

AGENDA

and

MINUTES of BOARDS and COMMITTEES

**to be considered
at the meeting of the Council
to be held at**

**THE COUNCIL HOUSE
ATHERSTONE**

on

5 DECEMBER 2018

at

6.30pm

Jerry Hutchinson LLB MBA Solicitor
Chief Executive
The Council House
South Street
Atherstone
North Warwickshire CV9 1DE

This matter is being dealt with by
Mr D Harris
Direct Dial : (01827) 719222

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Your ref :

Our ref : DH/JB C7

Date : 27 November 2018

To: All Members of the Council

Dear Sir / Madam

You are hereby summoned to attend a meeting of the Council, to be held in the Council Chamber, The Council House, South Street, Atherstone on Wednesday 5 December 2018 at 6.30pm.

The following business will be transacted:

- 1 Evacuation Procedure.
- 2 Apologies for absence / Members away on official Council business.
- 3 Disclosable Pecuniary and Non-Pecuniary Interests
- 4 The Mayor to move, in accordance with Standing Order No 6(1):

“That the minutes of the Meeting of the Council held on 26 September 2018 be approved as a correct record.”
- 5 To receive the Mayor’s announcements.
- 6 To answer Questions from Members and the Public pursuant to Standing Order No. 7.
- 7 To receive and consider minutes, recommendations and notes of the following meetings circulated herewith and to make the necessary Orders thereon:
 - a **Planning and Development Board** – 8 October and 5 November 2018 (Pages 79 - 86).
 - b **Community and Environment Board** – 15 October 2018 (Pages 87 - 90).

c **Resources Board** - 12 November 2018 (Pages 91- 93).

d **Executive Board** – 19 November 2018 (Pages 94 - 98).

8 To receive and consider any Notice of Motion under Standing Order No. 10. The following Notices of Motion have been received.

Motion 1 proposed by Councillor Farrell

“This council notes

- Though slavery was abolished in the UK in 1833, there are more slaves today than ever before in human history. Figures from the International Labour Organisation (ILO) suggest that there are more than 40 million people in modern slavery across the world, with nearly 25 million held in forced labour.
- There were 3805 victims of modern slavery identified in the UK in 2016. A rising number but still well below the 10,000 and 13,000 potential victims estimated by the Home Office.
- Modern Slavery is happening nationwide. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. This can include sexual and criminal exploitation.

This council believes

- That action needs to be taken to raise awareness of modern slavery and the fact that it is happening all over the UK.
- That the current support for victims is not sufficient and needs to go beyond the 45 days they are currently given by the government.
- That councils have an important role to play in ensuring their contracts and supplies don't contribute to modern day slavery and exploitation.

This council resolves

To adopt the Co-operative Party's Charter against Modern Slavery to ensure our procurement practices don't support slavery.

Council accepts it has a role to play in tackling modern day slavery and therefore, North Warwickshire Borough Council will:

1. Train its corporate procurement team to understand modern slavery through the Chartered Institute of Procurement and Supply's (CIPS) online course on Ethical Procurement and Supply.
2. Require its contractors to comply fully with the Modern Slavery Act 2015, wherever it applies, with contract termination as a potential sanction for non-compliance.
3. Challenge any abnormally low-cost tenders to ensure they do not rely upon the potential contractor practising modern slavery.
4. Highlight to its suppliers that contracted workers are free to join a trade union and are not to be treated unfairly for belonging to one.

5. Publicise its whistle-blowing system for staff to blow the whistle on any suspected examples of modern slavery.
6. Require its tendered contractors to adopt a whistle-blowing policy which enables their staff to blow the whistle on any suspected examples of modern slavery.
7. Review its contractual spending regularly to identify any potential issues with modern slavery.
8. Highlight for its suppliers any risks identified concerning modern slavery and refer them to the relevant agencies to be addressed.
9. Refer for investigation via the National Crime Agency's national referral mechanism any of its contractors identified as a cause for concern regarding modern slavery.
10. Report publicly on the implementation of this policy annually."

Motion 2 proposed by Councillor Farrell

"This Council notes:

That analysis of the 2018 Local Election results by the Fawcett Society found that only 34% of councillors in England are women, up 1% since 2017.

That across England, Labour has improved its representation since seats were last up for grabs, with 45% women compared with 40% in 2014, Liberal Democrat representation up from 34% to 36% whilst the Conservative Party saw a slight fall from 31% to 29% in the share of its councillors who are female;

As of summer 2017, only 4% of councils in England and Wales have parental leave policies, according to research by the Fawcett Society;

That the role of a councillor should be open to all, regardless of their background, and that introducing a parental leave policy is a step towards encouraging a wider range of people to become councillors, and is also a step to encourage existing councillors who may want to start a family to remain as councillors;

That parental leave must apply to parents regardless of their gender, and that it should also cover adoption leave to support those parents who choose to adopt.

This Council resolves:

To adopt the parental leave policy drafted by the LGA Labour Group's Women's Taskforce to give all councillors an entitlement to parental leave after giving birth or adopting;

To ensure that councillors with children and other caring commitments are supported as appropriate."

- 9 To authorise the Chief Executive, in accordance with Article 13.05 of the Articles of the Constitution, to Sign and Seal, on behalf of the Council, any Orders, Deeds and Documents necessary to give effect to any resolution of the Council.

Yours faithfully

A handwritten signature in cursive script that reads "J. Hutchinson". The signature is written in black ink on a light-colored, textured background.

Chief Executive

**MINUTES OF THE MEETING OF THE
NORTH WARWICKSHIRE BOROUGH COUNCIL HELD AT THE COUNCIL
HOUSE, SOUTH STREET, ATHERSTONE ON
WEDNESDAY 26 SEPTEMBER 2018**

Present: Councillor Clews in the Chair.

Councillors Bell, Chambers, Davis, L Dirveiks, N Dirveiks, Farrell, Ferro, Gosling, Hayfield, Henney, D Humphreys, M Humphreys, Ingram, Jarvis, Jenns, Lea, Lewis, Morson, Moss, Payne, Phillips, Reilly, Smith, Smitten, E Stanley, M Stanley, Sweet, Symonds, Waters, A Wright and D Wright

Apologies for absence were received from Councillors Hanratty and Simpson.

19 Disclosable Pecuniary and Non-Pecuniary Interests

All previous pecuniary and non-pecuniary interests declared by Members during this cycle of meetings were noted.

Councillors Jarvis, L Dirveiks, Farrell and Symonds declared non-pecuniary interests in Minute 24 of the Resources Board held 4 September 2018 (CCTV Partnership and Systems Upgrade) by virtue of being Town Councillors.

Councillors D Humphreys and M Humphreys declared non-pecuniary interests in Minute 30 of the Resources Board held 4 September 2018 (Land Issues – Update).

20 Minutes of the Meeting of Council held on 25 July 2018

The minutes of the Meeting of the Council held on 25 July 2018 were approved as a correct record and signed by the Mayor.

21 Mayor's Announcements

The Mayor made the following announcements

- she thanked Councillor Moss for representing her at a number of civic functions following her recent illness;
- she thanked all those that had taken part in her successful Charity Golf day at Maxstoke;
- she congratulated all Officers, Councillors and interest groups on the work undertaken in respect of the Daw Mill decision;
- she reported on the winner of the Cycle Race Photo Competition. The winner had donated his prize money to the Alzheimer Society.

22 **Questions Pursuant to Standing Order No. 7**

There were no questions received pursuant to Standing Order No 7.

23 **Minutes of Boards/Committees**

- a) **Planning and Development Board – 9 July, 6 August and 3 September 2018**

It was proposed by Councillor Reilly, seconded by Councillor Sweet and

Resolved:

That the minutes of the meetings of the Planning and Development Board held on 9 July, 6 August and 3 September 2018, be approved and adopted.

- b) **Community and Environment Board – 16 July 2018**

It was proposed by Councillor Bell, seconded by Councillor Smith and

Resolved:

That the minutes of the meeting of the Community and Environment Board held on 16 July 2018, be approved and adopted.

- c) **Resources Board – 4 September 2018**

It was proposed by Councillor D Wright, seconded by Councillor Hayfield and

Resolved:

That the minutes of the meeting of Resources Board held on 4 September 2018, be approved and adopted.

- d) **Executive Board – 17 September 2018**

- i) **Minute No 32 - Board Membership**

It was proposed by Councillor Humphreys, seconded by Councillor Farrell and

Resolved:

That the revised Board membership as circulated and reported at the meeting be approved.

It was then proposed by Councillor Humphreys, seconded by Councillor D Wright and

Resolved:

That the minutes of the meeting of Executive Board held on 17 September 2018, together with the recommendations contained therein as amended at i) above, be approved and adopted.

24 Notice of Motion under Standing Order No. 10

There were no Notices of Motion received under Standing Order No 10.

25 The Returning Officer's report on the Newton Regis and Warton Ward By-Election held on Thursday 23 August 2018.

The Returning Officer's report on the Newton Regis and Warton Ward By-Election held on Thursday 23 August 2018 was received and noted.

26 The Common Seal

It was proposed by Councillor Clews, seconded by Councillor Sweet and

Resolved:

That the Chief Executive be authorised to affix the Common Seal to any document as necessary to give effect to the decisions of the Council, in accordance with Article 13.05 of the Articles of the Constitution.

Chairman of the next ensuing meeting of the Council

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE PLANNING AND DEVELOPMENT BOARD

8 October 2018

Present: Councillor Simpson in the Chair.

Councillors Bell, L Dirveiks, N Dirveiks, Hayfield, Humphreys, Jarvis, Lewis, Morson, Phillips, Reilly, Smitten, Sweet, Symonds and A Wright

An apology for absence was received from Councillor Henney (substitute Councillor N Dirveiks)

Councillor Clews was also in attendance.

35 **Disclosable Pecuniary and Non-Pecuniary Interests**

None were declared at the meeting.

36 **Minutes**

The minutes of the meetings of the Board held on 9 July, 6 August and 3 September 2018, copies having been previously circulated, were approved as a correct record and signed by the Chairman.

37 **Budgetary Control Report 2018/2019 - Period Ended 21 September 2018**

The Corporate Director - Resources reported on the revenue expenditure and income for the period from 1 April 2018 to 21 September 2018. The 2018/2019 budget and the actual position for the period, compared with the estimate at that date were detailed, together with an estimate of the out-turn position for services reporting to the Board.

Resolved:

That the report be noted.

38 **Planning Applications**

The Head of Development Control submitted a report for the consideration of the Board. Details of correspondence received since the publication of the agenda is attached as a schedule to these minutes.

Resolved:

- a** That in respect of Application No 2018/0051 (Ashleigh, Coventry Road, Fillongley, CV7 8BZ) the following details be approved in discharge of conditions attached to planning permission APP/R3705/W/16/3145303 dated 29/7/16:
- 1.** The materials schedule received on 16/7/18 in full discharge of Condition 3
 - 2.** All of the details received on 16/7/18 in full discharge of all of the matters under Condition 4
 - 3.** The lighting details received on 16/7/18 in discharge of Condition 12.
- b** That in respect of Application No 2017/0440 (Storage Land - Hams Hall National Distribution Park, Edison Road, Coleshill) the application be deferred for a site visit and for Officers to commission an independent traffic study if necessary, in consultation with the Chairman, Vice Chairman and Opposition Spokesman;
- Speaker - Mark Jackson**
- c** That in respect of Application No 2018/0149 (Land South East Of M42 Junction 10, Trinity Road, Dordon) the Council is minded to grant permission for the reserved matters for Phase 2 of the development subject to the final detailed plans being agreed with the County Council, and in that event, the issue of the Notice be delegated to officers. If there is no agreement then the matter is to be referred back to the Board for further consideration;
- Speaker - Robert Barnes**
- d** That Application No 2018/0321 (Land to the Rear of The Elms, Austrey Road, Warton, B79 0HG) be approved subject to the conditions set out in the report of the Head of Development Control, with the addition that the requirements of the Code for Considerate Construction be observed;
- e** That Application No 2018/0353 (Oak Tree House, 49 Main Road, Austrey, Atherstone, CV9 3EH) be approved subject to the conditions set out in the report of the Head of Development Control;
- f** That the receipt of Applications No 2018/0533 and 2018/0534 (United Reform Church, Coleshill Road, Chapel End, CV10 0NZ) be noted and that a site visit be arranged prior to their determination.

Speaker - Mrs Duester

39 Tree Preservation Orders

The Head of Development Control sought confirmation of the making of two Tree Preservation Orders following expiry of their respective consultation periods.

Resolved:

That having considered the representations received, the following Tree Preservation Orders are confirmed:

a) St Mary's Church, No Mans Heath

b) Oakdene, Pound Lane, Over Whitacre

40 Appeals Update

The Head of Development Control brought Members up to date with recent appeal decisions, including the recent decision at Kirby Glebe Farm..

Resolved:

That the report be noted.

41 Land South of Dairy House Farm, Grendon

The Head of Development Control sought approval for a variation to the affordable housing provision at the site to the east of Spon Lane in Grendon.

Resolved:

The matter be deferred for further information on how the revised provision of affordable housing would be delivered.

42 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.

43 **Planning Division**

The Corporate Director - Environment reported on proposed revisions to the staffing structure in the Planning Division.

Resolved:

- a. **That the proposed revisions to the staffing structure in the Planning Division be agreed and reported to the Special Sub-Group for consideration, together with a number of comments from this Board; and**
- b. **That a further report be brought back in the coming 12 months on progress towards the objectives set out in the report.**

Mark Simpson
Chairman

**Planning and Development Board
8 October 2018
Additional Background Papers**

Agenda Item	Application Number	Author	Nature	Date
6	PAP/2018/0149	WCC Highways	Consultation	2/10/18
		Applicant	E-mail	5/10/18
8	PAP/2017/0271	PINS	Decision Letter	28/9/18
9	PAP/2017/0156	Galliford Try	Letter	13/9/18

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE PLANNING AND DEVELOPMENT BOARD

5 November 2018

Present: Councillor Simpson in the Chair.

Councillors Bell, Clews, L Dirveiks, N Dirveiks, Hayfield, Humphreys, Jarvis, Lewis, Morson, Phillips, Reilly, Smitten, Sweet and D Wright

Apologies for absence were received from Councillors Henney (substitute Councillor N Dirveiks), Symonds (substitute Councillor Clews) and A Wright (substitute Councillor D Wright).

44 **Disclosable Pecuniary and Non-Pecuniary Interests**

Councillor Simpson declared a non-pecuniary interest in Minute No 45 – Planning Applications (Application No 2016/0280 – Land Opposite 84-104 Orton Road, Warton) by virtue of having engaged the planning agent.

Councillors Bell, N Dirveiks, Hayfield and Reilly declared a non-pecuniary interest in Minute No 45 – Planning Applications (Application No 2016/0280 – Land Opposite 84-104 Orton Road, Warton) by virtue of being County Councillors and took no part in the discussion or voting thereon.

Councillor Simpson declared a non-pecuniary interest in Minute No 45 – Planning Applications (Application No 2018/0426 – Land Rear of 80-82 High Street, Coleshill) by virtue of knowing one of the neighbours, left the meeting and took no part in the discussion or voting thereon.

45 **Planning Applications**

The Head of Development Control submitted a report for the consideration of the Board.

Resolved:

- a **That Application No 2016/0280 (Land Opposite 84 To 104, Orton Road, Warton, B79 0HU) be deferred to consider visibility and further highways advice in respect of an access to the site;**

Speaker Ian Ritchie

- b
- i) That in respect of Application No 2018/0231 (Heart of England Conference and Events Centre, Meriden Road, Fillongley, CV7 8DX), Advertisement Consent be approved for two signs here provided amended plans are received to reflect the specification of the new sign installed at the site entrance and subject to the conditions set out in the report of the Head of Development Control; and
- ii) That a meeting be arranged with the Applicant with a view to the unauthorised signs being removed.
- c
- i) That subject to the completion of a Section 106 Agreement including the matters referred to in the report of the Head of Development Control and provided that the Warwickshire County Council does not raise objections which cannot be resolved through additional planning conditions, the Council is minded to approve Application No 2018/0287 (Former Sparrowdale School & Recycling Centre, Spon Lane, Grendon, CV9 2PD) subject to the conditions set out in the said report; and
- ii) That the Council liaises with the Environment Agency and Warwickshire County Council regarding flooding in this area.

Speaker Ben Cook

- d
- That the receipt of Application No 2018/0312 (Dunton Wharf, Lichfield Road, Curdworth, B76 9EN) be noted and that:
- Members undertake a site visit;
 - A meeting beheld with the applicant, officers and appropriate Board Members in order to seek greater clarity on the scope of the application; and
 - The matter be reported back to the Board at a later date for determination.
- e
- That Application No 2018/0426 (Land Rear of 80-82, High Street, Coleshill, B46 3AH) be approved subject to the conditions set out in the report of the Head of Development Control.

46 **Appeal Update**

The Head of Development Control brought Members up to date with recent appeal decisions.

Resolved:

That the report be noted.

47 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April - September 2018

The Chief Executive reported on the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Planning and Development Board for April to September 2018.

Resolved:

That the report be noted.

48 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.

49 Building Control Service

The Head of Development Control provided an update on the current Building Control Partnership and the Board was asked to consider a recommendation on the future provision of the service.

Resolved:

a That the Council becomes a Member of the South Staffordshire Building Control Partnership.

Recommendation to the Executive Board

b That the additional budget provision of £15,200 be included in the 2019/20 budget.

Mark Simpson
Chairman

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE COMMUNITY AND ENVIRONMENT BOARD

15 October 2018

Present: Councillor Bell in the Chair.

Councillors Chambers, Ferro, Gosling, Hanratty, M Humphreys, Lea, Lewis, Morson, Singh, Smith, Smitten and Waters.

An apology was received from Councillor Phillips (Substitute Councillor Morson).

10 **Disclosable Pecuniary and Non-Pecuniary Interests**

Councillor Gosling declared a non pecuniary interest in Minute 14 – North Warwickshire Green Space Strategy Progress Report.

Councillor Lea declared a non pecuniary interest in Minute 16 – LEADER Programme Update.

Councillor Chambers declared a pecuniary interest in Minute 16 – LEADER Programme Update.

11 **Minutes of the meeting of the Board held on 16 July 2018**

The minutes of the meeting held on 16 July 2018, copies having been previously circulated, were approved as a correct record and signed by the Chairman.

12 **DisabledGo Presentation**

Emily Edgar gave a presentation to Members to update them on the DisabledGo service. She explained that the service had been rebranded and would be known as AccessAble in future.

Resolved:

That Councillor Smith be appointed as the Council's disability champion.

13 **Budgetary Control Report 2018/19 Period Ended 30 September 2018**

The Corporate Director Resources reported on the revenue expenditure and income for the period from 1 April 2018 to 30 September 2018.

Resolved:

That the report be noted.

14 North Warwickshire Green Space Strategy Progress Report

Members were informed of the progress made in respect of delivery against the priorities set out in the North Warwickshire Green Space Strategy (2008 to 2018). Additionally, the Director of Leisure and Community Development set out the proposals for an approach to the development of a new Green Space Strategy, further to the Board's determination that the draft document produced by external consultants should be re-written.

Resolved:

- a That the progress made in respect of the implementation of the priorities of the North Warwickshire Green Space Strategy (2008 to 2018) be noted;**
- b That a brief summary of an audit of progress made in respect of the original Green Space Strategy be circulated to Board Members as a starting point for the development of a draft Green Space Strategy (2019 to 2031); and**
- c That the proposed approach to the development of the Green Space Strategy (2019 to 2031) be approved, but that it includes integrated working with the Planning Division.**

15 Leisure Facilities: Service Improvement Plan and Key Performance Indicators

The Director of Leisure and Community Development outlined the progress made in respect of delivery of the actions identified in the approved Service Improvement Plan (SIP), and the associated set of key performance indicators, through which the Board monitors the operational and financial performance of the leisure facilities at each of its meetings.

Resolved:

- a That the report be noted; and**
- b That an informal workshop take place prior to the next Board meeting to look in more depth at the Leisure Facilities Service Improvement Plan and Key Performance Indicators.**

16 LEADER Programme Update

Members were updated on the progress made in respect of the delivery of the North Warwickshire and Hinckley and Bosworth LEADER programme (2015 to 2020).

Resolved:

- a That the progress made in respect of the North Warwickshire and Hinckley and Bosworth LEADER programme (2015 to 2020), be noted; and**

Recommendation to Executive Board

- b That the approved process to offer short-term loans to voluntary and community organisations in support of approved LEADER projects be extended to include town and parish councils.**

17 Health and Wellbeing Action Plan (2017 to 2020)

The Director of Leisure and Community Development updated the Board on the progress being made in respect of the actions identified in the approved three-year Health and Wellbeing Action Plan.

Resolved:

- a That the progress made in respect of the delivery of commitments identified in the current Health and Wellbeing Action Plan, be noted;**
- b That the Health and Wellbeing Working Party increase in size from three Members to six through the addition of two Conservative Councillors (Councillors Clews and M Humphreys) and one Labour Councillor (Councillor Morson); and**
- c That the minutes of the meetings of the Health and Wellbeing Working Party held on 19 April, 6 August and 13 September 2018 were received and noted.**

18 Warwickshire Waste Partnership

Members were provided with details of the most recent agenda and reports of the Warwickshire Waste Partnership held on 12 September 2018.

Resolved:

That the report and appendices be noted.

19 Chewing Gum Action Group

The Director of Streetscape updated Members on the Chewing Gum Action Group campaign which was taking place throughout September and October 2018.

Resolved:

That the report be noted.

20 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – June 2018

Members were informed of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Board for April to June 2018.

Resolved:

That the report be noted.

21 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.

22 Recycling Reprocessing Contracts

The Director of Streetscape sought Members approval of a new payment mechanism for dry mixed recyclables and contract extensions with the Council's current recycling reprocessors.

Resolved:

- a That the new payment mechanism and contract extensions for the processing of dry mixed recycle and paper and card be agreed for two years on the basis as set out in the report of the Director of Streetscape; and**
- b That if necessary at the end of the agreed contract extension, the Director of Streetscape, in consultation with the Chairman and Vice Chairman of the Board, be given the authority to extend the arrangements for a further period of no more than two years.**

Councillor Bell
Chairman

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE RESOURCES BOARD

12 November 2018

Present: Councillor D Wright in the Chair

Councillors Davis, N Dirveiks, Gosling, Henney, Morson, Moss, Simpson and Symonds

31 **Disclosable Pecuniary and Non-Pecuniary Interests**

None were declared at the meeting.

32 **Minutes of the Resources Board meeting held on 4 September 2018**

The minutes of the meeting of the Board held on 4 September 2018, copies having previously been circulated, were approved as a correct record and signed by the Chairman.

33 **Online Services Update**

The Director of Corporate Services updated Members on the services delivered online, via the Internet and on the use of the Council's Website and Social Media accounts.

Resolved:

That the report, together with the verbal update and correction given by the Director of Corporate Services in respect of paragraphs 6.5 and 6.7, which is reflected in the updated report on the website, be noted.

34 **Capital Programme 2018/2019 Period 6 Update**

The Corporate Director – Resources updated Members on the progress of the Capital Programme 2018/19 in terms of expenditure up to the end of September 2018.

Resolved:

- a That the progress made against the 2018/19 Capital Programme be noted; and**

- b That the proposed revisions to the 2018/2019 HRA Capital Programme, detailed at paragraph 4.5 of the report of the Corporate Director - Resources, be approved.

35 General Fund Budgetary Control Report 2018/19 Period Ended 30 September 2018

The Corporate Director – Resources reported on the revenue expenditure and income for the period from 1 April 2018 to 30 September 2018. The 2018/19 budget and the actual position for the period, compared with the estimate at that date were given, together with an estimate of the out-turn position for services reporting to the Board.

Resolved:

That the report be noted.

36 Housing Revenue Account Budgetary Control Report 2018/2019 – Period Ended 30 September 2018

The Corporate Director – Resources reported on the total Housing Revenue Account revenue expenditure and income for the period from 1 April to 30 September 2018.

Resolved:

That the report be noted.

37 Internal Audit Half-Yearly Report 2018-19

The Corporate Director – Resources presented the Head of Internal Audit’s half-yearly report and a summary of the work completed by the Council’s Counter Fraud Officer.

Resolved:

That the report be noted.

38 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April - September 2018

The Chief Executive informed Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Resources Board for April - September 2018.

Resolved:

That the report be noted.

39 Treasury Management Update 2018/19

The Corporate Director – Resources updated Members on the Treasury Management activity for the period up to the end of September 2018.

Resolved:

That the report be noted.

40 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.

41 Irrecoverable Local Taxation Debts

The Corporate Director – Community detailed the amounts recommended for write-off in accordance with the write-off policy agreed by the Resources Board on 23 May 2016.

Resolved:

- a That the write off of a balance over £5,750 totalling £8,624.27 in respect of one debtor as part of an insolvency action as outlined in Appendix A, be approved; and**
- b That the total amount of write-offs in the year to date and over the last 6 years which include those written off by the Corporate Director – Community under delegated powers, summarised in Appendix B, be noted.**

D Wright
Chairman

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE EXECUTIVE BOARD

19 November 2018

Present: Councillor Humphreys in the Chair

Councillors Bell, Chambers, N Dirveiks, Farrell, Hayfield, Phillips, Reilly, Simpson and D Wright

Councillors Clews, Symonds and Waters were also in attendance.

38 **Declarations of Personal or Prejudicial Interest.**

None were declared at the meeting.

39 **Minutes of the meeting of the Board held on 17 September 2018.**

The minutes of the meeting of the Board held on 17 September 2018, copies having been circulated, were approved as a correct record and signed by the Chairman.

40 **External Auditors' Report**

The Corporate Director - Resources presented the 2017/18 Annual Audit Letter received from the Council's external auditors, Ernst & Young LLP.

Recommended:

That the report presented as Appendix A be noted.

41 **Key Corporate Issues**

The Chief Executive drew Members' attention to the key Corporate issues facing the Council in the mid-term future. He sought to assist Members in addressing these issues during the finalisation of the 2019/20 Corporate Plan and Budget and further in the lead up to next year's Elections.

Recommended:

That the issues raised in the report of the Chief Executive be taken into consideration by Members when preparing the Corporate Plan and Budget for 2019/20 and beyond.

42 Council Tax Support Scheme

The Corporate Director - Community outlined the recommended Council Tax Support Scheme for 2019/20 and the Board was asked to agree a suggested course of action.

Recommended:

- a That the retention of a 91.5% reduction maximum Council Tax Support Scheme for all current working age customers, in 2019/20, be approved; and**
- b That the Council Tax Support Scheme adopted in 2019/20 be updated in line with the statutory increases as notified by the Department of Work and Pensions.**

43 Constitution Task and Finish Group and Constitution Changes

The Corporate Director - Environment advised Members of changes to the Constitution suggested by the Task and Finish Group and the Board was asked to agree a suggested course of action.

Recommended:

- a That changes to the Constitution highlighted in the report of the Corporate Director - Environment be agreed; and**
- b That a further meeting be arranged to consider an overview of different governance models.**

44 Calendar of Meetings 2019/20

The Board was asked to approve a calendar of meetings for 2019/20.

Recommended:

That the calendar of meetings for 2019/20 as submitted at Appendix A to the Chief Executive's report be approved.

45 Budgetary Control Report 2018/19 - Period Ended 31 October 2018

The Corporate Director - Resources reported on the revenue expenditure and income for the period from 1 April 2018 to 31 October 2018. The 2018/2019 budget and the actual position for the period, compared with the estimate at that date, was also given,

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

Resolved:

That the report be noted.

46 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – September 2018

The Chief Executive informed Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Executive Board for April to September 2018.

Resolved:

That the report be noted.

47 HS2 Update and Consultation

The Corporate Director - Environment sought delegated power to agree the Council's consultation response to the latest HS2 consultations.

Recommended:

That, in consultation with the two Group Spokespersons on HS2, the Corporate Director – Environment be given delegated power to respond to the Environmental Statement and Equality Impact Statement in respect of Phase 2b of HS2.

48 Gifts and Hospitality Policy

The Corporate Director - Environment submitted a revised Gifts and Hospitality Policy and a revised Employee Code of Conduct for approval.

Recommended:

- a That, subject to minor amendments to the text as discussed at the meeting, the Gifts and Hospitality Policy attached to the report Corporate Director - Environment be adopted; and**
- b That the Employee Code of Conduct attached to the report of the Corporate Director – Environment be adopted.**

49 **Minutes of the meeting of the Special Sub-Group held on 9 October 2018**

The minutes of the meeting of the Special Sub-Group held on 9 October 2018 were received and noted.

50 **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 involve the likely disclosure of exempt information as defined by Schedule 12A to the Act.

51 **Senior Management Changes**

The Board was invited to consider the setting up a Sub-Committee to manage the process of putting succession arrangements in place, required by the Chief Executive's forthcoming retirement.

Recommended:

i) **That a Sub-Committee be set up for the purposes of agreeing and managing the process of putting succession arrangements in place required by the forthcoming retirement of the Chief Executive, including:-**

(a) any interim management or other staffing requirements/appointments, and

(b) selection processes and procedures, together with obtaining external consulting services, if required.

ii) **That the Sub-Committee comprise Councillors Chambers, Farrell, D Humphreys, Symonds and D Wright.**

52 **Building Control Service**

The Board was asked to approve an additional budget provision of £15,200 to be included in the 2019/20 budget to support the future provision of the Building Control service.

Recommended:

- a That an additional budget provision of £15,200 be included in the 2019/20 budget to support the future provision of the service; and**
- b That the Building Control function is delegated to Lichfield District Council as the host authority, with a continuing delegation to Nuneaton and Bedworth Borough Council to deal with any matters relating to the existing partnership.**

David Humphreys
Chairman