Policy Support	Crime and Disorder	64	54	 Green		54 KSI's recorded during April to December 12. Final year end figures still to be confirmed. 65 KSI's recorded for 2011/12 therefore assumed target level is 64.
NWLPI 132	Percentage of services that report equality profile of their service outcomes as part of their service delivery plans	Policy Support	Public Services and Council Tax	100	95	 Red		A spreadsheet has been set up to record the Equality Implications and Impact Assessments carried out. An audit of our approach to the Equality Duty has been carried out with Nuneaton and Bedworth Borough Council in March 13. The feedback from the audit will help confirm that the Council is responding proportionately to the duty including the monitoring of implications and impact assessments. Monitoring of board reports for the equality implications identified and the impact assessments carried out is undertaken using TRIM.
NWLPI 008	The percentage turnout for local elections (former BV6)	Democratic Services	Public Services and Council Tax	N/A	N/A	N/A	N/A	No local elections in 2012/2013
NWLPI 009	The percentage of electoral registration form As returned (former BV7)	Democratic Services	Public Services and Council Tax	95	94.9	 Green		
@NW:NI196	The year on year reduction in total number of incidents and increase in total number of enforcement action taken to deal with the illegal disposal of waste or 'fly-tipping', as shown on the Flycapture database.	Env Health (C, L & HP)	Environment	N/A	N/A	N/A	N/A	We can't report on the N196 indicator as the calculator for the matrix is no longer produced by the Environment Agency.
NWLPI 126	% permitted process inspections carried out within scheduled timescale	Env Health (C, L & HP)	Environment	100	100	 Green		
@NW:NI154	Net Additional Homes: The net increase in dwelling stock over one year is calculated as the sum of new build completions, minus demolitions, plus any gains or losses through change of use and conversions.	Forward Planning	Countryside & Heritage	164	38	 Red		Completions for 2012/13 = 50-9 demolitions, -1 change of use loss, -2 dwelling conversion loss = 38 net additional dwellings.

NWPI Executive Board 12/13

Ref	Description	Section	Priority	Year End Target	Performance	Traffic Light	Direction of Travel	Comments
@NW:NI155	Total supply of social rent housing and intermediate housing. As set in PPS3 (Planning Policy Statement 3), "The Government defines affordable housing as including social-rented and intermediate housing".	Forward Planning	Countryside & Heritage	66	23	 Red		
@NW:NI159	The total number of net additional dwellings that are deliverable as a percentage of the planned housing provision (in net additional dwellings) for the 5 year period.	Forward Planning	Countryside & Heritage	100%	87.98%	 Red		Housing in the pipeline/requirement for 5 years 2013-2018= 827/940*100=87.98%
@NW:NI197	Performance will be calculated as a percentage of all Local Sites in the local authority area where positive conservation management has taken place up to five years prior to the reporting date (31st March). The indicator is assessed by Local Authorities considering whether positive conservation management has been or is being implemented on a Local Site.	Forward Planning	Countryside & Heritage	29%				WCC to supply the performance information
NWLPI 017	Did the local planning authority submit the Local Development Scheme (LDS) by 28th March 2005 and thereafter maintain a 3-year rolling programme? (former BV200a)	Forward Planning	Countryside & Heritage	Yes	Yes	 Green		Report taken to Executive Board in February 13
NWLPI 016	Percentage of conservation areas in the local authority area with an up-to-date character appraisal (former BV219)	Forward Planning	Countryside & Heritage	40%	20%	 Red		Atherstone and Coleshill conservation areas in place.
NWLPI 015	Percentage of new homes built on previously developed land (former BV106)	Forward Planning	Countryside & Heritage	80%	98	 Green		Number of new homes built on previously developed land/total number of new homes. 49/50*100=98%
NWLPI 131	% of Council employees trained in fairness and diversity	Policy Support	Public Services and Council Tax	100	69	 Red		A new elearning module was set up in 2012/13 year. 224 people have completed the course. Access to the module set up for 325 logins.(Number confirmed with Staffordshire Plus) Calculation 224/ 325 = 68.92% during this year.
NWLPI 134	Percentage of business continuity service plans reviewed within 12 months of approval	Policy Support	Public Services and Council Tax	100	100	 Green		

Agenda Item No 18

Executive Board

18 June 2013

Report of the Assistant Director (Finance and Human Resources)

Budgetary Control Report 2013/14 Period Ended 31 May 2013

1 Summary

- 1.1 The report covers revenue expenditure and income for the period from 1 April 2013 to 31 May 2013. The 2013/2014 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 N Dirveiks, Moore and Smith 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.

4 Overall Position

- 4.1 Net controllable expenditure for those services that report to the Executive Board as at 31 May 2013 is £117,610 compared with a profiled budgetary position of £120,483; an under spend of £2,873. 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.

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 current level of budget within Emergency Planning is sufficient to carry out the anticipated workload; however any major local emergency would require additional expenditure.
- Budget provision does not currently exist for production of and delivery of a third edition of 'North Talk' and currently depends on finding external funding each year.

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. There is insufficient information at this point to warrant any change in the original estimate of £619,070.
- 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 2013/14 financial year is £458,400. 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).

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

Executive Board

Budgetary Control Report 2013/2014 as at 31 May 2013

Description	Approved Budget 2013/2014 £	Profiled Budget May 2013 £	Actual May 2013 £	Variance £	Comments
Housing Strategic Service Review	33,880	5,473	5,473	0	
Outreach and Access to Services	116,090	19,284	19,302	18	
Corporate Communications	77,080	14,033	13,644	(389)	
Community Strategy	141,500	23,080	23,080	(0)	
Communication Group	1,820	487	25	(462)	
Emergency Planning	52,410	8,758	6,176	(2,582)	
N.Warks Local Development Framework	195,090	49,167	49,709	542	
Support to Parishes	1,200	201	201	(0)	
Total Expenditure	619,070	120,483	117,610	(2,873)	

Agenda Item No 19

Notes of the Democratic Arrangements Task and Finish Group held on Wednesday 13 March 2013.

Present: Councillors M Stanley, Morson, Winter, Fox and Smith.

Apologies for absence were received from Councillors Moore (Substitute Councillor Morson) and Sweet (Substitute Councillor Winter).

Councillors Humphreys, Lewis, Phillips and Pickard were also in attendance.

Officers in attendance: Steve Maxey and Jenny Price.

1 Notes of the Democratic Arrangements Task and Finish Group held on Tuesday 23 October 2012

The notes of the Democratic Arrangements Task and Finish Group held on Tuesday 23 October 2012 were agreed and adopted.

2 Area Forum Review and Funding

Area Forum Funds

The Assistant Chief Executive and Solicitor to the Council presented a report that was due to be considered by the Community and Environment Board at its meeting on 18 March 2013. The report set out a proposal to establish a new Local Community Projects Fund that would replace the current Area Forum Fund. This would seek to provide relatively small sums of money to voluntary and community sector groups and organisations with a view to making a real and positive difference within the local communities.

The merits of the new fund and the process of administering it were discussed and it was agreed;

- That there was an expectation that groups that receive funding would report back to the Forums on how that money had been spent;
- That Members be informed of any under spent amounts in the current Area Forum Fund and how that would be dealt with;
- That Members be informed of the transitional arrangements and the date when the new process would begin; and
- That the new funding scheme be publicised in north talk and through voluntary organisations.

Area Forum Review

The Assistant Chief Executive and Solicitor to the Council reported that discussions had taken place at the annual meeting with the Town and Parish Councils and with the County Area Team around the current format of the meetings. The outcome of the discussions was that it was felt that the presentations were often too long and the subject matter was not always appropriate to the area.

Agenda Item No 19

The Assistant Chief Executive and Solicitor to the Council proposed a new format for the meeting. This would be a short focussed meeting at the beginning and include the Police presentation as it presently stands. A surgery session would then follow. This session could include stands, displays and consultations and would give members of the public the opportunity to find out more information, ask questions or raise issues on subjects of particular interest to them.

The frequency of the meetings was discussed. It was proposed that there be two meetings per year with an additional meeting focussed on budget setting. It was also suggested that should there be a hot topic in a particular area then ad hoc community meetings could be arranged.

It was agreed that the Assistant Chief Executive and Solicitor to the Council should survey our partners and the Area Forums on the proposed changes to the meeting format.

3 The Mayor

The Assistant Chief Executive and Solicitor to the Council presented a breakdown of expenditure for past Mayors from 2003 to 2012.

A discussion on the role of the Mayor and the associated costs took place. It was agreed that the role of the Mayor was an important conduit between the Borough Council and the people and was worth retaining.

It was agreed that an annual report be taken to Resources Board setting out in detail a breakdown of costs incurred by the Mayor.

It was also agreed that costs should be kept similar to the previous three Mayor's expenditure and that the Assistant Chief Executive and Solicitor to the Council write an informal protocol setting out this general rule.

**M Stanley
Chairman**

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE LOCAL DEVELOPMENT FRAMEWORK SUB-COMMITTEE

24 April 2013

Present: Councillor Sweet in the Chair.

Councillors Humphreys, Phillips, Smith and Winter.

Apologies for absence were received from Councillors B Moss and Simpson.

14 **Disclosable Pecuniary and Non-Pecuniary Interests**

None were declared at the meeting.

15 **Exclusion of the Public and Press**

Resolved:

That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business, on the grounds that it involves the likely disclosure of exempt information as defined by Schedule 12A to the Act.

16 **Update on Core Strategy and Issues Affecting It**

Members were informed of issues within the sub-region affecting the development of Planning Policy for North Warwickshire.

The Assistant Chief Executive and Solicitor to the Council circulated a copy of a response received from the Inspector since the report was drafted. Members were asked to make comments and suggest a way forward.

Resolved:

- a That the report be noted;**
- b That the Assistant Chief Executive and Solicitor to the Council seek Counsel's advice on the inconsistencies of opinion given by our Inspector and that of the Inspector for Solihull Metropolitan Borough Council; and**

Recommendation to Executive Board

- c That the amended wording for the Memorandum of Understanding, be approved.**

R Sweet
Chairman

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE LOCAL DEVELOPMENT FRAMEWORK SUB-COMMITTEE

20 May 2013

Present: Councillor Winter in the Chair.

Councillors Butcher, Moore, Phillips, Simpson and Smith

Apologies for absence were received from Councillors Humphreys and Sweet (Substitute Councillor Moore).

Councillors Barber, Hayfield, Holland, Lea, Lewis, May, Payne, M Stanley and Wykes.

1 **Disclosable Pecuniary and Non-Pecuniary Interests**

None were declared at the meeting.

2 **Exclusion of the Public and Press**

Resolved:

That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business, on the grounds that it involves the likely disclosure of exempt information as defined by Schedule 12A to the Act.

3 **Core Strategy – Next Steps**

Members were informed of the progression of the Core Strategy and asked to consider the next steps. A further letter from the Inspector was circulated at the meeting.

Recommendation to the Executive Board:

- a That the report be noted;**
- b That the further meeting taking place with the Inspector on 5 June 2013 be noted; and**
- c That the Local Development Framework Sub-Committee be given delegated power to progress the Core Strategy.**

Chairman

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE SPECIAL SUB-GROUP

18 February 2013

Present: Councillor M Stanley in the Chair

Councillors Humphreys, Phillips and Sweet

An apology for absence was received from Councillor Smith (Humphreys as substitute).

1 **Disclosable Pecuniary and Non-Pecuniary Interest**

None were declared at the meeting.

2 **Salary Sacrifice Scheme**

The Assistant Director (Finance and Human Resources) reported further on the implementation of a salary sacrifice car scheme and Members were asked to agree a suggested course of action.

Resolved:

That the implementation of a salary sacrifice scheme with Inchcape, as set out in the report of the Assistant Director (Finance and Human Resources), be approved.

3 **Appointment of a Waste and Transport Manager**

The Assistant Director (Streetscape) reported on the proposed creation of a new post of Waste and Transport Manager to cover the two important work areas of Refuse and Recycling and Transport following changes to the partnership arrangements with Nuneaton and Bedworth Borough Council.

Resolved:

That the creation of the post of Waste and Transport Manager within the Streetscape Division be agreed.

4 **Review of Adaptations Service – Job Description for Housing Assessment Officer**

The Assistant Director (Housing) This report follows on from a report to the Housing Sub-Committee in November 2012 which recommended approval of the Business Case for the joint service for delivering adaptations services. Following that approval a structure for the joint service has been drafted and a revised job description for the front line staff delivering the service. The structure and job description are

submitted to the Sub-Group for approval to allow for formal consultation with staff and Union representatives.

Resolved:

That the revised draft structure, draft job description and person specification be approved subject to formal consultation with staff and Unions.

M Stanley
Chairman

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE SPECIAL SUB-GROUP

29 April 2013

Present: Councillor M Stanley in the Chair

Councillors Phillips, Smith and Sweet

Councillors Humphreys, Moore and Winter were also in attendance.

1 **Disclosable Pecuniary and Non-Pecuniary Interest**

None were declared at the meeting.

2 **Review of the Recruitment and Selection Policy and Procedure**

The Assistant Director (Finance and Human Resources) presented a revised Recruitment and Selection Policy and Procedure for approval.

Resolved:

That the revised Recruitment and Selection Policy and Procedure attached as an appendix to the report of the Assistant Director (Finance and Human Resources) be adopted.

3 **Corporate Workforce Plan 2013/16**

The Assistant Director (Finance and Human Resources) presented the Corporate Workforce Plan for 2013-16.

Resolved:

That the Corporate Workforce Plan for 2013-16 be approved.

4 **Exclusion of the Public and Press**

Resolved:

That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Schedule 12A to the Act.

5 **Re-Structure of the Service**

The Assistant Chief Executive and Solicitor to the Council reported on a preferred option to deal with the vacancy in the Planning Division and the Sub-Group was asked to agree a suggested course of action. The Planning and Development Board had agreed to the proposals at its meeting on 15 April 2013.

Resolved:

- a That the preferred option as outlined in the appendix to the report of the Head of Development Control be agreed; and**
- b That Officers be asked to report to Leaders Liaison in 12 months time on the progress of the revised staffing structure**

M Stanley
Chairman

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE SPECIAL SUB-GROUP

20 May 2013

Present: Councillor M Stanley in the Chair

Councillors Hayfield, Moore, Phillips and Smith

An apology for absence was received from Councillor Sweet (substitute Councillor Moore).

Councillors Holland, Lea, Lewis, May, B Moss, Payne, Pickard, and Sherratt were also in attendance.

1 Disclosable Pecuniary and Non-Pecuniary Interest

None were declared at the meeting.

2 Exclusion of the Public and Press

Resolved:

That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Schedule 12A to the Act.

3 Coventry and Warwickshire City Deal

The Chief Executive reported on the City Deal process and sought endorsement for the draft submission to Government and delegated powers to make any amendments as necessary prior to the submission.

Resolved:

- a That the draft submission be endorsed; and**
- b That the Chief Executive, in consultation with Councillors M Stanley and Hayfield, be authorised to agree any amendments prior to submission to Government.**

M Stanley
Chairman

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE SPECIAL SUB-GROUP

3 June 2013

Present: Councillor M Stanley in the Chair

Councillors Hayfield, Phillips and Sweet

An apology for absence was received from Councillor Smith.

Councillors Humphreys, Moore, Morson and Winter were also in attendance.

1 **Disclosable Pecuniary and Non-Pecuniary Interest**

Councillor Hayfield declared a pecuniary interest in Minute No 4 (Revision of Housing Lettings Scheme – New Systems of Work) left the meeting and took no part in the discussion or voting thereon.

Councillor Hayfield declared a non-pecuniary interest in Minute No 6 (Accommodation Project Update) by reason of his County Council portfolio.

2 **Exclusion of the Public and Press**

Resolved:

That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involves the likely disclosure of exempt information as defined in Schedule 12A to the Act.

3 **Appointment of a Permanent Financial Inclusion Manager**

The Assistant Chief Executive (Community Services) sought approval to make the position of Financial Inclusion Manager created initially as a temporary post in September 2011, a permanent post within the Community Services Division with immediate effect.

Resolved:

That the post of Financial Inclusion Manager be made a permanent post with immediate effect.

4 Revision of Housing Lettings Scheme – New Systems of Work

The Assistant Director (Housing) reported on the change in approach which the new Letting Scheme required and set out proposals for changes to systems of work and Pre Tenancy Team structure. The Sub-Group was invited to consider the staffing implications.

Resolved:

- a That the new team structure be agreed;**
- b That formal consultation is undertaken with staff and Unions about the new team structure; and**
- c That the actions required to enable the new structure to be put in place before the new systems of work are required on 1 July 2013 are undertaken and support for a growth bid to Resources Board for any additional costs be agreed.**

5 Resource to Support the Review of the Borough Care Service

The Assistant Director (Housing) reported on a request for an additional resource to undertake tasks required to support the Borough Care Service review process.

Resolved:

That the reserve budget outlined in section 6 of the report of the Assistant Director (Housing) be used to provide additional, external resource to undertake tasks required as part of the Borough Care Service review process.

6 Accommodation Project Update

The Assistant Director (Streetscape) updated the Sub-Group on the progress of the accommodation project and circulated a note from Coventry City Council.

M Stanley
Chairman