

**To: Leader and Members of the Executive Board  
(Councillors D Humphreys, Bell, Farrell, Gosling, Hayfield, McLauchlan, Rose, Reilly, Simpson and D Wright)**

**For the information of other Members of the Council**

**For general enquiries please contact the Democratic Services Team on 01827 719221 or 719450 or via e-mail – [democraticservices@northwarks.gov.uk](mailto:democraticservices@northwarks.gov.uk)**

**For enquiries about specific reports please contact the officer named in the reports.**

**The agenda and reports are available in large print and electronic accessible formats if requested.**

## **EXECUTIVE BOARD AGENDA**

**25 NOVEMBER 2019**

The Executive Board will meet in the Committee Room at the Council House, South Street, Atherstone, Warwickshire on Monday, 25 November 2019 at 6.30pm

### **AGENDA**

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

4 **Minutes of the meeting of the Board held on 16 September 2019**

The minutes of the Board held on 16 September 2019, copies herewith to be agreed as a correct record and signed by the Chairman.

5 **Public Participation**

Up to twenty minutes will be set aside for members of the public to put questions to elected Members. Questions should be submitted by 9.30am 2 working days prior to the meeting. Participants are restricted to five minutes each. If you wish to put a question to the meeting please contact the Democratic Services Team on 01827 719221 or 719450 or email [democraticservices@northwarks.gov.uk](mailto:democraticservices@northwarks.gov.uk) .

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

6 **External Auditors' Report** - Report of the Corporate Director Resources

**Summary**

The main purpose of this report is to inform Members of the External Auditors' report to those charged with governance.

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

7 **Budgetary Control Report 2019/20 Period Ended 31 October 2019**  
– Report of the Corporate Director Resources

**Summary**

The report covers revenue expenditure and income for the period from 1 April 2019 to 31 October 2019. The 2019/20 budget and the actual position for the period, compared with the estimate at that date, are given, together with an estimate of the out-turn position for services reporting to this Board.

The Contact Officer for this report is Nadeem Afzal (719444)

8 **Draft Terms of Reference for land east of Polesworth and Dordon (Site H7)** – Report of the Chief Executive.

**Summary**

This report brings Draft Terms of Reference for a Member Steering Group to guide strategic housing allocations. Initially this will be for

Site H7 – Land east of Polesworth and Dordon.

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

- 9 **Review of Polling Districts and Polling Places** – Report of the Chief Executive

**Summary**

The Council is invited to approve the polling districts and polling places scheme for North Warwickshire.

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

- 10 **Constitution – Procedural Standing Orders** - Report of the Chief Executive and Monitoring Officer

**Summary**

This report asks Members to consider changes to the Procedural Standing Orders in the constitution.

The Contact Officers for this report are Steve Maxey (719438) and Richard Dobbs (719440).

- 11 **Calendar of Meetings 2020/21** – Report of the Chief Executive

**Summary**

The purpose of this report is to approve a calendar of meetings for 2020/21.

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

- 12 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April - September 2019** – Report of the Chief Executive

**Summary**

This report informs Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Executive Board for April to September 2019.

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

- 13 **Minutes of the meeting of the Safer Communities Sub-Committee held on 1 July 2019**, copies herewith, to be received and noted.

- 14 **Minutes of the meetings of Special Sub Group held on 10 September and 8 October 2019**, copies herewith, to be received and noted.

Steve Maxey  
Chief Executive

## NORTH WARWICKSHIRE BOROUGH COUNCIL

### MINUTES OF THE EXECUTIVE BOARD

16 September 2019

Present: Councillor D Humphreys in the Chair

Councillors Bell, Farrell, Gosling, Hayfield, McLauchlan, Rose, Reilly, Simpson and D Wright.

Councillors Dirveiks, Jenns, H Phillips and Symonds were also in attendance.

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

Councillor Simpson declared a non-pecuniary interest in respect of item 26 by virtue of knowing one of the applicants.

#### 11 **Minutes of the meeting of the Board held on 17 June 2019**

The minutes of the meeting of the Board held on 17 June 2019 copies having been circulated, were approved as a correct record and signed by the Chairman.

#### 12 **Budgetary Control Report 2019/20 Period Ended 31 August 2019**

The Corporate Director Resources reported on the revenue expenditure and income for the period from 1 April 2019 to 31 August 2019.

##### **Recommended**

**That the supplementary estimate of £65,000, to cover the additional costs of the Local Plan Examination process be approved.**

#### 13 **Upgrade to data Management System for Environmental Health**

The Board was advised that an upgrade to the existing Civica APP data management system used by Environmental Health was required as the current format would no longer be supported after 2020. The Chief Executive sought funding to upgrade the management system.

##### **Recommended:**

**That the decision be delegated to the Chief Executive in consultation with the Chairman, Vice Chairman and Opposition Spokesman.**

14 **Council Tax Support Scheme**

The Corporate Director Communities set out the recommended Council Tax Support Scheme for 2020/21 to go out for consultation in the Autumn.

**Recommended:**

- a **That the retention of an 8.5% reduction (or a maximum award of 91.5%) in Council Tax Support to all current working age customers in the 2020/21 Council Tax Support Scheme, be approved; and**
- b **That the Council consult on a number of technical changes to be made to the current Local Council Tax Support Scheme to fall in line with statutory changes as advised by the Department of Work and Pensions, be approved.**

15 **Local Government and Social Care Ombudsman Annual Review 2018/19**

The Board was informed about the results of the Local Government and Social Care Ombudsman Annual Review 2018/19.

**Resolved:**

**That the report be noted.**

16 **North Warwickshire Area Transport Strategy – Key Issues and Opportunities**

Members were brought up to date on the progress of a Transport Strategy for the Borough which will feed into an update of the County's Local Transport Plan.

**Resolved:**

- a **That a note of the comments made at the earlier presentation and by this Board be made and circulated to Members for further comment;**
- b **That the Local Development Framework Sub Committee be asked to consider a final draft, with all Members able to comment; and**
- c **That the draft Strategy be brought back to a future meeting of the Board for comments.**

17 **Warwickshire Draft Rail Strategy**

Members were made aware that Warwickshire County Council were currently consulting on a draft Warwickshire Rail Strategy 2019-2034 and comments were required by 20 September 2019.

**Resolved:**

**That the comments set out in Appendix B be updated with the comments made by this Board and submitted to Warwickshire County Council by 20 September 2019, together with a request for more time to submit a more detailed response.**

18 **Financial Strategy 2019 – 2024**

The Corporate Director Resources reported on the Authority's Financial Strategy projects forward the Authority's General Fund budgets to 2023/24, and suggested a detailed budget approach for the 2020/21 General Fund Budget.

**Recommended:**

- a **That the Financial Strategy as set out in Appendix A to the report be approved;**
- b **That the General Fund budget projections for 2020/21 to 2023/24 be noted; and**
- c **That the budget approach as set out in section 8 of the report, be adopted.**

19 **Supplementary Estimate – Kerbside Recycling Service**

The Board was asked to agree a supplementary estimate of £10,200, for the recycling budget, as detailed in the appendix to the report of the Director of Streetscape.

**Recommended:**

**That the supplementary estimate of £10,200 for the recycling budget be approved.**

20 **Draft Terms of Reference Members Steering Group**

The Board were presented with a draft Terms of Reference for a Members Steering Group to guide strategic housing allocations.

Members were asked to note that at the meeting of the Local Development Framework Sub-Committee on 11 September 2019, the

item was deferred. It was agreed that a report would be brought back to the Executive Board meeting on 25 November 2019.

**Resolved:**

**Deferral noted.**

**21 Review of Equal Opportunities and Equality Policies**

The Board were informed about a review of the Council's Equal Opportunities and Equality Policies.

**Resolved:**

**That the revised equality and diversity information and policy statements as set out in the report of the Chief Executive, be approved subject to a review date being inserted into the Policy.**

**22 Child Protection and Safeguarding Vulnerable Adults Policy and Progress**

The Board were updated on the work that had been undertaken in respect of child protection and the safeguarding of vulnerable adults over the last twelve months. A revised Child Protection and Safeguarding Vulnerable Adults Policy was presented to the Board for consideration.

**Resolved:**

- a That the Child Protection and Safeguarding Vulnerable Adults Policy and Procedures, as attached at Appendix A to the report be adopted and implemented with immediate effect;**
- b That the safeguarding work that had been undertaken in respect of children, young people and vulnerable adults over the last twelve months, be noted;**
- c That the profile of Safeguarding issues be raised within the public areas of the Council's offices; and**
- d That the issue of food allergies be considered as part of the work of the Council in this area.**

**23 Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – June 2019**

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

**Resolved:**

- a **That the report be noted; and**
- b **A review of the targets and presentation of performance indicators, including Members, be brought forward in time for next year's Corporate Plan.**

24 **Minutes of the meeting of the Safer Communities Sub-Committee held on 1 July 2019**

The minutes of the meeting of the Safer Communities Sub-Committee held on 1 July 2019 were received and noted.

25 **Minutes of the meetings of the Special Sub Group held on 9 April and 9 July 2019**

The minutes of the meetings of the Special Sub group held on 9 April and 9 July 2019 were received and noted.

26 **Members' Code of Conduct – Independent Persons**

The Chief Executive invited Members to consider applications for the role of independent Persons.

The personal details of the applications were considered under item 22 (Confidential papers) of the agenda.

**Recommended**

**That the applications for the role of Independent Persons be accepted.**

27 **Exclusion of the Public and Press**

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

28 **Members' Code of Conduct – Independent Persons**

Members were given details of the individuals who had applied to be Independent Persons.

**Recommended:**

**That the personal details of the applicants appointed as Independent Persons be noted.**

29 **Senior Management Restructure**

The Chief Executive sought approval to a number of changes relating to the management of the Council.

**Recommended:**

**That the staffing and budget changes detailed in the report of the Chief Executive, be approved.**

30 **Sub-Regional Materials Recycling Facility**

The Director of Streetscape and the Corporate Director Resources updated Members on the progress with the project to develop a Sub-Regional Materials Recycling Facility for use by local authority partners.

**Recommended:**

- a **That the Borough Council continues to be a Partner Council in the project to develop a wholly local authority owned Materials Recycling Facility and becomes a signatory to Joint Working Arrangement (JWA) 2 thereby committing the Council to the project through its next stages up to completion;**
- b **That authority is delegated to the Chief Executive, in consultation with the Leader of the Council, to finalise the terms and make any necessary amendments to the Joint Working Agreement (JWA2);**
- c **That once the Joint Working Agreement has been signed by all Partner Councils approval is given to the commencement of a competitive procurement process by Coventry City Council on behalf of the Partner Councils;**
- d **That the establishment of AssetCo between the Borough Council and the other Partner Councils in the project, be approved;**
- e **That provision of a loan facility to AssetCo on commercial terms up to the value of £2.1million to facilitate the construction and operation of the Materials Recycling Facility, be approved;**
- f **That £60,000 of shares in the MRF Operating Company and further expenditure related to the development costs of the project of £75,000, be approved;**

- g** Delegated authority is given to the Chief Executive, in consultation with the Leader of the Council, to finalise and agree the detailed terms of the transaction with AssetCo. The authority under this delegation shall also include:
- the power to enter into the relevant legal agreements and associated documents necessary to complete the transaction with AssetCo;
  - (in relation to the management of the loan facility) the power to negotiate and agree variations to the terms of the loan facility;
  - the power for the Council to provide such services as is deemed necessary (e.g. HR and/or Payroll) to AssetCo;
  - The power to enter into the Service Level Agreement with AssetCo committing the Councils dry recycling material for 20 years;
- h** That delegated authority to Approve the Council's officer representation on the AssetCo Board be given to the Chief Executive, following consultation with the Leader of the Council, once the format of the board is established as part of the final terms of the agreement; and
- i** That the addition of up to £2.1million to the Council's approved capital programme for the purposes of delivering the Materials Recycling Facility, be approved.

**31 Supplementary Estimate – Housing Maintenance Service**

The Board was asked to agree a supplementary estimate of £1,350,000 to support additional capital works, detailed in the Appendix to the report of the Director of Housing.

**Recommended:**

- a. That the supplementary estimate of £1,350,000 to support additional capital works be approved; and**
- b. The Director of Housing provide a presentation on the work of the Housing Division at a future meeting of the Resources Board.**

Councillor D Humphreys  
Chairman

## Agenda Item No 6

### Executive Board

25 November 2019

#### Report of the Corporate Director - Resources

#### External Auditors' Report

### 1 Summary

- 1.1 The main purpose of this report is to inform Members of the External Auditors' report to those charged with governance.

#### **Recommendation to Council**

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

### 2 Report on the Financial Statements

- 2.1 The publication of the Financial Statements is a statutory requirement, with a statutory timetable. This requires the unaudited accounts to be published by 31 May and the audited version to be published by 31 July.
- 2.2 The unaudited accounts for 2018/19 were published on the Council's web site on 31 May, and were subsequently presented to the June meeting of this Board.
- 2.3 In order to allow the audited statements to be published by the required date of 31 July, the Council's external auditors Ernst & Young planned to audit the statements during July, and present their conclusions in the annual audit letter to the July meeting of this Board.
- 2.4 This was not possible due to staffing shortages at Ernst & Young. As a result the following notice was published with the unaudited statements on the Council's web site.

*The external audit of the draft statement of accounts for the year ended 31 March 2019 has not yet been completed by our external auditors, EY LLP, due to EY's resourcing pressures. This situation is allowed for by Regulation 10, paragraph (2a) of the Account and Audit Regulations 2015. (See attached link: <http://www.legislation.gov.uk/ukxi/2015/234/regulation/10/made>).*

*Therefore this notification explains, as per paragraph (2a), that we are not yet able to publish our audited 2018/19 final statement of accounts in line with deadline of 31<sup>st</sup> July 2019, as per paragraph (1). The Executive Board will*

*consider the results of the 2018/19 audit at its meeting on 25<sup>th</sup> November 2019, after which we will publish the final audited accounts.*

- 2.5 Ernst & Young were not in a position to start their audit until 4 November, giving a tight timetable to achieve an audit report for the meeting on 25 November. Consequently, the audit report will not be circulated in advance, but will be presented at the meeting.

### **3 Report Implications**

#### **3.1 Finance and Value for Money Implications**

- 3.1.1 These are covered in the Auditors' report.

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

<b>Background Paper No</b>	<b>Author</b>	<b>Nature of Background Paper</b>	<b>Date</b>

## Agenda Item 7

### Executive Board

25 November 2019

#### Report of the Corporate Director - Resources

#### Budgetary Control Report 2019/20 Period Ended 31 October 2019

### 1 Summary

- 1.1 The report covers revenue expenditure and income for the period from 1 April 2019 to 31 October 2019. The 2019/20 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 at 31 October 2019 is £507,810 compared with a profiled budgetary position of £516,586; an underspend of £8,776. 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, in order to enable a better comparison with actual figures.

#### 3.3 North Warwickshire Local Development Framework

- 3.3.1 The underspend of £5,892 is due to an underspend on professional fees as a result of a change in the timing of work associated with the Local Development Framework. The timing of this work will depend on the success of the A5 HIF bid.

#### 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 2019/20 is detailed in the table below: -

	£
<b>Original Budget 2019/20</b>	<b>776,330</b>
Supplementary Estimate - Additional Inspector's Fees associated with the North Warwickshire Local Development Framework	65,000
<b>Approved Budget 2019/20</b>	<b>841,330</b>

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

The Contact Officer for this report is Nadeem Afzal (719444).

## North Warwickshire Borough Council

## Executive Board

## Budgetary Control Report 2019/20 as at 31 October 2019

Description	Approved Budget 2019/20 £	Profiled Budget October 2019 £	Actual October 2019 £	Variance £	Comments
Housing Strategic Service Review	30,860	18,002	18,002	-	
Outreach and Access to Services	145,430	87,257	87,051	(206)	
Corporate Communications	66,770	42,172	42,294	122	
Community Strategy	128,190	74,778	73,885	(893)	
Emergency Planning	43,100	23,532	21,624	(1,908)	
N.Warks Local Development Framework	424,110	269,172	263,280	(5,892)	Comment 3.3
Support to Parishes	2,870	1,674	1,674	-	
<b>Total Expenditure</b>	<b>841,330</b>	<b>516,586</b>	<b>507,810</b>	<b>(8,776)</b>	

## **Agenda Item No 8**

### **Executive Board**

**25 November 2019**

#### **Report of the Chief Executive**

#### **Draft Terms of Reference for land east of Polesworth and Dordon (Site H7)**

### **1 Summary**

- 1.1 This report brings Draft Terms of Reference for a Member Steering Group to guide strategic housing allocations. Initially this will be for Site H7 – Land east of Polesworth and Dordon.

#### **Recommendation to Executive Board**

**That the Terms of Reference are approved.**

### **2 Consultation**

- 2.1 Draft Terms of Reference were presented to the LDF sub-committee on 11 September 2019. Members considered it required alteration and asked Councillors Reilly and Chambers to suggest these. Updated Terms of Reference were circulated to Members of the LDF Sub-committee in late October. Any further comments will be reported at the meeting.

### **3 Introduction**

- 3.1 As Members are aware there are some large, strategic housing allocations in the emerging Local Plan. It is important that the Borough Council proactively seeks their development but also that local views on how the sites are developed are incorporated into the design and final configuration of the sites. The aim is to ensure that place making is at the heart of the proposals as well as integration with the existing settlements.

#### **Steering Group**

- 3.2 Part of this process is to set up a Member Steering Group. The updated Draft Terms of Reference are attached as Appendix A. It is proposed that the Steering Group has an advisory role.
- 3.3 The Draft Terms of Reference also includes the suggested membership of the Group.

#### 4 Other Strategic Allocations

- 4.1 The following are other allocations where a similar approach could be taken:
- |             |                                    |
|-------------|------------------------------------|
| H1 and H2   | North-West Atherstone (1200 + 620) |
| H20 and RH2 | Land off Ansley Common (800 units) |

- 4.2 There is a current application for Site H13 - Land west of Robeys Lane and a Member's group already meets.

#### 5 Report Implications

##### 5.1 Environment, Sustainability and Health Implications

- 5.1.1 The Steering Groups will ensure that place making will be a key part of the development of the strategic allocations.

##### 5.2 Human Resources Implications

- 5.2.1 The Forward Planning Team will administer the groups. Whilst the Local Plan is still in examination this may have some impact on the timings of the meetings but the benefits of the groups should assist to ensure that any future planning applications can be progressed at a faster pace.

##### 5.3 Links to Council's Priorities

- 5.3.1 The implementation and delivery of the Local Plan is important in the delivery of the Council's priorities.

The Contact Officer for this report is Dorothy Barratt (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

## Terms of Reference

### Member Steering Group for Site H7

#### Steering Group

The Member Steering Group (MSG) will provide a forum for pre-application presentations and discussion with appropriate briefings to ensure the delivery of the strategic housing allocation within Site H7.

The MSG is an advisory forum. Primacy for all planning and development decisions sits with NWBC Planning and Development Board.

#### Role

The role of the MSG is to provide strategic vision, advice and guidance in support the delivery of the strategic site allocation H7 by:

- Supporting the production of the draft Masterplan Framework and Design Guidelines which takes account of the needs of the local resident community; prospective inhabitants; ecology; and, includes appropriate phasing of the development.
- Promoting high quality design principles.
- Advising on a process and timetable for community engagement and stakeholder consultation.
- Facilitating early engagement with landowners, agents, statutory undertakers, Warwickshire County Council and Parish Councils.
- Scrutinising planning applications and Section 106 agreements (or other agreements) to ensure they comply with the agreed development principles / master plan.
- Scrutinising proposals for green infrastructure, wildlife site allocation, biodiversity offset, and sustainable flood alleviation.
- Scrutinising the assessments of heritage sites.
- Advising on the transport needs for the site as referenced in the H7 Transport Assessment.
- Supporting the sequential release of development sites within H7 and ensuring the infrastructure developments such as school and health facilities are included in these strategic releases.

#### Membership

Chair Local Development Forum	Cllr David Reilly (Chair)
Chair Planning and Development Board	Cllr Mark Simpson
Vice Chair Planning and Development Board	Cllr Ray Jarvis
Opposition Spokesperson LDF	Cllr Jacky Chambers
Leader of the Council	Cllr David Humphreys

NWBC Ward Councillors 1. Dordon 2. Polesworth East 3. Polesworth West 4. Austrey & Warton	(One from Each Ward)
WCC County Councillors 1. Baddesley & Dordon 2. Polesworth	Cllr Andy Wright Cllr David Parsons

(11 Members Supported by officers)

### Accountability

- The Members Steering Group is not a decision making body.
- Members will be subject to pre-determination considerations as a result of the work of this group
- Advise from the Members Steering Group will be shared with: Planning and Development Board; Executive Board; Growth Board.

### Review

The need for the Members Steering Group will be reviewed annually or once a planning application has been submitted.

### Meetings

- Minutes will be in the form of actions.
- Where possible papers will be circulated at least three working days before a meeting takes place.
- The chair has a casting vote should it be needed.
- The Member Steering Group will be quorate with three members in attendance.

### Sharing of Information

Meetings will be confidential and information shared with the Member Steering Group will not be shared within the public domain.

Draft: Oct 19.

## **Agenda Item No 9**

### **Executive Board**

**25 November 2019**

#### **Report of the Chief Executive**

#### **Review of Polling Districts and Polling Places**

### **1 Summary**

- 1.1 The Council is invited to approve the polling districts and polling places scheme for North Warwickshire.

#### **Recommendation to the Council**

**That the existing scheme of polling districts and polling places be approved without amendment.**

### **2 Background**

- 2.1 Under the Electoral Administration Act the Council is required to undertake and complete a review of all polling districts and polling places in its area. Members will recall that in February the Council authorised the Chief Executive to commence a review.

### **3 The Review**

- 3.1 Consultation on the review was undertaken during September and October. Notice of the review was placed on the Council's website and, Borough Councillors, County Councillors, Town and Parish Councils, Members of Parliament and members of the public invited to complete the on-line survey. A number of questionnaires were handed out by polling staff at the recent Borough and Parish Council elections held on 2 May, and polling station staff and polling station inspectors also asked to complete a questionnaire. A summary of the responses received to the survey are set out in Appendix A and the Polling Station Survey Summary is attached as Appendix B.

...

- 3.2 As the Board will be aware in the majority of cases the polling station is located in a Community Room or Church/ Village Hall. In a large rural area often no alternative exists other than the provision of a mobile station which is very expensive and usually difficult to site. As will be the case a few stations have access and car parking issues. Due to the General Election being held on 12 December 2019, it has not been possible to look into any of the alternative venues identified through the consultation and it is therefore proposed that the locations of polling stations remain unchanged for that election. However, prior to the Police and Crime Commissioner Elections

being held in May 2020, the alternative venues identified will be considered and polling stations changed where they are found to be more suitable than those used presently.

- 3.3 Although a formal review is required every 5 years in practice all stations are reviewed on an annual basis as part of the preparations for the next set of elections.
- 3.4 Having considered the representations received the Board is invited to recommend to the Council the adoption of the existing scheme without amendment.

**4 Report Implications**

**4.1 Financial Implications**

- 4.1.1 Election costs are met by the relevant body e.g. Borough Council, Parish Council, County Council or Government. Where elections are combined the costs are split evenly between the elections.

**4.2 Legal and Human Rights Implications**

- 4.2.1 These are referred to in the main body of the report.

**4.3 Equalities Implications**

- 4.3.1 It is acknowledged that a few stations have access and car parking issues. Given the short timescale for the General Election being held on 12 December 2019, prior to the Police and Crime Commissioner elections being held in May 2020, these issues will be considered and any reasonable adjustments made to assist with access.

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

**Background Papers**

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

<b>Background Paper No</b>	<b>Author</b>	<b>Nature of Background Paper</b>	<b>Date</b>
1	Several	Consultation Responses	Sept/Oct 2019

Group or organisation you represent (if applicable) :	Which polling station does your submission relate to?	Is the polling station easy to find?	Do you consider the building to be suitable for voting purposes?	If 'No' please say why and suggest what you would do to improve it?	Do you have a disability?	If 'Yes' please give details of difficulties encountered (if any) when entering, using or leaving the building.	What are your views on polling districts and/or polling places?	What is your alternative option location for this polling station?
Comments	Place	Yes/No	Yes/No		Yes/No		Comments	Comments
	Ansley Common Communal Room	Yes	Yes		No		It's ideal	
	Ansley Common Communal Room	Yes	Yes		No		It's just a place to go and vote	
	Ansley Common Communal Room	Yes	Yes		No		Very suitable for voting	
	Ansley Village Church Hall	Yes	Yes		No			
	Ansley Village Church Hall	Yes	Yes		No			Haven't a clue
	Ansley Village Church Hall	Yes	Yes		No		It is usually very easy to vote in general election. This is my first time to vote in Parish Council and Borough Council combined. People were unsure how many candidates they could vote for. It needs better publicity	Postal vote
	Ansley Village Church Hall		Yes		No			No
NA	Arden Forest Community Room	Yes	Yes		No		They seem to traditionally serve a purpose	
	Arden Forest Community Room	Yes	Yes		No		This is easy to find and access	
	Arley & St Michael's Community Centre	Yes	Yes		No		Excellent location in the village. Easily accessible	Not sure
	Arley & St Michael's Community Centre	Yes	Yes		No			
	Arley & St Michael's Community Centre	Yes	Yes		No			

	Arley & St Michael's Community Centre	Yes	Yes		No		Satisfactory	
	Arley & St Michael's Community Centre	Yes	Yes		No			
	Arley & St Michael's Community Centre		Yes		No			
	Arley & St Michael's Community Centre	Yes	Yes		No			
	Arley & St Michael's Community Centre	Yes	Yes		No			
	Arley & St Michael's Community Centre	Yes	Yes		No			Arley School
	Arley & St Michael's Community Centre	Yes	Yes		No		Adequate	
	Arley & St Michael's Community Centre	Yes	Yes		No			
	Arley & St Michael's Community Centre	Yes	Yes		No		Within Arley, I've always found the polling station well presented and well managed	I don't know
	Arley & St Michael's Community Centre	Yes	Yes		No			
	Arley & St Michael's Community Centre	Yes	Yes		No		It is close by for us	
	Arley & St Michael's Community Centre	Yes	Yes		No			
	Arley & St Michael's Community Centre	Yes	Yes		No		Schools and community centres always seem like logical choices	No need for one
	Arley & St Michael's Community Centre	Yes	Yes		No		Excellent location in the village. Easily accessible	Not sure
	Astley Reading Room	Yes	Yes		No		Good	
Astley Parish Council	Astley Reading Room	Yes	Yes		No		The Reading Room is central in the Parish, easy to get to with free parking and accessible to all.	

	Astley Reading Room	Yes	Yes		No			
	Austrey Baptist Church Hall	Yes	Yes		No			
	Austrey Baptist Church Hall	Yes	Yes		No		It's good if you are physically able, but if you find steps difficult then this could be a problem	Church - it has full disabled access
	Austrey Baptist Church Hall	Yes	Yes		No		Appropriate	
	Austrey Baptist Church Hall	Yes	Yes		No		Quite happy with the one at the Baptist Church Hall	
	Austrey Baptist Church Hall	Yes	Yes		No			Not known
	Austrey Baptist Church Hall	Yes	Yes		No			Not needed
	Austrey Baptist Church Hall	Yes	Yes		No		For the village it is prefect	
	Baddesley Ensor Village Hall	Yes	Yes		No		No problem	
	Baddesley Ensor Village Hall	Yes	Yes		No			
	Baddesley Ensor Village Hall	Yes	Yes		No		All runs smoothly	Don't have one
	Baddesley Ensor Village Hall	Yes	Yes		No		This is a good, central location. Has good parking and is close to a bus route	?
	Baddesley Ensor Village Hall	Yes	Yes		No		Wherever possible, schools should not be used as polling stations	None - this one is appropriate
	Baddesley Ensor Village Hall	Yes	Yes		No		My husband has disabilities but we drive to polling station	
	Baddesley Ensor Village Hall	Yes	Yes		No			
	Baddesley Ensor Village Hall	Yes	Yes		No		No issues	Postal vote
	Baddesley Ensor Village Hall	Yes	Yes		No		Can think of no improvement 1st class service	
	Baddesley Ensor Village Hall	Yes	Yes		No			

N/A	Baddesley Ensor Village Hall	Yes	Yes		No		It seems a problem for some residents where we live Penmire close to get to the village hall, some have various health problems so they don't vote but would if they could use the Penmire polling station that Grendon use.	Grendon could use the community centre on Boot hill.
	Caldecote Village Hall	Yes	Yes		No			
	Caldecote Village Hall	Yes	Yes		No		Suitable, fit for purpose	Not sure
	Civic Suite	Yes	Yes		No			
	Civic Suite	Yes	Yes		No		Wasn't sure where to park for 5 minutes as no signs saying polling station parking?	
	Civic Suite	Yes	Yes		No		Wholly adequate	N/A
	Civic Suite	Yes	Yes		No		Should be open on Sundays	
	Civic Suite	Yes	Yes		No			
	Civic Suite	Yes	Yes		No		They are fine as they are	
	Civic Suite	Yes	Yes		No		Great that its within walking distance. Easy to get a pram in	
	Civic Suite	Yes	Yes		No		No issues	
	Civic Suite	Yes	Yes		No		Should not use schools to make sure pupils gain a full education	Other public building
	Coleshill Community Centre	Yes	Yes		No			
	Coleshill Community Centre	Yes	Yes		No			
	Coleshill Community Centre	Yes	Yes		No		No comment	
	Coleshill Community Centre	Yes	Yes		No			
	Coleshill Community Centre	Yes	Yes		No			Not known
	Coleshill Community Centre	Yes	Yes		No			By post
	Coleshill Community Centre	Yes	Yes		No			
	Coleshill Community Centre	Yes	Yes		No		Sometimes too many on voting paper, can be confusing to some	
	Coleshill Community Centre	Yes	Yes		No		No changes required	

	Coleshill Community Centre	Yes	Yes		No		Polling stations for Coleshill are adequately situated	
	Coleshill Community Centre	Yes	Yes		No			Postal Vote
	Coleshill Community Centre	Yes	Yes		No			
	Coleshill Community Centre	Yes	Yes		No			
Na	Coleshill Community Centre	Yes	Yes	I don't like people who sit in door way that you think are part of the process to vote but are representing a party. They should not be allowed in building.	No		Polling place good venue, suitable for the disabled and functionally impaired. Don't agree with being put in with Water Orton. Coleshill should be together	One of the local schools
	Coleshill Community Centre	Yes	Yes		No			
	Coleshill Town Hall	Yes	Yes		No		Our Polling Station is perfectly located as it is central for all Coleshill residents and close to the shops	Unsure, always gone to 22.
	Coleshill Town Hall	Yes	Yes		No		Some candidates sit very close to the entrance and can be quite intimidating. I was pleased I had a pushchair and used the disabled entrance	Candidates are not allowed near entrances
	Coleshill Town Hall	Yes	Yes		No			
	Coleshill Town Hall	Yes	Yes		No		Convenient for Coleshill, good size	
	Coleshill Town Hall	Yes	Yes		No		Happy with location	
	Coleshill Town Hall	Yes	Yes		No			
	Coleshill Town Hall	Yes	Yes		No			

	Coleshill Town Hall	Yes			No			
	Coleshill Town Hall	Yes	Yes		No			
	Coleshill Town Hall	Yes	Yes		No			
	Coleshill Town Hall	Yes	Yes		No		Good choice, easy access	
	Coleshill Town Hall	Yes	Yes		No		I think they should be in buildings like town halls and community centres I dont agree with schools closing to accommodate polling stations	
	Coleshill Town Hall	Yes	Yes		No			
	Coleshill Town Hall	Yes	Yes		No			
	Corley Village Hall	Yes	Yes		No		Corley Village Hall is a perfect venue for a Polling Station with ample parking and toilet facilities	
	Corley Village Hall	Yes	Yes		No		Fine and efficient	
	Corley Village Hall	Yes	Yes		No		It seems a bit of an old fashioned system but nothing wrong in that I suppose	Online but perhaps that precludes some people?
	Corley Village Hall	Yes	Yes		No			
	Corley Village Hall	Yes	Yes		No		Easy access and efficient	
	Corley Village Hall	Yes	Yes		No		Don't understand the question?	
	Corley Village Hall	Yes			No		Absolutely fine	None needed
	Corley Village Hall	Yes	Yes		No		Need to be easily accessible, with parking.	Not aware of another option
	Curdworth Village Hall	Yes	Yes		No		Very happy with current location. Easy access and parking	
	Curdworth Village Hall	Yes	Yes		No			
	Curdworth Village Hall	Yes	Yes		No			
	Curdworth Village Hall	Yes	Yes		No		Seems ok to me	Don't no
	Curdworth Village Hall	Yes	Yes		No			Postal
	Curdworth Village Hall	Yes	Yes		No		Good	

	Curdworth Village Hall	Yes	Yes		No		Ok	
	Curdworth Village Hall	Yes	Yes		No			Email voting
	Curdworth Village Hall	Yes	Yes		No		They need to be easily accessible for all	
	Curdworth Village Hall	Yes	Yes		No			No idea
	Curdworth Village Hall	Yes	Yes		No			
	Curdworth Village Hall	Yes	Yes		No		This is our ideal location for this ward doesn't disrupt children's education by using school and is a single storey building so easy to use	
	Curdworth Village Hall	Yes	Yes		No		Need to be easy to find, with parking available. Good signage	Happy as it is but Church Hall could be used
	Curdworth Village Hall	Yes	Yes		No		They should ne easily found and accessible to all	
	Dordon Village Hall	Yes	Yes		No			
	Dordon Village Hall	Yes	Yes		No			
	Dordon Village Hall	Yes	Yes		No		They are fine for us in Dordon	
	Dosthill Boys Club	Yes	Yes		No			
	Drayton Court Community Room	Yes	Yes		No			
	Drayton Court Community Room	Yes	Yes		No		Happy with existing arrangements	N/A
	Drayton Court Community Room	Yes	Yes		No			Church Hall - Hartshill
	Drayton Court Community Room	Yes	Yes		No			
	Drayton Court Community Room	Yes	Yes		No		Accessible to all	
	Fillongley Village Hall	Yes	Yes		No		Need to be easy to find and accessible especially for disabled people. Good parking facilities are essential too	N/A
	Fillongley Village Hall	Yes	Yes		No			
	Fillongley Village Hall	Yes	Yes		No		Suitably situated for the ward	

	Fillongley Village Hall	Yes	Yes		No			
	Fillongley Village Hall	Yes	Yes		No		Pleased with Village Hall use important for community use	
	Fillongley Village Hall	Yes	Yes		No		All good	
	Fillongley Village Hall	Yes	Yes		No			
	Fillongley Village Hall	Yes	Yes		No		Access to Polling Station. Height restriction barrier should be opened on voting day to allow access to vans and larger vehicles	
	Fillongley Village Hall	Yes	Yes		No			
	Fillongley Village Hall	Yes	Yes		No			
	Fillongley Village Hall	Yes	Yes		No		Quite happy with the Village Hall, it is local, loads of parking, convenient	No alternative necessary
Hartshill Ward	Hartshill Community Centre	Yes	No	It holds 2 polling stations, it is suitable for one but not the other.	No		There used to be a polling station in Chapel End at Chancery Court, this room is no longer available so it was moved to be co-located with the one at Hartshill Community Centre. This is not suitable because it is up a steep hill about half a mile away.	The option of using the Liberal Club in Chapel End should be explored, this would be a much better location for the Chapel End polling station.
	Hartshill Community Centre	Yes	Yes		No		My wife and I are really pleased with our polling stations at the community centre. We think it is very convenient to the estates in Hartshill. Better than Chancery Court where we had to go several times	Library/Church
	Hartshill Community Centre	Yes	Yes		No		We are pleased with our Polling Station	None, keep as it is!

	Hartshill Community Centre	Yes	Yes		No		All seem local, schools should not be used as they have to close to students	Unsure
	Hurley Village Hall	Yes	Yes		No		Local and easy to find	
	Hurley Village Hall	Yes	Yes		No		All is good, very nice team - professionals	No alternative
	Hurley Village Hall	Yes	Yes		No		Smaller the better	Online
	Hurley Village Hall	Yes	Yes		No		N/A	
	Hurley Village Hall	Yes	Yes		No		Every village over population over 400 should have polling station or mobile e.g like BOB	
	Hurley Village Hall	Yes	Yes		No		Ok	
	Hurley Village Hall	Yes	Yes		No			No
	Hurley Village Hall	Yes	Yes		No			
	Hurley Village Hall	Yes	Yes		No		No	
	Hurley Village Hall	Yes	Yes		No		N/A usually have postal vote	Postal vote
	Kingsbury Church Welcome Hall	Yes	Yes		No		Bring disabled neighbour and welcome hall is fine however village is not!	School
	Kingsbury Church Welcome Hall	Yes	Yes		No		N/A	
	Kingsbury Church Welcome Hall	Yes	Yes		No		The polling districts and place are and always have been totally adequate for those that take the option to use them	N/A
	Kingsbury Church Welcome Hall	Yes	Yes		No		Should have on-line voting	
	Kingsbury Church Welcome Hall	Yes	Yes		No		Should be local and accessible	
	Kingsbury Church Welcome Hall	Yes	Yes		No			
	Kingsbury Church Welcome Hall	Yes	Yes		No		They should be accessible, easy to find and not far for people to go	
	Kingsbury Church Welcome Hall	Yes	Yes		No		Could do with a little more parking	Like the current polling station

	Kingsbury Church Welcome Hall	Yes	Yes		No		This one is ideal: central, easy to find, accessible, parking and doesn't involve shutting a school	
	Kingsbury Community and Youth Centre	Yes	Yes		No			
	Kingsbury Community and Youth Centre	Yes	Yes		No		This Polling Station is ideal as we don't think schools should be used, as in some area, meaning students losing full days education	
	Kingsbury Community and Youth Centre	Yes	Yes		No		No need to change this one, good parking	
	Kingsbury Community and Youth Centre	Yes	Yes		No			
	Lea Marston Hotel	Yes	Yes		No		Need to be convenient, have parking be accessible. This one fully meets needs	
	Lea Marston Hotel	Yes	Yes		No		As long as its easily accessible I don't really mind	Don't know
	Lea Marston Hotel	Yes	Yes		No		Must have good parking facilities (which this one does)	Curdworth Village Hall, Belfry Hotel but happy with this one
	Mancetter Memorial Hall	Yes	Yes		No			
	Mancetter Memorial Hall	Yes	Yes		No			
	Mancetter Memorial Hall	Yes	Yes		No		I don't think anything could be improved on, access and parking is all good for everyone in the community. Staff are all very friendly and helpful	
	Mancetter Memorial Hall	Yes	Yes		No		No criticism of either	N/A
	Mancetter Memorial Hall	Yes	Yes		No		Fit for purpose	N/A
	Mancetter Memorial Hall	Yes	Yes		No			

	Mancetter Memorial Hall	Yes	Yes		No			
	Mancetter Memorial Hall	Yes	Yes		No			
	Mancetter Memorial Hall	Yes	Yes		No		Mine is fone	
	Maxstoke Village Hall		Yes		No		No real views I am happy with current arrangements	
	Maxstoke Village Hall	Yes	Yes		No		N/A I am pleased with my station and the service I receive	
	Maxstoke Village Hall	Yes	Yes		No		Fine for this small community	
	Meadowcroft Community Centre	Yes	Yes		No			
	Meadowcroft Community Centre	Yes	Yes		No			
	Meadowcroft Community Centre	Yes	Yes		No			
	Meadowcroft Community Centre	Yes	Yes		No			
	Middleton Recreation Room	Yes	Yes		No			
	Middleton Recreation Room	Yes	Yes		No		Should be local and well known. Village Hall is perfect	School building
	Middleton Recreation Room	Yes	Yes		No			There isn't one
	Middleton Recreation Room	Yes	Yes		No		Good parking, easy to find, always quiet	Postal
	Middleton Recreation Room	Yes	Yes		No		Convenience	Not necessary
	Nether Whitacre Church Hall	Yes	Yes		No			Current hall suitable
	Nether Whitacre Church Hall	Yes	Yes		No		Neither here or there	
	Nether Whitacre Church Hall	Yes	Yes		No			
	Nether Whitacre Church Hall	Yes	Yes		No		Perfectly fine	Online or Coleshill
	Nether Whitacre Church Hall	Yes	Yes		No		Easy access and convenient	
	Nether Whitacre Church Hall	Yes	Yes		No		What I see in polling places seem ok, local halls, schools, libraries are idea locations for the public to vote	
	Nether Whitacre Church Hall	Yes	Yes		No		None	Postal Vote
	Nether Whitacre Church Hall	Yes	Yes		No			
	Nether Whitacre Church Hall	Yes	Yes		No			
	Newton Regis Village Hall	Yes	Yes		No		Easy to access, plenty of parking	Don't know

	Newton Regis Village Hall	Yes	Yes		No		Should be close to where you live i.e walking distance. Have disabled facilities	Postal
	Newton Regis Village Hall	Yes	Yes		No			Would prefer to vote electronically via internet
	Outwoods Primary School Nursery	Yes	Yes		No			
	Outwoods Primary School Nursery	Yes	Yes		No		Correct as they are	School - Hall?
	Outwoods Primary School Nursery	Yes	Yes		No			
	Outwoods Primary School Nursery	Yes	Yes		No		Generally they are in public buildings (schools etc) therefore easily accessible by all.	
	Outwoods Primary School Nursery	Yes	Yes		No			Poling stations should not be in schools and disrupt education.
	Over Whitacre Village Hall	Yes	Yes		No		The building is ideal as a polling station with plenty of parking and disabled access	
	Over Whitacre Village Hall	Yes	Yes		No			
	Over Whitacre Village Hall	Yes	Yes		No		Okay	
	Over Whitacre Village Hall	Yes	Yes		No			
	Over Whitacre Village Hall	Yes	Yes		No			
Over Whitacre Hall Committee	Over Whitacre Village Hall	Yes	Yes		No		A building that is easy accessible with parking, provides shelter, heating, is known to the residents and has facilities.	
	Paddocks Close Community Room	Yes	Yes		No		New to area so can't comment	
	Paddocks Close Community Room	Yes	Yes		No		Very good	
	Paddocks Close Community Room	Yes	Yes		No			
	Penmire Close Community Room	Yes	Yes		No			
	Penmire Close Community Room	Yes	Yes		No		Adequate	

	Penmire Close Community Room	Yes	Yes		No			Post
	Penmire Close Community Room	Yes	Yes		No		Could be modernised slightly - seems to be slightly archaic	
	Penmire Close Community Room	Yes	Yes		No		Fine	
	Penmire Close Community Room	Yes	Yes		No		Quiet adequate	
	Penmire Close Community Room	Yes	Yes		No			
	Penmire Close Community Room	Yes	Yes		No		I am very happy with the present arrangement	See above
	Piccadilly Community Centre	Yes	Yes		No			Excellent
	Polesworth Community Wing	Yes	Yes		No		Electronic Voting	
	Polesworth Community Wing	Yes	Yes		No		Is it necessary to sub divide a village like Polesworth i.e. East & West?	The polling place is fine
	Polesworth Community Wing	Yes	Yes		No		Parking a problem during school times	Polling Station fine - ask school to not park outside
	Polesworth Community Wing	Yes	Yes		No		Easy venue, know to avoid school pick up/drop off times	N/A
	Polesworth Community Wing	Yes	Yes		No			
	Polesworth Community Wing	Yes	Yes		No		Very convenient, can walk	Memorial hall I'd guess
	Polesworth Community Wing	Yes	Yes		No		Unknown as I don't know but I'd hope all polling stations had similar numbers of registered electors? Balance out workload I suggest. I think the polling staff are a valuable addition to the democratic process.	N/a
N/A	Polesworth Memorial Hall	Yes	Yes		No			None
	Polesworth Memorial Hall	Yes	Yes		No		I can see the Memorial Hall from the main road, it's well signposted.	

	Polesworth Memorial Hall	Yes	Yes		No		N/A	There isn't
	Polesworth Memorial Hall	Yes	Yes		No			Do not understand this?
	Polesworth Memorial Hall	Yes	Yes		No			
	Polesworth Memorial Hall	Yes	Yes		No		Very appropriate to voters who want to vote. Shame not everyone takes part	
	Racemeadow Primary Academy	Yes	Yes		No			
	Racemeadow Primary Academy	Yes	Yes		No			
	Racemeadow Primary Academy	Yes	Yes		No		Have none really, but don't want children to have day off school for adults to use	Leisure Centre - sports hall
	Racemeadow Primary Academy	Yes	Yes		No		All correct	
	Racemeadow Primary Academy	Yes	Yes		No			
	Racemeadow Primary Academy	Yes	Yes		No		It should be against the law for a dog to be left, or held by its keeper, within reach of the door or the route to it. It can be intimidating.	
	Racemeadow Primary Academy	Yes	Yes		No		Should be in easy to access locations	This is ideal. No alternative needed.
	Racemeadow Primary Academy	Yes	Yes		No		The only concern and I'm sure it's voiced is the school closure, it doesn't affect me currently but will in the future and limited care for children would mean time off work which some parents won't be able to do	
	Room Rear of The Rose Inn	Yes	Yes		No		Pleasant and easy to get to	

							Shustoke Parish Hall is within walking distance of all parts of the village and there is a car park for anyone needing it	
	Shustoke Parish Hall	Yes	Yes		No			
	Shustoke Parish Hall	Yes	Yes		No		Very easy its in the village	Fine where it is
Shustoke Parish Council	Shustoke Parish Hall	Yes	Yes		No	Shustoke Village Hall has easy access for those with disabilities.	Shustoke Parish Councillors are quite content with the current polling station.	Parish Councillors propose no alternative.
	Shuttington and Alevcote Village Hall	Yes	Yes		No			N/A
	Shuttington and Alevcote Village Hall	Yes	Yes		No			N/A
	St Johns Community Centre	Yes	Yes		No		Ok	
	St Johns Community Centre	Yes	Yes		No			Unknown
	St Johns Community Centre	Yes	Yes		No			
	St Johns Community Centre	Yes	Yes		No		It works for me - suits my needs. My husband is disabled - easy access for him. Polling Clerks are always very pleasant	
	St Johns Community Centre	Yes	Yes		No			Don't know
	Sycamore Avenue Community Room (Monument View)	Yes	Yes		No			
	Sycamore Avenue Community Room (Monument View)	Yes	Yes		No		Ok	
	The Ratcliffe Centre	Yes	Yes		No			
	The Ratcliffe Centre	Yes	Yes		No		Does Atherstone need so many different districts/wards?	
	The Ratcliffe Centre	Yes	Yes		No		Good could do with extra sign on front of property	

							Think it's bad that my child has to have a day off school because they use Racemeadow school!!!	Memorial Hall, building next to st Mary's church, the library and the old job centre
	The Ratcliffe Centre	Yes	Yes		No			
	The Ratcliffe Centre	Yes	Yes		No			
	The Undercroft	Yes	No		No		It is a pleasure to go to the hall to vote, however the steps to the undercroft are dangerous	Another room/building at the hall
	The Undercroft	Yes	Yes		No		Don't merge - too long to travel	None needed
	The Undercroft		Yes		No		Content - but possibly at North Lodge as no steps there	
	Warton Parish Room	Yes	Yes		No		Ok	N/A
	Warton Parish Room	Yes	Yes		No		Ok	N/A
	Warton Parish Room	Yes	Yes		No		This is the ideal location for Warton residents - at heart of village, accessible on foot to majority	Working Mens Club - only if current hall not available
	Water Orton Methodist Church		No		No		The Methodist Church could be refurbished	Spend money to be refurbished
	Water Orton Methodist Church	Yes	Yes		No		Brilliant	
	Water Orton Methodist Church	Yes	Yes		No		Nothing particular	
	Water Orton Methodist Church	Yes	Yes		No		Happy with current system	N/A
	Water Orton Methodist Church	Yes	Yes		No		They usually meet requirements	
	Water Orton Methodist Church	Yes	Yes		No		The need to be local and community based	The Link, Water Orton
	Water Orton Methodist Church	Yes	Yes		No			None due to parking
	Water Orton Methodist Church	Yes	Yes		No		Present arrangement seems to work well	N/A
	Water Orton Methodist Church	Yes	Yes		No		I think you use the most central and accessible public building in this village. No change required	N/A

	Water Orton Methodist Church	Yes	Yes		No		No comment	
	Water Orton Methodist Church	Yes	Yes		No			
	Water Orton Methodist Church	Yes	Yes		No		Polling places should be central, easily accessible, clean, good signage and friendly	
	Water Orton Methodist Church	Yes	Yes		No		They need to be central to the local community and be easily accessible with parking - which we have in Water Orton	Not needed here
	Water Orton Methodist Church	Yes	Yes		No		Ideal location set in the middle of the village	
	Water Orton Methodist Church	Yes	Yes		No			The Link
N/A	Water Orton Methodist Church	Yes	Yes		No		They need to be accessible to all age groups within areas. Everyone does not have access to a car and if public transport is not very frequent then it could be difficult for people to vote.	It would either be postal or online voting or the local library or link.
	Wood End Village Hall	Yes	Yes		No		Fine but would like more information on candidates	No idea
	Wood End Village Hall	Yes	Yes		No		Ok	
	Wood End Village Hall	Yes	Yes		No		No better venue	
	Wood End Village Hall	Yes	Yes		No		They need to be easily accessible, close to local residents to cut down on apathy, congestion, disability issues	
	Wood End Village Hall	Yes	Yes		No		Where possible please avoid using schools, granddaughters school closed twice this month	Postal Vote
	Wood End Village Hall	Yes	Yes		No		Convenient and easy access	Other local polling station

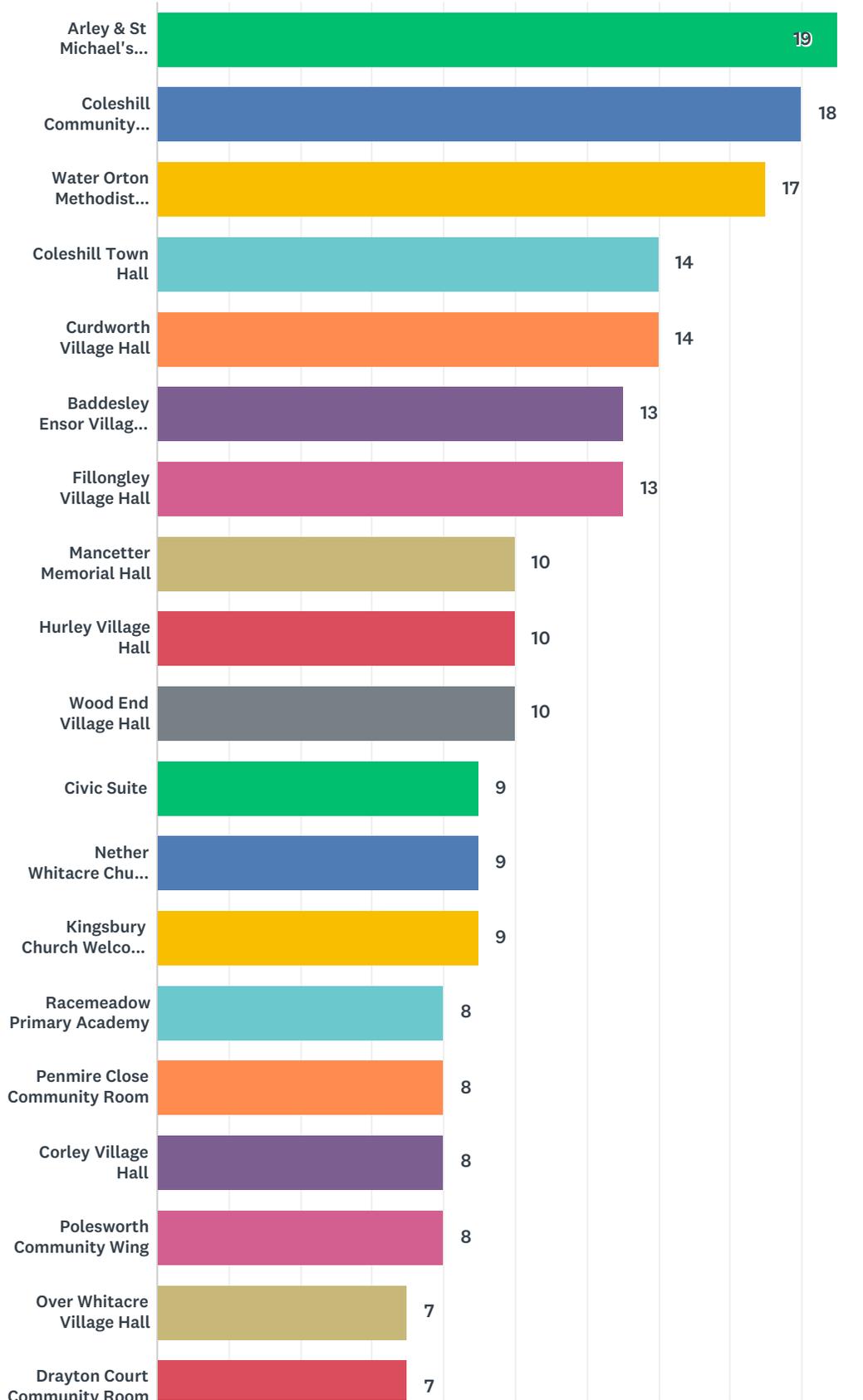
	Wood End Village Hall	Yes	Yes		No		Excellent place to vote. Easy to walk to, or park. Well lit. Easy access	
	Wood End Village Hall	Yes	Yes		No		None particularly but I think that it is needed for those who do not have internet access	
	Wood End Village Hall	Yes	Yes		No		Very friendly polling station - welcoming No views on districts - received leaflets for all Councillors/Parish Councillors. Was unsure where no party was listed on ballot paper - assumed independent?	Not known
Wood End	Wood End Village Hall	Yes	Yes		No		It's wrong they are still held in schools. We get find for taking children out of school for a family holiday, yet it's ok to close the school for a local election. Doesn't make sense.	Churchs, village or parish halls, wmc, leisure centres. If people want to vote they will find a way to do it.
	Arley & St Michael's Community Centre	Yes	Yes		Yes	Walking on uneven ground. This polling station is perfect		
	Baddesley Ensor Village Hall	Yes	Yes		Yes	Poor mobility so car park is very uneven. Walking up the hill is a struggle.	Fine	
	Coleshill Community Centre	Yes	Yes		Yes		Fine, no complaints/issues	Don't know
	Coleshill Community Centre	Yes	Yes		Yes			
	Drayton Court Community Room	Yes	Yes		Yes		I find the polling station to be adequate	Unsure
	Mancetter Memorial Hall	Yes	Yes		Yes			

	Middleton Recreation Room	Yes	Yes		Yes		My father is disabled. Access is adequate	Yes, what indeed?
	Newton Regis Village Hall	Yes	Yes		Yes		Hard of hearing	
	Outwoods Primary School Nursery	Yes	Yes		Yes	Struggled with step	Not sure think I need a postal vote	Don't know
	Polesworth Community Wing	No	No	Hidden away and no where to park! Not easy to walk through a mob of High school children either.	Yes	Not being able to walk very far parking is an issue		
	Sycamore Avenue Community Room (Monument View)	Yes	Yes		Yes	Redacted - Personal Information	all good to me	
	The Undercroft	Yes	No		Yes			North Lodge
	Water Orton Methodist Church	Yes	Yes		Yes		The venue is ideal and should not be changed	
	Arley & St Michael's Community Centre	Yes	Yes				Ok	
	Coleshill Community Centre	Yes	Yes					
	Drayton Court Community Room	Yes	Yes				Fine good access	Don't know
	Fillongley Village Hall	Yes	Yes				OK	
	Fillongley Village Hall	Yes	Yes					
	Hartshill Community Centre	Yes	Yes				Consider the use of fire stations as polling stations? Avoid using schools	
	Kingsbury Community and Youth Centre	Yes	Yes				Very central, good parking	No need to change

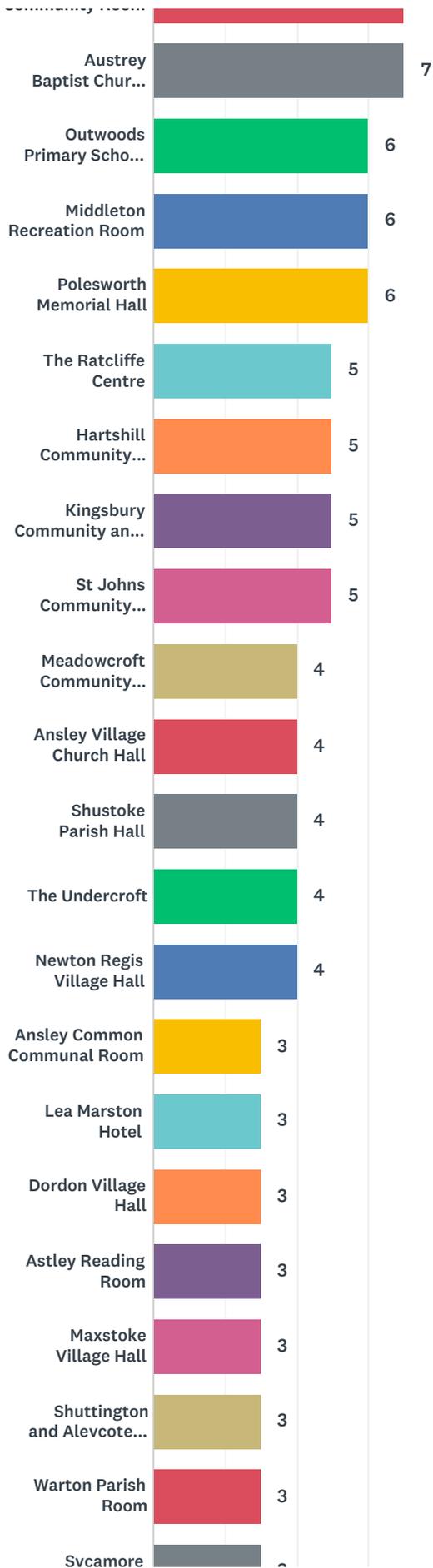
							Whilst the premises are quite good the location is not. A better location would be in the centre of the settlement. The Bulls Head pub comes to mind and it might also encourage local people to use the pub	
	Over Whitacre Village Hall	Yes	Yes					The Bulls Head pub
	Shustoke Parish Hall	Yes	Yes				Perfectly adequate for our village	
	Shuttington and Alevcote Village Hall	Yes	Yes					

### Q3 Which polling station does your submission relate to?

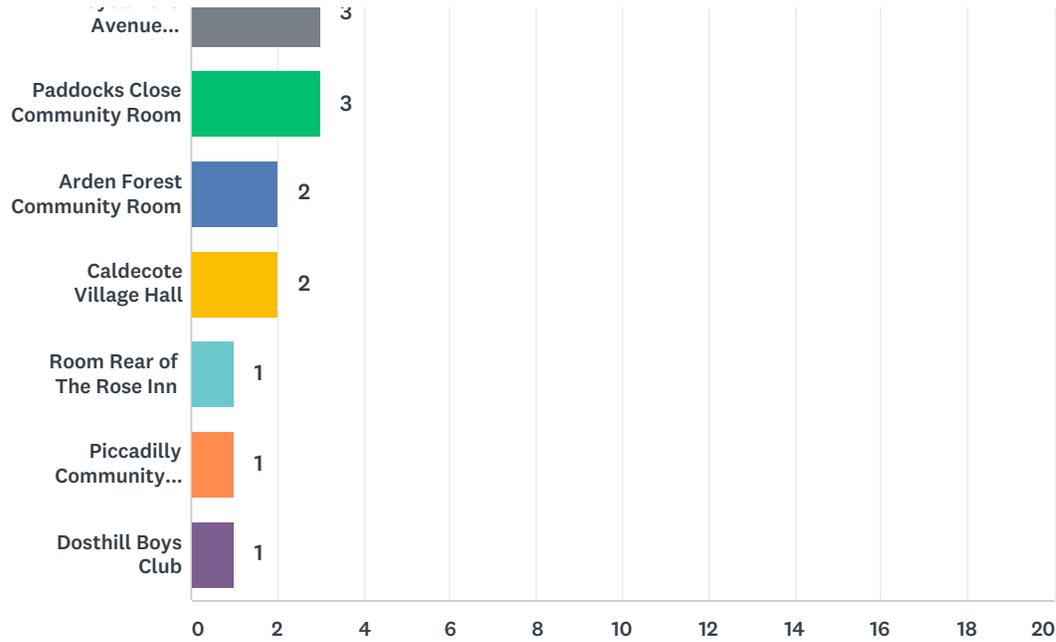
Answered: 310 Skipped: 0



# Polling Station Review 2019



## Polling Station Review 2019



ANSWER CHOICES	RESPONSES	
Arley & St Michael's Community Centre (2)	6.13%	19
Coleshill Community Centre (15)	5.81%	18
Water Orton Methodist Church (46)	5.48%	17
Coleshill Town Hall (16)	4.52%	14
Curdworth Village Hall (17)	4.52%	14
Baddesley Ensor Village Hall (12)	4.19%	13
Fillongley Village Hall (24)	4.19%	13
Mancetter Memorial Hall (11)	3.23%	10
Hurley Village Hall (31)	3.23%	10
Wood End Village Hall (32)	3.23%	10
Civic Suite (8)	2.90%	9
Nether Whitacre Church Hall (20)	2.90%	9
Kingsbury Church Welcome Hall (35)	2.90%	9
Racemeadow Primary Academy (9)	2.58%	8
Penmire Close Community Room (14)	2.58%	8
Corley Village Hall (23)	2.58%	8
Polesworth Community Wing (44)	2.58%	8
Over Whitacre Village Hall (6)	2.26%	7
Drayton Court Community Room (30)	2.26%	7
Austrey Baptist Church Hall (39)	2.26%	7
Outwoods Primary School Nursery (10)	1.94%	6

## Polling Station Review 2019

Middleton Recreation Room (18)	1.94%	6
Polesworth Memorial Hall (41)	1.94%	6
The Ratcliffe Centre (7)	1.61%	5
Hartshill Community Centre (29)	1.61%	5
Kingsbury Community and Youth Centre (36)	1.61%	5
St Johns Community Centre (43)	1.61%	5
Meadowcroft Community Centre (1)	1.29%	4
Ansley Village Church Hall (4)	1.29%	4
Shustoke Parish Hall (26)	1.29%	4
The Undercroft (27)	1.29%	4
Newton Regis Village Hall (37)	1.29%	4
Ansley Common Communal Room (3)	0.97%	3
Lea Marston Hotel (19)	0.97%	3
Dordon Village Hall (21)	0.97%	3
Astley Reading Room (22)	0.97%	3
Maxstoke Village Hall (25)	0.97%	3
Shuttington and Alevcote Village Hall (38)	0.97%	3
Warton Parish Room (40)	0.97%	3
Sycamore Avenue Community Room (Monument View) (42)	0.97%	3
Paddocks Close Community Room (45)	0.97%	3
Arden Forest Community Room (5)	0.65%	2
Caldecote Village Hall (28)	0.65%	2
Room Rear of The Rose Inn (13)	0.32%	1
Piccadilly Community Centre (33)	0.32%	1
Dosthill Boys Club (34)	0.32%	1
<b>TOTAL</b>		<b>310</b>

### BASIC STATISTICS

Minimum 1.00	Maximum 46.00	Median 20.00	Mean 22.10	Standard Deviation 13.36
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## Q4 Is the polling station easy to find?

Answered: 304 Skipped: 6

ANSWER CHOICES	RESPONSES	
Yes	99.67%	303
No	0.33%	1
TOTAL		304

## Q5 Do you consider the building to be suitable for voting purposes?

Answered: 308 Skipped: 2

ANSWER CHOICES	RESPONSES	
Yes	98.38%	303
No	1.62%	5
TOTAL		308

## Q6 Do you have a disability?

Answered: 300 Skipped: 10

ANSWER CHOICES	RESPONSES	
Yes	4.33%	13
No	95.67%	287
TOTAL		300

## Agenda Item No 10

### Executive Board

25 November 2019

#### Report of the Chief Executive and Monitoring Officer

#### Constitution – Procedural Standing Orders

#### 1 Summary

- 1.1 This report asks Members to consider changes to the Procedural Standing Orders in the constitution.

#### Recommendation to Council

**That the Procedural Standing Orders be amended as set out in the report.**

#### 2 Report

- 2.1 Members will be recall that there was disagreement at the last Council regarding how motions are debated at full Council.
- 2.2 Members will be aware that motions can come to Council, broadly, in two ways; as the minutes of a Board/Committee or as a 'stand alone' issue via Standing Order 10.
- 2.3 With the minutes of Boards/Committee, these motions are introduced by the Board/Committee Chair and then considered page by page. If an amendment is proposed, the amendment is discussed. The Chair of the Board/Committee is not asked to speak on the written motion but the debate is immediately focussed on the amendment. Examples of this can be found in the Council meetings of 20 February 2019 (Minute 62 – the budget proposal. [https://www.northwarks.gov.uk/meetings/meeting/786/full\\_council](https://www.northwarks.gov.uk/meetings/meeting/786/full_council)) and 7 November 2017 (proposal on the Local Plan [https://www.northwarks.gov.uk/meetings/meeting/780/full\\_council](https://www.northwarks.gov.uk/meetings/meeting/780/full_council)).
- 2.4 Of concern to some Members at the last Council meeting was that in this scenario, if the amendment is carried then the full Council would not have heard the case for the original motion. However, if the amendments were lost (as in the examples given above) then this scenario does not arise.
- 2.5 As the constitution does not distinguish between these types of motion, the procedure works in the same way even if, in the case of Standing Order 10, the matter has not previously been discussed by Members. As far as Officers are aware, this was the first time a Standing Order 10 motion was the subject of an amendment at the start of the meeting.
- 2.6 In the Chief Executive's and Monitoring Officer's view the constitution should be amended to reflect this difference. It is proposed therefore to amend Standing Order 17, which deals with amendments to motions, to make it clear that with regard to

motions that have come to Council via Standing Order 10, that no amendment may be considered until at least the Proposer of the original motion has spoken.

- 2.7 Members may also want to consider whether to adopt the same procedure with regard to the minutes of Boards/Committees. Officers' views are that this is not necessary given the matter will have been discussed at a Board/Committee.

The Contact Officers for this report are Steve Maxey (719438) and Richard Dobbs (719440).

## Agenda Item No 11

### Executive Board

25 November 2019

### Report of the Chief Executive

### Calendar of Meetings 2020/21

#### 1 Summary

1.1 The purpose of this report is to approve a calendar of meetings for 2020/21.

#### **Recommendation to the Council**

**That the draft calendar of meetings for 2020/21 as submitted at Appendix A to the Chief Executive's report be approved.**

#### 2 Report

- ...
- 2.1 A draft calendar of meetings for 2020/21 is submitted as Appendix A.
- 2.2 As with the current calendar of meetings the May Full Council meeting will be a ceremonial meeting with Mayor making and the appointment of Boards as the main business.
- 2.3 Other points to note on the calendar are as follows:-
- a The majority of all main Board meetings will meet on a Monday. Meetings of the Full Council continue to be held on Wednesdays;
  - b Planning and Development Board to meet once each month;
  - c The Resources Board, the Community and Environment Board and the Executive Board to meet at least once a cycle;
  - d A meeting of the Special Sub-Group has been scheduled each month;
  - e A meeting of the Licensing Committee has been set for the end of January and additional meetings will be arranged on an ad hoc basis;
  - f A number of meetings of the Safer Communities Sub-Committee have been set and the Local Development Framework Sub-Committee will be arranged on an ad-hoc basis; and
  - g A meeting of the Executive Board and Full Council is scheduled at the end of July 2020. It is needed to consider the audited accounts before the end of July and is an annual requirement.

**3 Report Implications**

3.1 There are no report implications.

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

**Background Papers**

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

<b>Background Paper No</b>	<b>Author</b>	<b>Nature of Background Paper</b>	<b>Date</b>
None			

**NORTH WARWICKSHIRE BOROUGH COUNCIL  
MEETINGS TIMETABLE – 2020/21**

	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21
1		RES							BHOL				
2							PLAN	COUNCIL				BHOL	
3				PLAN			SSG						BHOL
4													
5						PLAN						BHOL	COUNCIL
6	COUNCIL		PLAN			SSG							
7	PCC ELEC		SSG		PLAN			PLAN					
8	BHOL	PLAN			RES			SSG		PLAN	PLAN		
9		SSG					RES				SSG		
10													PLAN
11	PLAN			SSG					PLAN				SSG
12	SSG					CEB			SSG			PLAN	
13												SSG	
14													
15		EXB			SSG					EXE	CEB		
16							SAC			SSG			
17													CEB
18	CEB								CEB				
19													
20													
21					EXB								
22			EXB/COUNCIL								SAC		
23							EXB						
24		COUNCIL								COUNCIL			
25	BHOL							BHOL	RES				
26									LIC				
27			CEB										
28													
29		SAC									RES		
30					COUNCIL								
31				BHOL									BHOL

EXB - Executive Board  
RES - Resources Board  
CEB - Community and Environment Board  
PLAN - Planning and Development Board

LIC - Licensing Committee  
SAC - Safer Communities Sub-Committee  
SSG - Special Sub-Group  
LDF - Local Development Framework Sub-Committee

## Agenda Item No 12

Executive Board

25 November 2019

### Report of the Chief Executive

### Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – September 2019

#### 1 Summary

- 1.1 This report informs Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Executive Board for April to September 2019.

#### Recommendation to Council

- a That Members consider the performance achieved and highlight any areas for further investigation; and
- b That each Group nominate a Member lead for performance management.

#### 2 Consultation

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

#### 3 Background

- 3.1 This report shows the second quarter position with the achievement of the Corporate Plan and Performance Indicator targets for 2019/20. This is the second report showing the progress achieved so far during 2019/20.

#### 4 Progress achieved during 2019/20

- 4.1 Attached at Appendices A and B are reports outlining the progress achieved for all the Corporate Plan targets and the performance with the national and local performance indicators during April to September 2019/20 for the Executive Board.
- 4.2 Members will recall the use of a traffic light indicator for the monitoring of the performance achieved.

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

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

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

## 5 Performance Indicators

- 5.1 The current performance indicators have been reviewed by each division and Management Team for monitoring for the 2019/20 year.

## 6 Overall Performance

- 6.1 The Corporate Plan performance report shows that 90% of the Corporate Plan targets and 50% of the State of Borough Indicators performance indicator targets and 33% of the Council Indicators are currently on schedule to be achieved. The report shows that individual targets that have been classified as red, amber or green. Individual comments from the relevant division have been included where appropriate. The table below shows the following status in terms of the traffic light indicator status:

### Corporate Plan

Status	Number	Percentage
Green	9	90%
Amber	1	10%
Red	0	0%
Total	10	100%

### Performance Indicators

#### State of the Borough Indicators

Status	Number	Percentage
Green	3	50%
Amber	3	50%
Red	0	0%
Total	6	100%

#### Council Performance Indicators

Status	Number	Percentage
Green	1	33%
Amber	1	33%
Red	1	33%
Total	3	100%

## 7 Summary

- 7.1 Members may wish to identify any areas that require further consideration where targets are not currently being achieved. As discussed at the last Executive Board, it is suggested that each Group nominate a Lead Member

for performance management to review and revise the performance information reported to Members.

## **8 Report Implications**

### **8.1 Safer Communities Implications**

8.1.1 The community safety performance indicators are included in the report.

### **8.2 Legal, Data Protection and Human Rights Implications**

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

### **8.3 Environment and Sustainability Implications**

8.3.1 Improvements in the performance and quality of services will contribute to improving the quality of life within the community. There are a number of targets and indicators included which contribute towards the priorities of the sustainable community strategy including financial inclusion, core strategy, community safety and affordable housing.

### **8.4 Risk Management Implications**

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

### **8.5 Equality Implications**

8.5.1 There are a number of contributions towards equality related targets and indicators including, informing customers about opportunities to influence decision making, customer access, consultation, domestic abuse and financial inclusion highlighted in the report.

### **8.6 Links to Council's Priorities**

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

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

## **Background Papers**

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

Executive Board 19/20							
	Action	Priority	Reporting Officer	Quarter 1	Quarter 2	Status	Direction
18	To progress the Local Plan through Inquiry towards adoption and commence further work as agreed by the Local Development Framework Sub-Committee	Protecting our Countryside & Heritage	Dorothy Barratt	The Local Plan has been through three sessions of hearings. A letter has been received from the Local Plan Inspector. Work is currently ongoing to respond to this. The outcome of the A5 HIF is key to further progression of the Local Plan	The examination is continuing with further correspondence from the Local Plan Inspector. The outcome on the A5 HIF Bid is awaited	Amber	
19	Whilst continuing to oppose a) the route of HS2 Phase 2b in principle, to press for maximum mitigation and benefits for the Borough, required as a consequence of the HS2 proposal, in partnership with other affected Councils and community action groups and; b) To continue to oppose the principle of Opencast Mining and Mineral Extraction	Protecting our Countryside & Heritage	Dorothy Barratt	A response is being prepared to the consultation on Design Refinements.	A response was made on the Design Refinements. The outcome of the Oakervee Review is awaited.	Green	
20	To ensure that the Council is prepared for emergencies and has suitable emergency and business continuity plans, as required by the Civil Contingencies Act, and to review both the emergency and business continuity plans annually in March	Creating Safer Communities	Robert Beggs	Work in this period has included consideration of the Crowded Places guidance, EU Exit contingency planning, Grendon Flood Group, a table top workshop to consider pipeline breaches, Local Resilience Forum Recovery and Tactical Group meetings. Our call out cascade requires further changes as a result of recent staffing changes.	Work to revise our call out cascade is continuing following additional changes. The Warwickshire LRF has been starting work on revising plans for flood responses, cyber resilience, recovery and EU Exit preparations.	Green	
21	To achieve the savings required by the Medium Term Financial Strategy including the commitment to keep Council Tax as low as possible	Responsible Financial & Resource Management	Sue Garner	2019/20 savings are included within the approved budget. Work on savings for 2020/21 has commenced.	Work on finding savings for 2020/21 is ongoing.	Green	
22	To update the Medium Term Financial Strategy in September 2019 and February 2020, to take account of external funding changes relating to Business Rates and the Fair Funding Review	Responsible Financial & Resource Management	Sue Garner	Work to update the strategy will be undertaken in August.	An updated strategy was taken to Executive Board in September.	Green	
23	To continue to work with partner organisations in the Coventry, Warwickshire and Hinckley Joint Committee and West Midlands Combined Authority and to consider further options for joint work in the light of Central Government proposals for greater devolution, if this proves beneficial to the local economy	Supporting Employment & Business	Steve Maxey	The work of the WMCA and the Joint Committee is ongoing. The Council is working with the WMCA on transport and housing/infrastructure delivery issues and with the Joint Committee on joint spatial planning work	The work of the WMCA and the Joint Committee is ongoing. The Council is working with the WMCA on transport and housing/infrastructure delivery issues and with the Joint Committee on joint spatial planning work	Green	
24	To continue to work with Warwickshire County Council, the Environment Agency and local communities to mitigate the effects of, and protect against, the impacts of localised flooding and to update as part of the quarterly performance reports	Creating Safer Communities	Richard Dobbs/Steve Maxey	Work continues in this area with local community projects being supported and resources deployed as and when required	Work continues in this area with local community projects being supported and resources deployed as and when required	Green	
25	To ensure that, as part of the Council's corporate Communications Strategy, we effectively engage residents, businesses and all sections of our communities to inform them of the Council's services and priorities and made clear the opportunities for them to be involved in decision making via consultation and social media.	Promoting Sustainable & Vibrant Communities	Linda Bird/Steve Maxey	The Council uses a software tool to help manage its social media presence. We are currently focusing on coordinating content across the corporate and service account. The Contact Centre responds to residents enquiries via social media.	Work has started to draft an approach to consultation and engagement. Work continues to provide residents with information that affects them.	Green	
26	To carry out a full review of the Council's Capital and Investment Strategy by February 2020	Responsible Financial & Resource Management	Sue Garner/Richard Dobbs	To commence later in the year.	The review has started, although the majority of the work will take place in Qtr 3.	Green	
27	To pursue potential commercial opportunities available to the Council, with a view to implementing beneficial schemes	Responsible Financial & Resource Management	Sue Garner	Investment in the Multi Recycling Facility scheme is currently being assessed.	Investment in the Multi Recycling Facility scheme has been agreed.	Green	

NWPI Executive Board 19/20

Ref	Description	Section	Priority	Year End Target 2019/20	Outturn 2018/19	April - Sept Performance	Traffic Light	Direction of Travel	Comments
<b>Council Performance Indicators</b>									
NWLPI 158	To respond to all complaints and requests for service within three working days	Env Health (C, L & HP)	Public Services and Council Tax	99	89	97	Amber		There has been a very slight dip compared to the first quarter due to the holiday season
NWLPI 162	Percentage of Freedom of Information replies dealt with within 20 days	Policy Support	Public Services & Council Tax	100	98%	97%	Red		355 Freedom of Information requests received. 344 completed within 20 days, 11 over 20 days. 17 EIR requests received, all within 20 days. 5 Data Protection and 1 Right to Erasure all dealt within the appropriate timescale.
New	The number of LG & Housing Ombudsman complaints determined as maladministration	Policy Support	Public Services & Council Tax	0	0	0	Green		No current complaints determined by the Ombudsman at this stage.
<b>State of the Borough Indicators</b>									
NWLPI 153	Number of burglary residential dwellings	Policy Support	Crime and Disorder	268	269	113	Green		The levels in quarter 2 are slightly lower than the first quarter. Work is ongoing to promote security and crime prevention advice through rural watch, neighbourhood watch and the community safety team.
NWLPI 154a	Number of violent offences with injury in the local authority area	Policy Support	Crime and Disorder	512	513	281	Amber		The levels have slightly reduced in quarter 2 with 13 less offences. Analysis prepared for the community safety partnership shows the majority of the offences are domestic related. The latest analysis shows a wide profile including violence committed by children against their parents.
NWLPI 154b	Number of violent offences without injury in the local authority area	Policy Support	Crime and Disorder	878	879	475	Amber		Quarter 2 has seen 23 more offences. The majority of the offences are domestic related as indicated above.

Ref	Description	Section	Priority	Year End Target 2019/20	Outturn 2018/19	April - Sept Performance	Traffic Light	Direction of Travel	Comments
NWLPI 155	The number of vehicle crimes in the local authority area	Policy Support	Crime and Disorder	600	601	240	 Green		The levels of vehicle crime are showing good reductions currently with approximately 20% less compared to 2018/19. Risks from cross border criminals are monitored.
@NW:NI032	Violence Against the person with injury Offences related to Domestic Violence	Policy Support	Crime and Disorder	196	197	118	 Amber		The levels are slightly lower in this quarter although higher than compared to 2018/19.
@NW:NI047	People killed or seriously injured in road traffic accidents	Policy Support	Crime and Disorder	62	63	13	 Green		The figures shown are for April to August only. September figures to be validated. The reduction in the levels needs to be treated with caution at this stage.

**NORTH WARWICKSHIRE BOROUGH COUNCIL**

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

**1 July 2019**

Present: Councillor Reilly in the Chair

Councillors D Clews, Davey, Deakin, M Humphreys, Gosling, Lebrun, Phillips, Smith and Symonds

Apologies for absence were received from Councillors Jarvis (substitute Councillor Lebrun), Jenns (substitute Councillor Symonds), Lees (substitute Councillor Smith) and Osborne (substitute Councillor Phillips)

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

None were declared at the meeting.

**2 Minutes of the Meeting of the Sub-Committee held on 12 March 2019**

The minutes of the meeting of the Sub-Committee held on 12 March 2019, copies having been previously circulated, were approved as a correct record and signed by the Chairman.

**3 Fly Tipping Progress Report**

The Acting Chief Executive provided Members with an update on progress on the action plan for tackling fly tipping across the Borough. A review of the action plan had been carried out and a revised version of the plan was included within the report of the Acting Chief Executive.

**Resolved:**

**That the progress report and the updates for the revised action plan included with the report of the Acting Chief Executive be noted.**

**4 North Warwickshire Community Safety Partnership Update**

The Acting Chief Executive provided Members with an update on recent activities with the North Warwickshire Community Safety Partnership. The report included information about the agreed priorities from a Strategic Assessment 2019/20, latest 2018/19 crime statistics and updates about actions in the partnership plan 2018/19.

**Resolved:**

- a That the update be noted;**
- b That the agreed priorities from the Strategic Assessment 2019/20 be noted;**
- c That the content of the Partnership Plan 2019/20 be noted; and**
- d That the position with the request for the preparation of consultation for a Public Spaces Protection Order covering Atherstone Town Centre be noted.**

**5 Progress Report on Achievement of Corporate Plan Targets April 2018 – March 2019**

The Acting Chief Executive informed Members of the progress with the achievement of the Corporate Plan targets relevant to the Safer Communities Sub-Committee for April 2018 March 2019.

**Resolved:**

**That the report be noted.**

**6 North Warwickshire Improving Road Safety Action Plan Progress Report**

The Acting Chief Executive provided Members with an update on the progress with the North Warwickshire Road Safety Action Plan and outlined recent road safety information and applications for road safety grant funding.

**Resolved:**

**That the report be noted.**

Councillor Reilly  
Chairman

**NORTH WARWICKSHIRE BOROUGH COUNCIL**

**MINUTES OF THE SPECIAL SUB-GROUP 10 September 2019**

Present: Councillor D Humphreys in the Chair

Councillors Bell, Gosling, Jenns, Parsons and Singh

Apologies for absence were received from Councillor Hayfield (substitute Councillor Bell).

Councillors M Humphreys, Lebrun, Osborne and Smith were also in attendance.

**6 Disclosable Pecuniary and Non-Pecuniary Interests**

None were declared at the meeting.

**7 Exclusion of the Public and Press**

**Resolved:**

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

**8 Leisure Facilities – Staff Structure Review**

The Director of Leisure and Community Development outlined a proposal for revising the staff structure within the Leisure Facilities section.

**Resolved:**

**That the proposal for revising the staff structure within the Leisure Facilities section, as set out in the report of the**

**Director of Leisure and Community Development, be endorsed and implemented at the earliest opportunity.**

**9 Senior Management Restructure**

The Chief Executive sought Member approval for a Head of Legal Services.

**Resolved:**

**That the proposal to create a Head of Legal Services, as set out in the report of the Chief Executive, be approved.**

CHAIRMAN

**NORTH WARWICKSHIRE BOROUGH COUNCIL**

**MINUTES OF THE SPECIAL SUB-GROUP**

**8 October 2019**

Present: Councillor D Humphreys in the Chair

Councillors Gosling, Jarvis, Jenns, Parsons and Singh

Apologies for absence were received from Councillor Hayfield (substitute Councillor Jarvis).

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

None were declared at the meeting.

**11 Exclusion of the Public and Press**

**Resolved:**

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

**12 Engineering and Parking Manager - Streetscape**

The Director of Streetscape proposed that the officer currently acting as the Council's Engineering and Parking Manager, under a partnership arrangement with Nuneaton and Bedworth Borough Council, be transferred over to North Warwickshire Borough Council, to take up the position on a full-time basis with effect from 1 November 2019.

**Resolved:**

- a That the post of Engineering and Parking Manager be added to the Streetscape Division's establishment; and**
- b That the Senior Engineer carrying out the role, currently employed by Nuneaton and Bedworth Borough Council, be transferred into the full-time employment of North Warwickshire Borough Council with effect from 1 November 2019.**

CHAIRMAN