

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