

# **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**

**22 February 2012**

**at**

**6.30pm**

**Jerry Hutchinson** LLB MBA Solicitor  
**Chief Executive**  
The Council House  
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Atherstone  
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This matter is being dealt with by  
**Mr D Harris**

**Direct Dial : (01827) 719222**

Your ref :

Our ref : DH/JB C7

Date : 14 February 2012

**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 22 February 2012 at 6.30pm. Members are invited to join the Mayor for prayers led by Father Philip Wells prior to the commencement of business.

After prayer, the following business will be transacted:

- 1 Evacuation Procedure.
- 2 Apologies for absence / Members away on official Council business.
- 3 Declarations of Personal or Prejudicial Interest other than those declared in the minutes of the meetings of Boards/Committees and any personal interests arising from the membership of Warwickshire County Council of Councillors Fowler, Fox, Hayfield, Lea, May, B Moss, Sweet and membership of the various Town or Parish Councils of Councillors Barber (Ansley), Butcher (Polesworth) Davis (Atherstone), Fox (Shustoke), Freer (Atherstone), Lewis (Kingsbury), Moore (Baddesley Ensor), Morson (Dordon), B Moss (Kingsbury), M Moss (Kingsbury), Phillips (Kingsbury), Pickard (Atherstone), M Stanley (Polesworth), Y Stanley (Polesworth) and Winter (Dordon) all of which interests are deemed to be declared at this meeting.
- 4 The Mayor to move, in accordance with Standing Order No 6(1):  
**“That the minutes of the meetings of the Council held on 14 December 2011 and 17 January 2012 be approved as correct records”.**
- 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** – 19 December 2011 and 16 January (Pages 168 – 174) and 13 February 2012 (to be circulated).
  - b **Community and Environment Board** – 23 January 2012 (Pages 175 - 180).
  - c **Licensing Committee** - 30 January 2012 (Pages 181 - 182).
  - d **Resources Board** - 30 January 2012 (Pages 183 - 189).
  - e **Executive Board** – 4 January 2012 and 6 February 2012 (Pages 190 - 200).
  - f **Area Forum East** - 7 February 2012 (Page 201).
  - g **Area Forum North** - 9 February 2012 (Page 202).
  - h **Scrutiny Board** – 14 February 2012 (to be circulated)
- 8 To receive and consider any Notice of Motion under with Standing Order No. 10.
- 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

Chief Executive

**MINUTES OF THE MEETING OF THE  
NORTH WARWICKSHIRE BOROUGH COUNCIL HELD AT THE  
COUNCIL HOUSE, ATHERSTONE ON  
WEDNESDAY 14 DECEMBER 2011**

Present: Councillor Butcher in the Chair.

Councillors Davis, L Dirveiks, N Dirveiks, Ferro, Forwood, Fowler, Fox, Hayfield, Holland, Humphreys, Johnston, Lea, Lewis, May, Moore, Morson, B Moss, M Moss, Payne, Phillips, Pickard, Sherratt, Smith, A Stanley, M Stanley, Y Stanley, Sweet, Turley, Winter and Wykes.

Mr Stan Orton (Chairman of the Standards Committee) was also in attendance.

Apologies for absence were received from Councillors Barber, Freer and Simpson.

Before the commencement of business, Canon Adrian Mairs led the Council in Prayer.

**27 Declarations of Interest**

Declarations of Personal or Prejudicial Interest other than those declared in the minutes of the meetings of Boards/Committees and any personal interests arising from the membership of Warwickshire County Council of Councillors Fowler, Fox, Hayfield, May, Lea, B Moss and Sweet and membership of the various Town or Parish Councils of Councillors Butcher (Polesworth), Davis (Atherstone), Fox (Shustoke), Lewis (Kingsbury), Moore (Baddesley Ensor), Morson (Dordon), B Moss (Kingsbury), M Moss (Kingsbury), Phillips (Kingsbury), Pickard (Atherstone), M Stanley (Polesworth), Y Stanley (Polesworth) and Winter (Dordon) all of which interests were deemed to be declared at this meeting.

**28 Minutes**

The minutes of the Meeting of the Council held on 28 September 2011 were approved as a correct record and signed by the Mayor.

**29 Mayor's Announcements**

The Mayor reported that

- **his Charity evening was to be held on 17 December 2011 at Polesworth Sports and Social Club;**
- **his Annual Dinner Dance was to be held on Friday 30 March 2012; and**
- **his Charity Golf Day was to be held at the Belfry on Tuesday 17 April 2012**

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

The following question was received from Councillor Hayfield:

**‘Cllr Stanley was recently quoted in the papers as saying “In North Warwickshire the Conservatives left behind a financial mess for us to sort out”.**

**Can he please justify that statement by explaining just what financial mess that was?**

**The Council had been left with unprecedented levels of underspend and with accounts, reserves, and ‘use of resources’ consistently praised by our external auditors.**

**We had also managed to achieve the necessary savings targets (sharing all officer recommendations/options and financial information with the Labour Group).**

**We were even able to achieve a reduction in Council Tax during the present financial year and without the need for significant reductions in front line services or any need for compulsory staff redundancies – unlike so many of our neighbouring councils.**

**Just what part of that represented a ‘financial mess’?**

The response from Councillor M Stanley, Leader of the Council, was as follows:

**‘It is correct to say I was quoted in the local paper as having said that when the Labour took control of the Council’s affairs earlier this year we uncovered a financial mess left behind by the previous administration.**

**That is what I have said in the press and that is what I believe to be the truth.**

**The Council has been left facing unprecedented cuts in grant from the Conservative led coalition which is causing significant issues.**

**When I say we were left a financial mess I am referring not solely to the Council’s financial status on paper but to the reality of the appalling lack of financial provision for the upkeep and maintenance of council owned assets and the failure to address crucial issues that impact upon the Council’s finances after the Conservative’s eight years in office.**

**Cllr Hayfield’s question mentions underspend in the accounts, when in truth he should be apologising that he shamefully held back money for accounting purposes when that money should have been used to**

ensure that valuable assets like the Memorial Hall, the Shopping Arcade, Coleshill Leisure Centre, community centres, shops and many of our industrial premises were not left lacking maintenance and in need of urgent attention. The external auditors would have seen that money which should have been used to repair facilities was still in the council kitty, that is all. The auditors did not inspect the poor quality of the council facilities, poorly maintained for years, the dilapidation of sports centres like that at Coleshill and the cost of the Conservative negligence in creating an ever increasing gap between what needed to be spent and what was actually spent on these premises. Nor did it have to comment on the fact the council had entered into a “mortgage” of up to 20 years costing the taxpayer approximately £73,000 a year for super loo’s (-around £300,000 in this term alone).

Let me be clear, I place no blame on the officers for this. Dereliction of buildings was caused by a dereliction in political leadership. The politicians must take the blame for this and the leader of the Conservative Group should have the humility to accept that he is blameworthy.

On top of that, of course, is the sorry plight of the Council’s own Headquarters building. The Conservatives buried their heads in the sand, preferring to waste tens of thousands of pounds on consultants who the Leader at the time authorised to draw up grandiose plans for a big new headquarters building to be built at massive public expense. While they dallied, the comfort and safety of our employees and members of the public was being compromised. Nothing resulted from it but waste. This new administration has to fix that as a matter of urgency. All of this dereliction took place against a background of relatively generous support from the then Labour government. The wording of his question confirms our view that if the Conservatives had retained control of the council, the council buildings would have been left to decay into squalor as the Conservatives basked in their delusion that they would make the auditors happy. The Council’s first duty is to the people of this Borough and leaving them with buildings falling into ruin, failed the people of North Warwickshire.

Shortly after Labour gained control and in responding to the unprecedented savings demanded by the new government in Westminster, we discovered that measures put in place many years ago, in difficult labour market, to retain senior staff had never once been reviewed during the eight years of Conservative control. They maintained their position by voting against a review in opposition. Consequently it is left to this administration have to make unpopular decisions now that should have been made several years ago.

This, Cllr Hayfield, is the financial mess to which I referred.’

The following question was received from Councillor Smith:

‘Will the Leader guarantee to keep free car parking on the Council’s

**public car parks?’**

The response from Councillor M Stanley, Leader of the Council, was as follows:

**‘Cllr Smith will know that the Conservative administration spent £10,000 carrying out a survey of car parking in Atherstone. The terms of reference of this specified consideration of car parking charges. This became available to the public in 2010 and can be seen on the Council website.**

**This Labour administration has no current plans to introduce charging for car parking.**

**Future changes by Government or the County Council introducing Civil Parking Enforcement may require this Council to review the Borough’s parking arrangements.’**

The following question was received from Councillor Fox:

**‘With the abolition of Portfolio Groups – can the Leader please justify why special responsibility allowances are still being paid to Portfolio Holders?’**

**‘Will he also acknowledge that North Warwickshire is the only Council in Warwickshire to pay a special responsibility allowance to Area Forum Chairs and does he still feel that is justified where they only chair two of the four meetings a year?’**

The response from Councillor M Stanley, Leader of the Council, was as follows:

**‘There are three points to make.**

**Firstly, the Council hasn’t yet agreed to abolish the Portfolio Groups or make the changes to Portfolios. Those proposals, considered by Executive Board last month, are currently recommendations to Council to be considered later in this meeting. It would have been premature therefore to have acted on the special responsibility allowances.**

**Secondly, if Council does accept that recommendation then there will only be two Portfolio Holders – Health and Well-being and Community Life. Special responsibility allowances will continue for those but will not be paid for those Portfolios that are not continuing. Cllr Fox is wrong therefore to suggest that special responsibility allowances will continue for the Portfolios that will be abolished.**

**Thirdly, the special responsibility allowances for Area Forum Chairs have existed for some time. As detailed in the Executive Board resolution (minute 50 on page 150 of tonight’s agenda) we have already identified the need to review the allowances paid to Area Forum Chairs.**

**The Regulations governing special responsibility allowances state that it wouldn't be lawful for us to change the payments with the Independent Remuneration Panel having reported to us first.'**

**31 Minutes of Boards/Committees**

**a) Community and Environment Board – 3 October 2011**

It was proposed by Councillor Phillips, seconded by Councillor Lewis and

**Resolved:**

**That the minutes of the meeting of the Community and Environment Board held on 3 October 2011, together with the recommendations contained therein, be approved and adopted.**

**b) Area Forum (East) – 6 October 2011**

It was proposed by Councillor Forwood, seconded by Councillor Morson and

**Resolved:**

**That the minutes of Area Forum (East) held on 6 October 2011 be approved and adopted.**

**c) Resources Board – 10 October and 21 November 2011**

It was proposed by Councillor Moore, seconded by Councillor Morson and

**Resolved:**

**That the minutes of the meetings of Resources Board held on 10 October and 21 November 2011, together with the recommendations contained therein, be approved and adopted.**

**d) Area Forum (West) – 13 October 2011**

It was proposed by Councillor B Moss, seconded by Councillor Lewis and

**Resolved:**

**That the minutes of Area Forum (West) held on 13 October 2011 be approved and adopted.**

**e) Planning and Development Board – 17 October and 14 November 2011**

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

**Resolved:**



**That the minutes of the meetings of the Planning and Development Board held on 17 October and 14 November 2011, together with the recommendation contained therein, be approved and adopted.**

**f) Area Forum (North) – 20 October 2011**

It was proposed by Councillor Morson, seconded by Councillor Winter and

**Resolved:**

**That, the minutes of the meeting of Area Forum (North) held on 20 October 2011, be approved and adopted.**

**g) Area Forum (South) – 27 October 2011**

It was proposed by Councillor Sherratt, seconded by Councillor Wykes and

**Resolved:**

**That the minutes of the meeting of Area Forum (South) held on 27 October 2011, be approved and adopted.**

**h) Licensing Committee – 23 November 2011**

It was proposed by Councillor M Moss, seconded by Councillor Lewis and

**Resolved:**

**That, subject to the deletion of Councillor Morson from the list of those present, the minutes of the meeting of the Licensing Committee held on 23 November 2011, be approved and adopted.**

**i) Executive Board – 28 November 2011**

It was proposed by Councillor M Stanley, seconded by Councillor Sweet and

**Resolved:**

**That the minutes of the meeting of Executive Board held on 28 November 2011, together with the recommendations contained therein, be approved and adopted.**

**j) Scrutiny Board – 5 December 2011**

It was proposed by Councillor Pickard, seconded by Councillor Morson and

**Resolved:**

**That the minutes of the meeting of the Scrutiny Board held on 5 December 2011, be approved and adopted.**

**32 Notice of Motion Under Standing Order No. 10**

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

**33 The Common Seal**

It was proposed by Councillor Butcher, seconded by Councillor Winter 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.**

Mayor wished fellow Councillors and Staff a Happy Christmas and a peaceful New Year.

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

**MINUTES OF THE EXTRAORDINARY MEETING OF THE  
NORTH WARWICKSHIRE BOROUGH COUNCIL HELD AT THE  
COUNCIL HOUSE, ATHERSTONE ON  
TUESDAY 17 JANUARY 2012**

Present: Councillor Butcher in the Chair.

Councillors Barber, L Dirveiks, N Dirveiks, Ferro, Forwood, Fowler, Fox, Hayfield, Humphreys, Johnston, Lewis, May, Moore, Morson, B Moss, M Moss, Phillips, Pickard, Sherratt, Smith, A Stanley, M Stanley, Y Stanley, Sweet, Turley, Watkins, Winter and Wykes.

Mr Stan Orton (Chairman of the Standards Committee) was also in attendance.

Apologies for absence were received from Councillors Davis, Freer, Lea and Simpson.

Before the commencement of business the Mayor led the Council in Prayer.

**34 Declarations of Interest**

Declarations of Personal or Prejudicial Interest other than those declared in the minutes of the meetings of Boards/Committees and any personal interests arising from the membership of Warwickshire County Council of Councillors Fowler, Fox, Hayfield, May, Lea, B Moss and Sweet and membership of the various Town or Parish Councils of Councillors Barber (Ansley), Butcher (Polesworth), Fox (Shustoke), Lewis (Kingsbury), Moore (Baddesley Ensor), Morson (Dordon), B Moss (Kingsbury), M Moss (Kingsbury), Phillips (Kingsbury), Pickard (Atherstone), M Stanley (Polesworth), Y Stanley (Polesworth) and Winter (Dordon) all of which interests were deemed to be declared at this meeting.

**35 To receive and consider an extract from the minutes of the meeting of the Executive Board held on Wednesday 4 January 2012 relating to the proposals for Staff Travel (Minute No 72)**

The Council was invited to consider an extract from the minutes of the meeting of the Executive Board held on Wednesday 4 January 2012 relating to the proposals for Staff Travel (Minute No 72).

It was proposed by Councillor M Stanley, seconded by Councillor Sweet and

**Resolved:**

**That Minute No 72 be approved and adopted as amended by**

the substitution of the original recommendation with the following

- 1 That the Secretary of State be notified and a 90 day formal consultation be carried out with the Trade Unions on the basis that it is proposed to change contractual terms and conditions of 100 or more employees relating to staff travel arrangements, as follows:-
  - (i) that no more staff car leases are authorised;
  - (ii) that existing leases continue and can be extended by up to one year save that all remaining leases shall be terminated on 30 April 2015;
  - (iii) that where leases expire before 30 April 2015 those staff currently entitled to a car lease shall be given a travel allowance of their current car lease entitlement, less 10%, plus the current car lease mileage rate until 30 April 2015;
  - (iv) that staff be responsible for car insurance from 1 June 2012 or as soon as is practicable thereafter, either by paying for their car to be insured through the Council's insurance policy or by arranging their own insurance.
  - (v) that the criteria for essential user allowance be reviewed and a report be brought to Members;
  - (vi) that from the date of implementation of any change in essential car user allowance, only staff meeting the new essential user criteria will be entitled to an essential car user allowance save that any staff in receipt of the travel allowance at (iii) above be given the opportunity to switch to essential user, provided that they comply with the new criteria;
  - (vii) That, during 2014/15 a review of the market place for staff within the current entitlement range for car leases be carried out, with a view to determining whether there are any cases where market supplements should be paid;
  - (viii) that staff car loans be available to staff whose leases have expired;

- (ix) that from 1 June 2012, or as soon as is practicable thereafter, the mileage rates for casual and essential users be changed to the HMRC mileage rate of 45 pence per mile. Dependant on the cc of the car, for essential users the current rate is from 36.9-50.5 pence per mile and for casual users from 46.9 – 60.0 pence per mile.

The reason for the proposed changes is to reduce costs, due to pressure on the Council's budget.

The purpose of the consultation period is to listen to and consider the trade unions' suggestions and then to obtain the employees' written consent to the changes. Employees will be given the opportunity to agree to their terms and conditions being amended accordingly at the end of the 90 day consultation period on 23 April 2012 and for a further period of two weeks up to and including 8 May 2012.

In the event that any employees do not agree to their terms and conditions being amended on or before 8 May 2012, their contract be terminated with the appropriate contractual notice and re-engagement offered on new terms which:-

- a In the case of essential and casual users change their current mileage allowance to the HMRC rate of 45 pence per mile;
- b In the case of employees currently receiving essential user allowance, this will continue only until such time as the Council has reviewed essential user criteria, at which point they would move to the appropriate allowance under the new criteria; and
- c In the case of those employees currently entitled to car leases give them entitlement to the essential user allowance and mileage rate only until such time as the Council has reviewed essential user criteria, at which point they would move to the appropriate allowance under the new criteria.

No contracts will be terminated and no employee will be given notice of termination prior to the

**expiry of the 90 day consultation period on 23 April 2012.**

- 2 That the timetable above applies also to the consultation on staff travel for staff whose terms and conditions are delegated to Special Sub-Group.**
- 3 That the Special Sub-Group be authorised to make any determinations arising from the consultation with trade unions, including any changes to the proposals, in respect of the terms and conditions of all affected staff.**

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

## NORTH WARWICKSHIRE BOROUGH COUNCIL

### MINUTES OF THE PLANNING AND DEVELOPMENT BOARD

19 December 2011

Present: Councillor Sweet in the Chair.

Councillors Barber, L Dirveiks, Humphreys, Lea, Moore, B Moss, Phillips, Sherratt, A Stanley, Turley, Winter and Wykes

Apologies for absence were received from Councillors Butcher (Councillor Moore as substitute), Holland and Simpson.

Councillor Ferro was also in attendance and with the consent of the Chairman spoke on the business recorded at Minute No 57 (Application No 2011/0529 - Car Park Park Road Coleshill).

#### 56 **Declarations of Personal or Prejudicial Interests**

Personal interests arising from the membership of Warwickshire County Council of Councillors Lea, B Moss and Sweet and membership of the various Town/Parish Councils of Councillors Barber (Ansley), Moore (Baddesley Ensor), B Moss (Kingsbury), Phillips (Kingsbury) and Winter (Dordon) were deemed to be declared at this meeting.

Councillor B Moss declared a personal and prejudicial interest in Minute No 57 (Application No 2011/0529 - Car Park Park Road Coleshill) and took no part in the discussion or voting thereon.

#### 57 **Minutes**

The minutes of the meetings of the Board held on 17 October and 14 November 2011, copies having been previously circulated, were approved as a correct record and signed by the Chairman.

#### 58 **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 Application No 2011/0529 (Car Park Park Road Coleshill) be approved subject to the conditions specified in the report of the Head of Development Control;**

**[Speakers: Town Councillor Bill Richards, Philip Dunn and Mr Brook]**

- b That Application No 2011/0520 (37 High Street, Coleshill) be approved subject to the amendment of condition 3 to read**

**“3. The walls and doors of the store shed shall constructed from timber and painted forest green and maintained in that condition at all times. The roof shall be rubber and maintained as such at all times.”**

**[Speakers Elizabeth Maxwell and Peter Bartlett]**

- c That Application No 2011/0583 (Unit 16d, Carlyon Road Industrial Estate, Carlyon Road, Atherstone) be approved subject to the conditions specified in the report of the Head of Development Control;**
- d That the report in respect of Application No 2011/0623 (Junction 10 Service Station, Tamworth Motorway Services Area, Green Lane, Dordon) be noted and a site visit undertaken prior to determination; and**
- e That the report in Application No 2011/0619 (White House Farm, Devitts Green Lane, Arley be noted and a site visit undertaken prior to determination.**

**59 Community Infrastructure Levy (CIL) Consultation**

The Board was invited to comment on a consultation paper relating to amendments to the regulations relating to Community Infrastructure Levy (CIL).

**Resolved:**

**That the comments set out in the report of the Assistant Chief Executive and Solicitor to the Council be sent as the Council’s response to the current consultation.**

**60 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.**



## 61 Breaches of Planning Control

The Head of Development Control reported on two alleged breaches of planning control and the Board was asked to agree suggested courses of action.

### **Resolved:**

- a That in respect of land at New Buildings, Appleby Hill, Austrey**
  - i the Solicitor to the Council be authorised to issue an Enforcement Notice relating to the unauthorised change of use of the land for the siting of a residential mobile home;**
  - ii the Notice require the cessation of the use of the land for the siting of a residential mobile home through the removal of the mobile home from the site and the restoration of the land to its previous condition by removing any associated services and hardstanding; and**
  - iii the compliance period be three months.**
  
- b That in respect of land adjacent to the residential property known as 'Woodlands', Breach Oak Lane, Astley, the Solicitor to the Council be authorised to issue an Enforcement Notice relating to:**
  - i The change of use of the land for the storage of commercial vehicles, heavy goods vehicles, plant (heavy machines used in industry & for earth moving etc), events equipment and caravans;**
  - ii The owner being required to cease the unauthorised use of the whole of the site for the storage of caravans, and to cease the use of the majority of the site for the storage of commercial vehicles, heavy goods vehicles, plant and events equipment; and**
  - iii The compliance period be one month.**

R Sweet  
Chairman

**Planning and Development Board  
19 December 2011  
Additional Background Papers**

Agenda Item	Application Number	Author	Nature	Date
5	2011/0529	C Doyle	Objection	12/12/11
5	2011/0529	A Gould	Objection	14/12/11

## NORTH WARWICKSHIRE BOROUGH COUNCIL

### MINUTES OF THE PLANNING AND DEVELOPMENT BOARD

16 January 2012

Present: Councillor Sweet in the Chair.

Councillors Butcher, L Dirveiks, Fowler, Fox, Holland, Humphreys, Lea, Lewis, Moore, B Moss, Sherratt, Turley, Winter and Wykes

Apologies for absence were received from Councillors Barber (Councillor Fowler as substitute), Phillips (Councillor Lewis as substitute), Simpson (Councillor Fox as substitute) and A Stanley (Councillor Moore as substitute).

#### 62 **Declarations of Personal or Prejudicial Interests**

Personal interests arising from the membership of Warwickshire County Council of Councillors Fowler, Fox, Lea, B Moss and Sweet and membership of the various Town/Parish Councils of Councillors Butcher (Polesworth), Fox Shustoke), Lewis (Kingsbury), B Moss (Kingsbury) and Winter (Dordon) were deemed to be declared at this meeting.

#### 63 **Corporate Plan 2012/13**

The Chief Executive presented the updated Corporate Plan for 2012/13. The Board's approval was sought to those parts of the Corporate Plan for which the Board was responsible. Members were also asked to agree the 2012/13 Service Plans for the Development Control and Forward Planning.

##### **Recommended to the Executive Board:**

- a **That those Corporate Plan Targets as set out in Appendix A to the report for which the Planning and Development Board is responsible be agreed; and**

##### **Resolved:**

- b **That the Service Plans as set out in Appendix B to the report be agreed.**

#### 64 **General Fund Fees and Charges 2012/13**

The Board was asked to consider the fees and charges for 2011/12 and the proposed fees and charges for 2012/13.

##### **Resolved:**

**That the schedule of fees and charges for 2012/13 as set out in the report, be accepted.**

**65 General Fund Revenue Estimates 2011/12**

The Deputy Chief Executive detailed the revised budget for 2011/12 and an estimate of expenditure for 2012/13, together with forward commitments for 2013/14, 2014/15 and 2015/16.

**Resolved:**

- a That the revised budgets for 2011/12 be accepted; and**
- b That, the Estimates of Expenditure for 2012/13, as submitted in the report of the Deputy Chief Executive be accepted, and included in the budget to be brought before the meeting of the Executive Board on 6 February 2012.**

**66 Planning Applications**

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

**Resolved:**

- a That Application No 2011/0591 (62 Eastlang Road, Fillongley, Coventry) be approved subject to the conditions specified in the report of the Head of Development Control;**
- b That Application No 2011/0597 (Homestead, Wishaw Lane, Middleton, Tamworth) be approved subject to the amendment of condition i) to read as follows**
  - i) The permission hereby granted shall enure solely for the benefit of Mr R Horton (Jnr) and for no other person whomsoever, or Company whatsoever, and on his departure from the property known as The Homestead, this planning permission shall cease to have affect.**
- c That Application No 2011/0403 (Homestead, Wishaw Lane, Middleton, Tamworth) for the Certificate of Lawfulness not be determined and thus be finally disposed;**
- d That Application No 2011/0605 (The Spinney, Trajan Hill, Coleshill) be approved subject to the conditions specified in the report of the Head of Development Control;**
- e That in respect of Application No 2011/0606 (Land at Birmingham Road, Coleshill) no Tree Preservation Order be**

**made subject to the condition specified in the report of the Head of Development Control;**

- f That in respect of Application No 2011/0646 (Land rear of 17 to 21 Queensway, Hurley) the Board undertakes a site visit prior to the determination of the application; and**
- g That in respect of the consultation by Warwickshire County Council on the Dunton Recycling Centre, Lichfield Road, Curdworth the Council lodges a holding objection on the grounds that:
  - i) there are no proposals within the application for the final restoration of this site, and that as such that is material because it does not provide certainty; does not provide the full weight necessary to say that the proposal is appropriate development in the green belt, and that it changes the nature of the proposal to that of a waste facility rather than that of a minerals extraction site;**
  - ii) the County Council require a Unilateral Undertaking from the applicant that the site will be finally restored by 2021;**
  - iii) in the event that planning permission is to recommended, then conditions are drafted such as to meet the high environmental standards required by relevant policy and guidance; and**
  - iv) the County Council undertake to enforce these conditions when expedient to do so.****

**R Sweet  
Chairman**

## NORTH WARWICKSHIRE BOROUGH COUNCIL

### MINUTES OF THE COMMUNITY AND ENVIRONMENT BOARD

23 January 2012

Present: Councillor Phillips in the Chair

Councillors L Dirveiks, Ferro, Fox, Freer, Lewis, May, M Moss and Payne.

Councillors Fowler and Sweet were also in attendance. With the consent of the Chairman Councillor Fowler spoke on Minute No 32 (Future Indoor Leisure Provision in Coleshill).

#### 24 **Declarations of Personal or Prejudicial Interests**

Any personal interests arising from the membership of Warwickshire County Council of Councillors Fox and May and membership of the various Town/Parish Councils of Councillors Fox (Shustoke), Freer (Atherstone), Lewis, M Moss and Phillips (Kingsbury), were deemed to be declared at the meeting.

#### 25 **Minutes**

The minutes of the meeting held on 3 October 2011, copies having been previously circulated, were approved as a correct record and signed by the Chairman.

#### 26 **Presentation by Richard Dobbs - Assistant Director (Streetscape)**

The Assistant Director (Streetscape) gave a presentation on the work of his Division.

#### 27 **Corporate Plan 2012-13**

The Board's approval was sought for the Corporate Plan Key Actions for which it was responsible and to agree the 2012-13 Service Plans for the Leisure and Community Development, Streetscape and Environmental Divisions.

#### **Recommendation to the Executive Board:**

- a **That those Corporate Plan Key Actions as set out in Appendix A to the report of the Chief Executive for which the Community and Environment Board was responsible be agreed; and**

**Resolved:**

- b That the Service Plans as set out in Appendix B to the report of the Chief Executive be approved.**

**28 General Fund Fees and Charges 2012/2013**

The Board was asked to consider the fees and charges for 2011/12 and the proposed fees and charges for 2012/13.

**Resolved:**

**That the schedule of fees and charges for 2012/13, as set out in the report, be accepted.**

**29 General Fund Revenue Estimates 2012/13**

The Deputy Chief Executive presented the revised budget for 2011/12 and an estimate of expenditure for 2012/13, together with forward commitments for 2013/14, 2014/15 and 2015/16.

**Resolved:**

- a That the revised budget for 2011/12 be accepted; and**

**Recommendation to Executive Board:**

- b That the Estimates of Expenditure for 2012/13, as submitted in the report of the Deputy Chief Executive, be included in the budget to be brought before the meeting of the Board on 6 February 2012.**

**30 Capital Programme 2012/13 to 2014/15**

The Assistant Director (Finance and Human Resources) detailed proposals for schemes to be included within the Council's capital programme over the next three years.

**Resolved:**

- a That the Board supports the scheme previously approved within the Council's three-year capital programme; and**
- b That the schemes which will not be included within the capital programme, be noted.**

### 31 **Financial Assistance to Outside Organisations**

The Assistant Director (Leisure and Community Development) detailed two requests for assistance through the provision of an annual grant; one from Warwickshire Community and Voluntary Action (WCAVA) for funding towards the final year of its three-year countywide agreement and the other from North Warwickshire Citizens Advice Bureau (NW CAB). The Board was also asked to consider the means by which the Authority could support the undertaking of community-based activities in celebration of the Queen's Diamond Jubilee.

#### **Resolved:**

- a That the progress made by WCAVA in its delivery of Volunteer and Third Sector Support Services (VATS Services) in Warwickshire, be noted and that funding for the final year of its three-year countywide contract, as identified in the main body of the report of the Assistant Director (Leisure and Community Development), be approved;**
- b That the draft 2012 Service Level Agreement be approved for further negotiation with NW CAB and that the proposed financial award for 2012/13 be approved and administered as indicated in the report of the Assistant Director (Leisure and Community Development), including the provision for the second instalment to be made subject to the prior agreement of the Chairman and Vice-Chairman of the Board; and**
- c That each Area Forum set aside a minimum of £1,000 from its 2012/13 allocation to support community groups that wish to celebrate the Queen's Diamond Jubilee; that Area Forums be granted discretion to allocate more than £1,000 for this purpose should they so wish and that any Diamond Jubilee grants be provided and administered as identified in the report of the Assistant Director (Leisure and Community Development).**

### 32 **Future Indoor Leisure Provision in Coleshill**

The Assistant Director (Leisure and Community Development) updated the Board on the condition of Coleshill Leisure Centre, outlined progress in respect of the work being undertaken to protect the future of indoor leisure provision in the town and sought guidance on which, if any, options should be advanced through detailed external appraisal, discussion with potential partners and consultation with the local community.



**Resolved:**

- a That site options 2 and 3 and build options B and D, as set out in the report of the Assistant Director (Leisure and Community Development) to protect the future of indoor leisure provision in Coleshill, be progressed through detailed external appraisal, further discussion with potential partners and renewed consultation with the local community, and that a subsequent further report be presented to the Board; and**

**Recommendation to Executive Board:**

- b That in order to fund the external appraisal of the options selected for investigation to protect the future of indoor leisure provision in Coleshill, a supplementary estimate of £15,000 be included in the budget to be brought before the meeting of the Board on 6 February 2012.**

**33 Parks, Open Spaces and Horticultural Service and Grounds Maintenance Service Review**

The Assistant Director (Leisure and Community Development) updated the Board with regard to the annual benchmarking exercise for parks, open spaces and horticultural services and advised on progress of the Grounds Maintenance Service Review, with particular reference to the grass cutting service provided on behalf of both this Authority and Warwickshire County Council.

**Resolved:**

- a That the performance of the Parks, Open Spaces and Horticultural Service, be noted;**
- b That the actions taken in respect of the first phase of implementation of the new Grounds Maintenance Specification, be noted; and**
- c That the Assistant Director (Leisure and Community Development) be authorised to enter into negotiations with Warwickshire County Council in respect of the grass cutting service currently provided to that authority and that the outcome of these negotiations be reported back to a future meeting of the Board.**

## 34 North Warwickshire Green Space Strategy Progress Report

The Assistant Director (Leisure and Community Development) informed the Board of progress in respect of delivery against the priorities set out in the North Warwickshire Green Space Strategy and presented the supporting Action Plan for Year 5 of the Strategy for approval.

Proposals for partnership working in respect of Daw Mill Sports Ground in Hurley and Piccadilly Community Centre and Sports Field were presented for approval in principle.

Members were also informed of the opportunity to allocate Section 106 money to advance a number of projects that will contribute to delivery of priorities identified in the Green Space Strategy in the Birch Coppice area and approval was sought for a framework for delivery.

### **Resolved:**

- a That progress in respect of the implementation of the North Warwickshire Green Space Strategy Action Plan, be noted;**
- b That in principle the proposed work with local sports clubs to advance improvements to the Daw Mill Sports Ground and to determine a preferred option for long term tenure of the site by one of the clubs for future consideration by the Board, be approved;**
- c That in principle the proposed work with Piccadilly Community Association to advance improvements to the Community Centre and Sports Field and to determine a preferred option for future tenure and management of the site for future consideration of the Board, be approved;**
- d That the framework for the proposed use of Section 106 money to advance projects that deliver priorities set out in the Green Space Strategy within the Birch Coppice area, be approved; and**
- e That the proposed use of money held in the Grounds Maintenance and Green Space Strategy reserve to fund the production of management plans for Kitwood Avenue and Long Street Recreation Grounds, Dordon, be approved.**

35 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – September 2011**

Members were informed of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Board for April to September 2011.

**Resolved:**

**That the report be noted.**

H Phillips  
Chairman

## NORTH WARWICKSHIRE BOROUGH COUNCIL

### MINUTES OF THE LICENSING COMMITTEE

30 January 2012

Present: Councillor M Moss in the Chair

Councillors Butcher, Humphreys, Lewis, Morson, Payne, Pickard, Sherratt, Y Stanley, Sweet, Watkins and Wykes

Apologies for absence were received from Councillors Freer and A Stanley.

#### 13 **Declarations of Personal or Prejudicial Interests**

Any personal interests arising from the membership of Warwickshire County Council of Councillor Sweet and any personal interests arising from the membership of the various Town/Parish Councils of Councillors Butcher (Polesworth), Lewis (Kingsbury), Morson (Dordon), M Moss (Kingsbury), Pickard (Atherstone) and Y Stanley (Polesworth) were deemed to be declared at this meeting.

#### 14 **Minutes**

The minutes of the meeting of the Committee held on 23 November 2011, copies having been previously circulated, were approved as a correct record and signed by the Chairman.

#### 15 **Service Plan for the Licensing Section**

The Assistant Chief Executive and Solicitor to the Council sought approval to the 2012/13 Service Plan for the Licensing Section.

**Resolved:**

**That the Service Plan as set out in the Appendix to the report of the Assistant Chief Executive and Solicitor to the Council be agreed.**

#### 16 **General Fund Fees and Charges 2012/2013**

The Committee was asked to consider the fees and charges for 2011/12 and the proposed fees and charges for 2012/13.

**Resolved:**

**That the schedule of fees and charges for 2012/13 as set out in the report of the Assistant Chief Executive and Solicitor to the Council, be accepted.**

**17 General Fund Revenue Estimates 2012/13**

The Deputy Chief Executive reported on the revised budget for 2011/12 and an estimate of expenditure for 2012/13, together with forward commitments for 2013/14, 2014/15 and 2015/16.

**Resolved:**

- a That the revised budget for 2011/12, be accepted; and**

**Recommendation to Executive Board:**

- b That the Estimates of Expenditure for 2012//13 as submitted in the report of the Deputy Chief Executive be accepted, and included in the budget to be brought before the meeting of the Executive Board on 6 February 2012.**

**18 Local Government (Miscellaneous Provisions) Act 1976 - Increase In Fees for Hackney Carriage and Private Hire Vehicles**

The Committee was asked to consider increases in the fees charged by the Council for the issue of Hackney Carriage and Private Hire Vehicle licences and Private Hire Operator licences for the next three financial years.

**Recommended:**

**The proposed increase in charges set out in the report in respect of licensing of Hackney Carriages, Private Hire Vehicles and Private Hire Operators be agreed.**

M Moss  
Chairman

## NORTH WARWICKSHIRE BOROUGH COUNCIL

### MINUTES OF THE RESOURCES BOARD

30 January 2012

Present: Councillor Moore in the Chair

Councillors N Dirveiks, Johnston, Smith, Morson, Watkins and Winter.

An apology for absence was received from Councillor Davis.

#### 66 **Declarations of Personal or Prejudicial Interests**

Any personal interests arising from the membership of various Parish Councils of Councillors Moore (Baddesley) and Morson and Winter (Dordon) were deemed to be declared at the meeting.

#### 67 **Minutes**

The minutes of the meetings of the Board held on 10 October and 21 November 2011, copies having previously been circulated, were approved as a correct record and signed by the Chairman.

#### 68 **Corporate Plan 2012-13**

The Board's approval was sought for the Corporate Plan Key Actions for which the Board was responsible. Members were also asked to agree the 2012-13 Service Plans for the Finance and Human Resources, Community Services and Corporate Services Divisions and the Internal Audit Service.

#### **Recommendation to the Executive Board:**

- a That those Corporate Plan Key Actions, as set out in Appendix A to the report of the Chief Executive, for which the Resources Board is responsible be agreed;**

#### **Resolved:**

- b That those elements of the Service Plans that are the responsibility of the Resources Board, as set out in Appendix B to the report of the Chief Executive, be agreed.**

69 **Proposed Removal of the Extended Hours Telephone Service**

The Assistant Chief Executive (Community Services) sought approval for a proposal to remove the current extended out of hours telephone service currently provided by Warwickshire County Council via its contact centre locations in Kings House, Bedworth, between the hours of 5.15pm to 8.00pm, Monday to Friday, and 9.00am to 4.00pm on a Saturday.

**Resolved:**

**That the removal of the extended hours arrangement for telephone contact be agreed with effect from 1 April 2012.**

70 **General Fund Fees and Charges 2012/13**

The Assistant Chief Executive and Solicitor to the Council, Assistant Director (Streetscape), Assistant Chief Executive (Community Services), Assistant Director (Housing) and Assistant Director (Finance and Human Resources) reported on the fees and charges for 2011/12 and the proposed fees and charges for 2012/13.

**Resolved:**

**That the schedule of fees and charges for 2012/13, set out in the report of the Assistant Chief Executive and Solicitor to the Council, Assistant Director (Streetscape), Assistant Chief Executive (Community Services), Assistant Director (Housing) and Assistant Director (Finance and Human Resources) be agreed.**

71 **General Fund Revenue Estimates 2012/13 – Services Recharged Across All Boards**

The Deputy Chief Executive reported on the revised budget for 2011/12 and gave an estimate of expenditure for 2012/13, together with forward commitments for 2013/14, 2014/15 and 2015/16 for those services recharged across all Boards.

**Resolved:**

- a That the revised budget for 2011/12 be accepted; and**
- b That the Estimates of Expenditure for 2012/13, as submitted, be included in the budget to be brought before the meeting of the Executive Board on 6 February 2012.**

**72 General Fund Revenue Estimates 2012/13 – Services Remaining within the Board**

The Deputy Chief Executive reported on the revised budget for 2011/12 and gave an estimate of expenditure for 2012/13, together with forward commitments for 2013/14, 2014/15 and 2015/16 for those services remaining within the Board.

**Resolved:**

- a That the revised budget for 2011/12 be accepted; and**
- b That the Estimates of Expenditure for 2012/13, as submitted, be included in the budget to be brought before the meeting of the Executive Board on 6 February 2012.**

**73 General Fund Revenue Estimates 2012/13 - Summary**

The Deputy Chief Executive reported on the revised budget for 2011/12 and gave an estimate of expenditure for 2013/14, 2014/15 and 2015/16.

**Recommendation to Executive Board:**

**That the following items be recommended to the Executive Board for consideration in setting the Council Tax of the Borough Council:**

- a The revised budget for 2011/12; and**
- b The schedule of expenditure requirements totalling £8,957,280 for 2012/13.**

**74 Housing Revenue Account Estimates 2012/13 and Rent Review**

The Deputy Chief Executive reported on the revised budget for 2011/12 and gave an estimate of expenditure for 2012/13, together with forward commitments for 2013/14, 2014/15 and 2015/16.

**Resolved:**

- a That the revised estimates for 2011/12 be accepted;**
- b That rent increases, calculated on the basis that the Council will continue to move properties towards their individual target rents, be adopted;**
- c That the proposed fees and charges for 2012/13 as set out in Appendix E to the report of the Deputy Chief Executive, be approved;**



- d That the service charges for the cleaning of communal areas, as detailed in Appendix F to the report of the Deputy Chief Executive, be approved from April 2012;**
- e That the service charges for window cleaning, as detailed in Appendix G to the report of the Deputy Chief Executive, be approved from April 2012; and**
- f that the Estimates of Expenditure for 2012/13, as submitted, be approved.**

**75 Housing Self-Financing**

The Deputy Chief Executive detailed the payment the Authority would be required to make as part of the self-financing settlement and asked the Board to indicate how it would wish to use any surpluses that were generated.

**Resolved:**

**That the Housing Sub-Committee recommendation to use the surplus to repay debt and support new build be endorsed.**

**76 Capital Programme 2012/13 to 2014/15**

The Assistant Director (Finance and Human Resources) identified proposals for schemes to be included within the Council's capital programme over the next three years.

**Resolved:**

- a That the schemes previously approved within the Council's three-year capital programme be supported;**
- b That the inclusion of the new scheme within the Council's provisional three year capital programme be supported; and**
- c That the schemes which will not be included within the capital programme be noted.**

**77 Treasury Management Update - Quarter 3 2011/12**

The Deputy Chief Executive detailed the Treasury Management activity during the first nine months of 2011/12.

**Resolved:**

**That the Treasury Management Update Report for the first nine months of 2011/12 be noted.**

**78 Internal Audit - Benchmarking**

The Deputy Chief Executive provided the Board with information from a benchmarking exercise undertaken to assess the performance of the Internal Audit function against other similar Councils.

**Resolved:**

**That the report be noted.**

**79 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – December 2011**

The Chief Executive and Deputy 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 to December 2011.

**Resolved:**

**That the report be noted.**

**80 Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy for 2012/13**

The Deputy Chief Executive outlined the Treasury Management Strategy, Minimum Revenue Provision Policy Statement and Investment Strategy for 2012/13.

**Resolved:**

**a That the proposed strategies for 2012/13 be approved; and**

**Recommended:**

**b That the Council adopts the 2011 Code of Practice on Treasury Management.**

**81 Minutes of the Housing Sub-Committee held on 20 December 2011 and 17 January 2012**

The minutes of the Housing Sub-Committee held on 20 December 2011 and 17 January 2012 were received and noted.

**82 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.**

**83 Introduction of a Supported Housing Scheme for People with Learning Disabilities**

The Assistant Director (Housing) provided the Board with information about Warwickshire County Council's proposals about how to meet the housing needs of people with Learning Disabilities and how the Council could act to assist.

**Resolved:**

- a That Warwickshire County Council's proposal to introduce a new supported housing scheme for people with Learning Disabilities ('KeyRing') be supported;**
- b That when required the Housing Division can lease a flat from the Council's own stock to the 'KeyRing' organisation to enable them to employ a Community Volunteer support worker; and**
- c That Warwickshire County Council be requested to establish a referral panel for the scheme, which would include a representative from the Housing Division with one of its aims to ensure there is a balanced membership of the local KeyRing scheme.**

**84 Irrecoverable Housing and Local Taxation Debts**

The Assistant Chief Executive detailed the amounts recommended for write off, in accordance with the write off policy agreed by the former Finance Sub-Committee in September 2000.

**Resolved:**

- a That the write-off of 8 balances over £1,250 totalling £10,471.18 in respect of unpaid Council Tax be approved;**
- b That the write-off of 8 balances over £1,250 totalling £24,407.50 in respect of unpaid Non Domestic Rated be approved;**

- c That the write off of 5 balances over £1,250 totalling £14,591.16 in respect of overpaid Housing Benefit be approved;**
- d That the write off of 68 balances under £1,250 totalling £19,555.19 in respect of unpaid Council Tax be noted;**
- e That the write off of 4 balances under £1,250 totalling £2,038.43 in respect of unpaid Non Domestic Rates be noted;**
- f That the write off of 78 balances under £1,250 totalling £11,821.82 in respect of overpaid Housing Benefit be noted;**
- g That the write back of 9 balances totalling £1,072.96 in respect of Council Tax be noted;**
- h That the write back of 5 balances totalling £427.58 in respect of Non Domestic Rates be noted; and**
- i That the write back of 2 balances totalling £221.56 in respect of overpaid Housing Benefit be noted.**

J Moore  
Chairman

## NORTH WARWICKSHIRE BOROUGH COUNCIL

### MINUTES OF THE EXECUTIVE BOARD

4 January 2012

Present: Councillor M Stanley in the Chair

Councillors May, Moore, Morson, Phillips, Simpson, Smith and Sweet.

An apology for absence was received from Councillor Hayfield.

Councillors Fox, Lea, B Moss and Pickard were also in attendance. With the consent of the Chairman, Councillor B Moss spoke on the business recorded at Minute No 70 (Kingsbury Link).

#### 65 **Declarations of Personal or Prejudicial Interest.**

Any personal interests arising from the membership of Warwickshire County Council of Councillors May and Sweet and membership of the various Town/Parish Councils of Councillors Moore (Baddesley Ensor), Morson (Dordon), Phillips (Kingsbury) and M Stanley (Polesworth) were deemed to be declared at this meeting.

Councillor May declared a personal interest in Minute No 70 (Kingsbury Link) by reason of her connections with the Merevale Estate.

#### 66 **Minutes of the meeting of the Board held on 28 November 2011.**

The minutes of the meeting of the Board held on 28 November 2011, copies having been circulated, were approved as a correct record and signed by the Chairman.

#### 67 **2010/11 Annual Audit Letter**

The Deputy Chief Executive informed Members of the Annual Audit Letter for 2010/11 and highlighted the key recommendations for the Council. Alison Breedon from PricewaterhouseCoopers was in attendance.

#### **Resolved:**

**That the contents of the Annual Audit Letter for 2010/11 be noted.**

#### 68 **Nominated Governor – George Eliot Hospital**

The Chief Executive reported that the Council had been invited to nominate a representative to sit on the Board of Governors for the George Eliot Hospital.

**Recommended:**

**That consideration of the Council's nomination to serve on the Board of Governors for the George Eliot Hospital be made at the meeting of the Full Council on 22 February 2012.**

69 **Recent Issues Affecting the Budget**

The Deputy Chief Executive informed Members of a number of recent announcements impacting on the Council's budget.

**Resolved:**

**That the report be noted.**

70 **Kingsbury Link**

The Assistant Director (Streetscape) reported on action taken by the Chief Executive using his urgent business powers to resolve serious flooding issues at Kingsbury Link.

**Resolved:**

**That the action taken by the Chief Executive using his urgent business powers be noted.**

71 **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.**

72 **Staff Travel**

The Board was asked to consider a number of options relating to staff travel arrangements for those members of staff whose conditions of service were delegated to the Board.

**Resolved:**

**That the Secretary of State be notified and a 90 day formal consultation be carried out with the Trade Unions on the basis that it is proposed to change contractual terms and conditions of 100 or more employees relating to staff travel arrangements, as follows:-**

- (i) that no more staff car leases are authorised;**
- (ii) that existing leases continue and can be extended by up to one year save that all remaining leases shall be terminated on 30 April 2015;**
- (iii) that where leases expire before 30 April 2015 those staff currently entitled to a car lease shall be given a travel allowance of their current car lease entitlement, less 10%, plus the current car lease mileage rate until 30 April 2015;**
- (iv) that staff be responsible for car insurance from 1 June 2012 or as soon as is practicable thereafter, either by paying for their car to be insured through the Council's insurance policy or by arranging their own insurance.**
- (v) that the criteria for essential user allowance be reviewed and a report be brought to Members;**
- (vi) that from the date of implementation of any change in essential car user allowance, only staff meeting the new essential user criteria will be entitled to an essential car user allowance save that any staff in receipt of the travel allowance at (iii) above be given the opportunity to switch to essential user, provided that they comply with the new criteria;**
- (vii) That, during 2014/15 a review of the market place for staff within the current entitlement range for car leases be carried out, with a view to determining whether there are any cases where market supplements should be paid;**
- (viii) that staff car loans be available to staff whose leases have expired;**

- (ix) that from 1 June 2012, or as soon as is practicable thereafter, the mileage rates for casual and essential users be changed to the HMRC mileage rate of 45 pence per mile. Dependant on the cc of the car, for essential users the current rate is from 36.9-50.5 pence per mile and for casual users from 46.9 – 60.0 pence per mile.

The reason for the proposed changes is to reduce costs, due to pressure on the Council's budget.

The purpose of the consultation period is to listen to and consider the trade unions' suggestions and then to obtain the employees' written consent to the changes. Employees will be given the opportunity to agree to their terms and conditions being amended accordingly at the end of the 90 day consultation period on 9 April 2012 and for a further period of two weeks up to and including 23 April 2012.

In the event that any employees do not agree to their terms and conditions being amended on or before 23 April 2012, their contract be terminated with the appropriate contractual notice and re-engagement offered on new terms which:-

- a In the case of essential and casual users change their current mileage allowance to the HMRC rate of 45 pence per mile;
- b In the case of employees currently receiving essential user allowance, this will continue only until such time as the Council has reviewed essential user criteria, at which point they would move to the appropriate allowance under the new criteria; and
- c In the case of those employees currently entitled to car leases give them entitlement to the essential user allowance and mileage rate only until such time as the Council has reviewed essential user criteria, at which point they would move to the appropriate allowance under the new criteria.

No contracts will be terminated and no employee will be given notice of termination prior to the expiry of the 90 day consultation period on 9 April 2012.



**[The Chief Executive has subsequently received a notice signed by Councillors May, Smith and Simpson under Standing Order No 30(1)(b)(Minority Report) with regard to the decision of the Board on this matter and it is therefore referred to Full Council for determination.]**

**[Minute No 72 – Staff Travel was subsequently determined by the Council at its Extraordinary meeting on 17 January 2012]**

M Stanley  
Chairman

## NORTH WARWICKSHIRE BOROUGH COUNCIL

### MINUTES OF THE EXECUTIVE BOARD

6 February 2012

Present: Councillor M Stanley in the Chair

Councillors Hayfield, May, Moore, Morson, Phillips, Simpson, Smith and Sweet.

Councillors Barber, Fowler, Fox, Humphreys, B Moss and Pickard were also in attendance.

#### 73 **Declarations of Personal or Prejudicial Interest.**

Any personal interests arising from the membership of Warwickshire County Council of Councillors Hayfield, May and Sweet and membership of the various Town/Parish Councils of Councillors Moore (Baddesley Ensor), Morson (Dordon), Phillips (Kingsbury) and M Stanley (Polesworth) were deemed to be declared at this meeting.

#### 74 **External Audit Plan 2011/12**

The Deputy Chief Executive reported on the External Auditors' plan for their work related to the 2011/12 financial year. Alison Breedon from PricewaterhouseCoopers was in attendance.

**Recommended:**

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

#### 75 **Corporate Plan 2012/13**

The Chief Executive presented the Corporate Plan for 2012/13. Members were also asked to agree the 2012/13 Forward Work Plan for the Assistant Chief Executive and Solicitor to the Council.

**Recommended:**

- a **That 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 the Chief Executive be given delegated authority to finalise the format of the Plan; and**

- c That the Service Plan for the Assistant Chief Executive & Solicitor to the Council, as set out in Appendix B to the report, be agreed.**

**76 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.**

**77 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 2011/12 as set out in Appendix A be adopted;**
- b That the 3 Year Capital Programme for the period 2012/13 to 2014/15 as set out in Appendix B be adopted; and**

**Recommended:**

- c That the prudential indicators set out in Appendix F, subject to any changes that may be required as a result of decisions taken during this evening's meeting, be approved.**

**78 General Fund Fees and Charges 2012 – 2013**

The Assistant Chief Executive and Solicitor to the Council reported on proposed fees and charges for 2012/13 and the Board was asked to agree a suggested course of action.

**Recommended**

**That the schedule of fees and charges for 2012/13, set out in the report of the Assistant Chief Executive and Solicitor to the Council, be accepted.**

79 **General Fund Revenue Estimates 2012 – 2013**

The Deputy Chief Executive reported on the revised budget for 2011/12 and an estimate of expenditure for 2012/13, together with forward commitments for 2013/14 and 2014/15.

**Recommended:**

- a **That the revised budget for 2011/12 be accepted; and**
- b **That the Estimates of Expenditure for 2012/13, as submitted, be included in the budget to be brought before the meeting for consideration under Minute No. 80.**

80 **General Fund Revenue Estimates 2012 – 2013 and Setting the Council Tax 2012 – 2013**

The Deputy Chief Executive set out the proposed General Fund Revenue Estimate for 2012/13, and the options available when setting the 2012/13 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 total amount of growth to be included within the 2012/13 budget estimates be noted;**
- b **That the reduction in support for Live and Local be amended from £1,500 to £500 and the reduced savings of £558,550 be approved;**
- c **That Area Forums are required to set aside £500 per Forum for applications relating to the Arts;**
- d **That the revised estimate for the year 2011/12, including the supplementary estimate, and the revenue estimates for 2012/13 be approved;**
- e **That the preferred Council Tax option for 2012/13 be 0%;**
- f **That the Deputy Chief Executive's comments on the minimum acceptable level of general reserves be noted;**
- g **That the manpower estimates for the year 2012/13 be approved; and**

- h That the Council Tax resolution be amended to reflect the revised savings, the 0% Council Tax increase and any change in format required under the Localism Act, and be forwarded to the Council for consideration.**

**81 Pay Policy Statement**

The Assistant Director (Finance and Human Resources) reported on the requirement under Section 38 of the Localism Act 2011 for Councils to have and to publish a Pay Policy Statement agreed by Council. The Board was asked to consider a draft Pay Policy Statement.

**Recommended:**

- a That the Council's approach to the re-employment/re-engagement of former Chief Officers who were previously made redundant from the Authority, or later engaged as Chief Officers under a contract for service is to apply it's Recruitment Policy as it would to all applicants; and**
- b That the Pay Policy Statement attached as an appendix to the report of the Assistant Director (Finance and Human Resources), amended to reflect the approach set out in a above, be adopted.**

**82 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April 2011 – December 2011.**

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 2011.

**Resolved:**

**That the report be noted.**

**83 Minutes of the meetings of the Local Development Framework Sub-Committee held on 4 October 2011 and 9 January 2012**

The minutes of the meetings of the Local Development Framework Sub-Committee held on 4 October 2011 and 9 January 2012 were received and noted.

**84 Minutes of the meeting of the Special Sub-Group held on 4 January 2012**

The minutes of the meeting of the Special Sub-Group held on 4 January 2012 were received and 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 items of business, on the grounds that they involve the likely disclosure of exempt information as defined by Schedule 12A to the Act.**

**87 Payment Management System Costs**

The Assistant Director (Corporate Services) reported on the tenders received and the evaluation and selection process for a supplier of a Payments Management System to the Council. The Board was asked to agree a suggested course of action.

**Recommended:**

- a That the Capital growth of £70,000 be approved and the ongoing revenue saving of £5,000 be noted; and**
- b That the award of the contract to the preferred supplier be approved.**

**88 Local Broadband Plan and Match Funding Proposal**

The Assistant Director (Corporate Services) reported on the Broadband Delivery UK programme and the Coventry, Solihull and Warwickshire draft Local Broadband Plan which supported the funding bid. The Board's views on and an in principle agreement to the matched funding proposals was sought.

**Recommended:**

- a That the draft Local Broadband Plan for Coventry, Solihull and Warwickshire, as set out at Appendix 1**

**to the report of the Assistant Director (Corporate Services), be supported;**

- b That the match funding proposal be agreed in principle; and**
- c That the growth bid for the match funding be taken forward in to the budget process.**

M Stanley  
Chairman

**Note of the Area Forum East meeting held at Partnership Centre,  
Coleshill Road, Atherstone, on Tuesday, 7 February 2012**

- 1 As part of the Safer Neighbourhoods Update the following three priorities were agreed:-
  - Fear of Crime – Increase Officer presence and more effective use of CCTV in Atherstone Town Centre
  - Anti Social Behaviour – Chapel Ed, Hartshill; and
  - Fear of Crime – Increase Officer presence at recreation area and shops, Mancetter.
  
- 2 Update given by Carol Fox, Police Authority representative.
  - Police Authority considering proposal to raise share of Council Tax bill by 3.9% to fund 36 additional police officer posts across the County.
  - Police Authority and NWBC finalising lease with solicitors for Safer Neighbourhood Teams to move into Old Bank House, Atherstone, in April.
  - Conditional offer has been accepted on sale of Police Station/former Magistrates Court Site, Atherstone. Planning application should be submitted in 2/3 months time.
  
- 3 Tell Us Your Issues
  - Request for better promotion around Mancetter Extra Care Scheme.
  - Request for enforcement to remove wheelie bins from pavements in Atherstone after collection day.
  - Announcement of new youth project in Mancetter to support and engage young people.
  
- 4 Heather Norgrove, Director of Stakeholder Engagement, presented the Trust's ambition to seek a strategic alliance with a similar organisation in order to secure Foundation Status. Further information and a questionnaire is available at [www.geh.nhs.uk](http://www.geh.nhs.uk).  
  
In a separate piece of work being led by the Coventry and Warwickshire Primary Care Trust, public consultation is planned for the future of women's and children's services at George Eliot Hospital.
  
- 5 Funding – Queen's Diamond Jubilee Grants (NWBC) – Borough Councillors agreed to make £3,300 to support local communities celebrate Diamond Jubilee.
  
- 6 Any Other Business - Look into opportunity of Portas Pilot competition of Local Government Minister Grant Shapps.
  
- 7 Date of Next Meeting – Tuesday, 12 June 2012.



**Note of the Area Forum North meeting held at Baddesley Ensor Village Hall,  
Keys Hill, Baddesley Ensor, on Thursday, 9 February 2012**

- 1 As part of the Safer Neighbourhoods Update the following three priorities were agreed:-
  - Quad Bikes and/or motorbikes at The Folly and surrounding area
  - Anti-Social Behaviour at Polesworth (Abbey Green); and
  - Speeding on Boot Hill, Grendon, and parking outside shop.
  
- 2 Update given by Carol Fox, Police Authority representative.
  - Police Authority considering proposal to raise Council Tax by 3.9% to fund additional police officer posts across the County.
  - All views are welcome prior to the Council Tax setting meeting on 22 February 12. Comments should be emailed directly to the Police Authority.
  - From April 2012 Atherstone Police Station will have relocated to Old Bank House in Atherstone.
  
- 3 Kevin McGovern and Andy Stokes, from Warwickshire County Council gave a brief update following the reduction in public transport budget.
  - WCC are unaware of any plans to reduce revenue support budget for public transport and any planned cuts in the next financial year.
  - Following discussion with members of the Forum, KM and AS agreed to look into the following areas:
    - Possibility of reinstating some journeys to address problems with accessing Job Centre in Atherstone
    - Lack of bus shelter on A5
    - Low patronage of Sunday service
    - Wider circulation of bus timetables; and
    - Conduct surveys regarding frequency of buses in mornings (general public and school children share resulting in users having to stand on the journeys).
  
- 4 Dorothy Hogg, from the George Eliot Hospital NHS Trust provided information regarding plans to seek a strategic alliance with a partner organisation in order to secure foundation status. Further details can be found at [www.geh.nhs.uk](http://www.geh.nhs.uk).

Dorothy also updated the forum on work being led by the Coventry and Warwickshire Primary Care Trust regarding the future of women's and children's services at George Eliot Hospital.
  
- 5 WCC/NWBC Updates
  - Libraries - Jim Onions (WCC) reported that Baddesley Ensor library is scheduled to close on 23 March with the new library opening on 2 April 2012. Dordon closes on 30 March and opens on 16 April 2012. Coleshill and Polesworth opening times will change.

- Broadband - £4m Government investment. Local Authorities urged to match fund, and providers need to double investment. Information available on WCC website to recruit community champions to survey people regarding broadband opportunities.
- Diamond Jubilee - Paper circulated providing details of £1,000 available to community groups/streets for celebrations to mark the jubilee. Details available via Jaki Douglas.

6 The next meeting of Area Forum North would take place on Thursday, 14 June 2012.