

Agenda Item No 9

Executive Board

21 November 2022

Report of the Corporate Director - Resources

Budgetary Control Report 2022/23 Period Ended 31 October 2022

1 Summary

- 1.1 The report covers revenue expenditure and income for the period from 1 April 2022 to 31 October 2022. The 2022/23 budget and the actual position for the period, compared with the estimate at that date, are given, together with an estimate of the out-turn position for services reporting to this Board.

Recommendation to Council

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. The figures contained within this report are calculated on this basis.

3 Overall Position

- 3.1 Net expenditure for those services that report to the Executive Board as of 31 October 2022 is £376,115 compared with a profiled budgetary position of £375,830; an overspend of £285. 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 Where possible, the budget to date figure has been calculated with some allowance for seasonal variations, to enable a better comparison with actual figures.

4 Risks to the Budget

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

	Likelihood	Potential impact on Budget
The Local Plan process is becoming more costly due to the Duty to Cooperate and also needs to be repeated more often as national guidance requires.	High	High
The Emergency Planning budget may be insufficient to cover the costs of any major local emergency.	Low	High

5 Estimated Out-turn

- 5.1 Members have requested that Budgetary Control Reports provide details on the likely out-turn position for each of the services reporting to this Board. The anticipated out-turn for this Board for 2022/23 is £772,150, the same as the Original Budget.
- 5.2 The figures provided above are based on information available at this time of the year and are the best available estimates for this Board and may change as the financial year progresses. Members will be updated in future reports of any changes to the forecast out turn.

6 Report Implications

6.1 Finance and Value for Money Implications

- 6.1.1 Income and Expenditure will continue to be closely managed and any issues that arise will be reported to this Board for comment at future meetings.

6.2 Environment and Sustainability Implications

- 6.2.1 The Council must 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
Executive Board – Agenda item 9	Corporate Director - Resources	General Fund Revenue Estimates and Setting the Council 2022-23	14 th Feb 2022
Executive Board – Agenda item 10	Corporate Director - Resources	Financial Strategy 2022-2027	12 th Oct 2022

North Warwickshire Borough Council

Executive Board

Budgetary Control Report 2022/23 as at 31 October 2022

Cost Centre	Description	Approved Budget 2022/23	Profiled Budget October 2022	Actual October 2022	Variance	Comments
		£	£	£	£	
2000	Housing Strategic Service Review	34,670	20,224	20,224	-	
2001	Outreach and Access to Services	121,710	74,999	75,669	670	
2002	Corporate Communications	72,120	31,897	32,215	318	
2003	Community Strategy	133,620	77,053	77,053	-	
2007	Emergency Planning	40,090	21,583	20,363	(1,221)	
2009	N.Warks Local Development Framework	366,890	148,295	148,813	517	
5050	Support to Parishes	3,050	1,779	1,779	-	
	Total Expenditure	772,150	375,830	376,115	285	

1 Summary

- 1.1 This report shows the key recommendations of the Independent Remuneration Panel following a review of the current Members' Allowances Scheme.

Recommendation to the Council

- a That the Independent Remuneration Panel's report, as set out in Appendix A, be noted; and
- b That the following be approved;
 - 1) That the Special Responsibility Allowances for the roles listed in paragraph 7.1 remain unaltered;
 - 2) That the Vice Chair of Executive Board be paid an SRA of £2,988, with effect from 4 May 2022;
 - 3) That travel allowances are maintained, with the addition of the allowances for travel by motorcycle and bicycle, and the passenger supplement, set out in paragraph 8.2;
 - 4) That the Travel Allowance Scheme highlights that electric / hybrid travel is payable at the HMRC rate of 45p per mile;
 - 5) That no changes are made to the current definition and scope of approved duties for which Members can claim travel allowances;
 - 6) That no changes are made to current rates and conditions in the Travel Allowance scheme where Members travel by public or other means of transport;
 - 7) That there are no changes to subsistence rates and approved duties, other than to specify that a Member is unable to claim subsistence when attending an approved duty within the Borough of North Warwickshire;
 - 8) That there are no changes to the scope or levels payable in the Dependent Carer's Allowance Scheme; and
 - 9) That indexation, as set out in paragraph 10.1, is applied from 1 April 2022 until March 2026.

2 Introduction

- 2.1 The Panel was convened under the Local Authorities' (Members' Allowances) (England) Regulations 2003. These regulations require all authorities to set up and maintain an advisory panel, consisting of at least three people who are not members of the Council in respect of which they make recommendation, to review and provide advice on Members' Allowances. All Councils are

required to convene their Panel and seek its advice before they make any changes or amendments to allowances and they must “pay regard” to the Panel’s recommendations before setting a new or amended Members’ Allowances Scheme.

3 Terms of Reference

3.1 The Terms of Reference of the Panel were to make recommendations to the Council on:-

- i The amount of basic allowance that should be payable to its elected members and the expenses that it is deemed to include.
- ii The responsibilities or duties which should lead to the payment of a special responsibility allowance and the amount of such an allowance.
- iii The duties for which a travelling and subsistence allowance can be paid and the amount of this allowance.
- iv Whether the authority’s allowances scheme should include an allowance in respect of the expenses of arranging for the care of children and dependents and if it does make such a recommendation, the amount of this allowance and the means by which it is determined.
- v Whether annual adjustments of allowance levels may be made by reference to an index, and if so, for how long such a measure should run.
- vi Any matters brought to the attention of the Panel in their consultation with Members and briefings from Officers.

4 The Process

4.1 The Panel met on 17 and 18 October, having received an evidence pack in advance of their review. During their meeting, they had the opportunity to talk to the Leader of the Council and other Members, obtain further clarification on processes from officers and discuss the evidence obtained.

4.2 The Panel considered a range of evidence, including some benchmarking of the allowances paid by the Council’s nearest neighbours. In addition, all Members were sent a questionnaire, to allow them the opportunity to make comments on the current scheme and changes in responsibilities.

5 Panel Recommendations

5.1 The Panel looked at the competing issues faced by the Council but were mindful of the tough economic climate which continues for both the Council and its residents. Each allowance was reviewed and all comments and suggestions were considered, with the conclusions of the Panel set out in their report, attached at Appendix A.

...

5.2 The Panel felt that it could not recommend increases in the main allowances payable. Instead the main changes proposed are to allow the anomalies which have arisen, to be addressed.

6 Basic Allowance

6.1 The Basic Allowance being paid is marginally below other authorities in the comparator group used. Whilst the Panel recommends that this should remain unchanged, they consider that indexation should be applied for 2022/23 and future years. Use of the recommended indexation for 2022/23 will remove the difference with the comparator group.

7 Special Responsibility Allowances (SRA's)

7.1 The Panel recommends the continuation of the one SRA per Member rule and that the following SRA's should remain unchanged:

- Leader of the Council
- Deputy Leader of Resources Board
- Deputy Leader of Community & Development Board
- Deputy Leader of Planning & Development Board
- Vice Chair of Resources Board
- Vice Chair of Community & Environment Board
- Chair of Licensing Committees
- Chair of Special Sub-Group
- Chair of Safer Communities Sub-Committee
- Chair of the Health and Wellbeing Working Party
- Leader of the Main Opposition Group
- Deputy Leader of the Main Opposition Group
- Leader of the Minority Opposition Group (only payable if 4 or more members)

7.2 There was consideration given to the absence of an SRA for the Deputy Leader of the Council. As there is no formal role description for this role and as the Deputy Leader of the Majority Group is typically Vice Chair of the Executive Board, the Panel felt that this could be covered by recognising the role of Vice Chair of the Executive Board. In proposing an appropriate SRA, the Panel considered the calculation methodology used for other Vice Chairs and are recommending an SRA of £2,988.

8 Travel and Subsistence Allowances

8.1 The mileage rate is set at the standard HMRC approved rate of 45p per mile and subsistence rates are based on the rates applicable to Officers.

8.2 The Panel recommends that the current Travel allowances including what constitutes approved duties are maintained, with the addition of the following mileage allowances to be inserted into the allowances scheme:

- Travel by motorcycle: 24p per mile
- Travel by bicycle: 20p per mile

- Passenger supplement rate: 5p per passenger (max of 4)

8.3 The Passenger Supplement allowance should only be claimed for carrying fellow Councillors to an approved duty who would also be eligible for claiming the mileage allowance if travelling in their own vehicle.

8.4 Although the issue was not raised with the Panel, the use of electric / hybrid vehicles was considered. To future proof the scheme, the Panel recommends that the scheme is amended to state that where travel is in an electric / hybrid vehicle that the HMRC rate of 45p per mile is applicable.

8.5 The Panel recommends that there is no change to the current Subsistence allowances and approved duties, other than to include the condition that a Member is unable to claim subsistence when attending an approved duty within the Borough of North Warwickshire.

9 The Dependant' Carer' Allowance

9.1 Whilst rarely claimed, the Panel recommends no change to the scope and levels payable in the Dependent Carer's Allowance Scheme.

10 Indexation

10.1 Until the end of March 2022, all allowances were indexed. Regulations require a further view from the Panel if it wishes to continue with the indexation after this point. The Panel considers that it would be appropriate to continue indexation to all allowances, to ensure that allowances do not lag significantly behind those paid by the Council's peers. Given the flat rate increase agreed for employees from 1 April 2022, an increase of 4.04% is recommended as this equates to point 43 on the employee scale. The Panel therefore recommends that Members Allowances are indexed as follows:

Allowance	Indexation
Basic Allowances / SRA's	annual percentage salary increase for local government staff for the relevant year (4.04% from April 2022)
Travel Allowance Mileage Rates	HMRC approved mileage rates for motor vehicles, motor cycles and bicycles
Subsistence Allowances	same rates that apply to Officers
Dependants' Carers' (Childcare)	national living wage hourly rate
Dependants' Carers' (elderly or other dependant relative)	median hourly rate charged by a Home Care Assistant by Warwickshire County Council

10.2 The Panel recommends that the indices apply for the maximum length permitted by the 2003 regulations (four years), running from 1 April 2022 until 31 March 2026.

11 Publicity

- 11.1 Once a report is received from the Independent Remuneration Panel, regulations state that as soon as practicably possible, the results must be published and that copies of the report should be available for inspection by members of the public.

12 Report Implications

12.1 Finance and Value for Money Implications

- 12.1.1 The current cost of the Members' Allowance Scheme (Basic Allowance and Special Responsibility Allowances) is shown below, together with the cost of the proposed allowances.

	Current	Proposed
Basic Allowances	189,490	189,490
SRA's	49,363	52,351
Total	238,853	241,841

... This is based on each position of responsibility being filled by a different Member. In reality, a Member may hold more than one position of responsibility, but may only be paid one SRA. A summary of the proposed allowances is attached at Appendix B.

12.2 Legal, Data Protection and Human Rights Implications

- 12.2.1 As indicated above the Panel was convened under the Local Authorities' (Members' Allowances) (England) Regulations 2003. The Council must "pay regard" to the Panel's report before setting a new or amended Members' Allowances Scheme. Once a report is received from the Panel the Council must make a copy available for public inspection at its offices and must publish a notice in a local newspaper summarising its recommendations.

- 12.2.2 Although the Executive Board has the responsibility for Members' Allowances and any reports of the Independent Remuneration Panel, the Council's Constitution states that any decisions regarding levels of payment must be made by full Council.

12.3 Links to Council's Priorities

- 12.3.1 This review contributes to responsible financial and resources management

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

Background Papers

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

Background Paper No	Author	Nature of Background Paper	Date
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APPENDIX A

A Review

Of

Members' Allowances

For

**North Warwickshire
Borough Council**

A Report

By the

**Independent
Remuneration Panel**

**Dr Declan Hall (Chair)
John McGuigan
Marion Plant OBE**

November 2022

The IRP recommends that the following allowances and indexation are paid and applicable for 2022/23

North Warwickshire Borough Council IRP Executive Summary	BA & SRAs 2022/23 (recommended)				
REMUNERATED POSTS	Basic Allowance	Nos. Paid	SRA per Post	Total per Member	Total per Category
All Members	£5,414	35	-		£189,490
Leader of Council/Chair Executive Board	£5,414	1	£11,951	£17,365	£11,951
Vice Chairman of Executive Board	£5,414	1	£2,988	£8,402	£2,988
Deputy Leaders/Chairs of the other Boards	£5,414	3	£5,421	£10,835	£16,263
Vice Chairmen of the other Boards	£5,414	3	£1,899	£7,313	£5,697
Chairman of the Licensing Committees	£5,414	1	£1,899	£7,313	£1,899
Chairman Special Sub-Group	£5,414	1	£1,899	£7,313	£1,899
Chairman Safer Communities Sub-Committee	£5,414	1	£1,899	£7,313	£1,899
Chairman Health & Wellbeing Working Party	£5,414	1	£1,899	£7,313	£1,899
Main Opposition Group Leader (£1,264 standard element + £254 per member X 11 Members)	£5,414	1	£4,058	£9,472	£4,058
Main Opposition Group Deputy Leader	£5,414	1	£1,899	£7,313	£1,899
Minority Opposition Group Leader	£5,414	0	£1,899	£7,313	£0
SUB TOTALS					
BA SUB TOTAL	£5,414	35			£189,490
SRAS SUB TOTAL		13			£50,452
TOTAL PAYABLE (BA + SRAs)					£239,942

The IRP also recommends that

Other SRAs – Members of the Planning Board & Shadow Board Chairmen

The Members of the Planning & Development Board and the Shadow Board Chairmen are not paid an SRA

Confirming the ‘One SRA only’ Rule

The One SRA only rule is maintained

The Dependants' Carers' Allowance

There is no change to the scope and levels payable in the Dependants' Carers Allowance scheme, subject to any indexation that may be applicable.

Travel Allowances

The current Travel Allowances including what constitutes approved duties are maintained with the addition of the following mileage allowances to be inserted into the allowances scheme:

- Travel by motorcycle: 24p per mile
- Travel by bicycle: 20p per mile
- Passenger supplement rate: 5p per passenger (maximum of 4)

The Passenger Supplement allowance should only be claimed for carrying fellow elected Members to an approved duty who would also be eligible for claiming the mileage allowance if travelling in their own vehicle.

The scheme is clarified and amended to expressly state that where a Member claims the mileage allowance by travel in a hybrid/electric vehicle that the HMRC rate of 45p per mile is applicable.

Subsistence Allowances

There is no change to the current Subsistence rates and approved duties for which they can be claimed except in one regard, namely that the allowances scheme is amended to clarify that a Member is unable to claim Subsistence allowances for attending an approved duty within the Borough of North Warwickshire.

Indexation

The North Warwickshire Borough Council Members Allowances are indexed as follows:

- **Basic Allowance and SRAs:**
 - Indexed to the annual percentage salary increase for local government staff set at SCP 43 to be applied for the same year that applies to staff
- **Travel Allowance – Mileage Rates:**
 - Indexed to HMRC approved mileage rates for motor, hybrid and electric vehicles, motor cycles and bicycles
- **Subsistence Allowances:**
 - Indexed to the same rates that apply to Officers
- **Dependants' Carers' Allowance – Maximum Rates:**
 - Childcare element:
 - indexed to the 'national living wage' hourly rate
 - Elderly or Other Dependant Relatives element:
 - indexed to median hourly rate charged for a Home Care Assistant by Warwickshire County Council

The IRP also recommends that the indices apply for the maximum length permitted by the 2003 Regulations namely four years and to run from 1 April 2022 until 31 March 2026.

Implementation of Recommendations

The recommendations contained in this report should be implemented from the date of the Council's Annual Meeting on 4th May 2022 with the exception of the recommendations on indexation which for continuity purposes should be implemented from 1st April 2022.

A Review of Members' Allowances

For

North Warwickshire Borough Council

By the

Independent Remuneration Panel

November 2022

The Regulatory Context

1. This report is a synopsis of the deliberations and recommendations made by the Independent Remuneration Panel (the IRP) for North Warwickshire Borough Council to advise the Council on its Members' Allowances scheme. The Panel is established under *The Local Authorities' (Members' Allowances) (England) Regulations 2003 (SI 1021)* (the 2003 Regulations). These regulations, which arise out of the relevant provisions contained in the Local Government Act 2000, require all local authorities to establish and maintain an advisory Independent [Members] Remuneration Panel to review and provide advice on Members' allowances on a periodic basis. All Councils are required to convene their IRP and seek its advice before they make any changes or amendments to their members' allowances scheme. They must 'pay regard' to their IRP's recommendations before setting a new or amended Members' Allowances Scheme.
2. On this particular occasion, the IRP has been reconvened as the authority's powers to continue the indexation of allowances lapsed on 31st March 2022 as indexation had been in place for four years, the maximum time period permitted by the 2003 Regulations (10. (5)). This is known as the 4-year rule and is the mechanism by which IRPs are convened at least every four years so as to ensure that a Council's Members' Allowances Scheme is subject to

periodic scrutiny in a context whereby the Council retains the right to determine its own allowances but only after receiving advice from its IRP. As such the IRP has also been asked to review the whole scheme of allowances as it has not been reviewed for over four years.

Terms of Reference

3. The Terms of Reference¹ of the IRP are to make recommendations to the Council on:-
 - I. The amount of basic allowance that should be payable to its elected members and the expenses that it is deemed to include
 - II. The responsibilities or duties which should lead to the payment of a special responsibility allowance and as to the amount of such an allowance
 - III. The duties for which a travelling and subsistence allowance can be paid and as to the amount of this allowance
 - IV. Whether the authority's allowances scheme should include an allowance in respect of the expenses of arranging for the care of children and dependants and if it does make such a recommendation, the amount of this allowance and the means by which it is determined
 - V. Whether annual adjustments of allowance levels may be made by reference to an index, and, if so, for how long such a measure should run
 - VI. Any matters brought to the attention of the IRP in their consultation with Members and briefings from Officers.

In arriving at their recommendations the IRP shall also take into account:

- a) The issues that the IRP is required to take into account as set out in the 2006 Statutory Guidance on Members' Allowances
- b) Any recent changes in the Council's governance arrangements and roles of post holders
- c) The views of Members both written and oral
- d) Allowances paid in comparable councils, namely the four other Warwickshire and five adjacent District Councils plus North Warwickshire Borough Council's five nearest neighbours as defined by the Chartered Institute of Finance and Accountancy (CIPFA – 2014 model)²

¹ Terms of reference based on those laid out in 2006 Statutory Guidance paragraph 62

² Within the list of the CIPFA five nearest neighbours, two of those councils (Daventry and Copeland) no longer exist so the IRP simply went further down the list to choose Tewkesbury and Newark & Sherwood as appropriate Councils for benchmarking purposes. North Leicestershire falls within CIPFA five nearest

The IRP

4. North Warwickshire Borough Council reconvened its Independent Remuneration Panel and the following IRP Members carried out its independent review; namely:

Declan Hall PhD (Chair) A former academic at the Institute of Local Government, The University of Birmingham, now an independent consultant specialising in Members' allowances and support.

John McGuigan: A representative from the local Chamber of Commerce and a former local government director.

Marion Plant (OBE) Principal & Chief Executive of North Warwickshire & South Leicestershire College and is also the Chief Executive of the Midland Academies Trust. Marion is also a Board Member Coventry & Warwickshire Local Enterprise Partnerships (LEP) and Programme Board Member Leicester & Leicestershire LEP. Marion previously worked in the National Health Service as a health visitor and a midwife.

5. The IRP was supported by Sue Garner, Corporate Director (Resources) at North Warwickshire Borough Council and whose role was to take the organisational lead in facilitating the work of the IRP.

Process and Methodology

6. The IRP convened in person³ at the Council House in Atherstone on 17th-18th October 2022 to meet with a range of Members to discuss issues of concern and receive factual briefings from relevant Officers to obtain an overview on any recent changes in Council structures and the challenges it faces.
7. All Members were invited to make written submissions to the IRP, with five responses received. In addition, all Members who were not specifically invited to meet with the IRP were given the opportunity to request a meeting with the IRP if they so wished, no such requests were received.
8. In arriving at its recommendations, the IRP also took into account a wide range of information and evidence. The details of representations and evidence received and considered by the IRP are set out in the following appendices:

neighbours and adjacent Council sub-list, which gave the IRP a benchmarking group of 14 Councils, including North Warwickshire Borough Council.

³ Marion Plant joined the IRP virtually

- Appendix 1: Written evidence and data reviewed by the IRP
- Appendix 2: Members who met with and Officers who briefed the IRP
- Appendix 3: Benchmarking data – summary of allowances paid in the four other Warwickshire Councils, five adjacent Councils and five CIPFA Nearest Neighbours

Key Messages – Now not the time to increase allowances

9. Although a case can be made and was made in some of the representation received the overwhelming view in the representation made to the IRP was now was not the time to increase allowances. Even within the small minority of representation who suggested that there was a case to increase allowances, there was a further view that now was not the time. Moreover, benchmarking shows that compared to the comparator group of councils the allowances paid in North Warwickshire Borough Council are broadly in line with their peers.

Recognising the economic context

10. The context for the overwhelming view that now was not the time to increase allowances was the fact that it continues to be an economically tough climate for both the Council and the Borough residents. In representations made to the IRP this view emerged as a key message. In particular it was stressed that as the Council continues to grapple with austerity it is unlikely to accept any recommended increase in spend on allowances at this moment. The IRP cannot ignore the current economic context or the realities faced by Members. There is little point in the IRP making recommendations that bear no relationship to economic constraints within which the Council has to operate; otherwise, the review would simply make aspirational recommendations for a future date rather than supporting Members in the present.

Allowances as an enabler

11. The function of allowances is to enable most people to be an elected Member rather than attract people to being an elected Member. There was a universal agreement in the representation received that this principle should underline the allowances paid in North Warwickshire Borough Council. There was some anecdotal evidence that the Basic Allowance in particular was so low as to be a barrier to serving on Council. However, generally, in the representation received, the view was that the current allowances broadly fulfilled the enabling function although there was a minority view that the current level of allowances were at a level that acted as a barrier for some people.
12. The IRP notes that the present make-up of elected Members does not fully reflect the population of North Warwickshire Borough Council, in particular regarding younger working people and women. However, North Warwickshire Borough Council is not unique in that respect, it is a fact across all of UK local government, which in turns suggests other factors may be in play when it comes to widening access. Moreover, to increase representation from traditionally underrepresented groups would require such an boost in

allowances that they would have to reflect commercial market rates and thus become an attraction rather than enabler – a principle that had no support. Indeed, the legislative underpinning of the current framework of allowances in England is that they should be an enabler rather than an attraction.

Prime function of this review – addressing anomalies

13. Ideally, the purpose of any review is to make recommendations based on knowledge of the current governance structures, an analysis of the evidence and representations and the levels and scope of allowances paid in comparator councils - thus arriving at an evidenced-based judgement on the monetary worth of the roles under consideration. On the other hand, the logic of having an IRP is *inter alia* to ensure public accountability vis-à-vis allowances.⁴ Bearing in mind the requirement to balance these two competing imperatives the IRP concluded in conjunction with looking at the wider evidence such as the benchmarking that at this stage the main task is to address the most pressing anomalies.
14. This has led the IRP to make recommendations for only one new SRA and addressing the indexation issue, with some other marginal amendments to the scheme (see below). Broadly speaking the current scheme is fit for purpose.

Recommendations - the Basic Allowance

Recalibrating the Basic Allowance in line with the 2006 Statutory Guidance

15. The IRP is required to pay regard to the 2006 Statutory Guidance when arriving at recommended levels of allowances. In considering the Basic Allowance the Guidance (paragraph 67) states:

Having established what local councillors do, and the hours which are devoted to these tasks the local authorities will need to take a view on the rate at which, and the number of hours for which, councillors ought to be remunerated.

16. The Statutory Guidance (paragraphs 68-69) expands on the above statement by breaking it down to three variables - time, public service and worth of remunerated time.

Time to fulfil duties for which the Basic Allowance is paid

17. The Basic Allowance is primarily a time-based payment (see 2006 Statutory Guidance paragraph 10). It is paid to compensate for workload, plus an element of minor expenses. Obviously, Members work in different ways and have varying commitments and the time spent on council duties varies. Yet, the Basic Allowance is a flat rate allowance that must be paid equally to all Members. As such, the time assessment is typically the average time required

⁴ See 2006 Statutory Guidance paragraph 4

to carry out all those duties for which the Basic Allowance is paid. These duties included preparing for and attending meetings of the Council and its Boards, sub-committees and panels (formal and informal), addressing constituents' concerns, representing and engaging with local communities, external appointments and other associated work including telephone calls, emails and meetings with Officers.

18. The time basis of the current Basic Allowance has not been revisited since 2001, where the time assessment (based on questionnaire returns and interview responses) of what was required for the ordinary member was 17 hours per week or 884 hours per year. The most up to date information available on what is a reasonable time expectation for which the Basic Allowance is paid comes from the 2018 Councillors Census. In data supplied to the Chair of the IRP from the Local Government Association, it shows that Councillors in district councils who held "no positions" of responsibility put in on average 14.3 hours per week "on council business"⁵.
19. For the purposes of recalibrating the Basic Allowance in line with the 2006 Statutory Guidance, the IRP rounded down the 14.3 hours per week from the 2018 Councillors Census and adopted 14 hours per week, or 728 hours per year as the expected time input from Members for their Basic Allowance.
20. The IRP recognises that some Members who hold no positions may well put in more than the average of 14 hours per week as set out in the LGA Councillors Census (2018). However, the IRP has opted for 14 hours on the basis that it has a basis in the hard data and that to adopt a higher figure would be recognising those Members who have the capacity to put in more time than 14 hours per week.

The Public Service Discount (PSD)

21. The Public Service Discount (PSD) recognises the principle that not all of what an elected Member does should be remunerated – there is an element of public service. Typically, this voluntary principle is realised by discounting an element of the expected time inputs associated with the Basic Allowance. It is often conceptualised as the proportion of time frontline Members spend dealing with constituents, surgeries, general enquiries from citizens and working with local community groups.
22. The historical PSD that has been applied in North Warwickshire is one third. The normal range for this public service discount is between 33% - 40% in counties, unitary and metropolitan councils whereas for district councils the normal range for this public service discount is between 40% - 50%. The public service discount tends to be higher at district councils as there is a closer relationship between elected Members and their constituents at the district level, thus more time is spent dealing with constituent and local issues due to the nature of the services they are responsible for.

⁵ Information based on National Census of Local Authority Councillors 2018 (LGA), breakdown of weekly hours by councillors by number of positions held and type of council, in email from S. Richards, LGA 21 October 2019.

23. For the purposes of recalibrating the Basic Allowance the IRP has opted for the mid-point between 40%-50% and chosen a public service discount of 45%. Thus, of the expected time input of 728 hours per year, 45% of that time, or 328 hours per year are deemed public service and not paid, leaving 400 remunerated hours per year.

The rate for remuneration

24. The rate for remuneration used in 2001 to arrive at a Basic Allowance was £7 per hour, which was arrived at through the responses to the questionnaire responses asking what an elected Member's time was worth. Since then IRPs have switched to a locally based rate of remuneration as the Office of National Statistics in its Annual Survey of Hours and Earnings (ASHE) started to publish (around 2011) average earnings on a local authority basis. To base the rate of remuneration on the median earnings of Members' constituents is robust and is a rate that is readily defensible; a Basic Allowance based on the median earnings of those Members represent cannot be attacked for being excessive.
25. ASHE 2021 Table 7.6a shows that the median hourly earnings (excluding overtime) for all full time employees in the area of North Warwickshire Borough Council was £14.13 per hour.⁶ For the purposes of recalibrating the Basic Allowance the IRP has adopted this hourly rate of £14.13 per hour as it is related to the median hourly earnings of those Members represent.
26. If the IRP updated the variables to arrive at a recalibrated Basic Allowance by the methodology as set out in the 2006 Statutory Guidance to take into account the most recent data available it gives the following values:
- Time required to fulfil duties: 728 hours per year
 - Public Service Discount: 45% (328 hours)
 - Rate for Remuneration: £14.13 per hour
27. By following the methodology as set out in the 2006 Statutory Guidance with the updated variables it produces the following recalibrated Basic Allowance:
- 728 annual hours minus 45% PSD = 400 remunerated hours multiplied by £14.13 per hour
= £5,652.
28. This figure is marginally above the current (£5,414) Basic Allowance paid in North Warwickshire Borough Council. However, the IRP notes that if the Council adopts the recommended indexation for the Basic Allowance, which is 4.04% (see below for the discussion on probable indexation point) then the

⁶ See

<https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/earningsandworkinghours/datasets/placeofworkbylocalauthorityashtable7>

Basic Allowance for 2022/23 will be £5,633, a difference so marginal to the recalibrated Basic Allowance (£5,652) as to make no difference.

Benchmarking the Basic Allowance

29. As a further checking mechanism the IRP considered how the North Warwickshire Borough Council Basic Allowance benchmarked against the Basic Allowance paid in the comparator group of Councils. Benchmarking shows that the Basic Allowance paid in North Warwickshire is broadly in line with that paid in the comparator group:
- Mean Basic Allowance in benchmarking group: £5,677
 - Median Basic Allowance in benchmarking group: £5,347
 - North Warwickshire BC Basic Allowance: £5,414
30. As such, benchmarking does not produce a compelling case to revise the Basic Allowance.
31. Consequently, the IRP is not recommending any change to the Basic Allowance for the following reasons:
- It reflects the weight of the representation received that there is no case to change at the present bearing in mind the economic context and the feeling that the current level largely fulfils the function of being an enabler in that it enabled most people to be a Member by providing a sufficient compensation to permit most people to be a Member without incurring undue financial cost
 - Recalibration (especially when a retrospective index is applied to the current Basic Allowance) does not show the current Basic Allowance is out of line
 - Similarly, benchmarking shows that that the current Basic Allowance is broadly on par with peer Councils
32. **The IRP recommends that the current Basic Allowance (£5,414) remains unaltered for 2022/23, subject to any indexation that may be applicable.⁷**
33. The Basic Allowance is currently deemed to cover incidental telephone costs and the cost of £35 incurred by each Member to register with the Information Commissioner. The IRP received no representation or evidence that this situation should be changed. Nor did it receive any representation or evidence that there were additional expenses that needed to be recognised not otherwise specifically reimbursed through the Members' Allowances scheme.
34. **The IRP does not recommend any changes to the expenses that the Basic Allowance is intended to cover.**

⁷ See below for recommendations on indexing of allowances

Special Responsibility Allowances – Leader of the Council

35. In consideration of the Leader's SRA (currently £11,951) the IRP explored the extent to which the Leader's role has changed since the last review in 2017. There may have been some changes, in particular the sub/regional agenda has placed greater demand on the Leader as it has on all Leaders in the West Midlands. North Warwickshire Borough Council is now a full member of the Coventry and Warwickshire Local Enterprise Partnership (LEP) with the Leader being the Council's representative on the LEP Board. The Council is also a non-constituent member of the West Midlands Combined Authority (WMCA) which the Leader now attends. However, these duties were largely in place at the time of the last review in 2017.

Recalibrating the Leader's SRA I – replicating the 2001 methodology

36. The SRA for the Leader was originally arrived at in 2001 by assigning an additional two days per week to the role, equivalent of 832 hours per year on an 8-hour working day. This sum was then multiplied by the average Warwickshire average earnings rounded down to the nearest £ which was £10 per hour. A higher rate of remuneration than that applied to the Basic Allowance was utilised to recognise the responsibility factor within the Leader's role. In 2001 this arrived at a figure of £8,320. A further uplift of £1,000 was applied in the 2008 Review to recognise additional demands upon the role.
37. The IRP replicated the same methodology to recalibrate the Leader's SRA but with the 2021 Warwickshire median hourly earnings (£15.80) and again rounded down to the nearest £ applied, which equates to £15 per hour. Thus, the recalibrated Leader's SRA by replicating the original methodology but with an updated hourly rate is as follows:
- 16 hours per week = 832 per year X £15 per hour = £12,480
38. The recalibrated SRA (£12,480) by replicating the original methodology is marginally above the current Leader's SRA (£11,951) however once again it is noted that if the Council accepts the recommended (likely) indexation of 4.04% for 2022/23 then the SRA will rise to £12,434, only marginally less than the recalibrated SRA for the Leader.

Recalibrating the Leader's SRA II – the factor approach

39. The most common way of arriving at a Leader's SRA is through what is known as the factor approach. This approach is set out in the 2006 Statutory Guidance (paragraph 76) which states

One way of calculating special responsibility allowances may be to take the agreed level of basic allowance and recommend a multiple of this allowance as an appropriate special responsibility allowance for either the elected mayor or the leader.

40. The normal range of a multiple of the Basic Allowance to arrive at a Leader's SRA is 2.6-3.0. Benchmarking shows that the Leaders' mean SRA (14,588) is 2.6 times the mean Basic Allowance (£5,677). However, most of the Leaders in the benchmarking group have executive powers which are not the case in North Warwickshire Borough Council. This would explain why the Leader's current SRA (£11,951) works out to be a factor of 2.2 times the North Warwickshire Borough Council Basic Allowance (£5,414).
41. As such, for recalibration (II) purposes the IRP decided that in this context a more appropriate factor is 2.4 times the current Basic Allowance, which is the mid-point between the current multiple of 2.2 and the benchmarked multiple of 2.6, which equates to £12,999. The recalibration (II) of the Leader's SRA based on the factor approach shows a very marginal increase may be merited.

Benchmarking the Leader's SRA

42. As a further checking mechanism the IRP considered how the SRA for the Leader of North Warwickshire Borough Council Basic Allowance benchmarked against the Leaders SRA paid in the comparator group of Councils. Benchmarking shows that the Leader's SRA paid in North Warwickshire is somewhat below with that paid in the comparator group:

- Mean Leaders SRA in benchmarking group: £14,588
- Median Leaders SRA in benchmarking group: £13,649
- North Warwickshire BC Leader's SRA: £11,951

43. Again, this benchmarking needs to be treated with caution. All but one of the Leader's in the benchmarking group are executive Leaders where it would only be expected that the Leaders SRA would be above that of the Leader's SRA in a committee model of governance. To an extent it is logical that a Leader of a 4th Option Council is paid less than executive Leaders yet the Leader of North Warwickshire Borough Council chairs the Executive Board which is responsible for the development of the strategic policy framework and budget to send to Council for determination. However, the fact remains that the Leader has limited formal decision making powers compared to Leaders with a Leader/Cabinet model of governance.
44. There is some marginal evidence to increase the Leader's SRA especially when considering the recalibrated (II) SRA which is £12,999. However, this is not backed up by the SRA arrived at by recalibration (I), £12,480, particularly when this year's probable indexation is taken into account. Similarly, benchmarking does not provide a conclusive case to enhance the Leader's SRA due to the different model of governance in North Warwickshire Borough Council compared to the peer Councils. Moreover, based on the weight of the representation received it is clear that there is no appetite to increase the Leader's SRA at this stage, largely arising out of the current economic context.
45. **The IRP recommends that the Leader's SRA (£11,951) remains unaltered for 2022/23 subject to any indexation that may be applicable.**

Deputy Leaders/Chairmen of the Boards – Planning & Development, Resources and Community & Environment

46. The IRP considered whether there was a case to pay a differential SRA to the three Chairmen of the Boards and concluded that there was no case to do so. In the representation received it was accepted that their workload and responsibility was broadly equal.
47. In considering their current SRA (£5,421 – which equates to 45% of the Leader's SRA) the IRP received next to no representation that it needed revision. Benchmarking the SRA paid to the Chairmen of the Resources and Community & Environment Boards is difficult as only one other Council in the benchmarking group has a similar governance mode, which is South Derbyshire where equivalent roles are paid an SRA of £9,815 but then South Derbyshire has a completely different remuneration model to that of North Warwickshire.
48. The Chairman of the Planning & Development Board can be benchmarked, with a mean SRA of £5,585 and median SRA of £5,659 which when this year's indexation is taken into account is in line with the SRA paid to the North Warwickshire to the Chairman of the Planning & Development Board.
49. The IRP received no compelling evidence to revise the current SRA (£5,421) paid to the Chairmen of the three principal Boards. **The IRP recommends that the SRA (£5,421) for the Chairmen of the Planning & Development, Resources and Community & Environment Boards remains unaltered for 2022/23 subject to any indexation that may be applicable.**

Vice Chairmen of the Boards – Planning & Development, Resources and Community & Environment

50. Currently only the Vice Chairmen of the Resources and Community & Environment and Planning & Development Boards receive an SRA (£1,899). Benchmarking shows that Vice Chairmen of Committees/Boards are not typically remunerated, where it does occur it applies mostly to Vice Chairmen of Planning Boards, with a mean SRA of £2,069 and median SRA of £1,760. It was noted in the December 2017 Review that the Vice Chairmen of the Resources and Community & Environment Boards had more or less taken on the old Portfolio Holder roles regarding their respective remit which was an argument to maintain their SRAs rather than increase it.
51. The logic in paying the Vice Chairman of the Planning & Development Board arising from the 2017 Review was the fact that they are expected to chair the Local Development Framework Sub-Committee thus they do have a discrete task to undertake. This remains the case. The IRP also noted that these posts do have role profiles. Moreover, next to no representation was received to alter these SRAs.

52. As such, no compelling evidence was received to amend these SRAs. **The IRP recommends that the SRA (£1,899) for the Vice Chairmen of the Planning & Development, Resources and Community & Environment Boards remains unaltered for 2022/23 subject to any indexation that may be applicable.**

Chairman of the Licensing Committees – Taxi & General + Alcohol & General

53. North Warwickshire Borough Council has two licensing committees
- Taxi & General Licensing – sets policy, fares, etc. and deals with applications for Private Hire and Hackney Carriage Drivers Licences
 - Alcohol & Gambling Licensing – sets policy regarding Alcohol and Gambling premises policy and deals with hearings regarding reviews of licensed premises
54. The Chair and membership of each committee are the same. When they meet as full committees which is normally no more than once per year (to approve policy and fees schedules) they simply follow one after the other, the Committee Members simply changing “hats” while remaining *in situ*. Hearings to deal with taxi license applications and applications regarding licensing premises meet as and when required which typically are no more than two per year. It is expected that the Chairman also chair these hearings.
55. Currently the Chairman of the Licensing Committees receives an SRA (£1,899) that was set in the 2017 Review on a par with the Vice Chairmen of the Boards. Benchmarking shows that this SRA is somewhat below the mean SRA (£2,845) and median SRA (£2,569) paid in the comparator group of Councils. However, the IRP has decided not to be guided by the benchmarking as licensing issues have such a varying resonance in different Councils. The SRA allowance paid to the Chairmen of Licensing is largely a function of how important licensing issues are in that Authority. In many Councils dealing with licensing premises is of such significance that there can be six or more licensed premises hearings per year, the same with taxis; this is not the case North Warwickshire Borough Council. Moreover, no representation as received to alter this SRA.
56. **The IRP recommends that the SRA (£1,899) for the Chairman of the Licensing Committees remains unaltered for 2022/23 subject to any indexation that may be applicable.**

Chairmen Safer Communities Sub-Committee & Special Sub-Group and Health & Wellbeing Working Party

57. Currently, the Chairmen of the Safer Communities Sub-Committee and Special Sub-Group and Health & Wellbeing Working Party each receive an SRA of £1,899 that was originally set on a par with the SRA paid to the Vice Chairmen of the Boards. The Safer Communities Sub-Committee is a Sub-Committee of the Executive Board with delegated responsibility for the

- statutory function of developing the Council's Crime and Disorder Strategy. It has three scheduled meetings per year but can meet more often.
58. Similarly, the Special Sub-Group reports to the Executive Board. It is scheduled to meet 10 times per year although meetings can be cancelled due to lack of business. This is due to the nature of its remit, which primarily relates to personnel e.g., senior staff appointments, staff structures, conditions of service, staff grievances, etc., and issues referred to it as and when required by the Executive Board.
 59. The Health & Wellbeing Working Party which reports to the Community & Environment Board, deals with a statutory function of the Council and is charged with identifying and developing the corporate contribution to the health and wellbeing agenda and bring focus and co-ordination to health improvement activity across North Warwickshire where the County also has a statutory responsibility in this area. It has five scheduled meetings per year.
 60. Benchmarking the SRA paid to the Chairmen of the Safer Communities & Sub-Committee and Health & Wellbeing Working Party is difficult as they are a North Warwickshire Borough Council specific sub-committee/working party. Nonetheless, the representation received agreed that these posts should continue to get an SRA at their current level as they reflected the priorities of the Council and given recognition in the Constitution.
 61. Benchmarking can be done for the Chairman of the Special Sub-Group as five out of the 14 comparator group of Councils pay a similar post, often termed Appeals or Human Resources Committee. The mean SRA is £1,655 and median SRA is £1,662 which is only marginal below paid to the Chairman of the Special Sub-Group. Again, the representation received supported the continuation of this SRA at the current level.
 62. **The IRP recommends that the SRA (£1,899) for Chairmen of the Safer Communities Sub-Committee & Special Sub-Group and Health & Wellbeing Working Party remains unaltered for 2022/23 subject to any indexation that may be applicable.**

Leader and Deputy Leader of the Main Opposition Group

63. Currently the Leader of the Main Opposition Group receives an SRA based on two elements, a standard element of £1,264 plus £254 per Group Member. This currently equates to £4,058 with a Main Opposition Group of 11 Members. Benchmarking shows this SRA to be on a par with peers where equivalent posts receive a mean SRA of £4,316 and median SRA of £4,058.
64. The Deputy Leader of the Main Opposition Group receives an SRA set at £1,899 set on a par with the Vice Chairmen of the Boards. Benchmarking shows that equivalent post is paid a mean SRA is £2,693 and median SRA is £2,704. However, this post is only remunerated in four out of the 14 benchmarked Councils and where the size of the Main Opposition Group is more substantial than it tends to be in North Warwickshire Borough Council.

65. No evidence was received to alter the basis or level of the SRAs paid to the Leader and Deputy Leader of the Main Opposition Group. **The IRP recommends that the SRA for Leader of the Main Opposition Group, £1,264 plus £254 per Group Member) and SRA for Deputy Leader of the Main Opposition Group (£1,899) remains unaltered for 2022/23, subject to any indexation that may be applicable.**

Leader of the Minority Opposition Group

66. Currently, the allowances scheme contains provision for an SRA (£1,899) for the Leader of the Minority Opposition Group. It is currently not payable as there is a qualifying criterion of having at least four Members in the Minority Opposition Group. This qualifying criterion for the SRA for a Leader of a Minority Opposition Leader is relatively common.
67. However, although it only takes two Members to form a group the IRP previously decided that for this SRA to be payable then the Minority Opposition Group should be 'sizeable' and reach a critical mass, defined in this case at 10% of the Council, or four Members.⁸ This is a common practice; for instance, in place in the allowances scheme of Tamworth and North West Leicestershire.
68. While this SRA is not currently payable the IRP decided that provision for it should be maintained in the event that there is a sizeable Minority Opposition after the next election, thus future proofing the scheme.
69. Benchmarking shows that provision for an SRA for Leaders of Minority Opposition Groups is in place in seven out of the 14 Councils in the benchmarking group with a mean SRA of £1,890 and median SRA of £1,662.
70. The IRP received no evidence that the SRA for the Leader of the Minority Opposition Group required revision. **The IRP recommends that the SRA for Leader of the Minority Opposition Group is maintained at £1,899 for 2022/23, subject to the Group reaching four Members, which is 10% of the Council membership, and any indexation that may be applicable.**

Further SRAs considered (I) – Vice Chairman of the Executive Board

71. The IRP did receive some representation that the "Deputy" Leader of the Council merited an SRA as is normally the case elsewhere. However, the Council does not have a formal Deputy Leader of the Council as it is normally recognised. The Chairmen of the three Boards are also "Deputy Leaders", and their role profiles assign them the following Deputy Leader functions:
- Sharing a special responsibility with the Leader of the Council, the Chief Executive and Senior Management in leading and guiding the

⁸ Applying a qualifying threshold to the SRA for Leader of the Main Opposition Group is not applicable as the 2003 Regulations [5(2)(b)] require that at least one Opposition Member is paid an SRA which means even if Main Opposition Group was no more than two Members one of them would have to be paid an SRA.

Authority according to its approved vision and values and towards its main objectives and priorities

- He or she will deputise, when requested, for the Leader of the Council and will generally assist the Leader, as and when required
72. There is no formal role description for a Deputy Leader of the Council as the role is typically recognised. There is a Deputy Leader of the Majority Group and the post holder is typically a Vice Chairman of the Executive Board, with the Leader being the Chair. In that capacity the Vice Chairman of the Executive Board can stand in for the Leader in respect of matters relating to the remit of the Executive Board.
73. As such, the IRP has decided that rather than attempt to remunerate a role that has no constitutional recognition (Deputy Leader of the Council) that there is merit in recognising the role of Vice Chairman of the Executive Board which will almost certainly always be the Deputy Leader of the Majority Group. In arriving at the appropriate SRA the IRP decided it should be set at 25 per cent of the Leader's/Chair of Executive Board SRA, which equates to £2,988.
74. **The IRP recommends that a new SRA is added to the schedule, namely the Vice Chairman of the Executive Board set at £2,988, subject to any indexation that may be applicable.**

Further SRAs considered (II) – Members of the Planning & Development Board

75. Representation was received to remunerate the ordinary Members of the Planning & Development Board. It was argued that they had to attend more meetings as the Planning & Development Board meets more often (monthly) than any other Board or Sub-Committee, with the additional burden of accompanying site visits. While the reality is that most Planning & Development Board Members do regularly attend site visits, they are strongly 'encouraged' to do so rather than it is 'expected', it is not a requirement. Similarly there isn't a formal training plan for Board Members on planning issues, so where training is arranged, it isn't mandatory but again 'encouraged.'
76. It is noted that Members elsewhere are not typically remunerated for sitting on planning committees. Benchmarking shows that out of the 14 Councils in the comparator group only Bassetlaw and Warwick remunerate Planning Members with an SRA of £718 and £582 respectively. The IRP maintains the view that all Members can expect to undertake a regulatory role and while the other regulatory duties, whether it is licensing or appeals may be much more irregular they have the potential to be more involved with longer meetings and training is also expected for these roles. Moreover, while it is recognised that in reality that those who serve on Planning are those who tend to have an interest in the topic, over the term of being an elected Member all Members have the opportunity to serve on the Planning Board, even if that opportunity is not taken up.
77. **The IRP does not recommend that the ordinary Members of the Planning & Development Board are paid an SRA.**

Further SRAs considered (III) – Shadow Chairs

78. The IRP also received representation that there was a case to pay an SRA to the Shadow Chairs/Spokespersons appointed by the Main Opposition Group on the Resources, Community & Environment and Planning & Development Boards. Their role is put the Opposition view on these Boards, although that is relatively limited on the Planning & Development Board due to the nature of the regulatory framework surrounding planning, and liaise with their wider group on the work of the respective Boards.
79. These roles are internal political appointments and are given no constitutional recognition. Nor are there any role profiles for these roles. The IRP also notes that in the benchmarking group no equivalent roles are remunerated. Thus, **the IRP is not recommending an SRA for the Shadow Chairs/Spokespersons on the three Boards.**

Confirming the ‘One SRA only’ Rule

80. The 2003 Members’ Allowances Regulations do not limit the number of SRAs a Member may receive. Nevertheless, it is common for authorities to have a ‘One SRA only’ rule set out in their allowances scheme. In other words, regardless of the number of remunerated posts a Member may hold they can only receive one SRA. The prime reason for this rule is that it can create a lack of transparency in the allowances scheme. If a Member receives more than one SRA, the public are unable to ascertain their true level of remuneration by a reading of the Members’ Allowances scheme. It can also lead to (and in some councils has led to) a situation whereby the highest remunerated Member is not necessarily the Leader, an anomalous situation which does not meet the ‘feel fit and fair’ test.
81. The ‘One SRA only’ rule has always been accepted by North Warwickshire Borough Council and no reasons were presented the IRP to alter this situation.
82. **The IRP recommends the continuation of the One SRA only rule.**

The Dependants’ Carers’ Allowance

83. While the Dependants’ Carers’ Allowance (DCA) is rarely claimed there was universal support in the representation received to maintain this allowance as it helps to reduce a barrier to serving on Council for those with caring responsibilities. It is noted that the DCA is an allowance given statutory recognition in the 2003 Regulations and as such is now almost universally adopted by English councils.
84. There was some representation received that the DCA was hard to access. The IRP has had this issue raised before and as such it amended the child care element so it was self-certifying and did not require receipts. The IRP

does not feel it could make the child care element of the DCA any more accessible. Many Councils when it comes to Members claiming for child care require that the care is provided by professional child minders and that claims are supported by receipts.

85. The elderly/disable element of the DCA does require receipts but it is difficult to envisage this type of care would not be provided by non-professional carers who would be in a position to provide receipts.
86. There may be an issue around awareness of the DCA and its availability and there may well be a case for the Council to promote this allowance where it knows an elected Member has caring responsibilities.
87. The IRP continues to support provision of the DCA at the current rates and definition of approved duties (which are defined by statute in any case) with one minor amendment. The rate claimable for the child care element is currently capped at the living wage currently £10.90 per hour (capped at 15 hours per week). Similarly the IRP continues to support the elderly/disabled element capped at a similar hourly rate chargeable by Warwickshire County Council Social Services Department for provision of a Home Care Assistant.
88. **The IRP recommends no change to the scope and levels payable in the Dependants' Carers Allowance scheme, subject to any indexation that may be applicable.**

Travel Allowances

89. The Panel received no representation that the current terms and conditions and rates payable for Travel Allowances required revising. The mileage allowance is set at the standard HMRC approved rate of 45p per mile and the Subsistence rates, which are rarely claimed, are based on the rates applicable to Officers. However, there is a minor omission in the schedule of travel allowances in that there is no provision for reimbursement of travel by motorcycle or bicycle, nor is there provision for a passenger supplement rate. Allowances for this mode and kind of travel when a Member is undertaking an approved duty is now commonplace and typically set at HMRC rates.
90. **The Panel recommends that the current Travel Allowances including what constitutes approved duties are maintained with the addition of the following mileage allowances to be inserted into the allowances scheme:**
 - **Travel by motorcycle: 24p per mile**
 - **Travel by bicycle: 20p per mile**
 - **Passenger supplement rate: 5p per passenger (maximum of 4)**
91. **The Passenger Supplement allowance should only be claimed for carrying fellow elected Members to an approved duty who would also be eligible for claiming the mileage allowance if travelling in their own vehicle.**

92. While the issue was not raised with the IRP there is no express provision in the allowances scheme for when a Member claims a mileage allowance if undertaking an approved duty when travelling by a hybrid/electric vehicle. The IRP notes that the Office of Low Emission Vehicles clarifies that when claiming business mileage by travel in an hybrid/electric vehicle that the normal HMRC rates apply with no tax or national insurance implications.
93. Thus to future the proof the travel allowances **the IRP recommends that the scheme is clarified and amended to expressly state that where a Member claims the mileage allowance by travel in a hybrid/electric vehicle that the HMRC rate of 45p per mile is applicable.**

Subsistence Allowances

94. No issues were raised regarding Subsistence rates. The IRP notes that they are not very high but can be disregarded when Democratic Services books accommodation and meals directly for a Member, e.g., when attending a Conference. Otherwise the Subsistence rates claimable are the same that apply to Officers and the IRP notes this is common practice across local government.
95. The only issue the IRP picked up on regarding the Subsistence allowances is that on a close reading of the allowances scheme it would permit a Member to claim Subsistence Allowances attending an approved duty within the Borough of North Warwickshire. While no claims have been made in this regard the IRP felt that to clarify the situation it should recommend that the allowances scheme should be amended to state that Subsistence allowances cannot be claimed by a Member attending an approved duty within the Borough of North Warwickshire.
96. **The IRP recommends that there is no change to the current Subsistence rates and approved duties for which they can be claimed except in one regard, namely that the allowances scheme is amended to clarify that a Member is unable to claim Subsistence allowances for attending an approved duty within the Borough of North Warwickshire.**

Indexation

97. Until the end of March 2022 all allowances were indexed. Under the 4-year rule the authority to index allowances lapsed and the Council requires a further view from the IRP if it wishes to continue with the indexation of allowances. In the representation received the principle of indexation had almost universal support. Moreover, the IRP notes that indexation of allowances is common practice. The IRP received no evidence to not recommend that the allowances continue to be indexed. To do otherwise would only lead to allowances decreasing in relative value over time leading to the IRP having to recommend periodic substantial increases simply to maintain their relative value.

98. The IRP points out that if there is no provision in the allowances scheme to index allowances then the Council is not able to apply an annual cost of living increase without coming back to the IRP for advice. However, where a Council has adopted indices they are under no obligation to apply them each year. Councils retain the right choose whether or not to apply an index to their allowances even though the provision has been adopted.
99. In settling on the appropriate index for the Basic Allowance and SRAs the IRP has continued to adopt what is known as the 'NJC' index. This is the annual percentage increase in local government staff salaries as agreed each year by the National Joint Council (NJC) for local government staff. For instance if staff salaries increase by 1% next year then the Basic Allowance and SRAs would also be increased by the same amount. By using the NJC index it ensures Members and Officers are treated equally in their annual cost of living increase. If another index was utilised, such as CPI currently around 10%, it creates an inequity between the annual cost of living increase between staff and Members.
100. There is however an anomaly with the NJC index for this year as all grades have been offered a flat rate £1,925 increase which creates different percentage increases for different grades of staff which presented the IRP with a range of indexation points to choose from. Although the NJC pay agreement has yet to be finalised the current pay offer is at the least indicative of what the final agreement will look like. The IRP noted that the offered percentage increase in staff salaries ranged as follows:
- | | |
|-------------------------------------|----------------------|
| • Spinal Column Point (SCP) 1 | 10.50% |
| • Spinal Column Point (SCP) 43 | 4.04% |
| • NWBC Chief Executive pay increase | 1.9% (approximately) |
101. The IRP notes that currently the Basic Allowance is indexed to the highest SCP which is now SCP 43 and this is the typical SCP utilised by the vast majority of Councils. The IRP received no evidence to change its previous recommendation.
102. **The IRP recommends that the North Warwickshire Borough Council Members Allowances are indexed as follows:**
- **Basic Allowance and SRAs:**
 - Indexed to the annual percentage salary increase for local government staff set at SCP 43 to be applied for the same year that applies to staff
 - **Travel Allowance – Mileage Rates:**
 - Indexed to HMRC approved mileage rates for motor, hybrid and electric vehicles, motor cycles and bicycles
 - **Subsistence Allowances:**
 - Indexed to the same rates that apply to Officers
 - **Dependants' Carers' Allowance – Maximum Rates:**

- Childcare element:
 - indexed to the 'national living wage' hourly rate
- Elderly or Other Dependant Relatives element:
 - indexed to median hourly rate charged for a Home Care Assistant by Warwickshire County Council

103. The IRP also recommends that the indices apply for the maximum length permitted by the 2003 Regulations namely four years and to run from 1 April 2022 until 31 March 2026.

Implementation of Recommendations

104. The IRP recommends that all the recommendations contained in this report should be implemented from the date of the Council's Annual Meeting on 4th May 2022 with the exception of the recommendations on indexation which for continuity purposes should be implemented from 1st April 2022.

Appendix One

Information considered for North Warwickshire Borough Council – Member’s Allowances Review November 2022

1. IRP Terms of Reference
2. North Warwickshire Borough Council Members’ Allowances Scheme 2021/22
3. North Warwickshire Borough Council statutory publication of Members’ allowances and expenses received, including sub-totals 2020/21
4. Schedule of Council, Boards, Sub-Committees, etc. meetings 2022/23
5. Number of Licensing Committee and Sub-Committee meetings 2021/22 and 2022/23 to date and who chaired them
6. Independent Review of Allowances for North Warwickshire Borough Council, Report of the Independent Remuneration Panel, December 2018, including report to Executive Board and council minutes recording decision of council accepting recommendations
7. Diagram/flowchart showing North Warwickshire Borough Council committee structure
8. North Warwickshire Borough Council, 2022/23 membership of Boards, Sub-Committees, etc. and setting out the Chairs and Vice Chairs
9. North Warwickshire Borough Council terms of reference for Committees, Sub-Committees, Panels, etc.
10. Member Role Profiles/Job Descriptions for Members and Post Holders including
 - a) Leader of the Council
 - b) Deputy Leaders and Board Chairmen
 - c) Ward Member
 - d) Chairs of Task and Finish/Working Groups
 - e) Vice-Chairs of Boards
 - f) Opposition Group Leader
 - g) Opposition Group Deputy Leader
11. New Council Constitutions: Guidance on Regulation for Local Authority Allowances, Department for Communities and Local Government, 5th May 2006 (extract)
12. Replies to questionnaire sent out to all Members (X 5)
13. Benchmarking data BM1-3 - Members’ Allowances Schemes from the four other Warwickshire District Councils, five adjacent Councils and five CIPFA Nearest Neighbours (2022/23) – see Appendix three for summary

14. National Employers for Local Government Services, Local Government Services Pay Offer, 2022-23, 25th July 2022
15. Power point IRP training presentation by IRP Chair (Dr Declan Hall), "Reviewing Members' Allowances: the North Warwickshire Borough Council Model, Patterns, Approaches and Issues to consider"
16. Office for Low Emissions Vehicles, Ultra Low Emission Vehicles Tax Benefits , 2018
17. National Census of Local Authority Councillors 2018 (LGA), breakdown of weekly hours by councillors by number of positions held and type of council, in email from S. Richards, LGA 21 October 2019.
18. Annual Survey of Hours and Earnings (ASHE), Table 7.6a, weekly pay (excluding overtime) - all full time employee jobs in area of North Warwick Borough Council, Office of National Statistics (Work Geography), 2021
 - Showing median NWBC earnings of £14.13 per hour
19. Statutory Instrument 2003 No. 1021, The Local Authorities (Members' Allowances) (England) Regulations 2003

Appendix Two

Members and Officers who met with the Panel

Members

Cllr M. Bell:	Deputy Leader/Chair of Community & Environment Board and Member of Executive Board (Conservative)
Cllr D. Clews:	Chair Special Sub-Committee (Conservative)
Cllr J. Gosling:	Leader of Opposition (Labour & Co-operative) Group and Member of the Executive Board
Cllr D. Humphreys:	Chair of Safer Communities Sub-Committee and Member of Executive Board (Conservative)
Cllr A. Jenns:	Chair of Licensing Committees – Alcohol & Gambling plus Taxi & General Licensing and Member of Executive Board (Conservative)
Cllr D. Reilly:	Vice Chair of Planning & Development Board, Chair of Local Development Forum, Vice Chair of Conservative Group and the Executive Board (Conservative)
Cllr M. Simpson:*	Deputy Leader/Chair of Planning & Development Board, Vice Chair of Local Development Forum and Member of Executive Board (Conservative)
Cllr D. Wright:	Leader of the Council and Conservative Group and Chair of the Executive Board

Written Submissions:

Cllr M. Bell

Cllr A. McLauchlan

Cllr D. Reilly

Cllr M. Simpson

Cllr S. Smith

Officers

Sue Garner: Corporate Director (Resources)

Steve Maxey:* Chief Executive of the Council

- The IRP met virtually with Cllr M. Simpson and Steve Maxey, Chief Executive

Appendix Three: Benchmarking

BM1 N. Warwickshire BC BM Group - 4 Other Warwickshire DCs + CIPFA 5 Nearest Neighbour + Adjacent Districts: BA + Programme Chairs SRAs (22/23 Unless indicated 21/22*)							
Comparator Council	Basic Allowance	Leader	Leader Total	Deputy Leader	Programme or Policy Chairs	Programme or Policy Vice Chairs	Programme or Policy Subs Chairs
Nun & Bed	5,134	11,300	16,434	7,000	Executive Governance		
Rugby	7,132	13,508	20,640	5,944	Executive Governance		
Stratford-on-Avon	6,129	13,790	19,919	7,585	Executive Governance		
Warwick	5,730	16,619	22,349	8,310	Executive Governance		
Selby*	4,704	11,460	16,164	5,959	Executive Governance		
Bassetlaw*	4,744	13,430	18,174	9,021	Executive Governance		
Tewkesbury	7,350	8,800	16,150	6,600	Executive Governance		
Newark & Sherwood	5,250	19,750	25,000	11,150	Executive Governance		
Hinckley & Bosworth	5,280	16,830	22,110	8,250	Executive Governance		
Lichfield	4,298	12,641	16,939	7,737	Executive Governance		
N.W. Leicestershire	5,115	20,460	25,575	12,788	Executive Governance		
S. Derbyshire	7,590	19,653	27,243	10,809	9,815	2,103	
Tamworth*	5,609	14,038	19,647	10,528	Executive Governance		
N. Warwicks	5,414	11,951	17,365	NA	5,421	1,899	1,899
Mean	5,677	14,588	20,265	8,591	7,618	2,001	
Median	5,347	13,649	19,783	8,250	7,618	2,001	
Highest	7,590	20,460	27,243	12,788	9,815	2,103	
Lowest	4,298	8,800	16,150	5,944	5,421	1,899	
Mean Ratios	2.6	100%		59%	52%	26%	

BM2 N. Warwickshire BM Group: 4 Other Warwickshire DCs + CIPFA 5 Nearest Neighbours+ Adjacent Districts: Planning & Licensing/Regulatory SRAs (2022/23 unless indicated 20/21*)									
Comparator Council	Chair Planning	Vice Chair Planning	Members Planning	Chair Lic'ng &/or Regulatory	Lic'ng V/Chr	Chairs Lic'ng Panels/Subs	Chair Audit	Appeals or HR Chair	Other or Comments
Nun & Bed	4,771			1,000			2,692		
Rugby	4,162			4,162		595	3,435	595	Vice Chair Audit £1,465
Stratford-on-Avon	6,206	4,138		3,448		1,724	3,448		2 V/Chairs of Planning Committees, each V/Chair gets SRA of £2,069
Warwick	5,817		582	4,154			4,154	1,662	Chairs Advisory Programme Boards £333
Selby*	4,584			3,438			2,292		Chair Policy Review £2,292
Bassettlaw*	3,178	1,128	718	2,153	410		3,178		Planning Minority Spokesperson £1,007 V/Chair Audit £615, Licensing Members £24 p/mtng
Tewkesbury	2,200			2,200			2,200		Chair Standards £2,200
Newark & Sherwood	6,100	1,525		3,470	868		6,000		V/Chair Audit £1,500, Chair & V/Chair Policy & Performance £8,500/£4,250
Hinckley & Bosworth	5,500			2,500		2,500	4,620	2,500	
Lichfield	6,446	1,621		2,580	645		1,621	1,621	V/Chairs Audit + Employment £645
N.W. Leicestershire	7,673			2,558			2,558		Chair Local Plan £2,558
S. Derbyshire	9,815	2,103		4,865			4,865		
Tamworth*	6,316			1,403			3,509		
N. Warwicks	5,421	1,899		1,899				1,899	Chair H&WB Working Party £1,899
Mean	5,585	2,069		2,845	641	1,606	3,429	1,655	
Median	5,659	1,760		2,569	645	1,724	3,435	1,662	
Highest	9,815	4,138		4,865	868	2,500	6,000	2,500	
Lowest	2,200	1,128		1,000	410	595	1,621	595	
Mean Ratios	38%	37%		20%	23%	56%	24%	11%	

BM3 N. Warwickshire BM Group: 4 Other Warwickshire DCs + CIPFA 5 Nearest Neighbours + Adjacent Councils: Group & Misc SRAs (2022/23 unless indicated 2020/21*)							
Comparator Authority	Main Opposition Group Leader	Main Opposition Group D/Leader	Minor Opposition Group Leader	Chairs Areas or Local Forums	Chair Council	Council V/Chair	Other or Comment
Nun & Bed	2,692						£383 Tel Allowance
Rugby	2,973		1,066		3,973		Chair Shareholders, £3,435, Broadband provided directly or can be reclaimed if Cllr already has broadband
Stratford-on-Avon	3,448		1,724		1,724		Lump sum travel paid depending on Ward £100/£150/£300
Warwick	4,154		1,662	831	4,083	1,164	
Selby*	2,290						
Bassettlaw*	1,845				7,979	2,525	Majority Group Whip £1,845
Tewkesbury	NA				2,200	1,350	
Newark & Sherwood	6,400		853				
Hinckley & Bosworth	4,620		4,620		8,000	3,000	2nd SRA payable at 50%
Lichfield	2,943	735			2,885	735	
N.W. Leicestershire	5,115						2nd SRA payable at 50%
S. Derbyshire	9,249	4,630					
Tamworth*	6,316	3,509	1,403				If Main Opposition Group > 7 Members Deputy Leader £2,106
N. Warwicks	4,058	1,899	1,899				
Mean	4,316	2,693	1,890		4,406	1,755	
Median	4,058	2,704	1,662		3,973	1,350	
Highest	9,249	4,630	4,620		8,000	3,000	
Lowest	1,845	735	853		1,724	735	
Mean Ratio	30%	62%	13%		30%	40%	

APPENDIX B

Set out below are details of the amounts of Basic and Special Responsibility Allowances proposed under the Scheme with effect from 1 April 2022.

Allowance	Amount per annum £
Basic	5,633
Leader of the Council and Chairman of Executive Board	12,434
Deputy Leader and Chairman of Resources Board	5,640
Deputy Leader and Chairman of Community & Development Board	5,640
Deputy Leader and Chairman of Planning & Development Board	5,640
Vice Chairman of Executive Board	3,109
Vice Chairman of Resources Board	1,965
Vice Chairman of Community & Environment Board	1,965
Vice Chairman of Planning & Development	1,965
Chairman of Safer Communities Sub-Committee	1,965
Chairman of Special Sub Group	1,965
Chairman of Licensing Sub Committee	1,965
Leader of the Main Opposition Group – standard element - per group member	1,315 264
Deputy Leader of the Main Opposition Group	1,965
Leader of the Minority Opposition Group (Only payable if 4 or more members)	1,965

Agenda Item No 11

Executive Board

21 November 2022

Report of the Chief Executive

Debate Not Hate – LGA campaign

1 Summary

- 1.1 This report asks the Board to note the Local Government Association's (LGA) campaign and to adopt the public statement.

<p>Recommendation to the Board</p> <p>That the Council becomes a signatory to the Debate Not Hate campaign public statement.</p>
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2 Report

- 2.1 The LGA's Debate Not Hate campaign aims to raise public awareness of the role of councillors in their communities, encourage healthy debate and improve the responses and support for local politicians facing abuse and intimidation. As the LGA point out:

'Anyone, regardless of their background or political affiliation, should feel safe to become a councillor and be proud to represent their community.'

'But the increasing level of abuse and intimidation aimed at local politicians is preventing elected members from representing the communities they serve, deterring individuals from standing for election and undermining local democracy.'

- 2.2 Reports of abusive behaviour are on the increase and Members will be aware of the tragic incidents in recent years which led to the deaths of Jo Cox MP and Sir David Amess MP. There is concern that abuse, whether in person or online, is in danger of being 'normalised'.

- 2.3 The LGA's full report can be found [here](#) and makes a number of recommendations:

Recommendation 1: Councils and other relevant partners should take greater responsibility for the safety and wellbeing of councillors and take a proactive approach to preventing and handling abuse and intimidation against councillors. This should include addressing the impacts of abuse on councillors' mental health and wellbeing and working in partnership with other

agencies and councils to ensure that threats and risks to councillors' safety, and that of their families, are taken seriously.

Recommendation 2: The LGA should continue to gather and disseminate good practice from across the sector, consider what more can be done to prevent abuse and intimidation of councillors through the Civility in public life programme, and support councils and councillors when these incidents occur.

Recommendation 3: Police forces should work to improve the consistency of responses to abuse of and threats made against councillors and take a risk-based approach that accounts for the specific risks that councillors face, as they do with other high-risk individuals, such as MPs. This should include identifying best practice in relation to councillor support and safety and sharing it across the country.

Recommendation 4: The Government should prioritise legislation to put it beyond doubt that councillors can withhold their home address from the public register of pecuniary interests.

Recommendation 5: The LGA should work with political parties, election and democratic officers, and organisations responsible for guidance to raise awareness of the options currently available and promote the practice of keeping home addresses private during the election process and once elected.

Recommendation 6: Social media companies and internet service providers should acknowledge the democratic significance of local politicians and provide better and faster routes for councillors reporting abuse and misinformation online.

Recommendation 7: The relevant Government department should, in partnership with the LGA, to bring together relevant agencies to develop and implement an action plan to address the issue of abuse of local politicians and their safety.

2.4 In addition, the LGA is asking Councils, and Councillors, to sign up to the following public statement:

"The intimidation and abuse of councillors, in person or otherwise, undermines democracy; it can prevent elected members from representing the communities they serve, deter individuals from standing for election, and undermine public trust in democratic processes.

Seven in 10 councillors reported experiencing abuse and intimidation over the last 12 months and councillors reported feeling that abuse is becoming more common and increasing in severity.

Debating and disagreeing with one another has always been, and will continue to be, a healthy part of democracy. However, the right engagement matters and abuse and intimidation crosses the line into dangerous territory and has no place in politics.

We are calling on local government leaders, the Government and relevant partners, like the police, political parties and social media companies to come together through a government convened working group to produce and implement an action plan that addresses the abuse and intimidation of elected members and candidates and ensures their safety while they fulfil their democratic roles.”

- 2.5 Finally, the LGA have commissioned a contractor to provide tailored support for councils covering a range of areas linked to abuse and intimidation experienced by councillors from the public. Only 14 sessions are being offered across the country and following an approach to the LGA they have indicated their willingness for this Council to have one of the sessions. Each interactive workshop would be virtual and cater to around 15 councillors, although there may be scope to increase this. Councils would have the opportunity to tailor the content to the local context and the opportunity to input into the session plan. The options are as follows:

Councillor safety

This workshop would cover the principles of personal safety, risk assessment, awareness and use of technology, canvassing safety, ward surgeries, travel, home visits and managing harassment and stalking incidents.

Online safety

This workshop would consider the issues councillors face online, legislation around digital communications, steps to manage trolls and online abusers, responding to threats and digital citizenship.

Managing aggression

This workshop would cover content including reasons for aggressive behaviours, avoiding escalation, identifying helpful approaches, assertiveness and levelling techniques, and moving the conversation forward.

- 2.6 It is suggested that the Managing Aggression workshop may be the most useful however it may be possible to touch on the other issues as part of a bespoke offer.
- 2.7 Members are asked to note the campaign, agree to the Council being a signatory to the public statement and agree to the above training, to be held in the New Year.

3 Report Implications

3.1 Legal Implications

- 3.1.1 As Members will be aware, the law requires the Council to adopt a Code of Conduct which applies to them in their role as elected Councillors and imposes various obligations upon them. Becoming a signatory to the Debate not Hate campaign and implementing its recommendations will assist the Council in supporting Members when performing their role, increase their protection from abuse and provide effective tools for handling such abuse, whilst remaining within the Code's requirements and acting within the current legal framework.

The Contact Officer for this report is Steve Maxey (719438).

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
Debate Not Hate: The impact of abuse on local democracy	Local Government Association	Summarises the response to a call for evidence and proposes measures to prevent abuse.	28 June 2022

Agenda Item No 12

Executive Board

21 November 2022

Report of the Chief Executive

West Midlands Land Charter

1 Summary

- 1.1 West Midlands Combined Authority is seeking the Borough Council's endorsement of the Public Land Charter.

Recommendation to the Board

That the West Midlands Public Land Charter is endorsed.

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 The West Midlands Combined Authority (WMCA) is keen to demonstrate it has control over its internal processes to help attract investor funding for public sector organisations to maximise delivery from publicly owned assets. One of the ways to do this is through the adoption of a Public Land Charter. The WMCA's Housing & Land Delivery Board agreed in September 2020 that a Public Land Charter for the West Midlands should be developed to set out the key principles which will help the public organisations to work collectively, to unlock and enable development using the region's intelligence, expertise and creativity, seeking out delivery focused solutions on agreed sites. The intention was that the charter could be endorsed by public sector organisations across the WMCA area. The goal being to improve the speed, quality and benefits derived from the disposal, management, and development of public sector land assets.
- 3.2 Co-development of the charter with other public sector organisations was emphasised by the Housing & Land Delivery Board as an essential pre-requisite in taking forward the charter and any subsequent work. The Charter was put together with the assistance of local authorities, other public sector organisations and the private sector (including those represented on the Public Land Taskforce and the Commercial Property Forum).

3.3 The Public Land Charter was launched in May 2022 at the UK Real Estate, Investment & Infrastructure Forum in Leeds and was very well received by industry, public landowners and Government.

3.4 The WMCA is seeking endorsements of the Charter from members of the Housing & Land Delivery Board and the Public Land Taskforce. These endorsements will demonstrate the scale of commitment across the West Midlands.

4 **The Charter**

4.1 The final version of the Charter is attached as Appendix A.

4.2 It is important to note that public bodies using the Charter would retain sovereignty of their own land as well as obtain the benefits from joint working. Members are therefore asked to endorse the Charter.

5 **Report Implications**

5.1 **Finance and Value for Money Implications**

5.1.1 There are no direct financial implications of supporting the Charter. There may however be indirect benefits when seeking NWBC owned land to be developed.

5.2 **Legal Implications**

5.2.1 As indicated in the body of the report, if the Council endorses the Charter it will still retain control of its land and the terms of any development or disposal of it. The Principles in the Charter may however, be a relevant factor when deciding whether to develop or dispose of Council land and, if so, the terms on which it does so.

The Contact Officer for this report is Dorothy Barratt (01827 719250).

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



West Midlands Public Land Charter





FOREWORD



I am delighted to welcome and endorse the West Midlands Charter – led by our Housing & Land Delivery Board, supported by Government and developed in close partnership with our Public Land Taskforce. It is the start of a bold new approach in the region where we collaborate and innovate in the development and disposal of public land.

It was clear to all when we signed the 2018 Housing Deal, and more recently when we launched our Covid Recovery Plan and West Midlands Investment Prospectus, that new approaches to public land in our region are essential to achieve our ambitious targets of 215,000 new homes by 2031, pioneering brownfield regeneration and placemaking, deliver new affordable housing provision and accelerate inclusive growth and net zero.

This Public Land Charter is a co-designed and produced document. Led by WMCA's Housing & Land Delivery Board, supported by an officer working group and with expert insight and challenge from our industry-led Public Land Taskforce, it showcases collaboration, public-private partnership and thought leadership. It sets consistent criteria and principles for the development, re-use, management and disposal of public land which I hope all public landowners will embrace and deploy.

The involvement of the Cabinet Office and Government agencies has been a strong example of Whitehall-regional collaboration. The endorsement across public landowners, Government, housing associations and industry is a clear statement of intent.

I would like to thank everyone who has helped to develop and shape the Charter. We now need to work as one across public and private sectors to ensure the Charter is fully implemented. In this way, public land can play its full role in achieving inclusive economic growth, unlocking private sector investment potential, and delivering our regional ambitions for net zero.

Andy Street
Mayor of the West Midlands



1

PLACEMAKING

Principle 1

Public land as an enabler

Public sector landowners utilise public land as an enabler, particularly within town and city centres and around public transport hubs, to support local growth, levelling up and sustainable and inclusive urban regeneration.

Principle 2

Public land supporting inclusive growth

Proposals for public land have a clear commitment to promote accessible and sustainable placemaking.

OUR AIMS

Deliver at
pace and scale

Secure new
public funding
and support

Establish new
joint ventures,
agreements and
partnerships

Identify and
deliver new
and innovative
disposal and
redevelopment
approaches

Release
more land for
development and
regeneration

Attract
private sector
investment and
support



2 PARTNERSHIP WORKING

Principle 3

Public land as more than the sum of its parts

Landowners use their land efficiently and work collaboratively to achieve social impact that is greater than the sum of their parts.

Principle 4

Public land as an opportunity to develop collaborative partnerships

Public sector landowners proactively seek out long-term partnerships and use these to foster cross-sector transparency, collaboration and information sharing agreements.

3 REDEFINING VALUE

Principle 5

A regional approach to best consideration

Public sector landowners should apply a consistent, joined-up approach to best consideration and should aim to achieve the best sustainable long-term value for their land, justifying where it is appropriate to accept the highest capital receipt in the short-term.

Principle 6

Consistently quantifying the benefits

Public sector landowners take a consistent approach in articulating and measuring the benefits from the use, disposal and development of public land.



4

IMPLEMENTATION

Principle 7

Public land supporting regional ambitions

Public sector landowners actively consider how their land can contribute to regional ambitions including inclusive growth, regeneration, skills, delivery of new homes and jobs, sustainable transport and the net zero agenda.

Principle 8

Clear objectives, outcomes and timescales for public land

Clear objectives, outcomes and timescales for public land disposals and development are stated up front and departmental objectives are consistent within organisations.

5

FUTURE READINESS

Principle 9

Long-term vision for public land to grow value

Wherever possible, public sector landowners take a sustainable long-term view of their assets and consider how best to grow value through them.

Principle 10

A holistic view of public land portfolios

Public sector landowners strive to have clear aspirations for their entire estate and have a robust plan for how they will deliver wider inclusive growth benefits in addition to capital receipts.



The West Midlands Public Land Charter is a clear statement of the region's strong ambition to be at the vanguard of new and different approaches to public land.

The West Midlands Public Land Charter has been produced by the WMCA under the leadership of its Housing & Land Delivery Board and its industry-led Public Land Taskforce. The Charter aims to bring forward land and opportunities for development and regeneration in the region at a size and scale not previously seen and do so in a way which unlocks wider benefits, outcomes and impact.

It represents a clear statement of collective intent to be at the cutting edge of thinking nationally around the management, development and disposal of public land.

Much of the public land in the West Midlands, which covers a significant area and totals over 5,713 hectares, is vacant or not used to its full potential. Many sites suffer from contamination, low property values and a lack of enabling infrastructure. The Charter aims to ensure expertise, support, funding, advice and experience across the region are brought together to overcome these barriers in a targeted way.

Like other documents produced by the Housing & Land Delivery Board, such as the Regional Design Charter and the Advanced Manufacturing in Construction Routemap, WMCA will ensure decisions on investment from over £600m of devolved Housing and Land Funds via its Single Commissioning Framework have regard to the principles of the Public Land Charter.

Finally, the publication of this Charter couldn't come at a better time with the launch of our £15 billion Investment Prospectus, new funding for the region and the launch of the Levelling Up White Paper.



Front cover image: Paradise Birmingham, @Hilton-Crow

Contact us:
PublicLand@wmca.org.uk

Agenda Item No 13

Executive Board

21 November 2022

Report of the Chief Executive & Corporate Director Streetscape

Draft Local Transport Plan LTP4 Consultation

1 Summary

- 1.1 Warwickshire County Council is carrying out a consultation on the Draft Local Transport Plan LTP4. The closing date for comments is formally 20 November 2022, however the Borough Council has been given a time extension for responses by 30th of November.

Recommendation to the Board

- a That the Borough Council supports the work on the LTP4; and
- b That the County note the comments on the LTP4 strategies in this report in relation to local issues that should be taken into account in the production of the final LTP.

2 Consultation

- 2.1 Consultation has taken place with relevant Members and the Corporate Director – Streetscape on the climate change perspective and his observations have been included in this report. Any further comments received will be reported at the meeting.

3 Introduction

- 3.1 Warwickshire County Council is in the process of updating the current Local Transport Plan (LTP), which is a document that sets out the transport needs, challenges, priorities and objectives for the county. The current LTP3 covers the period 2011 to 2026. The new plan will be known as LTP4.
- 3.2 The Draft LTP4 at consultation sets policies to shape future transport schemes and developments within the County. It allows the County Council to direct resources to the transport network. The aim to give people who live and work in Warwickshire access to the facilities they need to go about their daily lives.
- 3.3 Members may recall the initial LTP consultation which was considered by members at Executive Board on the 15th February 2021. The initial consultation was on the direction that the new Plan (LTP4) should take with four themes identified that were **Environment, Well-being, Economy and Place**.

4 The Consultation

- 4.1 The Draft LTP4 consultation comprises a proposed Core Strategy, which shows how the four key themes link into the wider aims of Warwickshire County Council Plan. This identifies a number of Key Policies that direct six separate Key Strategies summarised as follows;
- **Active Travel** – a strategy to promote walking and cycling in Warwickshire to bring the physical and mental health benefits from these forms of transport to more people and protect the environment
 - **Public Transport** – how it is intended to work with bus and rail companies to improve the existing public transport network in Warwickshire
 - **Motor Vehicles** – recognising the role of motor vehicles in the county as a move is made towards more sustainable transport options such as electric vehicles and hydrogen-fuelled transport
 - **Managing Space** – making changes to public spaces to make them more attractive places to be, cleaner and less dominated by vehicles, with the routes that connect them less congested
 - **Freight** – managing freight movements across the county to promote and grow our successful economy.
 - **Safer Travel** – reducing the number of people injured on Warwickshire’s roads and increasing the safety and attractiveness of all travel options
- 4.2 Within each of these six Key Strategies are a number of “Policy Positions”, indicating the approach the County intend to take to address the issues and challenges that were identified as part of the initial LTP consultation and the four themes. This included a Citizens’ Panel, set up online, a representative cross-section of Warwickshire residents, to provide feedback throughout the drafting of the Local Transport Plan.
- 4.3 Much of the LTP4 approach is driven by pressure to achieve the national target of Zero Carbon by 2050. The LTP4 Core Strategy notes to reduce transport emissions, we will need to change the way we move around the county and beyond. It is relevant to note that transport is currently the biggest contributor to carbon emissions in the UK, with Warwickshire having the third highest CO2 emissions per head of all English county local authorities in 2019. Notwithstanding these issues, the LTP notes these changes should be carried out in a way that recognises the central role that transport plays in the growth of our economy and people’s lives and their wellbeing.
- 4.4 The LTP4 Core Strategy notes the growth in private vehicle use but concerns are that in rural areas of North Warwickshire there is not the alternative public transport services yet available to replace or compensate for reduced private car use, albeit that technology advances have resulted in safer, less polluting vehicles. The Core Strategy notes these benefits have been offset by a steady increase in vehicle numbers and distances driven but understands that mobility is a necessary feature of modern life, providing significant benefits to the economy, people’s wellbeing, connectivity and social mobility.

- 4.5 The Core Strategy tries to address these issues through the Transport hierarchy of;
- Active Travel (e.g. walking, cycling, wheeling)
 - Public Transport (e.g bus, rail, e-scooters)
 - Private Vehicles
- 4.6 The Core Strategy makes reference to the challenge to provide transport options that achieve these wider benefits of mobility, and more, but without the restrictions that were necessary during the pandemic. For clarity around that latter point, the Core Strategy seeks to achieve the benefits in reduction in CO2 emissions that were an indirect result of the pandemic's travel lockdown restrictions necessary for health and well-being, through enabling more environmentally friendly, carbon neutral transport options and choices, maintaining the mobility that provides significant benefits to the economy, people's wellbeing, social and commercial connectivity without the need for, or imposition of such travel restrictions.
- 4.7 The Core Strategy notes that 'where active travel or public transport are not possible, a switch to Zero Emission Vehicles will be required to achieve the government's Net Zero aim', but fails to adequately indicate how this will be achieved without serious financial commitment by both the County and private individuals and businesses to replacing fossil fuel based vehicles with electric alternatives or hydrogen based alternatives (particularly for freight/commercial) and associated infrastructure, except through the publication of "key strategies that recognise the choices available to transport users, now and in the future, when considering and making all stages of a journey".
- 4.8 It is noted and recognised that "To meet the target of carbon Net Zero by 2050, car usage will need to decrease, and we will have to provide alternatives to the way we travel". The suggested planning approaches for directing development and services towards more sustainable locations to help address this issue are noted and supported. The Borough Council already supports this approach and actively promotes through the Borough's Local Plan policies.
- 4.9 However, there are some concerns the existing population within rural communities may fall outside of this approach in the absence of a clear commitment to programmes of public transport service improvement and frequencies, a clear programme of investment in cycle and walking routes to connect these communities and settlements with the more sustainable locations and services they need and which will provide the alternative choices and opportunities the Strategies 'encourage' and 'promote'. The opportunities for residents to choose and adopt more sustainable travel modes must be affordable (both private and public transport) and interim solutions may be required while the transfer from carbon fuel-based transport options to electric/hydrogen alternatives are introduced, otherwise the change will be difficult to encourage and deliver. This concern is made notwithstanding the realisation that such programmes will require resources that are unfortunately in limited or non-existent supply, but this should not prevent the identification of clear programmes or opportunities to bring forward and deliver alternative

options and services over time, rather than simply an approach of 'encouragement' and support in principle.

5 North Warwickshire

5.1 Members will recall that a report was discussed at this meeting on 15th February 2021 (agenda item 05) and comments were submitted to the County Council identifying the following local issues:

- 1 Connectivity between settlements within the Borough as well as to those outside
- 2 Funding of key infrastructure improvements such as Phases 3 and 4 of the A5, dualling of the A446
- 3 Impact of the construction of HS2
- 4 Improvements to walking and cycling
- 5 Avoidance of rat running on country lanes

5.2 A meeting was also held by members with Councillor Jeff Clarke the Warwickshire County Council (WCC) Portfolio Holder following that meeting and prior to the current consultation.

5.3 In addition, consultations have also previously been undertaken by the County Council on the Warwickshire Local Cycling and Walking Infrastructure Plan, considered by Members at Executive Board on 18 July 2022 North Warwickshire Area, Bus Service Improvement Plan and Warwickshire Enhanced Partnership Plan (through direct member consultation on 19th January 2022), all of which have relevance and working relationship with the Local Transport Plan, having implications primarily for the Key Strategies 'Active Travel' and 'Public Transport'.

6 Observations

6.1 In terms of comments and observations the following summary tables provide a snapshot of each Strategy and an indication of support or otherwise to the relevant Policy Positions in each strategy:

Comments on Active Travel Strategy

6.2 The strategy starts "Where possible, without disadvantaging rural communities, we need to do as much as we can to move away from car dependency." This is noted but it is considered this cannot be achieved in absence of serious programme of public transport service improvements and/or delivery of improved, on the ground, network of safe traffic free cycling and walking routes to main settlements services and infrastructure. This is of particular concern in relation to the potential impacts on the elderly population in rural areas and the access to transport for residents with disabilities.

6.3 Walking and cycling are the most efficient options for local journeys are noted and previous consultations/views show strong support for improving walking and cycling facilities.

LTP Strategy & Policy Position		Support/Comments
Active Travel Strategy		
Policy AT1	Improving accessibility and attractiveness of active travel options	Supported, caveated by need to address rural, elderly and disability issues and needs.
Policy AT2	Better, safer routes for walking and cycling	Supported
Policy AT3	Information and Promotion	Supported

Comments on Public Transport Strategy

- 6.4 The Strategy notes that passenger levels are currently around 70% of pre-pandemic levels but are anticipated to recover and for growth to continue in the future. Continued investment to deliver and maintain improved transport options will be necessary if Warwickshire is to accommodate the predicted growth in population. Although Policy is to encourage additional use of public transport to reduce road congestion, improve air quality and tackle climate change there remain concerns that the council has limited ability to make improvements directly, as almost all public transport is provided solely by third party organisations.
- 6.5 The Borough Council welcome explicit recognition that the semi-rural nature of Warwickshire means that the distribution of public transport options is not always equitable throughout the county. In comparison to neighbouring counties, Warwickshire has a relatively high level of vehicles registered per head of population. For public transport to become a first-choice travel option, its attractiveness relative to car use needs to improve and inevitably this will involve resource investment. The services also need to maintain affordability to ensure public transport is a viable alternative when compared to carbon fuel based alternatives. Where possible and appropriate, sources of funding via S106 contributions for major developments could be highlighted as an option or opportunity to help address resource shortfalls. The issue of resource constraints was also raised in relation to the Warwickshire Enhanced Partnership Plan for public transport.
- 6.6 Similarly Policy Position PT1 aim is to maximise funding opportunities, wherever possible, to promote and improve existing public transport services. Concerns remain over effectiveness in light of funding restraint and need for clear indication of potential funding services opportunities that should be highlighted including S106 development/ developer contributions, lottery funding, UK Prosperity funding and similar.
- 6.7 It is also supported and welcomed that WCC will work with its partners to review and develop new, simpler, more flexible ways of obtaining and paying for journeys, and ticketing that allows journeys to be made on different forms of transport. This will help maximise and encourage opportunities to use/access public transport and potentially help integrate transport services (taxi's, community transport, employment transport services, health service and social services transport networks, rail/coach etc...) making information about and

access to cross transport services accessible to all users. However, there is little discussion or recognition around whether the critical services residents need to travel to, could be provided differently/more locally to communities, i.e. therefore removing the need to travel distances, enabling more sustainable choices and access to those services such as walking and cycling. Through online service access some services are already moving in this direction and this could include greater investment in 'hubs' locally that provide a wider range of service access (health, finance, social and benefits/welfare) linked to a local transport hub/location, integrating the varied accessible transport options with the service provision.

- 6.8 Policy Position PT4 seeking that new developments maximise their opportunities to provide excellent access to the public transport network, taking into account potential demand from new development is supported and through Borough planning policies will seek to ensure planning policies cross reference to the LTP to enable access to S106 developer infrastructure contributions where/when appropriate.

Public Transport Strategy		
Policy PT1	Working with partner organisations to improve public transport	Supported
Policy PT2	Improved accessibility and attractiveness of public transport as a travel Choice	Supported subject to caveat regarding funding constraints and reinforce need for service affordability.
Policy PT3	Information and ticketing	Supported and encouraged
Policy PT4	New developments and connectivity to public transport services	Supported, subject to encouraging more sustainable 'hub' service location and choice.
Policy PT5	Community Rail Partnership	Supported

Comments on Motor Vehicle Strategy

- 6.9 The strategy notes that road network is vital to Warwickshire's economy but also has impact on our environment and shapes the places we live and work. It is noted and agreed the County needs to maintain a network of routes as part of an integrated transport system which also provides attractive alternatives to car usage where possible, whilst recognising that for many people the car is currently their most convenient form of transport.
- 6.10 The Borough support the LTP4 approach to improve and adapt the network, ensuring it is safe, convenient and fit for all users and purposes. The Borough Council note the move away from car dependency as a first journey choice to other more sustainable forms of transport and reduce impacts of over-reliance on cars and trucks for personal use and freight, but this also needs to be realistic in light of current situation in short term of lack of suitable alternatives yet realistically available. Constraints in personal transport and business transport use and accessibility should only be introduced in parallel with provision of real

affordable and sustainable, alternative choices to avoid and minimise economic impacts and personal accessibility to services and facilities.

- 6.11 Fully support the approach of seeking to improve the attractiveness of key routes, moving traffic (especially heavy commercial) away from town and village centres to allow our places to become less polluted and more attractive places to be for residents and visitors, e.g. by using Park and Ride facilities and route priorities/constraints on HGV's.

Motor Vehicle Strategy		
Policy MV1	Using our influence with partners to provide a modern fit-for-purpose route network	Supported
Policy MV2	Increased use of technology in network monitoring	Supported
Policy MV3	Maximising funding opportunities	Supported
Policy MV4	Making our towns and villages and the routes that connect them better places to be	Supported

Comments on Managing Space Policies

- 6.12 The strategy appropriately notes that rural locations are heavily dependent on private cars and this is unlikely to change significantly. A switch to electric vehicles is likely to be the most significant change during the lifetime of the LTP, together with a reduced need to travel as a result of more home-working and home deliveries. But where this is financially and realistically out of reach of residents', improvements to public transport will be crucial as well as active travel options, such as walking and cycling.
- 6.13 The MS1 and MS6 policy approach is already supported through the Borough's local plan policies and will help inform and influence future planning policies and plans. Similarly Policy MS2 approach to ensure that all developments are accessible, that designs and layouts contribute to the local area and improve connectivity to footways, cycleways and public transport. But design and layouts should not be a standard "fits all" engineering approach and should allow flexibility to allow local character, population makeup (demographics), rurality and distinctiveness to be incorporated/apply and more directly serve the needs of communities.

Managing Space Strategy		
Policy MS1	Increasing sustainable development and travel	Supported
Policy MS2	Travel options which are accessible to all	Supported, subject to enabling a flexible approach as appropriate.
Policy MS3	Prioritising use of space to promote sustainable travel options	Supported

Policy MS4	Robust data-led decision making in assessing new developments	Supported
Policy MS5	Construction to best available standards	Supported
Policy MS6	Influencing Planning Authorities and Developers	Supported

Comments on Freight Policies

- 6.14 In light of North Warwickshire’s location within the “Golden Triangle” for freight logistics the policies listed are of particular local significance and relevance. The support for good quality, safe and secure lorry parking and use of appropriate designated freight routes are particularly noted and agreed. However, in identifying appropriate freight routes, the County must ensure the impact on residents and settlements along those routes are carefully assessed and addressed as well as the implications for highway safety, noted in Policy F6. Thought should also be given to how these routes will be promoted and “enhanced”, both from an environmental and a service provision (such as access to toilet/cleaning facilities and addressing SatNav updates) as well as an enforcement provision to ensure their effective use and prevent/discourage use of unsuitable routes
- 6.15 Policy F4 is also of importance and relevance to North Warwickshire and the A5. This Policy should support funding bids through RIS or similar, where improvements to the A5 Trunk Route network in North Warwickshire are needed to reduce delays, congestion and improve/enhance capacity that will enable delivery of adopted Local Plan development sites.
- 6.16 The Policy F1 encouragement for a shift from road to rail modes is also welcomed. But with the caveat of concern over the presence of two significant rail freight centres in the Borough. This may result in increased pressure both for potential concentration/intensification of HGV flows to these centres but also pressure for their continued expansion in locations that have current constraints such as Green Belt or road network issues that generate/need County support and investment for improvements, as proposed in Policy F4 and for ‘green freight’ infrastructure including EV and Hydrogen fuelling and servicing points along the network and/or within lorry parking sought in policy F3.

Managing Space Policies		
Policy F1	Promote shift from road to rail and active travel modes	Supported, caveated by concern over pressure to expand existing Rail Freight transfer terminals
Policy F2	Facilitate the transition to alternative fuels for freight vehicles	Supported
Policy F3	Support efforts to deliver a better network of lorry parking in the county	Supported, subject to adequate provision of green freight’ infrastructure.

Policy F4	Support and deliver initiatives that improve journey time reliability for freight movements	Supported, noting as potential support for funding bids.
Policy F5	Reduce the impact of 'last mile' deliveries	Supported
Policy F6	Reduce incidents involving freight vehicles	Supported, noting relationship with F3 and improvements to freight infrastructure and services such as lorry parking contributing to improved safety.
Policy F7	Encourage freight vehicles to use appropriate routes	Supported, caveat by need to address service infrastructure and SatNav update info.

Comments on Safer Travel Strategy

- 6.17 The Safer Travel Strategy and policies are generally supported. Nevertheless, with regard to policy position ST4, earlier comments around avoiding standard “fits all” engineering approaches and that design flexibility be accommodated that reflect and address local character, rurality and distinctiveness, where appropriate.

Safer Travel Strategy		
Policy ST1	Working with Partners to deliver road safety improvements	Supported
Policy ST2	Evidence-led road safety engineering interventions	Supported
Policy ST3	Wide-ranging community engagement to improve road safety	Supported
Policy ST4	Road engineering design to align with appropriate quality standards	Supported, caveated by need to enable flexibility where appropriate.
Policy ST5	Promoting safety in all travel choices	Supported

- 6.18 The strategy highlights that Warwickshire intend to adopt the internationally used “Safe Systems” approach to road safety across the county, seeking out and shapes actions to reduce death and serious injury to a ‘Vision Zero’ while acknowledging that despite preventative measures road users are fallible and accidents will continue to happen. Actions are expected to address problems in the road system across all types of transport, in vehicles, in user behaviour and in the care of people injured in collision. The Warwickshire’s engineering, enforcement and educational actions for highway and transport safety contribute to the Safe System approach as follows;
- Engineering – through casualty reduction schemes such as road realignment, reduced speed limits or improved road markings

- Enforcement – working with the police in the Speed Working Group
- Education – school visits and young driver course

The Borough consider that improving safety should be a high priority for the LTP, particularly in the North Warwickshire area and support both the direct engineering and design safety improvements’ alongside the safety education and promotion actions.

6.19 The County aim to publish and monitor an annual Action Plan to check progress of the Local Transport Plan. This Action Plan sets out where funding is anticipated or secured from and any other requirements, such as new legislation or enabling work, that is needed to facilitate the action. It is encouraging to see included within the initial Indicative Action Plan a North Warwickshire scheme along the A446 Coleshill & Hams Hall Corridor Improvements, noted as follows; “*Upgrading A446 corridor between Hams Hall and Gorsey Lane from single to dual carriageway standard*” with a delivery timescale of 5 years.

7 Summary

7.1 Members are recommended to note and support the above comments in relation to the LTP4 Local Transport Plan and associated Strategies consultation. This report and any additional comments Members may wish to make can then be forwarded to the County Council as the formal response to the LTP4 consultation from the Borough Council.

8 Report Implications

8.1 Environment, Sustainability and Health Implications

8.1.1 The right transport solutions can impact and have a positive improvement to both the health of the residential of the Borough as well as contributing to improvements in climate change.

8.2 Safer Communities Implications

8.2.1 Improved transport networks should improve road safety, a key priority for our Safer Communities work. Improving safety should be a high priority for the LTP, particularly in the Borough.

The Contact Officer for this report is Mike Dittman (719451).

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

Draft Local Transport Plan (LTP4) and associated Strategies and Action Plan	Warwickshire County Council	Online consultation for draft Local Transport Plan (LTP4) Consultation on draft Local Transport Plan (LTP4) - Warwickshire County Council - Citizen Space	24 September 2022
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Agenda Item No 14

Executive Board

21 November 2022

Report of the Corporate Director – Streetscape

Climate Change Action Plan Update

1 Summary

- 1.1 This report updates Members on the responses to the public consultation on the Council's Climate Change Action Plan and recommends that the amended plan, updated in light of the comments received be adopted.

Recommendations to the Board

That the text of the Climate Change Action Plan be agreed and adopted, and a final version of the plan be prepared for publication in consultation with the Chairs and Opposition Spokesperson of the Executive and Community & Environment Boards.

2 Consultation

- 2.1 An advance copy of amended Climate Change Action Plan along with the full text of the consultation responses has been sent to each Member of the Climate Change Group for their comments. It is proposed that the Group consider the consultation responses in more detail and recommend changes to the current plan so that a final version can be produced.

3 Background

- 3.1 The Council declared a Climate Emergency at the Extraordinary Full Council meeting on 22 October 2019. As part of that declaration, the Council committed to taking steps to tackle the issue and confirmed that action is required to assess the impact the Council's activities have on the environment and the climate and to take steps to ensure that the level of the impact is reduced, as far as is practicable, with the ultimate aim of carbon neutrality.
- 3.2 The Action Plan is focussed on several key areas which have the greatest direct impact on the Council's carbon emissions such as transport, waste & recycling, and energy usage, but also on other areas of activity where the Council has both a direct and indirect impact on Climate Change and Environmental Sustainability including Housing, Planning, and Biodiversity. The action plan also considers the issue of adaptation and commits the Council to making its activities net zero by 2030 with the longer-term commitment to meet the COP26 collective aim to reach Net Zero by 2050.

4 Public Consultation

4.1 The Council's draft Climate Change Action Plan was opened up to public consultation at the end of May 2022 and the period of consultation closed on 27 July 2022. During that period the Council received 17 formal responses. Of those, six were from organisations with the remainder from private individuals.

4.2 The consultation responses were broadly supportive of the Council's draft Climate Change Action Plan. A copy of the full text of the responses has been placed in each Group room. Comments were made in relation to each of the seven themes as well as more general comments, questions, and suggestions on how the plan could be improved and how the Council could better tackle the issue of Climate Change more generally. The consultation responses are summarised below:

Focus Area 1 – Travel & Transport

- Promotion of active travel, better public transport, and better access to alternative modes of transport
- Better access to EV charging in rural areas
- Better cycling infrastructure
- Better integration and connectivity of green travel (cycling, walking) and public transport
- Greener public transport

Focus Area 2 – Waste

- Better and more affordable access for small businesses to commercial recycling collections and disposal sites (perhaps paid for from business rates)

Focus Area 3 – Our Buildings

- More solar (PV) generation on Council land and buildings (including the consideration of solar canopies on car parks).
- More renewables and insulation on buildings (also Focus Area 4)

Focus Area 4 – Housing

- Need more detail on what can be done to achieve net zero within the Council's Housing stock
- A commitment to phase out the installation of new gas boilers
- Greater focus and detail on adaptation within the Council's Housing stock
- Look to utilise passive design measures

Focus Area 5 – Forward Planning & Development Management

- Need to encourage (or require) greater use of existing buildings and brownfield sites for housing and development
- A more joined-up approach is required for enhancing the natural, historic, and built environments
- Are the planning targets set out in the CCAP achievable?
- Greater requirement for the production of drainage strategies and flood risk assessments as part of the planning process
- Realistic timeframe for the (national) target for homes to be net zero ready (2025)

Focus Area 6 – Supporting Communities

- Need to encourage greater community involvement and action
- Support training locally in the green economy

Focus Area 7 – Biodiversity & Open Space Management

- Need a greater focus on protecting habitats and mature ancient woodland including the adoption of buffer zones and wider use of TPOs (also relates to Focus Area 5)
- Bolster the ambition around Biodiversity Net Gain
- Greater protection for Local Nature Reserves
- Set high(er) (local) standards for natural infrastructure
- The Council needs to increase the ambition and speed of action around biodiversity
- Better consideration of how biodiversity targets and commitments will work in practice

General

- More action to support local businesses including the promotion of existing resources (such as signposting to the FSB Sustainability Hub)
- More SMART targets. Need for meaningful KPIs and milestones to act as measures of success
- A clear path set out for the future development of this action plan in the future and beyond its immediate ambitions.
- How frequently will the plan be reviewed?
- What (demonstrable & quantifiable) level of success has been achieved through previous and current initiatives?
- Clearer timescales for implementation
- Why no mention of Ediblelinks?

- Look and learn from the best practice demonstrated by other local authorities and organisations
- Concerns expressed around cost, deliverability and efficacy
- Given the inevitability of some degree of Climate Change there should be a greater focus on adaptation
- More details on current emissions (including from Scope 3 activity)
- Needs to be a greater emphasis on industrial, commercial, and agricultural activity
- More signposting to other resources (incl. Heritage England, Unison)
- Needs to be better promotion and publicity around this Action Plan
- A greater sense of urgency is required
- Targets should be more realistic. Is net zero by 2030 achievable. Should the focus be on the COP26 2050 target?
- Greener procurement including the use of local, sustainable, and eco-friendly supply chains
- Lobby Government to move away from fossil fuels to renewables.
- Include a policy section detailing the key plans and policies relating to climate change for each focus area topic
- Demonstrate how NWBC's plan has considered and will work with and alongside other plans and policies
- More detail is required, especially baseline data on current carbon emissions
- NWBC should set a Carbon Budget
- Adaption and resilience should be given equal importance (to mitigation and reduction)
- Engagement and interaction with key stakeholder groups alongside greater communication between the Council and Industry.
- The plan should use simple, plain and non-technical language and be accessible by all.
- A timeline for future consultation stages and progression of the draft Climate Change Action Plan should be outlined
- Greater focus on (and inclusion of) circular economy principles
- A greater focus on Health & Wellbeing

4.3 A report summarising the consultation responses has been considered by the Community & Environment Board and a full copy of the Consultation responses has been placed in each Group Room. The Council's Climate Change Member Group has been consulted on the consultation responses received. The Climate Change Action Plan has been amended in light of the consultation responses and the updated version has been circulated to the Member Group for comment. The final draft of the Action Plan is attached at Appendix A.

...

5 Next Steps

- 5.1 Once Executive Board has agreed the wording of the main text of the Action Plan, it is proposed that the final document (including the summary, forward and overall design) be finalised in consultation with the Chairs and Opposition Spokesperson of the Executive Community & Environment Boards. The Climate Change Action Plan will then be published on the Council's website and promoted widely to residents, businesses, schools, and other key stakeholders
- 5.2 The Council's Climate Change Action Plan is an evolving document and will be updated continuously during the draft stages and over the coming years. Officers will continue to engage with colleagues across the County and the wider sub-region to develop joint strategies to tackle climate change as effectively as possible.
- 5.3 It is proposed that the regular updates on the Climate Change Action Plan will be brought to future meetings of Community & Environment Board and that the plan should be kept under constant review and developed and updated as necessary. The Climate Change Member Group should continue to meet to drive and oversee that process. Finally, it should be acknowledged that the development of this Action Plan is only the first step in achieving the Council's aims in relation to Climate Change. Further work needs to be undertaken on a case-by-case basis to develop key activities within each focus area with further reports brought back to future meetings of this Board for consideration.

6 Report Implications

6.1 Financial Implications

- 6.1.1 There is no specific budget allocated for climate change related activity. It is expected that individual Divisions will account for climate change measures within existing budgets and as part of "business as usual". Ultimately, the aim is that climate change mitigation and carbon reduction should become an integral part of the Council's activities, policies and procedures.

6.2 Risk Management Implications

- 6.2.1 The risks of climate change are well documented. The Council needs to take action to ensure that those risks are reduced as much as possible for North Warwickshire's residents.

6.3 Equality Implications

- 6.3.1 In terms of equalities implications, the actions set out and further proposed in this report do not affect any individual, group or community more than any other. Individual equality impact assessments will be considered as part of any key policy and service change decisions.

6.4 **Environment, Climate Change and Health Implications**

6.4.1 Tackling climate change is vital to ensure a sustainable Environment.

6.5 **Legal Implications**

6.5.1 The Council has a number of legal obligations with respect to the environment, including that under the Natural Environment and Rural Communities Act 2006 to proactively exercise its functions having regard to the purpose of conserving biodiversity, as far as is consistent with proper exercise of those functions; a duty to co-operate with the Office for Environmental Protection and, in its role as a local planning authority, to cooperate with Natural England; along with publishing certain biodiversity reports.

6.5.2 Further, when commencing most procurement processes prior to entering into contracts for services, the Public Services (Social Value) Act 2012 requires the Council to consider the social impact of the services concerned, including the impact on the environmental wellbeing of its area.

6.5.3 The proposed changes to the Climate Change Action Plan will provide the Council with a framework which will assist in meeting those requirements.

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

Climate Change Action Plan

North Warwickshire Borough Council

Foreword

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Executive Summary

Background

What is climate change?

Climate change refers to long-term shifts in temperatures and weather patterns. Whilst some shift is natural, human activity has greatly contributed to the release of gases into the air which have and are continuing to cause global temperatures to rise. These gases include carbon dioxide and methane.

Activities such as burning fossil fuels for heating and electricity and driving petrol cars contributes to the release of these gases. In addition, deforestation can also release carbon dioxide into the atmosphere.

Greenhouse gas emissions are at their highest levels in 2 million years and the last decade was the warmest on record.

Why we must do something

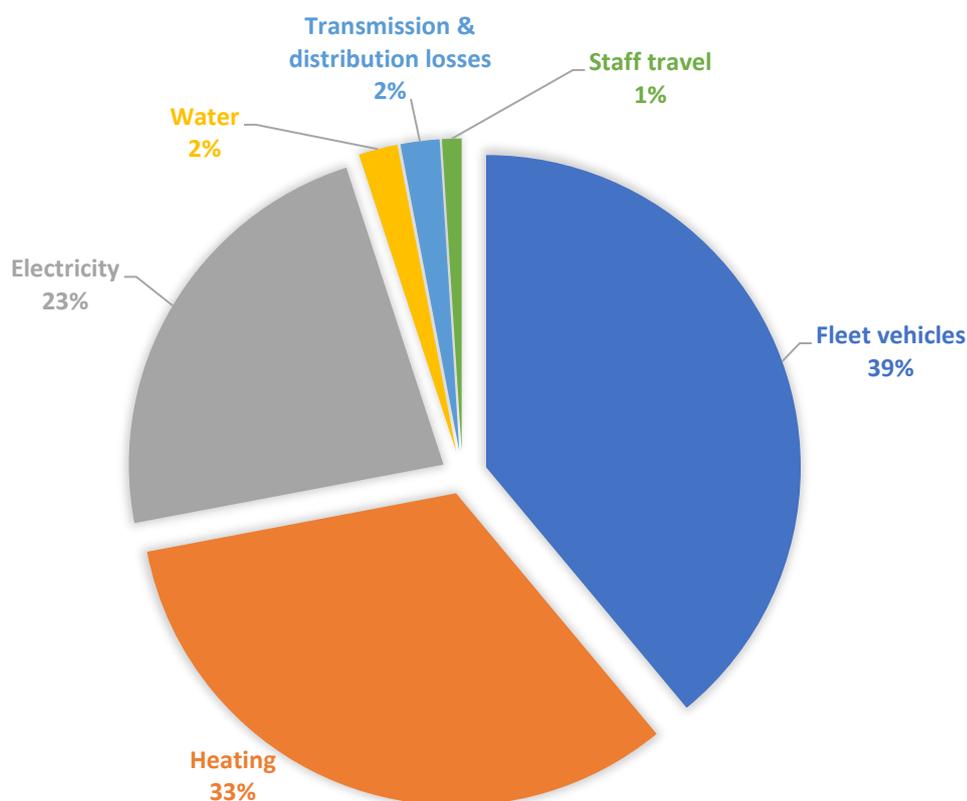
Rising temperatures and changing weather patterns have dire consequences for everyone across the planet. It is not simply a case of warmer temperatures, consequences of climate change now include:

- Melting polar ice
- Rising sea levels
- Flooding
- Catastrophic storms
- Declining biodiversity
- Habitat Loss
- Intense droughts
- Water scarcity
- Severe fires

Doing all we can to limit the global temperature rise to no more than 1.5°C is estimated to limit the worst of the damage and enable us to maintain a liveable climate.

Where we are now

The Council has calculated its carbon emissions using the Local Government Association Carbon Emissions Accounting Tool and identified that main carbon emissions originate from fleet vehicles, heating and electricity.



The Council will continue to benchmark its performance on carbon emissions against other local authorities in Warwickshire and work with partners and stakeholders (including the private sector) to ensure that our actions plan complements the work of other agencies and that best practice is shared as widely as possible.

Our key targets & Commitments



How we will get there

Our action plan includes climate change mitigation and adaptation.

Mitigation

Taking action to reduce our emissions of harmful gases into the atmosphere. This helps to prevent the planet from warming to more extreme temperatures.

Adaptation

Preparing for climate change and the impact it will have on people, the economy and the environment. Including adapting our ways of working, ensuring new developments are resilient and planning for flooding and severe weather events.

Further reading: [Climate Impacts Assessment for Warwickshire County Council](#)

The Council will carry out its own climate impact assessment and review the adaptation plans for each focus area

We've split our action plan into 7 focus areas

- Travel and transport
- Waste
- Our buildings
- Our housing
- Forward Planning and Development Management
- Supporting communities
- Biodiversity and open space management

Who we will work with:

We believe working with others to share knowledge, experience and skills has great benefits and ensures those with the greatest influence are leading in the right areas. Stakeholders we will work with include, but are not limited to:

- National Government
- Infrastructure & Utilities Providers
- Local Authorities/Combined Authorities/LEPS/Regional Agencies
- Transport Providers
- Commerce & Industry *including retailers & small businesses*
- Farming & Food Production
- Charities, Faith & Community Groups (including Voluntary Sector)
- Health & leisure
- Education
- Individuals
- Housing providers
- Our supply chain – ensuring that the procurement of goods and services has a stronger focus on sustainability and carbon reduction

We will work collaboratively with others to achieve joint goals:

- Net Zero Coventry and Warwickshire by 2050
- New homes 'zero carbon ready' by 2025
- COP26 targets 2050

Focus Area 1 – Travel & Transport

Our fleet of cars, vans, refuse collection vehicles, tractor and a cesspool tanker produce 745 tonnes of CO₂ which is 38.6% of our total output



What we want to achieve

- Rationalise our fleet and switch to low carbon fuels, with a move to electric wherever possible as vehicles reach their end of life and need replacement
- Create a policy for staff travel, encouraging low-carbon options such as public transport, cycling, walking and eco-driving where driving is necessary
- Increase the number of electric vehicle charging points across the Borough
- Optimise waste collection routes to complete bin collections by driving the fewest miles.
- Work with stakeholders to ensure public transport provision meets the needs of our residents and supports our goals to become net-zero

How we will achieve our targets

Our achievements so far

- Streamlined our fleet and reduced the number of vehicles we use by 16% since 2014.
- Reduced our diesel usage by 2% since 2013-14 saving over 12,000kg of CO₂
- Switched to hybrid electric bin lifts on 46% of our refuse collection vehicles with a further 23% fitted with eco-drive hydraulic lifts
- Switched to fuel efficient gearboxes, engines, fuel save technology and introduced vehicle tracking
- Reduced staff travel to work by encouraging hybrid working.
- Introduced the Cycle2Work scheme in 2016, encouraging staff to travel by bike by providing up to 47% off the cost of bikes and equipment
- Installed 19 electric car charging points Borough wide
- In conjunction with Warwickshire County Council, developed a green travel project associated with the canal gateways into Atherstone and Polesworth
- Encouraged green travel through walking (11 local walking groups) and cycling (Bikeability) schemes

Rationalise our fleet and switch to low carbon fuels, with a move to electric wherever possible as vehicles reach their end of life and need replacement

We're switching to Hydrotreated Vegetable Oil (HVO) in fleet vehicles where possible. This is expected to achieve a 95% reduction in CO2 (as well as reducing other air pollutants). We plan to do this by the end of 2022.

We're looking into the practicality of electric refuse collection vehicles however technology in this area is not yet suitable for a large rural Borough like North Warwickshire. We'll keep working on this but this is expected to be a longer term goal. For our smaller fleet such as vans and cars we'll be moving to electric vehicles as soon as financially viable. This will be as and when vehicles reach their end of life and need replacing.

We'll further rationalise our fleet by looking at which vehicles get the lowest use and if working patterns can be adapted to enable the sharing of vehicles. Unfortunately it will be necessary to expand our refuse collection vehicle fleet to enable us to cope with expected housing growth.

Create a policy for staff travel, encouraging low-carbon options such as public transport, cycling and walking

We already encourage our staff to work from home for part of the week. This isn't always possible depending on the job role. We'll develop a policy for staff travel both to work and travel to meetings and site during the working day. We'll encourage people to travel by bus, train, cycling, walking and car share. Switching to virtual meetings where possible eliminates the need to travel at all.

When our staff do need to drive, we'll investigate the option of eco-driver training for all staff who drive for work. We'll also look to introduce an efficient lower speed limit for high speed roads such as motorways. All of our fleet vehicles have trackers which we can use to monitor driver behaviour.

Increase the number of electric vehicle charging points across the Borough

and support their introduction at other locations.

As outlined in Warwickshire County Council's Ultra Low Emission Vehicle (ULEV) strategy 2021, we're aiming to install:

- An additional 110 charging points by 2025
- An additional 343 charging points by 2030

We will also work with partners to ensure that, where possible, EV charging is provided in more rural areas as well as in our towns. We introduced Civil Parking Enforcement in 2022. It is hoped that some of the income from these car parks will help fund these additional electric charging points. We'll also be looking into funding options from National Government wherever possible to make this happen.



Optimise waste collection routes to complete bin collections in the fewest miles

In 2022 we're introducing in-cab technology which will streamline our back office functions, reduce paper and guide our drivers using the most fuel efficient routes as they are now.

Our last major overhaul to waste collection routes was in 2013 when we switched to the three bin system. There have been a lot of new properties since then which means our current routes are not as efficient as they could be. We're planning to complete an initial review of new collection routes in 2022 with a planned move to zonal working in the medium term.



Work with stakeholders to ensure public transport provision **is greener and** meets the needs of our residents and supports our goals to become net-zero

We're working closely with Warwickshire County Council to ensure **better public transport provision which is efficient, accessible & reliable, that active travel is promoted and supported (including cycling & walking) and that there is better access to, and greater integration of, alternative modes of transport across the borough.** The latest Local Transport Plan which sets out the transport needs, challenges, priorities and objectives for Warwickshire is due to be published in 2022.

Further reading

[Local Transport Plan \(LTP3\) – LTP4 is expected to be published in 2022](#)

[Transport Decarbonisation Plan](#)

[Future of Transport Programme](#)

[UK Transport Vision 2050](#)

Focus Area 2 – Waste

Key figures for 2020-21:

- **2.2 million bins emptied**
- **Almost 30,000 tonnes of waste and recycling collected**
- **46.6% recycling rate**

What happens to the waste and recycling we collect?

Red Bin (Recycling)

Recycling is taken to a waste transfer station in Dordon where it is stored until there is enough quantity to take it to a Materials Recycling Facility (MRF). At the MRF it is sorted and separated using conveyor belts, optical sorters, and magnets. It is then sold onto re-processors for recycling.



Green Bin (Garden & Food Waste)

Garden and food waste is taken to a waste transfer station in Nuneaton where it is stored for a short time until there is enough quantity to transport it to an In-Vessel Composter (IVC). At the IVC, the material is matured at high temperatures for 4-6 weeks and turned into compost which can be spread onto farmland.



Black Bin (Non-recyclable rubbish)

After bulking at a waste transfer station in Dordon this is taken to an Energy Recovery Facility (ERF) in Staffordshire. At this facility the waste is burnt at over 850°C which produces steam. This steam is used to generate electricity for thousands of homes in Staffordshire. The ash leftover at the end of the process is used for aggregate to make roads.



What we want to achieve

- Further encourage our residents to reduce, reuse and recycle and achieve a higher recycling rate
- Adapt to new regulations and support a circular economy
- Work with partners to develop and build a new state-of-the-art materials recycling facility (MRF).

Our achievements so far

- Transport and waste are linked. Some of our achievements in this area are detailed in Area Focus 1 – Transport.
- We've invested in a state of the art MRF which is due to open in summer 2023 (more information below)
- We're working with a charity to reuse bulky waste, diverting it from landfill and towards those in need instead

How we will achieve our targets

Further encourage our residents to reduce, reuse and recycle and achieve a higher recycling rate

To calculate our recycling rate we look at what percentage of the total waste collected is dry recycling (from red bins), garden and food waste (from green bins) and reuse (from bulky waste collections). A higher recycling rate means our residents are recycling more.

Rubbish (black bins) is sent for energy recovery, and whilst this is much more environmentally friendly than landfill it still causes emissions of CO₂. The more we can recycle, the less emissions there will be. It also simply makes sense to use things again rather than produce them from raw materials. For example, a plastic bottle put in the red bin can be recycled and used again. A plastic bottle put in the black bin is gone for good.

We'll be increasing our efforts to encourage our residents to recycle more and waste less. We'll be working with Warwickshire County Council to deliver some of these messages. Main messages will include:

- Recycle more plastics, cans, tins, paper, cardboard and glass

- Reduce contamination by putting the right things in the right bin.
- Reduce food waste by shopping smart, storing food properly and eating it.
- Reuse or donate items rather than throwing them away

Food waste accounts for 8-10% of global greenhouse gas emissions.

Encourage businesses to recycle more

Working with our partners we will explore ways to make recycling more affordable and accessible for small businesses

Adapt to new regulations and support a circular economy

We operate in a two tier waste system where North Warwickshire Borough Council is the Waste Collection Authority (WCA) and Warwickshire County Council is the Waste Disposal Authority (WDA). We'll continue to work together to achieve the best collection and treatment options for all our waste and to adapt to upcoming regulations in the most efficient way.

A circular economy ensures we keep resources in use for as long as possible, recovering their

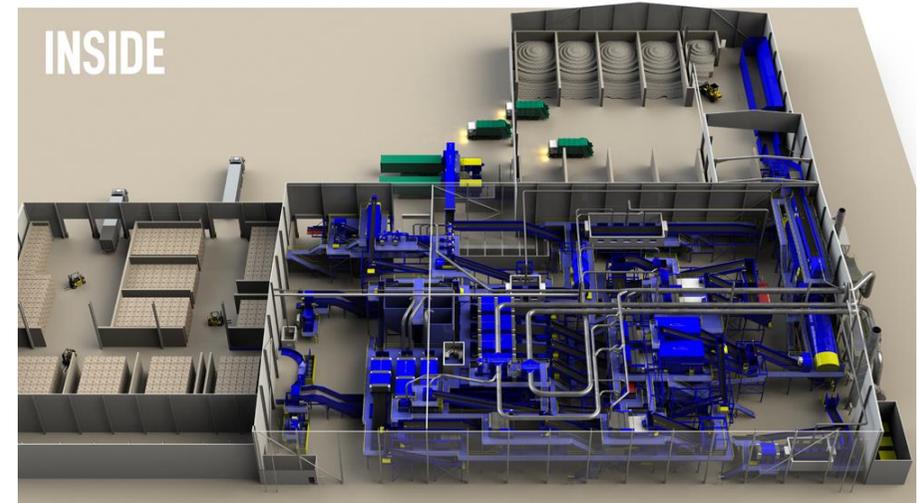
maximum value and regenerating products and materials whenever we can.

Work with partners to develop and build a new state-of-the-art MRF

We're one of eight partner councils which have invested in the development of a new state of the art materials recycling facility (MRF) in Sherbourne, Coventry. The MRF is due to open in mid-2023 and will handle all of North Warwickshire's recycling.

The new MRF will:

- Secure a long term arrangement for the processing of materials
- Provides a technologically advanced and flexible solution which will adapt as consumer habits and waste legislation change
- Reduces reliance on manual labour in a time of industry wide staff shortages
- Delivers a high quality end product
- Aim to work exclusively with UK-based reprocessors which will vastly reduce the distance waste travels
- Brings partners together to increase bulking and haulage efficiency
- Include an educational facility and officer to provide on-site tours
- Be powered by the energy from waste facility in Coventry and on-site solar panels which will export excess energy back to the grid



Adaptation

- Investment in the Sherbourne MRF will ensure we always have a way to recycle our materials even if the economy gets tough
- The MRF will be future-proofed to enable it to adapt to changing demographic trends, meaning different materials can be recovered in greater quantities as household outputs change
- We will adapt our collection methods to reflect more extreme weather, such as changing collection times to avoid extreme heat or cold and wearing different workwear and PPE

Further reading

[Environment Act 2021](#)

[Resources and waste strategy for England](#)

[Warwickshire Municipal Waste Strategy](#)

[Love Food Hate Waste](#)

[Sherbourne MRF](#)

Focus Area 3 – Our buildings

Our assets include:

- Corporate office buildings
- Sheepy Road Depot
- Leisure centres
- Industrial units
- Retail units
- Sports pavilions and community rooms
- Housing (see Focus Area 4 – Housing)

What we want to achieve

- Rationalise our entire building estate
- Reduce our reliance on fossil fuels
- Reduce water usage
- Increase building efficiency and thermal insulation
- Continue hybrid working
- Work with our commercial tenants to make their operations more energy efficient
- Ensure our leisure facilities operate efficiently

Our achievements so far



- Our office refit in 2013 resulted in a reduction in energy use by over a third. This is the equivalent of 41.6 tonnes of CO₂ per year. The refit included:
 - Replacing windows
 - Switching to LED lighting
 - Improved insulation
 - New boilers
 - New heating system
 - Open plan office layout
 - New more efficient server room
- In 2014 we built a new Leisure Centre in Coleshill to the latest design standards and fitted photovoltaic solar panels
- Upgrades to Atherstone Leisure Complex including:
 - Replacement of lights in the swimming pool and fitness suite with energy efficient LED bulbs
 - Pool filtration changed to a UV system to provide more efficient use of chemicals
- We've trained our Leisure Facilities staff in how to reduce energy usage
- We sublet our vacant areas to maximise the use of space and increase efficiency. Our sublets include Atherstone Town Council, Warwickshire Police, Department of Work and Pensions, Warwickshire County Council and the NHS



How we will achieve our targets

Rationalise our entire building estate

We'll review all our buildings and decide if they're still fit for purpose and utilised efficiently. We are currently working on consolidating our office space, particularly as a result of hybrid working and we will continue to do this. Rationalising our buildings will ensure that we are operating in the most carbon-efficient way and not powering and heating buildings for very little gain.

Reduce our reliance on fossil fuels

We'll switch to a green energy tariff as soon as financially possible, and before 2030. We'll also ensure that any new, non-housing buildings we build include on-site renewable energy production. For existing buildings, we'll consider if on-site renewable energy production can be achieved and we'll take the same approach on Council owned land, our car parks, and industrial units.

Reduce water usage

We'll do a full audit of our water use and identify areas where we can reduce this, including reuse where possible. For example by upgrading our taps and urinals.

Increase building efficiency and thermal insulation

We'll review our existing buildings to see what we can do to improve their efficiency and thermal insulation. This will also be a main consideration for construction of new buildings. Any new buildings will incorporate as many low carbon measures as possible. Including co-locating services to reduce travel.

Continue hybrid working

As a result of the Covid-19 pandemic our workforce quickly adapted to working from home where possible. Although restrictions have been lifted we continue to encourage our staff to work in a hybrid manner, partly in the office and partly from home so long as it meets the needs of services.

Work with our tenants to make their operations more energy efficient

Our industrial unit tenants run a huge variety of businesses including automotive servicing, fitness and furniture making. We'll work with our commercial tenants to provide advice and encourage access to funding to enable them to make carbon efficiency improvements.

Ensure our leisure facilities operate efficiently

We're investigating ways to:

- Circulate heat generated from heating our swimming pools
- Encourage our members to use greener methods of transport to visit our sites, including walking and cycling. To do this we'll survey all our members about their travel options and choices.
- Continue virtual classes which eliminate the need to travel at all

Adaptation

It is important we ensure our buildings, and the services they deliver, can tolerate the impacts of climate change. Some of the measures we are considering, in addition to thorough maintenance and monitoring, are:

- Storms and flooding – temporary barriers, increasing air tightness, replacing carpets with solid flooring, increasing the capacity of guttering and ensuring thorough maintenance throughout
- Cold weather and heat waves – building insulation to reduce energy demand, thermal blinds and solar shading in the form of trees, window film and shutters. Changing work patterns.
- Drought – water efficiency measures including rainwater harvesting and grey water recycling
- Adapting our services to the impacts of climate change. For example amending our leisure centre opening hours and activity times

Further reading

[The Future Buildings Standard](#)

Leisure Service Improvement Plan



Focus Area 4 – Housing

We are the landlord for 2600 dwellings in North Warwickshire. We also work closely with other social housing landlords and housing associations in the Borough.

What we want to achieve

- Ongoing retrofit of existing homes
- Build new homes to a low or zero carbon standard
- Engage our tenants to help us deliver solutions

Our achievements so far

- We've been working hard to retrofit our existing properties and provide more energy efficient homes. Since 2015, 329 individual properties have had new windows fitted and 379 have had external wall insulation. Blocks of flats have also benefitted from new windows and external wall insulation
- Through our roofing programme we deliver 50 new roofs annually
- We've fitted properties with loft insulation to further improve their energy efficiency and save tenant money



- Through our replacement heating scheme we deliver 150 to 200 new efficient gas heating systems annually
- Low energy lighting has been installed in our blocks of flats as part of electrical upgrades
- Over the last six months, thanks to Green Homes funding from central Government, we've installed energy efficient Air Source Heat Pump systems in properties across the Borough to replace inefficient and expensive heating

- All new properties developed by the Council since 2020 have electric vehicle charging provision
- All new properties developed by the Council between 2015 and 2018 have solar panels
- Our new build regeneration schemes have ensured that local shop facilities have been provided to support the new developments, reducing the need to for those residents to travel by car



How we will achieve our targets

Retrofit of existing Local Authority homes

To date programmes of work to improve energy efficiency have considered the construction of and facilities in the property. In future this information will be considered in combination with the information from our bespoke property energy efficiency database. The combined information will promote our understanding of the needs of the stock and direct future programmes of work. Over time we will consider setting a minimum energy performance that we want to achieve for all our homes.

Private Social Housing Providers

There are 1350 housing association properties to rent in the Borough. We will promote the benefit of retrofit schemes with local housing association providers, seek data from them about their stock and work in partnership were possible to deliver energy efficiency measures.

Build new homes to a low or zero carbon standard

When developing new homes we will seek designs which include energy efficiency considerations and include renewable energy measures where possible. We will engage partner housing associations and influence them to do the same. It is our goal that new homes are net-zero ready. Modern methods of construction will be considered.

When considering new developments we will reflect on Forward Planning guidelines with regard to having accessible local services and alternatives to using vehicles for transport.

Adaptation

We will consider how properties can be adapted respond to the impacts of climate change – this includes prevention from flooding, protection from hotter weather as well as energy efficient homes in colder weather.

We will promote our energy efficiency measures and engage our tenants in our plans so that we can work with together to meet the challenges.

Further reading

Future Homes Standard



Focus Area 5 – Forward planning and development management

What we want to achieve

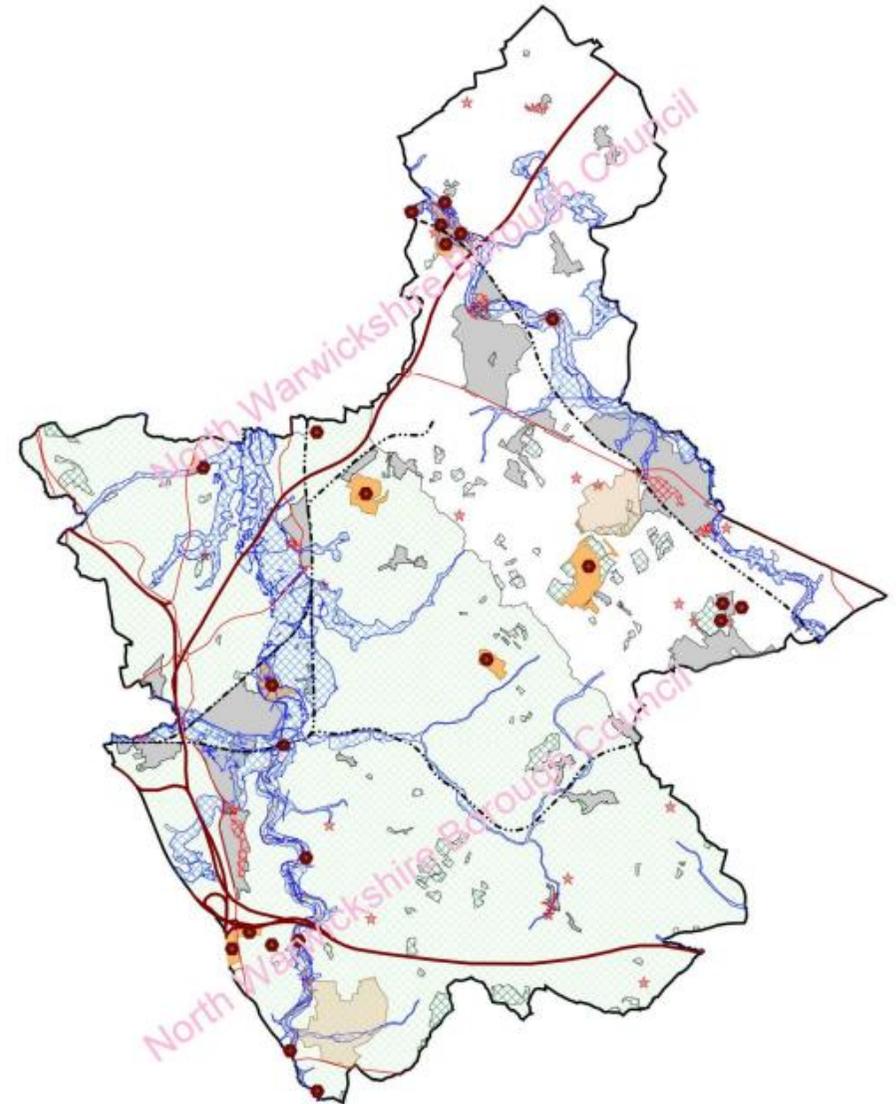
Our goal is to achieve local and national planning policy with climate change at the forefront. This will include new and existing small and large scale developments both residential and non-residential and focus on both mitigation and adaptation measures.

Our achievements so far

- Adoption of the latest Local Plan in September 2021 with a focus on sustainable and inclusive design.
- Climate change considerations and implications are now required for every major planning application

How we will achieve our targets

We will:



- Work with partners to deliver Local Transport Plan 4 with focus on reducing emissions and encouraging walking and cycling. This is due to be published in 2022
- Develop design codes and supplementary planning documentation encompassing climate change mitigation and adaptation
- Encourage landowners and developers to utilise space for renewable energy production
- Work closely with stakeholders on setting tougher minimum standards for green space and biodiversity within local developments and **the protection of existing habitats**
- **Encourage greater use of brownfield sites and existing buildings where practicable**
- **Ensure that drainage strategies and flood risk assessments take into account the impact of a changing climate**
- Complete master planning for Strategic Allocations with walking and cycling routes through sites, making essential local services more accessible without the need to travel by car
- Encourage modern methods of construction

Further reading

[North Warwickshire Local Plan \(adopted September 2021\)](#)

[National Planning Policy Framework \(NPPF\) 2012/2019](#)

Section 19(1A) of the Planning and Compulsory Purchase Act 2004

Climate Change Act 2008 (as amended 2009)

Environment Act 2021

[Planning for the Future](#)

Future Homes Standard

Future Buildings Standard

[British Energy Security Strategy](#)



Focus Area 6 – Supporting Communities

What we want to achieve

- Support local communities to deliver low carbon projects and climate adaption initiatives
- Communication of key messages and advice for residents, groups and businesses
- Promote localism and encourage greater community involvement and action at a local level



Our achievements so far

Our Community Development team have supported the creation of:

- Arley community orchard
- Shuttington Wildflower meadow
- Walking for health groups



How we will achieve our targets

Support local communities to deliver low carbon projects and climate adaptation initiatives

We'll support Town and Parish Councils, voluntary and community groups in the delivery of low carbon projects, improving sustainability, and climate adaptation initiatives. We'll do this by signposting to advice, **training** and funding opportunities.

Working with stakeholders in the sub-region we'll establish a climate change forum to help connect individuals and groups to pool resources and share best practice

Promote localism

We will actively promote local initiatives which encourage:

- Growing your own food
- Reducing food waste through redistribution and smarter cooking
- **Tackling food poverty by working with local stakeholders**
- Shopping local and plastic free e.g. markets and refill shops
- Health and wellbeing
- Swap shops and repair cafes

Training our staff about climate change and energy efficiency

We'll investigate ways to ensure all our staff have a basic awareness of climate change and energy efficiency making it easier for residents to get advice and support.

Communication of key messages and advice for residents, groups and businesses

We'll communicate key messages and advice on climate change and actions people can take which to suit all budgets. We'll also work with schools and **other education & training providers** to engage with young people and encourage them to develop knowledge and skills in climate change topics, including sustainable development **& the green economy**.

Adaptation

Climate change is happening and the impacts will be felt hardest by the most vulnerable in the community. We'll do everything we can to support those impacted by climate change by adapting our service delivery and support to suit the changing environment.

Further reading

[Warwickshire County Council – Grants and Funding](#)

[Living in North Warwickshire – advice, signposting and funding](#)

[North Warwickshire BC – Climate Change Webpage](#)

Focus Area 7 – Biodiversity and open space management

North Warwickshire covers an area of 106 square miles

What we want to achieve

- Achieve biodiversity net gain
- Encourage landowners and occupiers to use their land in sustainable and biodiverse ways
- Identify areas of Council land which can be used for renewable energy generation
- **Protect existing habitats and local nature reserves**

Our achievements so far

- We're working with Warwickshire Wildlife Trust on the development and delivery of a Green Recovery Plan within the "Love Your River Cole" project
- Through the Green Space Strategy we encourage natural play as an alternative to the installation of traditional play equipment
- Community tree planting schemes in Coleshill, Dordon and Piccadilly, with a further project currently being developed in Ansley and Ansley Common
- Successful application for Local Authority Treescape Funding, through which over 350 trees will be planted in Polesworth, Piccadilly and Wood End



How we will achieve our targets

Achieve biodiversity net gain

Our next Green Space Strategy we will include focus on climate change mitigation.

We'll start by undertaking a land and open space audit to identify areas of Council owned land which could be used in more sustainable and biodiverse ways. We'll investigate and consult and engage with our residents on 'rewilding' more of our open spaces and verges.

Working with local, regional and national stakeholders together we'll be planting a tree for every resident. We'll be reinstating hedgerows and developing green corridors too as they provide huge benefits for the natural environment.

Encourage landowners and occupiers to use their land in sustainable and biodiverse ways

We'll engage with local large landowners including farmers to agree common targets and actions to using land in a sustainable and biodiverse ways.

We'll engage with smaller landowners and occupiers such as schools, colleges and sports clubs to do the same, and to encourage them to make best use of their open space. For example using nature as a classroom, composting, wildflowers, nature habitats and increasing biodiversity.



Identify areas of Council land which can be used for renewable energy schemes

As well as encouraging landowners and developers to use land for renewable energy, we'll be auditing our own land to see where we could do this too.

Adaptation

Increasing biodiversity not only has great carbon-cutting benefits, it can also be used to prevent flooding. We'll investigate and implement eco-engineering and landscaping to prevent flooding and reverse habitat loss.

Further reading

[North Warwickshire's Green Space Strategy](#)

[Queens Green Canopy](#)

[Warwickshire Wildlife Trust](#)

[Biodiversity Net Gain Regulations](#)



Monitoring and reporting on progress

How we will be measured

Our work on climate change is taken seriously at all levels within the Council and is governed by the Community and Environment Board. The Board meets approximately every two months to review and decide on a range of topics, including climate change. Decisions made by the Board are ratified at Full Council which also meets regularly throughout the year.

The Council will work to develop measurable targets around each of its key focus areas and set out a timetable for implementation. The Community & Environment Board will review progress on an annual basis and report on progress against targets. This action plan will be reviewed and updated every three years to ensure that the plan stays on track to deliver its key aims.

We are working to set up a Climate Change Partnership Group which will include residents, Councillors, young citizens, businesses and other relevant parties.

We also work in close collaboration with our stakeholders, such as Warwickshire County Council, and we are held accountable by these joint working relationships.

How we will keep you informed

We commit to publishing annual updates detailing our progress. We also plan to publish updates of our achievements as we progress. We will promote activities and initiatives (our own and those of partners and stakeholders) on our website and through social media. We will signpost information, resources and funding opportunities.

We have set up a dedicated area on our website for Climate Change. Find out more at: www.northwarks.gov.uk/climatechange. Here you will find relevant information on the Council's activities, progress against the action plan, key milestones and targets, and plans and policies relating to climate change as they are developed over time.



Acronyms & Glossary of terms

PiV	Plug in vehicle
EV	Electric Vehicle
ICE	Internal Combustion Engine (relating to vehicles)
LGV	Large Goods Vehicle
HGV	Heavy Goods Vehicle
RCV	Refuse Collection Vehicle
NPPF	National Planning Policy Framework
LTP	Local Transport Plan
ULEV	Ultra-Low Emissions Vehicle
WCC	Warwickshire County Council
SPD	Supplementary Planning Document
HVO	Hydrogenated or Hydrotreated Vegetable Oil

Calculations

0.233kg of CO₂e per kwh of electricity

0.184kg of CO₂e per kwh of gas

2.62kg of CO₂e per litre of diesel

Agenda Item No 15

Executive Board

21 November 2022

Report of the Chief Executive

Cost of Living Pressures

1 Summary

- 1.1 This report informs Members of the key outcomes from the Cost of Living Engagement Forum held on 29 September.

Recommendation to the Board

Recommendations to the Board

- a That the report be noted; and**
- b That two Member Champions be appointed to provide Councillor oversight of work in this area**

2 Report

- 2.1 On 22 June full Council unanimously agreed the following motion:

This Council recognises the good work being undertaken by North Warwickshire Borough Council and its partners in respect of the increased cost of living, and its impact on the wellbeing and quality of life for many of our residents and in particular our lower income households. In order to respond to this crisis, we propose that the Borough Council establish an all-party working group and convene a multi-agency meeting to examine what steps can be taken to help residents, to coordinate our approach and prevent harm to our most vulnerable residents.

- 2.2 As a result therefore officers organised an engagement forum with partners which took place on 29 September. A report on the outcomes of that event is appended to this report.

...

- 2.3 As can be seen, the event was very well supported (with 37 attendees from a variety of partners) and useful in enhancing the work taking place on this issue, and financial inclusion issues more widely. Work by officers will continue, and the event has helped with focussing on the key issues and the development of a formal plan. As mentioned in the Performance report elsewhere on this agenda, a lot of help and advice is available on the Council's website, and a number of resources have been shared with Town and Parish Councils to help get the messages into our communities.

2.4 Further Member involvement in this will add value to this work and it is proposed therefore to seek a Member Champion from each political Group to provide Councillor oversight of this work.

3 **Report Implications**

3.1 There are no specific implications.

The Contact Officer for this report is Steve Maxey (719438).

Cost of Living Engagement Forum

Thursday 29th September 2022

Workshop Questions:

1. Much of our communication is via social media. So, having regard for cost and resources, how can we better communicate messages to local residents, particularly where they may be older and where they do not have access to the internet?
2. Where are the 'gaps' in helping local people?
3. What support should we be providing as a Financial Inclusion Partnership?
4. What support do people need the most?
5. What are the issues and barriers that prevent people from engaging and asking for help?
6. Which groups specifically, do you think are adversely affected by the cost-of-living increases?
7. Would a NW 'Voluntary Priority Services Register' for vulnerable people help local partners engage better and ensure people get the right information and support at the right time?
 - a. How could we engage and set up a 'user' group (as a sense check) and to develop the service through co-production?
8. How can we organise more community-based support?
9. How can we support people into jobs to help them to maximise their income and to 'help themselves'? what are the main barriers and how do we overcome them?
10. In **your** role and capacity within your organisation, what will you do to help us all work together to better support local people?

Last 5 minutes

Please think about your 'My Cost of Living Pledge.....doesn't need to be big, just a small offer. We will follow up after 6 months.

Post card with your email address / contact number / organisation.

NWBC Cost of Living Engagement Forum (29/09/22)

Report

Background

- Following cross-party support for an 'engagement forum' to discuss the impact of the 'Cost of Living' on our local residents and communities, an event was held at NWBC offices on 29th September 2022
- The invitation was distributed to all Members, parish councils, and private, public and third sector partners involved in the Northern Warwickshire Financial Inclusion Partnership (NW FIP)
- The aim of the event was to understand the issues facing our local residents and communities across the borough. To understand what was already happening to support local people, understand the gaps and to look at ways to improve the help and support available through a collaborative and collective approach
- The event was well attended by 37 delegates from a variety of organisations
- Cllr David Wright opened the event with a welcome message and Steve Maxey gave an overview of the current situation facing local residents, communities and the LA
- The agenda for the event was split into two sessions; the first session was related to data and information sharing and the second session was a workshop session to generate discussion amongst members of the groups
 - During the first session, a series of presentations were given by partners of the Northern Warwickshire Financial Inclusion Partnership (NW FIP), as follows:
 - DWP
 - Act on Energy
 - WCC Family Information Service
 - NW FIP – including NWCA and Ediblelinks
 - NWBC Revenues and Benefits
 - NWBC Housing
 - Warwickshire Welfare Rights Advice Service
 - The presentations highlighted the current work of each organisation, their offer, the impact of the cost of living on their customers, what support they offer and the challenges and barriers that they face

- The Workshop Sessions were facilitated by NWBC officers were had a series of prompts and questions to help focus the groups and to generate discussion – [see attached](#)
- During the workshop session delegates were encouraged to make a 'My cost of living pledge' to show how a small change can make a difference. It didn't need to be big, just a simple offer to share a facebook post or hand a leaflet out. These will be followed up at the next event in six months
- To support good networking opportunities, a market-place for partner organisations was available throughout the event, providing additional information, case studies, and an opportunity to talk about how their work supports local residents and communities

Workshop Highlights:

- The key 'gaps' highlighted from both workshop groups were:
 - Digital inclusion – the lack of access and the lack of skills
 - Health sector were missing from the event
 - Communication – are the right messages reaching the right people / groups of people. Electronic communication does not reach everyone
- The group suggested how communication could be improved:
 - Parish magazines and newsletters
 - North Talk
 - BOB Bus
 - Information in Pharmacy Bags
 - Distributed via Lunch Clubs / Community Groups
 - Flu Jabs – leaflets and information given out
 - Libraries
 - GrapeVine
 - CAVA distribution to community groups
 - Tenants Newsletters
 - Community Forums
 - Members Champion / Parish Champions
- The groups most adversely affected were identified by the workshops as:
 - Older People
 - Those who pay a 'Poverty' premium – single people/ poorer households
 - Disabled people – may have additional costs associated with illness
 - Carers
- The barriers for people accessing help and support were:
 - Pride
 - Denial of their situation
 - The consequences of getting support
 - Distrust of authorities / organisations

- Transport
- No 'local' community access points
- Language barriers
- Special Educational Needs – may not be supported or appreciated
- Complexity of systems – confusing to many people
- Skills and lack of understanding and confidence
- Mental Health issues
- Stress of working, finances,
- 'Family life'
- Access to available help and support – opening times if you are working
- Lack of resources and funding for organisations
- The workshops suggested some ways in which we could look at supporting people better:
 - A dedicated Named Officer
 - FIP
 - Signposting
 - Build on partnerships – schools / colleges /charities
 - Outreach sessions in communities
 - Warm Hubs
 - Local Champions
 - Financial First Aiders – start in the workplace
 - Workplace support
 - Road Map of support available
 - WCC Social Services – adults and children / FIS

Feedback

- Feedback from the event has been very positive
- Delegates found the event informative with the use of data from partners and being able to understand the detail of policy and messages
- Delegates found the event invaluable for networking and for understanding what support was available, for whom, and how to access the support
- It must be recognised that there has been a lot of work done already to support local residents and this continues to be developed
- Delegates would like another event in 6 months to continue the development of a collaborative approach

Next Steps:

1. Report for board
2. Scope the feasibility of a Priority Services Register for NWBC residents
3. Develop a 'user group' from our customer base to look at co-production

4. Establish a LA Working Group from across all customer facing teams, to look at how we can work better together internally (1st meeting 9/11/22)
5. Continue to develop the Cost of Living Plan without duplication and what is right for our residents and communities
6. Date for another meeting in 6 months

**MINUTES OF THE SAFER COMMUNITIES
SUB-COMMITTEE**

27 June 2022

Present: Councillor D Humphreys in the Chair.

Councillors D Clews, Davey, Farrow, Gosling, Jarvis, Jordan, and O Phillips.

Apologies for absence were received from Councillors Osborne and Parker.

1 Disclosable Pecuniary and Non-Pecuniary Interests

None were declared at the meeting.

2 Minutes of the Meeting of the Safer Communities held on 21 March 2022

The minutes of the meeting held on 21 March 2022, copies having been previously circulated, were approved as a correct record and signed by the Chairman.

3 North Warwickshire Community Safety Partnership Update

The Chief Executive updated Members on recent activities with the North Warwickshire Community Safety Partnership.

Resolved:

a That Members considered the updates and identified areas for further scrutiny and consideration to the Senior Policy Support Officer; and

b That Members noted progress of the North Warwickshire Community Safety Partnership Plan 2021/22.

4 Fly Tipping Progress Report

The Chief Executive updated Members on the incidents of fly tipping across the Borough and the steps which the Council is taking to tackle the problem.

Resolved:

That the report be noted.

Councillor D Humphreys
Chairman

Agenda Item No 17

Executive Board

21 November 2022

**Report of the
Chief Executive**

Exclusion of the Public and Press

Recommendation to the Board

To consider whether, in accordance with 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.

Agenda Item No 18

Senior Management Recruitment Process – Report of the Chief Executive

Paragraph 1 – by reason of information relating to any individual.

In relation to the item listed above members should only exclude the public if the public interest in doing so outweighs the public interest in disclosing the information, giving their reasons as to why that is the case.

The Contact Officer for this report is Amanda Tonks (719221)