

**To: Deputy Leader and Members of the Resources Board
Councillors D Wright, Davis, N Dirveiks, Gosling,
Henney, Moss, Simpson, Symonds and Waters**

For the information of other Members of the Council

For general enquiries please contact Emma Humphreys/Amanda Tonks on 01827 719221 or via email – emmahumphreys@northwarks.gov.uk or amandatonks@northwarks.gov.uk.

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

This document can be made available in large print and electronic accessible formats if requested.

RESOURCES BOARD AGENDA

4 September 2018

The Resources Board will meet in the Committee Room at The Council House, South Street, Atherstone, Warwickshire on Tuesday, 4 September 2018 at 6.30pm.

AGENDA

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

- 4 **Minutes of the Resources Board held on 19 March and 21 May 2018** – copies herewith, to be approved as a correct record and signed by the Chairman.

5 **Public Participation**

Up to twenty minutes will be set aside for members of the public to put questions to elected Members. Questions should be submitted by 9.30am two working days prior to the meeting. Participants are restricted to five minutes each. If you wish to put a question to the meeting please contact Amanda Tonks or Emma Humphreys on 01827 719222 or email democraticservices@northwarks.gov.uk.

**ITEMS FOR DISCUSSION AND DECISION
(WHITE PAPERS)**

- 6 **Atherstone Sports Club and Royal Meadow Drive Recreation Ground** – Report of the Director of Leisure and Community Development

Summary

This report presents a request from Atherstone Sports Club to enter into a Tenancy at Will in respect of its use of Royal Meadow Drive Recreation Ground, Atherstone, further to the matter having received the initial consideration of the Community and Environment Board at its meeting held in July 2018.

The Contact Officer for this report is Simon Powell (719352)

- 7 **Capital Programme 2018/19 Period Ended 31 July 2018** – Report of the Corporate Director – Resources

Summary

The report updates Members on the progress of the 2018/19 Capital Programme in terms of expenditure up to the end of July 2018.

The Contact Officer for this report is Daniel Hogan (719337).

8 **General Fund Budgetary Control Report 2018/19 Period Ended 31 July 2018** – Report of the Corporate Director - Resources

Summary

The report covers revenue expenditure and income for the period from 1 April 2018 to 31 July 2018. The 2018/19 budget and the actual position for the period, compared with the estimate at that date, are given, together with an estimate of the out-turn position for services reporting to this report.

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

9 **Housing Revenue Account Budgetary Control Report 2018/19 Period Ended 31 July 2018** – Report of the Corporate Director - Resources

Summary

The report covers total Housing Revenue Account revenue expenditure and income from the period from 1 April to 31 July 2018.

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

10 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – June 2018** – Report of the Chief Executive

Summary

This report informs Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Resources Board for April to June 2018.

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

11 **CCTV Partnership & System Upgrade** – Report of the Director of Housing

Summary

This report provides information for the Board about the Council's CCTV service and proposes the purchase of new equipment to provide for an upgrade from an analogue to a digital system.

The Contact Officer for this report is Angela Coates (719369)

12 **Exclusion of the Public and Press**

Recommendation:

That under Section 110A(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.

**EXEMPT INFORMATION
(GOLD PAPERS)**

13 **Irrecoverable Local Taxation Debts** – Report of the Corporate Director – Community

The Contact Officer for this report is Bob Trahern (719378)

14 **Request to Purchase Land** - Report of the Director of Housing

The Contact Officer for this report is Angela Coates (719369)

15 **Condition of Council Flats in Atherstone** – Report of the Director of Housing

The Contact Officer for this report is Angela Coates (719369)

16 **Long Term Empty Home - Coleshill** – Report of the Director of Housing

The Contact Officer for this report is Angela Coates (719369)

17 **Land Issues – Update** – Report of the Director of Streetscape

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

JERRY HUTCHINSON
Chief Executive

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE RESOURCES BOARD

19 March 2018

Present: Councillor D Wright in the Chair

Councillors Chambers, Davey, Davis, Henney, Lea, Moss, Simpson and Waters.

Apologies for absence were received from Councillor N Dirveiks.

Councillors Bell, Clews, Jarvis and Symonds were also in attendance.

82 **Disclosable Pecuniary and Non-Pecuniary Interests**

None were declared at the meeting.

83 **Minutes of the Resources Board held on 29 January 2018**

The minutes of the meeting of the Board held on 29 January 2018, copies having previously been circulated, were approved as a correct record and signed by the Chairman.

84 **Homelessness Strategy and Action Plan 2018**

The Assistant Director (Housing) submitted a Homelessness Strategy and Action Plan 2018 to the Board for consideration.

Resolved:

- a That the Homelessness Strategy and Action Plan 2018 be approved; and**

Recommendation to Special Sub Group:

- b That the staffing proposals set out in the report of the Assistant Director (Housing) be considered and approved.**

85 Financial Inclusion Update

The Assistant Chief Executive (Community Services) provided Members with an update on the Financial Inclusion activity undertaken by the Council.

Resolved:

That the report be noted.

86 Asset Management Plan – Council Stock

The Assistant Director (Housing) submitted a revised Asset Management Plan to the Board for consideration and comment.

Resolved:

That the Asset Management Plan for the Council's stock be approved.

87 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.

88 Irrecoverable Local Taxation Debts

The Assistant Chief Executive (Community Services) detailed the amounts recommended for write-offs in accordance with the write-off policy agreed by the Resources Board on 23 May 2016. The Assistant Chief Executive (Community Services) also tabled an additional write-off amount for consideration by the Board.

Resolved:

- a That the write off of a balance over £5,500 totalling £16,106.46 in respect of 2 Non Domestic Rates Account, £27,300.16 in respect of 4 unpaid Council Tax accounts and £18, 801.46 in respect of 3 Housing Benefit Overpayments, as outlined in Appendix A and the tabled Appendix A(i) of the report of the Assistant Chief Executive (Community Services), be noted; and**

- b That the total amount of write-offs in the year to date and over the last 6 years, including those written off by the Assistant Chief Executive (Community Services) under delegated powers, as detailed in Appendix B to the report, be noted.**

89 Chris Brewer - Deputy Chief Executive

The Chair of Resources Board reported that Chris Brewer was retiring from the Council at the end of March and this was his last Council meeting. The Chair wished to place on record his thanks to Chris for all the work undertaken during his time with North Warwickshire and asked Members to join him in wishing him well for a long and happy retirement.

D Wright
CHAIRMAN

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE RESOURCES BOARD

21 May 2018

Present: Councillor D Wright in the Chair.

Councillors Davis, N Dirveiks, Farrell, Gosling, Humphreys, Reilly, Simpson and Symonds.

Apologies for absence were received from Councillors Davey (Substitute Councillor Reilly), Henney (Substitute Councillor Farrell), Moss and Waters (Substitute Councillor Humphreys)

Councillors Clews, Hayfield, Lewis and Phillips were also in attendance. and with the Chairman's permission Councillor Hayfield spoke on Minute No 3 (Asset Transfer of Arley Sports Centre) and Councillor Phillips spoke on Minute No 4 (Telecoms Proposal at Wood End Recreation Ground).

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

None were declared at the meeting.

2 **Public Participation**

The following questions were submitted to the Board.

Question from Karen Birch, Arley

What safeguards are in place to ensure that the land and the buildings use for the next 10 years stays as a recreational / leisure use if the asset is sold to Elite Sports Development and if the building is then deemed "not fit for purpose" (as per point 4.3 in the Resources Board report dated 21st May 2018, Agenda Item no 5)?

The response given by the Chairman was as follows:-

The Borough Council is seeking to asset transfer Arley Sports Centre as the best means by which to secure the continued and enhanced availability of the facility for the local community.

Within its detailed negotiations with Elite Sports Development, the Borough Council has sought to protect, for at least the next 10 years, Arley Sports Centre's use as a leisure / recreational asset for the local community by way of a covenant that restricts its use to that of the current "Use Class Order" (that of

a sports / leisure facility). This period of time is considered to be reasonable in view of the age and condition of the building. The Authority has no reason to believe that a structural defect will prevent its use as a Sports Centre within this time frame. Subject to any agreed asset transfer, however, the Authority cannot be held responsible for the manner in which the building is maintained and, therefore, cannot safeguard its leisure / recreational use subsequent to responsibility for the building passing to another body, beyond the terms of the proposed asset transfer agreement.

The terms of the proposed transfer are such that the Borough Council has sought to both protect the availability of the Sports Centre and provide an opportunity for an alternative provider to invest in improved facility provision for the community.

Question from Andrew Crow, Arley

If an independent small company can prepare a sound financial business plan to run Arley Sports Centre even if not to make vast profits, but at least without losing money, can Councillors explain why with all their experience of running sports and leisure facilities they cannot do the same as part of a Local Authority Trading Company?

The response given by the Chairman was as follows:-

Both nationally and locally, authorities are considering, and implementing, different operating models for a variety of services, some of which include the potential afforded by relatively small, independent organisations.

It is not appropriate to divulge the details of a private company's business plan, but it is clear that it will not be carrying the same level of staffing and organisational overheads that are borne by the Borough Council. It may also be able to reduce its projected business rates liabilities and, potentially, access funding for which the Authority is not eligible. These factors were identified by the external consultants responsible for the recent Strategic Leisure Review and were used to support their recommendation to consider the advantages of an asset transfer of the Sports Centre, in order to protect its continued availability for the local community.

Questions from Kelly Shemmans, Ansley

In the meeting this evening Councillors are discussing a proposal to basically give away a valuable asset to an independent third party. In the event that this third party venture fails can Councillors explain why there is no clause in the proposed agreement which would automatically ensure that either the Council or possibly the Local Community would have first refusal on re-possession of the property in that event?

The response given by the Chairman was as follows:-

In recognition of its value to the local community, the proposed asset transfer of the Sports Centre is being pursued as the best option to secure the continued and enhanced provision of leisure facilities in Arley. The proposed covenant to restrict the facility's use for the provision of a leisure service for at least the next 10 years further emphasises this commitment. If any future operator determines to seek to sell the facility, the Borough Council and / or the local community could seek to acquire the property. From a Borough Council perspective, however, any such decision would be based upon the prevailing needs of the community; the age, condition of, and liabilities associated with, the building and the financial climate under which the Authority was operating at the time. Under these circumstances a "first refusal" clause was considered not to be necessary.

3 Asset Transfer of Arley Sports Centre

The Assistant Director (Leisure and Community Development) and the Assistant Director (Streetscape) informed the Board of the outcome of negotiations with Elite Sports Development and asked Members to consider the asset transfer of the Sports Centre to them on the identified terms.

Resolved:

- a That Arley Sports Centre be declared surplus to requirements; and**

Recommended:

- b That the asset transfer of Arley Sports Centre to Elite Sports Development, on the terms identified in the report of the Assistant Director (Leisure and Community Development) and the Assistant Director (Streetscape), be approved.**

4 Telecoms Proposal at Wood End Recreation Ground

The Assistant Director (Streetscape) and Assistant Director (Leisure and Community Development) informed Members of a proposal to install a telecoms mast at Wood End Recreation Ground.

Resolved:

- a That the proposal to install a telecoms mast at Wood End Recreation Ground on the terms set out in the report of the Assistant Director (Streetscape) and Assistant Director (Leisure and Community Development) be approved;**

- b That a 25 year lease be granted to Shared Access for the associated Access Rights to Wood End Recreation Ground; and**

Recommendation to Executive Board

- c That the capital receipt received from Shared Access be ring-fenced to be used in Wood End, in consultation with local ward Members.**

5 Update of the Financial Regulations

The Assistant Chief Executive (Finance and Human Resources) informed Members of some proposed amendments to the Financial Regulations.

Recommended:

That the updated Financial Regulations, attached at Appendix A to the report of the Assistant Chief Executive (Finance and Human Resources), be approved and the consequent amendments to the Constitution be made.

6 Internal Audit Annual Report 2017/18

The Assistant Chief Executive (Finance and Human Resources) presented the Head of Internal Audit's Annual Report.

Resolved:

- a That the findings of the assessment of the internal audit function against the Public Sector Internal Audit Standards and quality assurance programme be noted;**
- b That the summary of the internal audit work which supports the Head of Internal Audit's opinion, as set out in Appendix A to the report of the Assistant Chief Executive (Finance and Human Resources) be noted; and**
- c That the Head of Internal Audit's overall opinion on the control environment be noted.**

7 Internal Audit Plan 2018/19

The Assistant Chief Executive (Finance and Human Resources) set out the proposed Internal Audit Plan for 2018/19.

Resolved:

That the Internal Audit Plan, as set out in Appendix A of the report of the Assistant Chief Executive (Finance and Human Resources), be approved.

8 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April 2017 – March 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 2017 to March 2018.

Resolved:

That the report be noted.

9 Members' Allowances Out-turn for 2017/18

The Assistant Chief Executive (Finance and Human Resources) advised Members of the allowances paid for 2017/18, which the Council had a duty to publish under the Members' Allowance Scheme.

Resolved:

That the report be noted.

10 Risk Management Annual Report 2017/18

The Assistant Chief Executive (Finance and Human Resources) informed Members of risk management actions undertaken during 2017/18 and the risks identified for 2018/19.

Resolved:

That the report be noted.

11 Annual Treasury Report for 2017/18

The Assistant Chief Executive (Finance and Human Resources) reported on the out-turn for 2017/18 and highlighted any areas of significance.

Resolved:

**a That the Annual Treasury Report for 2017/18 be noted;
and**

Recommended:

- b That the Annual Treasury Report be approved.**

12 Universal Credit Update

The Assistant Chief Executive (Community Services) updated Members on the latest information regarding the implementation of Universal Credit.

Resolved:

That the report be noted.

13 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.

14 Microsoft Office Replacement

The Assistant Director (Corporate Services) reported on the need to consider the replacement of versions of Microsoft Office (2010), Exchange (2010) and Windows (7) that it was licensed to use as they would cease to be supported early in 2020. Members were asked to agree a suggested course of action.

Recommendation:

- a That the contents of the report of the Assistant Director (Corporate Services) be approved; and**
- b That the revenue requirement detailed in paragraph 6.1.1 of the report of the Assistant Director (Corporate Services) be taken forward as approved additional funding in the 2019/20 budget process.**

15 Irrecoverable Local Taxation Debts

The Assistant Chief Executive (Community Services) detailed the amounts recommended for write-offs 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 £7,906.70 in respect of 2 unpaid Council Tax accounts,**

as outlined in Appendix A of the report of the Assistant Chief Executive (Community Services), be noted; and

- b That the total amount of write-offs in the year to date and over the last 6 years, including those written off by the Assistant Chief Executive (Community Services) under delegated powers, as detailed in Appendix B to the report, be noted.**

16 Land at Clinton Road, Coleshill

Consideration of this item was deferred to a future meeting.

D Wright
CHAIRMAN

Agenda Item No 6

Resources Board

4 September 2018

Report of the Director of Leisure and Community Development

Atherstone Sports Club and Royal Meadow Drive Recreation Ground

1 Summary

- 1.1 This report presents a request from Atherstone Sports Club to enter into a Tenancy at Will in respect of its use of Royal Meadow Drive Recreation Ground, Atherstone, further to the matter having received the initial consideration of the Community and Environment Board at its meeting held in July 2018.

Recommendation to the Board

That the request from Atherstone Sports Club to enter into a Tenancy at Will in respect of its use of part of Royal Meadow Drive Recreation Ground be approved, subject to the agreement of the terms by the Chairman and Vice-chairman of the Resources and Community and Environment Boards;

2 Consultation

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

3 Introduction

- 3.1 In July 2013, it was reported to the Community and Environment Board that the Authority had been approached by Atherstone Rugby Club, a constituent member of Atherstone Sports Club, about the possibility of entering into a long-term agreement for the use of the Recreation Ground at Royal Meadow Drive. The Club's approach was predicated on the view that greater security of tenure would benefit its development and would allow it to seek funding to improve the facility. Whilst the discussions at that time were at a very embryonic stage, the Board approved the principle of the Authority entering into a long-term management agreement in respect of the Recreation Ground and authorised Officers to maintain dialogue with the Club, subject to it being

clear to all parties that any future agreement would require public access to the Recreation Ground to be maintained.

- 3.2 In the intervening period, various informal meetings have been held, both with the Rugby Club and, more recently, with Atherstone Sports Club, which, as well as the Rugby Club, includes Atherstone Cricket Club, Atherstone Adders Hockey Club and Atherstone Rangers Football Club. At the request of the Clubs, a number of these meetings have involved Ward Members.
- 3.3 At its meeting held in July 2018, having approved, in principle, the conclusions and recommendations of the externally produced draft Playing Pitch Strategy, the Community and Environment Board received a further report on progress in respect of discussions with Atherstone Sports Club.

4 Atherstone Sports Club and Royal Meadow Drive Recreation Ground

- 4.1 The aspirations of the Sports Club to expand on the already significant range of opportunities that it provides within the local community are clearly articulated within the draft Playing Pitch Strategy. Whilst the Club, which caters for local people of all ages and sporting abilities, is based in Ratcliffe Road, Atherstone, its teams, due to their number, play at venues across and outside the Borough.
- 4.2 Further to the receipt of advice from Officers, Atherstone Sports Club, in 2016 / 17, produced a 15-year Development Plan, which has three Key Objectives:
- To develop the playing space at Royal Meadow Drive and Atherstone Sports Club to meet the current and future needs of all sections
 - To develop the existing changing and social facilities at Atherstone Sports Club to ensure that the facilities can accommodate current and future needs
 - To ensure the sustainability, financial viability and continued growth of a multi-sports facility in Atherstone.
- 4.3 These Key Objectives are compatible with a number of the conclusions and recommendations identified within the draft Playing Pitch Strategy. Their realisation, however, is dependent upon securing external funding, which itself is dependent upon the Borough Council's formal adoption of an approved Playing Pitch Strategy, and also on securing an agreement with the Authority to develop the quality and quantity of playing pitch space at Royal Meadow Drive Recreation Ground.
- 4.4 In view of the foregoing, at its meeting held in July, the Board approved the principle of entering into a short-term agreement with Atherstone Sports Club, through which it could assume responsibility for part of the Recreation Ground, subject to the outcome of an early meeting to be held between Councillors and representatives from the Sports Club. That meeting took place on 31 July and was chaired by the Vice-chairman of the Community and Environment Board. It was also attended by six other Councillors, including the Leader of the Council and the Opposition Spokesperson for the

Community and Environment Board, as well as various representatives from each of the constituent sports clubs.

4.5 At the meeting, the Sports Club outlined its proposals and reaffirmed its desire to develop pitch sport opportunities at Royal Meadow Drive Recreation Ground and to begin the process of working towards entering into a long-term lease with the Authority, through which it could assume responsibility for the management and operation of part (but not all) of the site, thereby developing it as a “sports hub”. In support of its vision, the Sports Club circulated a copy of a recently produced site plan, which identified the potential initial layout of a number of sports pitches across approximately 40% of the site. A copy of the plan is attached at Appendix A.

4.6 The Sports Club acknowledged the need for consultation with the local community and the paramount importance of maintaining public access to the site. Further, given the significance of the undertaking, both for the Borough Council and the Club, the Sports Club expressed the desire to enter into a Tenancy at Will arrangement with the Authority, through which it could assume responsibility for the management and maintenance of part of the Recreation Ground, as a precursor to a formal long-term lease arrangement. Subject to approval, through a Tenancy at Will, the Sports Club would seek to:

- Erect a bridge over the ditch between the Ratcliffe Road ground and Royal Meadow Drive Recreation Ground, to enable the use of its maintenance equipment
- Develop four additional football pitches in order to accommodate the immediate needs of Atherstone Rangers Football Club, as well as an additional cricket square
- Remove two of the three copse areas within the Recreation Ground
- Remove the former skate park facility
- Install a post and rail fence around the perimeter of the sports pitches
- Maintain the sports pitches at its own expense
- Continue to facilitate community access to the site

4.7 The meeting afforded Councillors an opportunity to raise a number of issues directly with the Sports Club, as follows:

Issue	Sports Club Response
What was the net number of additional sports pitches to be provided on the site?	Initially, four football pitches to accommodate the immediate needs of Atherstone Rangers Football Club, plus one cricket square, although this would take time to develop

Why was it necessary to remove two copses and the skate facility?	To provide the space required to accommodate the sports pitches. The potential existed to replant trees elsewhere within the Recreation Ground
Would the development lead to an increase in access and parking problems at the site?	It was anticipated that sufficient provision for car parking existed at Ratcliffe Road and on the site of two local businesses, which were already used on match days
Why was a bridge required over the brook?	To provide access onto the Recreation Ground for the Sports Club's maintenance equipment
Would the Sports Club continue to encourage community access into the Recreation Ground?	Yes, although it would be necessary to fence some of the pitches in order to protect the playing surfaces
Would the Sports Club's proposals allow Atherstone Rangers to play all of its home games at the Recreation Ground?	No, although the majority of its games could be played on pitches within or close to the Recreation Ground, which would enable the Sports Club to become a better home base and improve integration within the Club
Would the proposed Tenancy at Will and long-term lease improve the Club's ability to attract external funding to supports its ambitions?	A long-term lease would be essential to enable the Sports Club to attract the external funding required to support its development proposals. The Tenancy at Will was seen as an important first step towards a lease agreement
Was it intended to install floodlights at Royal Meadow Drive?	Not within the early stages of the proposed development at the Recreation Ground, although this maybe an option in the long-term
Would the Hockey Club's needs be met at the Recreation Ground?	Initially at least, the Hockey Club would need to continue to play its matches on the Artificial Grass Pitch at the QE Academy
Why was a Tenancy at Will / lease required and why now?	The Sports Club had been discussing its plans informally with the Borough Council for a number of years. The Club's Development Plan had

	provided a shared focus for the Club's constituent sections and it was now important to realise their ambitions if they were to continue to work together to provide sporting opportunities for the local community and develop the "sports hub" recommended within the draft Playing Pitch Strategy. A formal arrangement for the use of Royal Meadow Drive would provide a sense of ownership and provide the essential security of tenure that would enable the Sports Club to raise the funds required to improve the pitches and ancillary accommodation
To which body would the Borough Council grant a Tenancy at Will / lease?	Initially, this would be Atherstone Town Cricket Club Ltd., a not for profit Industrial Provident Society, which is made up of Atherstone Cricket Club, Atherstone Rangers Football Club, Atherstone Adders Hockey Club and Atherstone Rugby Club. Atherstone Cricket Club Ltd. operates under the name of Atherstone Sports Club
Did the copses contain any trees that would merit TPO protection?	No, but this would be checked by the Authority's Green Space Officer (Trees)
Had the Sports Club sought the advice of WCAVA?	No, although its advice would be sought in respect of the legal issues referred to above

- 4.8 At the end of the meeting the Vice-chairman of the Community and Environment Board asked the Sports Club to make a formal request, outlining its requirement of Royal Meadow Drive Recreation Ground. A copy of the Sports Club's letter and Supplementary Document is attached at Appendix B.
- ...

5 Tenancy at Will

- 5.1 Royal Meadow Drive Recreation Ground is a green space that is owned and managed by the Borough Council. It is designated as a playing field. Although the site has previously accommodated football pitches, its recent formal use has been confined to the playing of rugby by the local club on two pitches. The Recreation Ground is also accessible for informal use by the local community; it is the site of a small, poorly located skate facility and a larger, good quality play area. It also hosts the circus that visits Atherstone each year.

- 5.2 A Tenancy at Will is a temporary contract entered into between two parties, whereby one party (the Landlord) provides the other party (the Tenant) with the right of lease to the Property, with the mutual agreement that the tenancy is terminable at any time by either of the parties, subject to the provision of “reasonable notice”. Such an agreement is ideal in cases where two parties are working towards a more formal, longer-term arrangement. It contains the essential clauses necessary to protect both parties and also affords an opportunity for the associated activity to be undertaken. It could also contain key milestones working towards the agreement of a formal lease arrangement.
- 5.3 As requested by Members, the Borough Council is now in receipt of a formal application from Atherstone Sports Club to enter into a Tenancy at Will in respect of its use and development of Royal Meadow Drive Recreation Ground. The Club sees the Tenancy at Will as the first step towards a long-term lease agreement through which it would assume responsibility for the management and maintenance of part of the Recreation Ground and the creation of a multi-sports hub, as recommended within the draft Playing Pitch Strategy. It is highly likely that sufficient funding for the development of a good quality sports hub can only be secured by working in partnership with a thriving community-based sports club, such as Atherstone Sports Club.
- 5.4 The Sports Club’s Development Plan and the proposals identified within its application document attached at Appendix B are consistent with the objectives and recommendations of the draft North Warwickshire Playing Pitch Strategy, which was approved in principle by the Community and Environment Board at its meeting held in July 2018. In support of its proposals, and as advised by both Members and Officers, the Sports Club has also committed to undertaking meaningful consultation with the local community, which would provide local residents with an opportunity to influence the development of Royal Meadow Drive Recreation Ground as a multi-sports facility.
- 5.5 It is recognised that the Authority would only want to consider entering into a Tenancy at Will or lease arrangement with a community-based sports club in circumstances where there were benefits for all parties, including the local community. It is felt that the potential exists for this to be the case in respect of the Sports Club’s future use and development of Royal Meadow Drive Recreation Ground. These benefits could include the following:
- Achievement of recommendations within the draft Playing Pitch Strategy relating to the improvement of playing opportunities at the site and the development of a multi-sports hub in Atherstone
 - A notional revenue saving (of approximately £2,570 per annum) for the Authority in view of the Sports Club assuming responsibility for the maintenance of sports pitches within the Recreation Ground (maintenance cost less loss of pitch hire income from the Rugby Club)
 - An increase in the quality and quantity of sports participation opportunities for the local community

- An increase in the potential to secure external funding through which to develop playing and ancillary facilities within the community
- The potential for higher levels of participation in sport to improve health and wellbeing within the community and reduce levels of anti-social behaviour
- A more sustainable community sports club with a realisable vision to enhance playing opportunities for local people of all ages and sporting abilities

5.6 The Board, therefore, is asked to determine the application received from Atherstone Sports Club to enter into a Tenancy at Will in respect of its future use of Royal Meadow Drive Recreation Ground. Clearly, the detailed terms of any such agreement have not yet been discussed with the Sports Club. If the Board wishes to pursue the option of a Tenancy at Will, it is, therefore, suggested that the terms of the agreement be approved by the Chairman and Vice-chairman of the Resources and Community and Environment Boards. It is, nevertheless, anticipated that these terms would include the following matters:

- Definitions
- Interpretations
- Granting of the Tenancy at Will
- Payments
- Tenant's Obligation
 - Use of the Property
 - Maintenance
 - Risk Management / Assessment
 - Indemnity Against Losses
 - Insurances
 - Development Plans
 - Meetings with the Landlord
 - Terms
 - Agreements Required of the Landlord
 - Subletting
 - Occupation, Community Access and Community Events
- Landlord's Obligations
 - Costs
 - Maintenance
 - Indemnity Against Losses
 - Insurances
 - Meetings with the Tenant
 - Terms
 - Use by the Landlord
- Signatories

5.7 As the Board is aware, the Sports Club sees the Tenancy at Will as a step towards securing a long-term lease in respect of its future use of the Recreation Ground. In this respect, “long-term” is taken to mean a minimum of 25 years, as anything less is unlikely to attract significant external funding assistance. As Members will be aware, the security of tenure provided by a long-term lease would provide the Club with an opportunity to seek to acquire external funding, through which it could then pursue the realisation of its Key Objectives.

5.8 The Tenancy at Will, however, could include key milestones towards concluding a formal lease that would need to be met in a timely manner. In the event that the milestones are not met, and / or a formal lease is not concluded at the end of the Tenancy at Will period, future pitch hire fees would again become payable.

6 Report Implications

6.1 Finance and Value for Money Implications

6.1.1 Entering into a Tenancy at Will with Atherstone Sports Club in respect of its proposed management and maintenance of part of Royal Meadow Drive Recreation Ground would realise a nominal saving of £3,240 on the revenue budget in 2018 / 19. There would also be a loss of income of £670 for pitch hire by Atherstone Rugby Club. Any future long-term agreement would only be on terms that do not adversely affect the Authority’s revenue position.

6.2 Safer Communities Implications

6.2.1 Projects advanced through the Playing Pitch Strategy, including the proposals in respect of Royal Meadow Drive Recreation Ground, contribute to community safety by providing well-managed recreation areas that afford opportunities for positive activity.

6.3 Legal, Data Protection and Human Rights Implications

6.3.1 The provisions of any future Tenancy at Will, which would be held with Atherstone Cricket Club Ltd., a not for profit Industrial Provident Society, have not yet been discussed with the Sports Club. If the Board is minded to pursue such an agreement, it is proposed that its terms be approved in advance by the Chairman and Vice-chairman of the Resources and Community and Environment Boards.

6.3.2 There are no data protection or human rights implications arising directly out of this report.

6.4 Environment, Sustainability and Health Implications

- 6.4.1 Whilst the Sports Club's proposals include the removal of two of the three copses within the Recreation Ground, it has acknowledged that the potential exists to undertake compensatory on site planting, which could be overseen by the Borough Council's Green Space Officer (Trees).
- 6.4.2 Delivery of projects identified in the Playing Pitch Strategy has a positive impact on the health and wellbeing of individuals and communities by providing opportunities for formal and informal outdoor recreation and by contributing to an improved quality of life.

6.5 Human Resources Implications

- 6.5.1 There are no human resource implications arising directly out of this report.

6.6 Risk Management Implications

- 6.6.1 The risk management implications of each project are assessed when detailed proposals are finalised. In this regard, there will be provision within any future Tenancy at Will to ensure that there is appropriate risk management / assessment of any Sports Club activity undertaken at Royal Meadow Drive Recreation Ground.
- 6.6.2 Those Members who attended the meeting with Atherstone Sports Club in July 2018 will be aware that an inability for the Club to develop its activity in accordance with the provisions of its Development Plan, including in respect of its proposed expansion at Royal Meadow Drive, will adversely impact on its growth potential and, therefore, its ability to meet local demand for opportunities to participate in pitch sports.

6.7 Equalities Implications

- 6.7.1 The provisions of the Playing Pitch Strategy are targeted at reducing inequalities in access to good quality outdoor sports provision.

6.8 Links to Council's Priorities

- 6.8.1 The proposal that is the subject of this report will have direct and positive links to the corporate priorities in respect of:

- Responsible financial and resource management
- Creating safer communities
- Improving leisure and wellbeing opportunities
- Promoting sustainable and vibrant communities

- 6.8.2 The proposed Tenancy at Will with Atherstone Sports Club in respect of its future use of Royal Meadow Drive Recreation Ground will also contribute directly to the following priorities of the Sustainable Community Strategy:

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

The Contact Officer for this report is Simon Powell (719352).

Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date
1	Assistant Director (Leisure and Community Development)	Implementation of Green Space Management Plans and the Green Space Improvement Programme	July 2013
2	Strategic Leisure Ltd.	Draft Leisure Facilities, Green Space and Playing Pitch Strategies	October 2017
3	Assistant Director (Leisure and Community Development)	Report to Executive Board (Strategic Review of Leisure and Community Development)	February 2018
4	Director of Leisure and Community Development	Draft Green Space and Playing Pitch Strategies	July 2018

Equality Impact Assessment Summary Sheet

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

Name of Policy Procedure / Service	Atherstone Sports Club and Royal Meadow Drive Recreation Ground
Officer Responsible for Assessment	Green Space Officer

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

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

Equality Group	Positive Impact	Negative Impact	Reasons / Comments
Racial			
Gender	X		Atherstone Sports Club has reported an intention to encourage more participation by women and girls, who are under-represented in pitch sports. Realisation of its Development Plan would support this commitment
Disabled People			
Gay, Lesbian and Bisexual People			
Older / Younger People	X		Atherstone Sports Club is committed to encouraging greater levels of participation by young people. Realisation of its Development Plan would support this commitment
Religion and Beliefs			
People Having Dependents Caring Responsibilities			
People Having an Offending Past			

Transgender People			
Armed Forces Covenant			

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

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

Needs no further action.



AREA UNDER NWBC OWNERSHIP



POSSIBLE LOCATION OF NEW PAVILION



NEW VEHICULAR + PEDESTRIAN ACCESS



EXISTING COPSE



COPSE TO BE REMOVED

PITCH SCHEDULE

- 1 x FULL SIZE RUGBY (+ TRAINING + JUNIOR)
- 1 x FULL SIZE RUGBY + 2 x 9-A-SIDE
- 1 x U13/U14 PITCH FOOTBALL
- 1 x U9/U10 FOOTBALL
- 1 x CRICKET



BRIDGE FARM

PAVILION

3M

SCALE 1:2000 @ A3



Atherstone Sports Club

Ratcliffe Road, Atherstone, Warwickshire, CV9 1LX

Resources Board
North Warwickshire Borough Council
Council House
South Street
Atherstone
CV9 1DE

Dear Members of the Resources Board

RE: Royal Meadow Drive Lease Application

Atherstone Sports Club wishes to formally apply for the lease for Royal Meadow Drive to develop a multi-sport facility through the implementation of a phased development plan. The attached document outlines:

- The legal entity with whom the Authority would enter into a lease agreement
- The rationale for wishing to secure a lease on Royal Meadow Drive and the required length of the lease
- A brief outline of the Club's development plan demonstrating how the plan supports the implementation of recommendations made in the Playing Pitch Strategy (October 2017)
- An outline of how the Club proposes to consult with the local community to ensure mutual benefit
- An indication of the expected benefits to the Authority, the Community and the Club

All constituent bodies within Atherstone Sports Club have contributed to the 15-year Development Plan and to the enclosed document.

It is hoped that the document enables to Board to make an informed decision in respect of the lease application.

Yours sincerely

Julie Douglas – on behalf of Atherstone Sports Club

Chair: Mike Brooks

Email:

Treasurer:

Email:

Wayne Farmer

Company Name: Atherstone Town Cricket Club Limited – (a not for profit organisation)

ROYAL MEADOW DRIVE LEASE REQUEST

This document has been produced for consideration of North Warwickshire Borough Council's Resources Board on Tuesday 4th September 2018. The document consists of a formal request for NWBC to enter into a Tenancy at Will / Lease agreement for Royal Meadow Drive to enable the development of a multi-sport facility.

Legal Entity with whom the Authority will enter into Lease Agreements

The legal entity with whom the Authority will enter into a lease agreement in the short term is Atherstone Town Cricket Club Ltd, a not for profit Industrial Provident Society.

Atherstone Town Cricket Club Ltd, is made up of four constituent clubs; Atherstone Cricket Club; Atherstone Rangers; Atherstone Rugby Club; Atherstone Hockey Club. The Club operates under the name of Atherstone Sports Club.

Atherstone Town Cricket Club Ltd is in the process of reviewing its constitution and changing its name to better represent the demographic and sports being hosted at the grounds of Atherstone Town Cricket Club Ltd therefore in the long term it is expected that the lease will be with the renamed organisation.

Representatives from each of the constituent clubs form the Management Committee of Atherstone Town Cricket Club Ltd. Within the Committee structure, a Sub-Committee will be created with a specific remit for the development and management of Royal Meadow Drive. The Sub-Committee will report progress, recommendations and decisions to the Management Committee for ratification.

Rationale for Tenancy at Will/Lease

Currently North Warwickshire Borough Council have responsibility for the maintenance of the playing pitches at Royal Meadow Drive. The pitches are rented by Atherstone Rugby Club Senior and Junior Sections.

Although the Council have taken steps to try and secure the pitch space by placing bollards to prevent cars from accessing the pitch, the area is still one which has regular issues with anti-social behaviour often report on social media.

Royal Meadow Drive is a piece of recreational ground which has the potential to be significantly developed to accommodate a wider range of sports creating a sports facility which would benefit members of the local community already engaged in sporting activities and provide an improved space for the local community.

Entering into a lease agreement with the Club would enable the club to apply for funding through constituent bodies and Sports England to develop the facility. The lease would provide a level of security to the sections within the club and enable the members to take ownership of improving the space, investing time and money into creating a multi-sport facility.

Proposed Length of Lease

To make bids for funding, the length of the lease would need to be at least 25 years to be able to demonstrate return on investment.

It is recognised that at the end of the lease term it may not be feasible to enter into another agreement however it is hoped that achievement of the development plan would ensure that all parties were amenable to maintaining the arrangement.

Playing Pitch Strategy October 2018

The Playing Pitch Strategy for North Warwickshire Borough has been adopted in principle by the Council as a draft strategy. The strategy states the following issues / opportunities regarding Royal Meadow Drive:

- 1. A long-term lease for Atherstone RFC would allow the Club to apply for grant funding for improvements to the facilities.*
- 2. The security of the site needs improving in order to deter informal use of the pitches and extend the weekly carrying capacity of the pitches.*
- 3. Improvement of the maintenance of the pitches is required to increase the carrying capacity of the pitches.*
- 4. Expansion of the clubhouse, drainage and maintenance of the pitches should also be improved once security of the site is improved.*

In addition, the strategy recommends the following key actions:

- 1. To secure a long-term lease for the Club.*
- 2. Installation of pitch barrier to prevent unauthorized usage.*
- 3. Work with the IOG to undertake a detailed technical assessment of the pitches*
- 4. Install new artificial drainage or improve the maintenance regime at the site, depending on the results of action 3.*
- 5. Refurbish or replace the current changing accommodation.*

Whilst the strategy focusses on Royal Meadow Drive for use by Atherstone Rugby Club, it is acknowledged that the space could be development to address other issues identified within the Playing Pitch Strategy regarding Atherstone Rangers, Atherstone Cricket Club and in the longer term Atherstone Hockey Club.

As identified within the report, initial discussion regarding the securing of a lease for Royal Meadow Drive involved only Atherstone Rugby Club however over the last eighteen months a plan has been put forward to demonstrate how the space could be developed to benefit a wider number of individuals engaged in sport. It is felt that the development plan put forward would support North Warwickshire Borough Council to implement the recommendations of the Playing Pitch Strategy and would provide a fit for purpose multi-sport facility operating as a sports hub for Atherstone and surrounding areas.

Development Plan

The constituent sections of the Club have agreed a 15-year development plan with three key objectives:

- To develop the playing space at Royal Meadow Drive and the Club to meet the current and future needs of all sections associated with the Club
- To develop the existing changing and social facilities at the Club to ensure the facilities provided can accommodate current and future needs and meet regulatory and legislative requirements
- To ensure the sustainability, financial viability and continued growth of a multi-sports facility within Atherstone and surrounding areas

The plan outlines the achievement of these objectives through a phased approach over 15 years. It is recognised that the initial plan may be subject to change dependent on several factors including:

- The outcomes of a public consultation process
- The outcomes of a feasibility study into the optimum use of the space
- The caveats placed on development within any lease agreement
- The outcome of planning permission where appropriate

The plan provides a framework for development which will enable the Club to work flexibly to meet existing and emerging needs.

Phase 1

The immediate need identified is for additional pitches to be developed for football and cricket to ease the capacity issues at the club and for the current rugby pitch facilities on Royal Meadow Drive to be improved as identified in the Playing Pitch Strategy. It is expected that this phase will take up to five years during which time Royal Meadow Drive would be re-developed to accommodate more pitches.

This Phase would include:

- Consultation with the local community
- Removal of concrete skatepark area
- Removal of trees and undergrowth within the playing pitch area
- Construction of a bridge between existing cricket pitch and Royal Meadow Drive to facilitate footfall and machinery
- Construction of a pathway from the existing changing facilities to Royal Meadow Drive
- Relocation of existing rugby pitches to accommodate additional pitches for football and cricket
- Securing of the playing pitch space in a manner which is sensitive to the area providing an appropriate level of protection to the playing pitches, but which still enables access for the local community

- Groundworks to ensure the pitch areas are fit for purpose
- On-going maintenance of the pitch areas to maximise the potential of playing pitches
- Securing funding to facilitate the development plan from a range of sources including constituent bodies, Sports Funding and where possible Section 106 Funding

Appendix 1 identifies the projected outcome from Phase 1. The area used for Phase 1 development would primarily cover the space already used by Atherstone Rugby Club. The plan would provide for:

- 1 Full sized rugby pitch which would be predominantly for use by Atherstone Rugby Club Seniors, Juniors and Ladies but which may also accommodate football pitches dependent on the needs
- 1 Full sized rugby pitch which would serve as a multi-function pitch able to accommodate 2 9-a-side football pitches and two junior rugby pitches
- 1 11-a-side pitch for U13/14 which can also accommodate Junior Rugby
- 1 7-a-side pitch for U9/10s which could also accommodate Junior Rugby
- 1 cricket square

It is recognised that this development would not fully meet the needs of Atherstone Rangers however utilising Royal Meadow Drive would provide a consistent base for the club which would further support its growth.

Effective organisation of fixtures through regular meetings with all sections using this space in the Phase 1 would ensure all needs are accommodated.

Phase 2

This Phase would seek to further develop the space on Royal Meadow Drive which is currently cultivated grass as opposed to scrub land. A further review of the space available would be required however it is felt that this space could accommodate:

- A 2G or 3G floodlight pitch which would provide additional capacity for Atherstone Hockey Club as well as providing a space for other small ball sports such as Tennis or Bowls
- Additional smaller football / Junior rugby pitches (space permitting)
- A cricket practice nets (space permitting)
- A natural community space to replace the copse areas removed in the first space which may also include seating areas and additional play space to complement the play space already in existence at Royal Meadow Drive
- Planning for the development of a new pavilion to accommodate additional demands on existing facilities including consultation with the community, architectural drawings, seeking planning permission and applying for funding

It is expected that this Phase would commence in Year 3 of the plan with completion planned for Year 6

Phase 3

Having developing sporting facilities, Phase 3 would focus on the improvement of associated facilities

Having completed the required pre-build requirements in Phase 2, the key objective for Phase 3 is to build a new pavilion which would have capacity for all sections in terms of changing facilities, fitness training facilities and social facilities.

In addition, this Phase will also seek to further develop the existing Cricket Ground to accommodate additional pitches by relocating the existing club house.

This Phase is expected to take the longest in terms of completion and will require the largest amount of capital investment. It is expected that the facility would be completed by year 10 of the plan although it is recognised that there may be a need to bring this forward due to increased demand on existing facilities.

Phase 4

Phase 4 will predominantly focus on the sustainability, financial viability and continued growth of a multi-sports facility within Atherstone and surrounding areas.

Within this Phase further consideration will be given to the development of the scrub land on Royal Meadow Drive to determine the viability for additional sports facilities identified through consultation with the local community.

It is recognised that the plan proposed is ambitious and that plans may need to change to meet emerging needs however the concept has been put forward to demonstrate how Royal Meadow Drive can be developed to create a high-quality multi-sport facility. The Club will continue to work in partnership with the Authority to maximise the benefits of the development for all parties and to seek to address emerging needs.

Consultation

To ensure the local community has an opportunity to understand the development plans for Royal Meadow Drive the Club will follow Government Consultation Principles (2018) as far as is reasonably practicable. The consultation process will commence at the earliest opportunity

A. Consultations should be clear and concise Use plain English and avoid acronyms.

The Club will produce a brief outline of the vision and Phase 1 of the development plan. The document will be distributed within the immediate vicinity of Royal Meadow Drive with an invitation to attend a consultation meeting hosted at the club.

B. Consultations should have a purpose Do not consult for the sake of it.

The purpose of the consultation will be to enable the local community to influence the development of Royal Meadow Drive as a multi-sport facility and to enable the Club to understand any concerns raised by the local community to find effective solutions to address concerns.

C. Consultations should be informative

The Club would host an initial meeting with the local community to enable informed discussion and debate regarding the rationale for developing a multi-sport facility at Royal Meadow Drive. Subsequent meetings will be held as appropriate to provide feedback to the community relating to the outcomes of the initial meeting.

D. Consultations are only part of a process of engagement

Once initial consultations have taken place, the Club would seek to continue dialogue with the local community to ascertain the impact of development and to address emerging concerns or suggestions.

E. Consultations should last for a proportionate amount of time

Initial consultations will take place over a period of 6 weeks to ensure maximum engagement with the process.

F. Consultations should be targeted

Consultation processes will be targeted at the areas of the community that would be immediately affected by the development, those living in Atherstone North Ward. The Club would seek the support of Councillors for Atherstone South, Central and Mancetter to engage with the wider community.

G. Consultations should take account of the groups being consulted

The timing of meetings will take account of factors which may impact on an individual's ability to participate in the process.

H. Consultations should be agreed before publication

Prior to undertaking consultation, the consultation plan and process will be shared with North Warwickshire Borough Council Officers and Councillors to ensure that the process will generate maximum engagement. Advice and guidance from those who have engaged in public consultation is of high importance to ensure the process is fair and transparent.

I. Consultation should facilitate scrutiny

Once the process has been completed, a report will be produced which outlines the outcomes of the consultation and sets out proposed solutions to concerns, suggestions or issues raised throughout the process. This will be shared with North Warwickshire Borough Council Officers and Councillors for circulation and publication as appropriate

J. Responses to consultations should be published in a timely fashion

As far as is reasonably practicable, the responses to the consultation will be published within 12 weeks of the consultation as recommended by Government guidelines. If this is not practicable, an explanation will be provided why this is not possible.

K. Consultation exercises should not generally be launched during local or national election periods.

The Club will be mindful of the requirements of purdah and seek to conclude consultation prior to local elections planned for May 2019.

Benefits

The improvements to Royal Meadow Drive as identified in the Club's development plan are expected to yield the following benefits to the Authority, the Community and the Club:

- Some of the recommendations identified within the Playing Pitch Strategy October 2017 will be addressed within the development plan.

- The Local Football Facilities Plan is likely to make similar recommendations to the Playing Pitch Strategy. The development plan will go some way to addressing issues identified
- The lease will enable the Club to access a greater number of sources of income to fund development of Royal Meadow Drive
- The cost of maintenance of the playing pitches will be borne by the Club creating a saving for the Authority.
- On-going pitch maintenance and protection of playing surfaces will enhance the sports provision within the Authority
- The development plan will create a recreational space which can be enjoyed by the whole community giving Royal Meadow Drive a clear identity as a protected sports area
- Increased opportunities to engage in a variety of sport is likely to have a positive impact on the health and welfare of the community and support strategies to address the issue of childhood obesity
- The development of Royal Meadow Drive as a multi-sport provision is likely to help reduce the anti-social behaviour which currently impacts on the community's enjoyment and use of the space
- The Local Area Plan requirement to ensure an appropriate infrastructure to support the growth in population will be strengthened through increased access to sports
- The lease and development plan will ensure the sustainability of the Club through increased participation resulting in increased income in the long-term

A multi-sport facility at Royal Meadow Drive is expected to create a culture where sport is a life style choice.



Agenda Item No 7

Resources Board

4 September 2018

**Report of the Corporate Director -
Resources**

**Capital Programme 2018/19
Period Ended 31 July 2018**

1 Summary

- 1.1 The report updates Members on the progress of the 2018/19 Capital Programme in terms of expenditure up to the end of July 2018.

Recommendation to the Board

- a That progress made against the 2018/19 Capital Programme is noted; and**
- b That the proposed revisions to the 2018/19 HRA Capital Programme, shown in Column C of Appendix A, are approved.**

2 Introduction

- 2.1 The Executive Board approved the Council's Capital Programme of £7,589,280 for 2018/19 in February 2018.

- 2.2 At the Executive Board on 18th June, a number of amendments to the capital programme were agreed. These include agreed slippage, a timing change to the new build programme and a supplementary estimate for work at the Depot. Together with commitments brought forward from 2017/18, this gives a total approved capital programme for 2018/19 of £9,056,550 (Appendix A).
- ...

3 Budget Profiling

- 3.1 A schedule of works is arranged by each budget holder and each of the schemes are timetabled for completion throughout the year. This schedule is currently being revised, so has not been included in this report.

- 3.2 There are a number of proposed changes to the HRA Capital budgets, shown in column C in Appendix A. These reflect the current progress of the different programmes of works and also start to reflect the direction of the Capital Programme set out in the Asset Management Plan, which was agreed by the Resources Board in March 2018.

4 Housing Schemes

- 4.1 The original budget for 2018/19 was £6,515,680 and there are amendments of £953,310, which provides a total Housing Capital budget of £7,468,990 (Appendix A).
- 4.2 There has been a total of £1,108,242 spent on the Housing Capital programme during the first four months of 2018/19.
- 4.3 Work has now completed on the approved new build schemes at Mancetter, Polesworth and Atherstone, although there are some residual costs still to pay. Work has been undertaken to identify further schemes, but these will be subject to Member decisions in due course.
- 4.4 There has been a delay to delivering the Kitchens and Bathrooms programme, which has now been addressed and the contractor is back on site. The Roofing programme is being delivered to plan.
- 4.5 The programme to check and undertake remedial work to electrical installations has now commenced. Structural and external works to flats at Alder and Heather Court are progressing well, although payments have not yet been made.
- 4.6 Work on heating replacement schemes will begin in September, now that the new gas and electrical contracts have started. The external wall insulation works to an estate in Atherstone were delayed last year due to the discovery of a colony of bats. However the programme for external wall insulation is now being delivered to plan.
- 4.7 Fire safety works, including the replacement of some fire doors to flats, are a critical part of the programme. There are problems with this part of the programme at the moment, due to the difficulties of finding a suitable manufacturer following Grenfell.
- 4.8 The schemes to cover Disabled Facility Adaptations and the Multi Trade Contract are ongoing and progressing. Work includes the provision of a new perimeter fence for the Council's bungalows at Penmire Close in Grendon.

5 General Fund Schemes

- 5.1 The original budget for 2018/19 was £1,073,600 and there are agreed adjustments of £513,960, providing a total General Fund Capital budget of £1,587,560 (Appendix A).
- 5.2 There has been a total of £440,380 spent against the General Fund Capital projects for 2018/19.

- 5.3 A report is due to be presented to the Community and Environment Board in October, to formally adopt the Playing Pitch Strategy, once the Local Football Facilities Plan has been considered. It is anticipated that work on parks and playing fields will commence early in 2019. The Bretts Hall Recreation Ground budget is progressing, with the final payment anticipated to be made in September. Various items of leisure equipment totalling £10,651 have been purchased to date.
- 5.4 The Disability Discrimination Act budget has been used to purchase a pool hoist at the Atherstone Leisure Complex. The remainder of this budget remains unspent, pending a consultation with DisabledGo, which is expected to be completed in September.
- 5.5 The Refurbishment of Council Owned Buildings scheme will be completed in September with various improvements made to the Atherstone Leisure Complex and Coleshill Leisure Centre. Work is continuing on the Roof Replacement programme at Atherstone Leisure Complex and will complete in September, whilst the Depot Works budget is expected to be spent within the current financial year.
- 5.6 The Oracle upgrade and the Backup Solution licences were completed in July at a combined cost of £15,673. New PC's will be purchased in November at an anticipated cost of £12,000. It is planned to spend a further £27,000 on software, hardware and servers in early 2019 in preparation for Windows 10 and MS Office 365 in 2019/20.
- 5.7 The Payment Management System Upgrade has started, with £15,000 having been spent in May to cover half of the Pay360 software upgrade and £2,000 spent to disable surcharges. The other half of the Pay360 software upgrade will be completed in early 2019, whilst it is expected that the work required for the Call Security Solution may not happen until 2019/20.
- 5.8 The replacement of the Revenue and Benefits system is progressing well. It is expected the new system will go live in December and the final balance will be paid upon successful delivery and sign off.
- 5.9 Within the Vehicle Replacement scheme, two refuse vehicles have been purchased at a combined sum of £251,742. The remaining budget is expected to be spent in March 2019, with the purchase of a road sweeper, two trailers and the initial implementation of the In-cab system.

6 Report Implications

6.1 Finance and Value for Money Implications

- 6.1.1 The virements proposed for the HRA are within the overall funding already approved for the HRA capital programme.

6.1.2 Capital schemes will contribute to services provided by the Council, from maintaining decent Council homes, assisting in carrying out adaptations to resident's houses to helping to fund efficient heating systems to promote carbon reduction and encouraging fitness and wellbeing.

6.2 Environment and Sustainability Implications

6.2.1 Expenditure incurred as part of the Council's Capital Programme enables the Council to continue to improve and deliver a range of services to the people of North Warwickshire. The implementation of the capital programme will lead to improvements in the quality of life for the communities of North Warwickshire.

6.3 Risk Management Implications

6.3.1 Failure to make reasonable adjustments to ensure our buildings and facilities are accessible could expose the Council to potential litigation and risks damage to its reputation.

6.4 Equality Implications

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

6.4.2 Failure to make reasonable adjustments could result in limiting access to services provided from our buildings and facilities by disabled people and the potential for legal challenges being taken against the Council.

The Contact Officer for this report is Daniel Hogan (719337).

Capital Budgetary Control Summary 2018/19 - as at P4

	(A)	(B)	(C)	(D)	(E)
Cost Centre Description	Original Budget 2018/19	Amendments (June Executive Board)	Proposed Virements	Total 2018/19 Approved Budget	Spend Year To Date
Hsg Disabled Facility Adaptation CH	185,660		24,340	210,000	18,179
Hsg Windows and Doors	530,450	107,210		637,660	21,525
Hsg Kitchens and Bathrooms	979,610	269,830	- 688,280	561,160	7,638
Hsg Insulation	106,090	175,850	418,060	700,000	237,872
Hsg Roofing	530,450	686,640		1,217,090	419,595
Hsg Heating	318,270	70,000		388,270	32,647
Hsg Electrics	477,410	229,000	- 100,000	606,410	5,944
New Build Housing Project	1,869,530	- 672,620	15,460	1,212,370	56,388
Multi Trade Contract	212,180	57,400	330,420	600,000	242,686
Alder & Heather Court Flats - Essential Works	1,157,310	30,000		1,187,310	16,195
Hsg Capital Salaries	148,720			148,720	49,573
Total HRA	6,515,680	953,310	-	7,468,990	1,108,242
Disabled Discrimination Adaptations	270,450	4,600		275,050	4,805
Refurbishment of Council Owned Buildings	30,000			30,000	11,115
Parks and Playing Fields	150,000			150,000	0
General Leisure Equipment	20,000			20,000	10,651
CCTV System	136,700			136,700	0
Bretts Hall Recreation Ground	0	68,800		68,800	57,824
Atherstone Leisure Centre Roof Replacement	0	15,000		15,000	5,989
Depot Works	0	120,000		120,000	0
Computer Software	40,000	14,440		54,440	15,673
Infrastructure Improvements	20,000	2,920		22,920	0
Operating System Upgrade	5,000			5,000	0
Payment Management System Upgrade	25,000	25,000		50,000	17,066
Revenues and Benefits System	150,120			150,120	51,928
Life Lines	23,000			23,000	7,950
Transport	128,920	263,200		392,120	251,742
Decent Homes Standard Assistance	57,500			57,500	0
Capital Salaries	16,910			16,910	5,637
Total General Fund	1,073,600	513,960	-	1,587,560	440,380
Total Expenditure	7,589,280	1,467,270	-	9,056,550	1,548,622

Agenda Item 8

Resources Board

4 September 2018

Report of the Corporate Director - Resources

**General Fund Budgetary Control
Report 2018/19
Period Ended 31 July 2018**

1 Summary

- 1.1 The report covers revenue expenditure and income for the period from 1 April 2018 to 31 July 2018. The 2018/19 budget and the actual position for the period, compared with the estimate at that date, are given, together with an estimate of the out-turn position for services reporting to this Board.

Recommendation to the Board

That the report be noted and that the Board requests any further information it feels would assist it in monitoring the budgets under the Board's control.

2 Introduction

- 2.1 Resources Board is responsible for monitoring the Council's overall financial position on the General Fund, and this report gives details of the position at 31 July.
- 2.2 The Board is also directly responsible for a number of internal and front line services. Accounting rules require front line services to show the total cost of providing the service, which includes support costs such as finance and IT services, as well as costs and income directly incurred.
- 2.3 Internal service costs are therefore recharged to all the services they support, both those that remain within Resources Board and those which are the responsibility of other Boards. This report provides some detail on both the front line services relating to this Board and the internal service costs that are recharged, at 31 July 2018.
- 2.4 Where possible, the year-to-date budget figures have been calculated with some allowance for seasonal variations, in order to give a better comparison with actual figures.

3 Services Remaining Within Resources Board

3.1 The total expenditure for those services that remain within Resources as at 31 July 2018 is £658,261 compared with a profiled budgetary position of £644,305; an over spend of £13,956 for the period. Appendix A to this report provides details of the profiled and actual position for each service reporting to this Board, together with the variance for the period.

3.2 Democratic Process

3.2.1 There are under spends to date on members basic and special responsibility allowance, travel and mayoral transport.

3.3 Council Tax Collection

3.3.1 There has been higher than expected recovery of council tax debt through the courts leading to the current increase in recovery of court costs income.

3.4 Rent Allowances and Rent Rebates

3.4.1 The current overspend relates to lower than expected recovery of Housing Benefit overpayments. This has been partially off set by a reduction in the net cost of benefits paid out.

3.5 Borough Care

3.5.1 The current overspend is due to a reduction in customer numbers paying for the borough care service.

4 Services Recharged to Other Directorates and Services

4.1 Net expenditure for those services that are recharged to other Directorates and Services, as at 31 July 2018, is (£36,088), compared with a profiled budgetary position of £77,717; an under spend of £113,805 for the period. However the Council's budget requirement for 2018/19 assumed that there would be a salary vacancy saving in the year of £210,000 and this was included as a central amount. When the appropriate proportion of this is taken into account, there is an under spend of £43,805.

4.2 Appendix B to the report gives the profiled and actual positions for the period for each service, together with the variance. The central vacancy factor has been added into the budget columns shown in Appendix B, to enable easier comparison with the actual position.

4.3 Directorate Budgets

4.3.1 Current vacancy levels within the Directorates are greater than the profile budget after allowing for the use of agency staff to cover some key duties, any recruitment costs resulting from these vacancies and excluding vacancies that relate to the Housing Revenue Account.

- 4.3.2 The areas with vacancies are Heritage and Conservation, Planning, Transport, Community Support, Financial Services and Leisure Facilities. The majority of these remain unfilled. The table below relates to the General Fund only.

	£
Current agency staff variance	99,167
Current salaries underspend	(209,258)
Sub total	(110,091)
Less Central Vacancy factor	70,000
TOTAL	(40,091)

- 4.3.3 In addition to the salary savings identified above there are underspends on officer travel expenses and equipment budgets.

5 Performance Indicators

- 5.1 In addition to the financial information provided to this Board, when the budgets were set in February, performance indicators were included as a means of putting the financial position into context. These are shown at Appendix C.

- 5.2 The majority of the Performance Indicators are comparable with the profiled position.

- 5.3 The main reason for the variance in the performance figures for rent allowances is due to lower recovery of housing rent allowance overpayments. In addition there has been a lower number of claimants', therefore resulting in a higher net cost per claimant.

- 5.4 The main reason for the variance in the performance figures for rent rebates is due to higher recovery of housing rent rebates overpayments. Although there have been a lower number of claimants, the combination has resulted in a lower net cost per claimant.

- 5.5 The main reason for the variance in the performance figures for council tax support is due to a lower number of claimants', therefore resulting in a higher net cost per claimant.

- 5.6 The higher cost per connection is due to the lower number of connections to the borough care system.

6 Overall General Fund Position

- 6.1 Appendix D provides an analysis of Board expenditure and the overall position for the General Fund for this report.

- 6.2 The actual level of Board expenditure for the period to 31 July 2018 is £2,849,436 compared with a profiled budgetary position of £2,827,545 an overspend of £21,891. The variations on Resources Board account for some of this overspend, and are detailed in sections 3 and 4.

- 6.3 Planning income is currently behind the forecast budget by £75,430 which is due to the lower number and smaller size of applications received to date. Although there are a number of larger applications expected, it is unlikely that these will achieve the full year income budget.
- 6.4 Within the Community and Environment Board, there is some additional expenditure / lower income across the Leisure Centres, partially offset by underspends on transport maintenance and running costs within Streetscape services.
- 6.5 As well as expenditure directly attributable to services, and included in the Board totals, there are a number of other amounts that need to be taken into account that provide the total net expenditure for the General Fund. This includes investment income, external interest payments and adjustments to reverse capital charges included within Board expenditure, from out of Council expenditure.
- 6.6 Taking these amounts into account, net expenditure for the Council to the end of July totals £2,482,855, compared with a profiled position of £2,467,652. This decreases the general overspend for the period to £15,203.

7 Risks to Services

- 7.1 In setting the budget in January 2018, a number of key risks to the overall budgetary position of the Council were highlighted and these are shown below:-
- A pay award of 2% was assumed in preparing the budgets. The pay settlement which has been agreed is in line with the estimates.
 - A vacancy factor of £210,000 has been included within the overall estimates. Should vacancies be less than expected, additional costs will be borne by the Authority.
 - There are potential additional costs for the Council in carrying out its planning function. If the Council loses a planning appeal, an award of costs can be made against the Council (the appellant's costs for the appeal). If the Council consistently loses appeals it will become a designated authority, which means that prospective applicants can submit their applications directly to the planning directorate. This would mean the Council would lose the accompanying planning fee.
 - Council expenditure on housing benefit is significant, although the majority is recouped through grant. The transfer of housing benefit into the universal credit administered nationally will impact on council resources.
 - The current economic situation could have an increasing impact on the industrial rent income that the Council can obtain. In addition, the NDR on vacant commercial properties will impact directly on the Council's costs.

- The economic situation could also impact on other Council services such as Homelessness, with increased demand leading to additional expenditure.
- The Council is promoting recycling activities across the Borough. Reductions in income for recycling materials could add to the existing costs of the service.
- Limited budgetary provision is available for one off spending on areas such as public enquiries on planning, un-adopted roads and contaminated land issues.
- Reduction or cessation of grants received for Community Development work could impact on the ability of the Council to meet some corporate priorities.
- Deterioration of the Council's assets could require costly remedial action, and could also impact on the ability of some services to generate income. Income generation could also be affected more widely by the current economic position.

8 Estimated Out-turn for the General Fund

8.1 The anticipated out-turn for the General Fund is detailed in the table below:-

Board		£
	Approved budget 2018-19	8,035,490
Planning	Reduction in Planning Fee income	100,000
	Expected Outturn 2018-19	8,135,490

9 Report Implications

9.1 Finance and Value for Money Implications

9.1.1 The Council's original budgeted contribution from General Fund balances for the 2018/2019 financial year was £169,440. This is expected to increase by £100,000 as shown above in section 8.1.

9.1.2 Income and Expenditure will continue to be closely managed and any further issues that arise will be reported to this Board at future meetings.

9.2 Environment and Sustainability Implications

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

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

Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date

SERVICE REMAINING WITHIN RESOURCES BOARD
Budgetary Control Report 2018/19 as at 31 July 2018

Description	Approved Budget 2018/2019	Profiled Budget to July 2018	Actual to end July 2018	Variance to Date	Comments
Cost of Democratic Process	559,720	192,327	186,138	(6,190)	See 3.2
Election Expenses	22,650	11,030	10,942	(88)	
Registration of Electors	66,310	(1,373)	(2,990)	(1,618)	
Business Rates	104,250	80,947	80,080	(866)	
Council Tax Collection	304,710	123,434	111,889	(11,546)	See 3.3
Miscellaneous Finance	460	(50,901)	(50,901)	-	
Compensation and Pension Increases	233,740	67,001	66,410	(591)	
Assisted Car Purchases	(480)	(160)	(159)	1	
Electricity at Work	23,270	7,897	6,779	(1,118)	
Finance Unused Land and Assets	1,310	417	348	(68)	
Corporate and Democratic Core	571,880	228,455	228,045	(410)	
Unallocated Central Support Services	154,350	10,593	10,607	13	
Coleshill Shops and Flats	(64,220)	(18,917)	(20,319)	(1,403)	
The Pavilions, Holly Lane	(75,960)	(33,537)	(34,955)	(1,419)	
Carlyon Road Industrial Estate	(122,350)	(51,835)	(51,833)	2	
Innage Park Industrial Estate	(35,540)	564	1,513	949	
Polesworth Workspace Units	(3,710)	(1,357)	(1,834)	(477)	
Maya Bar and Restaurant	(9,320)	(3,437)	(3,438)	(1)	
Homeless Persons	93,970	(52,736)	(50,417)	2,319	
Public Conveniences	63,820	15,378	14,052	(1,326)	
Customer Contact	95,500	19,140	18,197	(943)	
Rent Allowances	131,340	23,414	48,869	25,455	See 3.4
Housing Rent Rebates	60,930	4,012	(15,000)	(19,012)	See 3.4
Council Tax Support	235,880	73,963	74,921	958	
Car Parks	88,840	53,411	55,729	2,318	
Broadband Delivery UK	48,350	160	160	-	
Animal Control	54,580	19,300	20,023	723	
Abandoned Vehicles	9,570	4,317	4,390	73	
Private Sector Housing Assistance	37,080	25,170	25,119	(51)	
CCTV	132,120	39,026	40,245	1,219	
Borough Care	257,250	(151,340)	(124,288)	27,052	See 3.5
North Warwickshire LEADER	30,240	9,940	9,940	-	
TOTALS	3,070,540	644,305	658,261	13,956	

RECHARGED SERVICES
Budgetary Control Report 2018/19 as at 31 July 2018

Description	Approved Budget 2018/2019	Profiled Budget to July 2018	Actual to end July 2018	Variance to Date	Comments
Building Maintenance Fund	-	6,800	6,800	-	
Council Offices	30	(24,710)	(24,292)	418	
Central Telephones	-	(657)	(990)	(333)	
Recruitment	-	1,735	3,969	2,234	
Printing and Stationery	10	(3,359)	(3,834)	(475)	
Training	-	1,027	1,368	341	
Depot and Stores	10	16,803	18,288	1,485	
Postal Services	-	60	2,749	2,689	
Chief Executive Directorate	-	(130)	(475)	(345)	
Corporate Director - Environment	8,510	(6,983)	(11,788)	(4,805)	See 4.3
Corporate Director - Community	4,430	25,603	3,572	(22,031)	See 4.3
Corporate Director - Resources	22,840	11,639	(35,941)	(47,580)	See 4.3
Director of Housing Services	1,080	(1,703)	(6,931)	(5,228)	See 4.3
Director of Leisure and Community Services	3,400	404	(8,441)	(8,845)	See 4.3
Director of Streetscape	350	(8,043)	(44,531)	(36,488)	See 4.3
Director of Corporate Services	41,190	52,217	57,375	5,158	
Transport	870	7,014	7,014	-	
TOTALS	82,720	77,717	(36,088)	(113,805)	
Central Vacancy Factor	(210,000)	(70,000)	-	70,000	
TOTALS	(127,280)	7,717	(36,088)	(43,805)	

Performance Indicators (PIs) for budgets reporting to the Resources Board

	Budgeted performance	Profiled Budgeted performance	Actual performance to Date
Registration of Electors			
Cost per elector for the Electoral Register	£1.34	-£0.03	-£0.06
Business Rates			
% of NDR Collection Rate	99.30%	39.72%	38.96%
Cost per NDR Property	£45.13	£35.04	£34.24
Council Tax Collection			
% of Council Tax Collection Tax	98.00%	39.20%	40.14%
Cost per Household	£10.84	£4.39	£3.97
Coleshill Shops and Flats			
Occupancy Rate	100.00%	100.00%	100.00%
Annual Income per Shop	(£10,166)	(£2,926)	(£2,926)
The Pavilions			
Occupancy Rate	100.00%	100.00%	100.00%
Annual Income per Unit	(£10,674)	(£4,446)	(£4,446)
Carlyon Road Industrial Estate			
Occupancy Rate	81.00%	93.75%	87.50%
Annual Income per Unit	(£8,291)	(£2,790)	(£2,987)
Innage Park Industrial Estate			
Occupancy Rate	79.00%	85.00%	82.22%
Annual Income per Unit	(£5,554)	(£2,064)	(£2,049)
Polesworth Workspaces			
Occupancy Rate	75.00%	75.00%	100.00%
Annual Income per Unit	(£1,489)	(£496)	(£496)
Rent Allowances			
Number of Claimants	1,600	1,600	1,472
Rent Allowances per Claimant	£4,857	£1,575	£1,763
Net Cost per Claimant	£82.09	£14.63	£33.20
Rent Rebates			
Number of Claimants	1,520	1,520	1,474
Rent Rebates per Claimant	£3,911	£1,185	£1,541
Net Cost per Claimant	£40.09	£2.64	-£10.18
Council Tax Support			
Number of Claimants	4,360	4,360	4,082
Net Cost per Claimant	£54.10	£16.96	£18.35
Borough Care			
Number of Connections	5,107	5,107	4,642
Cost per connection	£50.37	-£29.63	-£26.77

CONSOLIDATED GENERAL FUND POSITION
Budgetary Control Report 2018/19 as at 31 July 2018

Board	Approved Budget 2018/2019	Expected position at 31st July 2018	Actual position at 31st July 2018	Variance
Executive	615,630	236,087	237,262	1,175
Planning and Development	114,810	58,194	126,860	68,666
Licensing Committee	(6,660)	3,502	8,274	4,772
Community and Environment	5,356,990	1,877,740	1,854,867	(22,873)
Resources (including staff vacancies)	2,911,790	652,022	622,173	(29,849)
Payments to Parish Councils	-	-	-	-
Other Contingencies	122,610	-	-	-
Net Board Expenditure	9,115,170	2,827,545	2,849,436	21,891
Investment Income	(180,000)	(60,000)	(69,681)	(9,681)
Revenue Contribution to Capital Spending	119,000	39,667	39,667	-
Use of Balances	(169,440)	(56,480)	(56,480)	-
Financing Adjustment	(849,240)	(283,080)	(280,087)	2,993
Net Expenditure	8,035,490	2,467,652	2,482,855	15,203

Agenda Item No 9

Resources Board

4 September 2018

Report of the Corporate Director - Resources

Housing Revenue Account Budgetary Control Report 2018/2019 Period Ended 31 July 2018

1 Summary

- 1.1 The report covers total Housing Revenue Account revenue expenditure and income for the period from 1 April to 31 July 2018.

Recommendation to the Board

To consider if any further information is required.

2 Introduction

- 2.1 Under the Service Reporting Code of Practice (SeRCOP), services should be charged with the total cost of providing the service, which not only includes costs and income directly incurred, but also support costs relating to such areas as finance, office accommodation, telephone costs and IT services and Member costs.

3 Overall Position

- 3.1 The Housing Revenue Account (HRA) includes all costs and income relating to the letting and management of the Council's housing stock, and this has to be kept separate from General Fund expenditure. The actual position for the HRA for the period ended 31 July 2018 is a surplus of £693,652, compared with a forecast surplus position for the period of £623,683. Where possible, the forecast position has been profiled to reflect seasonal variations in expenditure and income, in order to give a better comparison with actual figures. The actual position is a favourable variance of £69,969 against the forecast position. Appendix A to this report provides details of the profiled and actual position for expenditure and income incurred by the HRA.

...

- 3.2 The contribution to the Repairs Fund is transferred from the Revenue Account on a monthly basis as profiled. The actual spend on repairs is shown within the Repairs Fund. Similarly budget provision within the Revenue Account for capital expenditure is transferred to capital reserves, which are then utilised to fund HRA capital expenditure included in the capital programme.

- 3.3 Supervision and Management General – There is an under spend on council tax paid on void properties at this point due to a lower level of empty properties. In addition there is a general under spend on supplies and services budgets and additional recovery of court costs income.
- 3.4 Rent collection income is higher because there has been a lower level of voids at 0.95% against the budgeted level of 1.5%. In addition we have only sold 4 council houses against an expected level of 10 council houses.

4 Housing Repairs Fund

- 4.1 The Housing Repairs Fund covers expenditure on all repairs and maintenance, both day to day and programmed, whether carried out by Housing Direct Works or external contractors. This includes any surplus or deficit on the operation of Housing Direct Works.
- 4.2 The balance on the Fund at the start of the year amounted to £542,701. The balance can be used to cover timing issues between years. In 2018/19 the contribution to the fund is £3,157,890. Any over-spend in the repairs fund would impact on the use of Housing Revenue Account balances if it exceeded the balance on the fund and the contribution in the year. The current overspend mainly relates to vacancies and the high sickness levels in Housing Direct Works which has increased the need to use subcontractors to complete outstanding works.

... 4.3 The position on the fund at the end of July is shown in Appendix B.

5 Housing Direct Works

- 5.1 There is an under spend on employee costs reflecting the current level of vacancies and sickness, which have been covered by the use of sub contractors shown with in the supplies and services line below. There is an increase to date in supplies and services due to the higher use and cost of materials and the use of sub contractors to cover for vacancies identified above. A lower level of work has been undertaken for the General Fund Building Maintenance works and capital. Appendix C to this report provides the profiled and actual expenditure of Housing Direct Works in more detail.

...

6 Risks to the Budget

- 6.1 The key risks to the budgetary position of the Housing Revenue Account in 2018/19 include:
- The potential ongoing impact of sustaining rent income levels with the expected changes arising from Universal Credit;
 - The requirement on the Council to meet statutory housing needs and support tenants to sustain their tenancies;
 - A change in interest rates, if funds need to be borrowed;

- A reduction in the rent levels assumed in the Business Plan, as this could impact significantly on the expected surpluses. More attractive Right to Buy conditions could encourage higher sales;
- The requirements of an ageing stock and the need to meet the Decent Homes Standard are likely to continue to increase the demand for capital works. Work to keep the Council's asset in good condition will be prioritised and accommodated within existing budgets;
- Any reduction in the performance of Housing Direct Works will put pressure on the Council to use external contractors and therefore will impact on the level of expenditure;
- Asbestos removal is an ongoing cost pressure over the next few years until the full picture of the level of asbestos contained in council houses and the cost of removal is assessed;

6.2 Some risks previously identified for 2018/19 are no longer included, following the publication of the Social Housing Green Paper on 14th August 2018. The Government no longer intend to implement the Higher Value Asset Levy and are not proposing to implement mandatory fixed term tenancies at this time.

7 Estimated Out-turn

7.1 The anticipated out-turn for the Housing Revenue Account for 2018/19 is detailed in the table below;

	£
Approved budget (Surplus) 2018-19	(392,910)
Additional Rental income – due to lower void levels and right to buy sales	(48,000)
Lower Council Tax payments due to a reduced level of void properties	(5,000)
Expected Outturn (Surplus) 2018-19	(445,910)

7.2 The estimated out-turn for the Repairs Fund remains the same as that included in the original budget. Measures are in place to prevent the current overspend continuing into the second half of the year, however if high levels of sickness continue there will be a need to provide cover. If it does continue, the fund has sufficient capacity to cover the additional costs.

8 Report Implications

8.1 Finance and Value for Money Implications

8.1.1 The Council is currently forecasting a contribution to the Housing Revenue Fund balance for the 2018/19 financial year of £445,910. Income and expenditure will continue to be closely managed and any issues that arise will be reported to this committee for comment.

8.2 Environment and Sustainability Implications

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

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

HOUSING REVENUE ACCOUNT

	Original Budget 2018/2019	Expected Spend to July 2018/2019	Actual Spend to July 2018/2019	Variance	Comments
EXPENDITURE					
Repairs and Maintenance	3,157,890	1,052,159	1,052,159	-	Comment 3.2
Supervision and Management - General	1,405,740	465,772	442,480	(23,292)	Comment 3.3
Supervision and Management - Special Services	498,780	175,810	175,690	(120)	
Provision for Bad Debts	288,310	96,103	96,103	-	
Interest on Loans	1,568,820	522,940	522,940	-	
Revenue Set Aside (debt Repayment)	1,700,000	566,667	566,667	-	
Capital Expenditure - New Build	245,750	81,917	81,917	-	Comment 3.2
Capital Expenditure	2,817,420	939,140	939,140	-	Comment 3.2
Total Expenditure	11,682,710	3,900,508	3,877,096	(23,412)	
INCOME					
Gross Rent Income from Dwellings	(11,532,360)	(4,324,635)	(4,372,672)	(48,037)	Comment 3.4
Gross Rent Income from Non-Dwellings	(390,610)	(153,063)	(151,342)	1,721	
Charges for Services and Facilities	(95,450)	(27,426)	(27,667)	(241)	
Total Income	(12,018,420)	(4,505,124)	(4,551,681)	(46,557)	
NET COST OF SERVICES	(335,710)	(604,616)	(674,585)	(69,969)	
Investment Income- Other	(57,200)	(19,067)	(19,067)	-	
TOTAL (SURPLUS)/DEFICIT FOR THE YEAR	(392,910)	(623,683)	(693,652)	(69,969)	

Appendix B

HOUSING REPAIRS FUND (to end of July 2018)

	£
Balance available at 1 April 2018	542,701
Contribution 2018/19 (to July 2018)	1,052,159
Expected Use of Fund (to July 2018)	(1,130,776)
Surplus on the Fund at 31 July 2018	464,084

APPENDIX C

HOUSING DIRECT WORKS

Budgetary Control Report as at 31 July 2018

	Original Budget 2018/2019	Expected Spend 2018/2019	Actual Spend 2018/2019	Variance
EXPENDITURE				
Employee Costs	744,820	221,165	213,765	(7,400)
Supplies and Services	769,640	119,210	128,464	9,254
Transport	72,620	20,510	19,198	(1,312)
Income	(40,800)	(13,600)	(566)	13,034
Gross controllable Expenditure	1,546,280	347,285	360,861	13,576
Central Support	269,680	89,893	89,893	-
Housing Direct Works Expenditure	1,815,960	437,178	450,754	13,576

Agenda Item No 10

Resources Board

4 September 2018

Report of the Chief Executive

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

1 Summary

- 1.1 This report informs Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Resources Board for April to June 2018.

Recommendation to the Board

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

2 Consultation

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

3 Background

- 3.1 This report shows the first quarter position with the achievement of the Corporate Plan and Performance Indicator targets for 2018/19. This is the first report showing the progress achieved so far during 2018/19.

4 Progress achieved during 2018/19

- 4.1 Attached at Appendices A and B are reports outlining the progress achieved for all the Corporate Plan targets and the performance with our local performance indicators during April to June 2018/19 for the Resources Board.
- 4.2 Members will recall the use of a traffic light indicator for the monitoring of the performance achieved.

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

Amber – target currently behind schedule and requires remedial action to be achieved (shown as an amber circle)

Green – target currently on schedule to be achieved (shown as a green star)

5 Performance Indicators

- 5.1 The current performance indicators have been reviewed by each division and Management Team for monitoring for the 2018/19 year.

6 Overall Performance

- 6.1 The Corporate Plan performance report shows that 100% of the Corporate Plan targets and 60% of the performance indicator targets are currently on schedule to be achieved. The report shows that individual targets that have been classified as red, amber or green. Individual comments from the relevant division have been included where appropriate. The table below shows the following status in terms of the traffic light indicator status:

Corporate Plan

Status	Number	Percentage
Green	21	100%
Amber	0	0%
Red	0	0%
Total	21	100%

Performance Indicators

Status	Number	Percentage
Green	9	60%
Amber	6	40%
Red	0	0%
Total	15	100%

7 Summary

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

8 Report Implications

8.1 Safer Communities Implications

- 8.1.1 There are community safety performance indicators which are reported to Executive Board.

8.2 Legal Data Protection and Human Rights Implications

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

8.3 Environment and Sustainability Implications

8.3.1 Improvements in the performance and quality of services will contribute to improving the quality of life within the community. There are a number of actions and indicators which contribute towards the priorities of the sustainable community strategy including financial inclusion, improving broadband access, providing adaptations and preventing homelessness.

8.4 Risk Management Implications

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

8.5 Equality Implications

8.5.1 There are a number of equality related actions and indicators highlighted in the report including improving broadband access, the borough care review and providing adaptations and preventing homelessness.

8.6 Links to Council's Priorities

8.6.1 There are a number of targets and performance indicators contributing towards the priorities of responsible financial and resource management, supporting employment and business, creating safer communities and promoting sustainable and vibrant communities.

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

Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date
National Indicators for Local Authorities and Local Authority Partnerships	Department for Communities and Local Government	Statutory Guidance	February 2008

Resources Board 18/19

	Action	Priority	Reporting Officer	Quarter 1	Status	Direction
35	To update the ICT Strategy for 2019 – 2023 and to continue to contribute to the effective provision of services through implementing the actions and projects which help deliver the ICT Strategy and to report on progress to the Resources Board by March 2019	Responsible Financial & Resource Management	Linda Bird	The ICT Strategy will be reviewed, consulted on and updated and reported to Board in January 2019.	 Green	
36	To continue to seek opportunities to rationalise the Council's property portfolio including:- a) Working with partners in the public and voluntary sectors and reviewing the Council's property assets to ensure they support the Council's priorities and deliver key services in the most efficient and cost-effective way	Responsible Financial & Resource Management	Richard Dobbs	NWBC is currently working with other Warwickshire authorities on the latest round of the One Public Estate programme as well as working on land registration and GIS rationalisation of the Council's various land holdings	 Green	
	b) Continue to work through a programme of capital and maintenance improvements to key Council buildings, community buildings, shops and industrial units, including seeking ways to reduce, where possible, our carbon footprint.	Responsible Financial & Resource Management	Richard Dobbs	This work continues on a case-by-case basis with maintenance and improvement works taking place in-line with the capital programme. Works to ALC and Memorial Hall have been completed and improvement works to the depot are programmed to begin later this year.	 Green	
	c) identify any land or property which is surplus to requirements (and dispose of, as appropriate) but also look to identify opportunities to expand the Council's corporate property portfolio where that would generate additional revenue income	Responsible Financial & Resource Management	Richard Dobbs	Again this work continues on a case-by-case basis and will be made easier by the GIS and land registration work being undertaken this year	 Green	
37	To work in partnership with the County Council and other agencies to agree and implement CPE and introduce a comprehensive new off-street parking strategy to ensure that the service is sustainable and continues to meet local demand	Promoting Sustainable & Vibrant Communities	Richard Dobbs	CPE has been delayed by DfT's involvement with Brexit, but officers have again met with County Council colleagues and the DfT has been approached to explore ways in which capacity can be found to support the CPE application process in the near future	 Green	
38	To work to improve broadband access for the people and businesses of North Warwickshire through the work of the Council and specifically the Coventry, Solihull and Warwickshire BDUK Project and report on progress by December 2018	Supporting Employment & Business	Linda Bird	The CSW Broadband Project Working group meets quarterly to review and monitor progress. The project is on target and to budget. 15074 premises have benefitted from Superfast Broadband due to the project. The Council has provided some match funding into Contract 3 which is due to start at the end of 2018.	 Green	
39	The forward work plan for the service will be set out by the HEART Board at its meeting in February 2018. During 2018, the service will seek to increase take-up for the service, monitor outcomes for customers and to procure a new framework for contractors to deliver adaptation works	Promoting Sustainable & Vibrant Communities	Angela Coates	The marketing of the service has increased take up and end to end times for delivery of adaptations remains good. The work to appoint a contractor framework is underway.	 Green	
40	To deliver the agreed Asset Management Plan from April 2018 and report to Resources Board on progress annually	Responsible Financial & Resource Management	Angela Coates	The Plan was agreed in March 2018 and action is now being taken to deliver the objectives - including seeking to procure major works to blocks of flats.	 Green	

	Action	Priority	Reporting Officer	Quarter 1	Status	Direction
41	To use performance information to monitor the efficiency of the new HDW structure and report on progress to the Resources Board annually	Responsible Financial & Resource Management	Angela Coates	There is an improving position on backlogs of repairs. The joint work with the Contact Centre is supporting the service. End to end times are improving.	★ Green	
42	To ensure good collection rates of rent revenue for the Council's Housing Revenue Account by taking action to mitigate risks to income from changes to welfare benefits and to report quarterly to Board	Responsible Financial & Resource Management	Angela Coates	The Tenancy Service Team has been reviewed and the new arrangements will put the Council in a good position to anticipate the challenges of Universal Credit.	★ Green	
43	To continue to ensure that all debts due to the Council, wherever possible, are recovered efficiently in accordance with the Council's Corporate Debt Framework	Responsible Financial & Resource Management	Bob Trahern	Collection Progress despite the difficult financial climate continue to be positive. Data on Council Tax collection rates issued by the Government in June in respect of 2017/18 performance showed the Council were 48th in the country of 327 Councils in respect of in year CT collection and 2nd on NDR. The Council has also been shortlisted for an award reflecting its performance to be announced in October in respect of its excellent collection performance	★ Green	
44	To report by September 2018 on progress on the delivery of the Customer Access Strategy, including the use of Community Hubs, the BOB bus, increased take-up of online services and the success of driving channel shift	Promoting Sustainable & Vibrant Communities	Bob Trahern	This is likely to be deferred due to other work priorities that will take precedent in September including the roll out of GDPR, Universal Credit, a major system change and to reflect a key member of staff leaving. It is hoped that this will be completed later in the financial year and the effective progress being made in these areas	★ Green	
45	To review the Local Council Tax Reduction Scheme, to ensure that it remains affordable and fit for purpose by December 2018	Responsible Financial & Resource Management	Bob Trahern	A decision has already been taken to retain the current Council Tax Support scheme in 2019/20 to support those most vulnerable in our community.	★ Green	
46	To report on changes to Homelessness Legislation and take action to implement new requirements, starting with a report to Resources Board following publication of the statutory consultation	Promoting Sustainable & Vibrant Communities	Angela Coates	Reports have been submitted to the Resources Board. This includes the deliver of a new Homelessness Strategy. New arrangements for the team have been implemented. Caseloads have increased by 30%.	★ Green	
47	To undertake a review of the Tenancy Services and Neighbourhood Team, to ensure it is effective and efficient by September 2018.	Responsible Financial & Resource Management	Angela Coates	The new structure for the team is now in place and new systems of work are being implemented. This includes revised procedures to anticipate the roll out of Universal Credit.	★ Green	
48	To address the audit recommendations from the Telecare Service Authority by September 2018	Creating Safer Communities	Angela Coates	All actions have been addressed. The service will be subject to a further audit in September 2018.	★ Green	

	Action	Priority	Reporting Officer	Quarter 1	Status	Direction
49	To extend the Borough Care Service into the Nuneaton and Bedworth area by May 2018	Creating Safer Communities	Angela Coates	There has been a delay due to the necessity to have a partner in place to provide an out of hours visiting response. An arrangement has been made with the Fire Service subject to agreeing an SLA. We will provide the service in Nuneaton from 1 October 2018	★ Green	➡
50	During 2018, consider the implications of modernising the lifeline equipment used and anticipate the move to digital compliant equipment	Creating Safer Communities	Angela Coates	This will be subject to a report to the Resources Board later in the year.	★ Green	➡
51	During 2018/2019, we will put procedures and systems in place to deliver the new homelessness legislation. This will include promoting the joint, prevention trailblazer initiative – PHIL (Preventing Homelessness Improving Lives) as part of our housing options offer	Promoting Sustainable & Vibrant Communities	Angela Coates	A recent visit from the MHCLG confirmed that good progress has been made to implement the new legislation. A countywide conference in September will promote partnership working to underpin the activity of the Boroughs and Districts.	★ Green	➡
52	We will deliver a new Homelessness Strategy by April 2018 and progress the action plan during 2018 – 2019	Promoting Sustainable & Vibrant Communities	Angela Coates	Complete	★ Green	➡
53	During 2018, we will deliver a new shared service for the private sector housing duties and will review the service after 12 months and report to the Resources Board on performance	Promoting Sustainable & Vibrant Communities	Angela Coates	The first action is complete.	★ Green	➡

NWPI Resources 18/19

Ref	Description	Section	Priority	Year End Target 2018/19	Outturn 2017/18	April - June Performance	Traffic Light	Direction of Travel	Comments
NWLPI 052	The % of invoices for commercial goods and services which were paid by the authority within 30 days of such invoiced being received by the Authority (former BV8)	Management Accountancy	Public Services & Council Tax	98	98.50%	97.11%			Slight drop in performance in quarter 1. Monthly monitoring reports are shared with each department.
NWLPI 57	Percentage of calls answered through the Central Control system within 180 seconds. (TSA national standard 97.5%):	Community Support	Housing	99	99.92%	99.87%			
NWLPI 135	Percentage of response repairs completed right first time	Housing Maintenance	Housing	86.00%	85.49%	83.79%			We are reviewing access to materials in order to improve this performance. The appointments system is assisting our performance.
NWLPI 068	Gas certificates completed	Housing Maintenance	Housing	100.00%	100.00%	99.92%			Two properties were outstanding at 30 June. Both have now been dealt with.
@NW:NI156	Number of households living in temporary accommodation (snapshot at end of each quarter)	Housing Management	Housing	6	14	10			The homelessness service remains under pressure. The team are working to prevent homelessness and this should assist to reduce the need for temporary accommodation.
NWLPI 136	Number of tenants with more than 7 weeks rent arrears - as an average over the year	Housing Management	Housing	2.75%	2.00%	2.61%			Robust performance continues in face of challenges from welfare reforms.
NWLPI 070	Average time taken to re-let local authority housing (former BV212)	Housing Management	Housing	30 days	25.73 days	33.47 days			Some properties have required significant repairs before they were ready for letting.
NWLPI 039	The percentage availability of corporate systems available to users Monday to Friday 8.30 am to 5.30 pm :	Computer Services	Public Services & Council Tax	99.7	99.8%	99.99%			
NWLPI 040	The percentage of initial response to helpdesk calls within two hours of a call being placed :	Computer Services	Public Services & Council Tax	95	99%	99.99%			
NWLPI 041	Percentage of Service Desk Calls resolved in target (total of IS3 to IS6)	Computer Services	Public Services & Council Tax	95	95%	95%			

Ref	Description	Section	Priority	Year End Target 2018/19	Outturn 2017/18	April - June Performance	Traffic Light	Direction of Travel	Comments
NWLPI 096	The Percentage of Calls answered in 20 seconds in the contact centre	Revenues & Benefits	Public Services & Council Tax	75	83%	70%	 Amber		On target for year end as first quarter of the year is busiest
@NW:NI181	The average time taken in calendar days to process all new claims and change events in Housing Benefit and Council Tax Benefit	Revenues & Benefits	Public Services & Council Tax	7.5	5.02	6.8	 Green		
NWLPI 106	The percentage of non-domestic rates due for the financial year which were received by the authority (former BV10)	Revenues & Benefits	Public Services & Council Tax	98.6	99.95	30.47	 Green		
NWLPI 107	Proportion of Council Tax collected (former BV9)	Revenues & Benefits	Public Services & Council Tax	97.8	98.61	30.41	 Green		
NWLPI 161	Percentage of abandoned calls in the Contact Centre	Contact Centre	Public Services & Council Tax	5	4	6	 Green		On target for year end

1 Summary

- 1.1 This report provides information for the Board about the Council's CCTV service and proposes the purchase of new equipment to provide for an upgrade from an analogue to a digital system.

Recommendation to the Board

- a That the Board notes the content of the report;**
- b That the Board approves the appointment of a CCTV technical consultant to provide an options report and technical specification for the replacement of CCTV equipment used by the Borough Council and Atherstone Town Council;**
- c That the Board supports the request from Coleshill Town Council to become part of the CCTV partnership; and**
- d That the specialist options appraisal should include the technical requirements needed for Coleshill Town Council to joint the CCTV partnership.**

2 Consultation

- 2.1 The report has been shared with the Local Councillors for Atherstone and Coleshill in advance of the meeting. Any comments provided will be shared at the Resources Board.

3 Introduction

- 3.1 The Atherstone town centre public space CCTV system was installed in 2002 having secured full funding from the Government's Crime Reduction Programme that was available at that time. The scheme is operated by North Warwickshire Borough Council in partnership with Atherstone Town Council and Warwickshire Police.

- 3.2 Atherstone Town Council is responsible for 17 analogue pan, tilt and zoom (PTZ) CCTV cameras and the fibre optic network that connects them to the control centre image processing, monitoring and recording equipment located in the Council House. Atherstone Town Council contributes towards the cost of operating the CCTV service, paying for 35hrs per week staffing costs and a pro rata maintenance cost relating to the equipment they are responsible for.
- 3.3 NWBC is responsible for the control centre equipment, as well as 4 analogue PTZ and 7 analogue static CCTV cameras that are located at the Council depot, Atherstone Leisure Centre and the Council House respectively. The funding of the service minus Atherstone Town Council's contribution is provided by NWBC, which is also responsible for the day to day management and monitoring of the cameras. Warwickshire Police's role in the Partnership is in an advisory capacity and as the main beneficiary of the scheme with their being provided with pro-active intelligence through live monitoring as well as intelligence and evidence in the form of recorded images.
- 3.4 The control centre monitoring and recording equipment was upgraded in the summer of 2009 to improve the quality of evidential images for use by the Police and also greatly improve image reviewing capabilities. The upgrade included replacing old CRT monitors with flat screen monitors, replacing the VHS tape recording system with a digital hard drive one, and replacing the CCTV image review suite with a simpler to use digital one with much a more efficient image retrieval capability substantially reducing search and image retrieval times.
- 3.5 The analogue camera image processing system and analogue cameras were not replaced at the time because it was not considered necessary or expedient to replace the CCTV cameras. When the control centre equipment was replaced the 7 year old cameras still provided comparable images to newer analogue CCTV cameras available at that time and, although digital CCTV camera technology was emerging, it was decided to wait before considering camera replacement until digital camera technology had become more established and could provide demonstrably better quality images than analogue systems before adopting it. It was clear that digital technology would eventually replace analogue technology because its development potential was far greater than that of analogue but at that point in time it was felt it had not developed sufficiently to make it a cost effective and sufficiently advanced technology to justify the expenditure required to replace the old network of cameras.
- 3.6 At its meeting in January 2018 the Resources Board agreed to a recommendation to upgrade the CCTV scheme equipment. The decision was based on two considerations set out in the report. One was the technical specification of the equipment and the advantages of moving from an analogue system to a digital one. The other was the increasingly difficulty in repairing the cameras owned by the Town Council because they are now obsolete.

4 Current Position

- 4.1 In the report to the Resources Board in January information was provided about the new generation of digital CCTV cameras and the images they can provide. Since the Resources Board made its decision there has been some further consideration about the technical specification for the new equipment with some discussions with suppliers. Unfortunately some of the equipment being considered is so new that there are few organisations using it and therefore the opportunity to learn about the benefits from others has been limited.
- 4.2 Coleshill Town Council have approached the Borough Council and asked if they can become part of the CCTV Partnership. This request will be considered by Atherstone Town Council at its meeting in August. If Atherstone Town Council and the Borough Council agree to extend the partnership it would have implications for the arrangements to provide new equipment for the current partnership.
- 4.3 Given the position with regard to the availability of spares for the PTZ cameras and the obsolescence of the control centre review suite facility the Resources Board was advised that it will be necessary to upgrade the CCTV system in the near future or face a situation whereby both cameras and review suite can no longer be reliably maintained and supported.
- 4.4 In January it was estimated that the tender document could be produced by the end of May 2018 and the contract awarded in July 2018 for the upgrade to be carried out between August 2018 and September 2018. It was proposed that a maintenance contract would be included within the tender for a period of 3 years post guarantee period with a 2 year option to extend. This timetable has not been achieved.

5 Proposals

- 5.1 There is a need to move quickly to agree a new scheme for the Atherstone Partnership given the condition of the cameras and the increasing difficulty in repairing them. There have been two barriers to doing this. The Community Support Manager has had to prioritise the Borough Care service delivery and the proposed expansion into the Nuneaton and Bedworth area. The future requirements mean that the technical specification will very different to those provided previously and the in house team do not have the expertise to set out the options in a sufficiently detailed report to assist with decisions about the scheme.
- 5.2 Anticipating that Atherstone Town Council will support the request from Coleshill Town Council to become a partner to the CCTV scheme it is recommended that the Borough Council agree to the request. This will have significant implications for the equipment provided in the Control Room and for how the active monitoring is resourced. All parties will need to be clear about the practical and financial implications as the proposal is progressed.

5.3 It is proposed that a CCTV technical consultant be appointed to consider the current system (including assessment of equipment used and fibre cable lengths), future requirements (including the benefits or otherwise of 180 degree and 360 degree cameras, new recording system and what the partnership wants to achieve) and set out detailed options for both the siting of cameras and the type of cameras that would be most beneficial to the Atherstone scheme. If both Councils agree that Coleshill Town Council can join the partnership the report will also set out the requirements and options to support that proposal. The options considerations will also include estimates of capital costs.

5.4 When the options have been considered and requirements agreed the CCTV technical consultant will be asked to set out the detailed specification on which the procurement process will be based.

6 Report Implications

6.1 Financial Implications

6.1.1 The revenue budget for the Atherstone CCTV scheme for 2018-2019 is £132,120 after deducting Atherstone Town Council contribution of £32,760 towards its operation.

6.1.2 The capital budget reserve for the replacement of the Council's control room equipment is £136,700. When the equipment in the review suite was replaced in 2009 the cost was £91,240. The replacement of the equipment and cameras during 2018-2019 is expected to be in the region of £90,000 to £120,000 subject to tender. Atherstone Town Council have indicated that they have sufficient funds to upgrade the CCTV camera equipment they are responsible for to enable the purchase of a full HD IP digital CCTV system that will meet local needs into the future.

6.1.3 The Resources Board was previously advised that for the complete CCTV system upgrade to be implemented further research would be necessary to ascertain what CCTV equipment will be most suitable for CCTV partnership's requirements before drafting a specification for the upgrade. The research would lead to a draft specification to share with Atherstone Town Council for their views and comments. After approval a tender document would be produced and advertised in accordance with the Council's Contract Standing Orders.

6.1.4 It has not been possible to progress the actions set out a 7.1.3 of this report. It is proposed that additional capacity is purchased. The cost to employ a CCTV technical consultant to provide an options report and a technical specification is likely to be between £5,000 and £10,000. There is sufficient budget in the capital budget reserve for the CCTV service to cover this cost. Using it will ensure that the scheme development will progress at a pace which supports the need to replace the equipment that is now obsolete. Atherstone Town Council could be asked to make a contribution to this cost.

6.1.5 The costs of including Coleshill Town Council in the partnership will have to be assessed as considerations about the type of scheme they require progress. There is an expectation that introducing a third partner will be done in way that is cost neutral for the Council. Any financial implications will be reported to the Resources Board.

6.2 Crime and Disorder Implications

- 6.2.1 The Atherstone Town Centre CCTV scheme helps to realise the Council's corporate priority to reduce levels of crime and anti-social behaviour and the community's fear of crime.

6.3 Legal, Data Protection and Human Rights Implications

- 6.3.1 The CCTV scheme has to comply with the Police and Criminal Evidence Act 1984, the Criminal Procedures and Investigations Act 1996, the Human Rights Act 1998, the Data Protection Act 1998, the Freedom of Information Act 2000, the Sexual Offences Act 2000, the Regulation of Investigatory Powers Act 2000, the Private Security Industry Act (PSIA) 2001 and the Protection of Freedoms Act 2012 and the Secretary of State's Surveillance Camera Code of Practice.
- 6.3.2 Any revisions to the Council's procedures and processes arising from the implementation of new CCTV equipment will need to be compliant with the General Data Protection Regulation.

6.4 Sustainability Implications

- 6.4.1 Initiatives that are designed to reduce levels of crime and anti-social behaviour and the real fear of crime have a positive and lasting impact on the quality of life of individuals and the community in general.

The Contact Officer for this report is Angela Coates (719369).

Agenda Item No 12

Resources Board

4 September 2018

**Report of the
Chief Executive**

Exclusion of the Public and Press

Recommendation to the Board

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.

Agenda Item No 13

Irrecoverable Local Taxation Debts – Report of the Corporate Director - Community

Paragraph 1 – by reason of the report containing information relating to an individual

Agenda Item No 14

Request to Purchase Land – Report of the Director of Housing

Paragraph 1 – by reason of the report containing information relating to an individual

Agenda Item No 15

Condition of Council Flats in Atherstone – Report of the Director of Housing

Paragraph 3 – by reason of the report containing financial information

Agenda Item No 16

Long Term Empty Home - Coleshill – Report of the Director of Housing

Paragraph 1 – by reason of the report containing information relating to an individual

Agenda Item No 17

Land Issues – Update – Report of the Director of Streetscape

Paragraph 3 – by reason of the report containing financial information

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