



THE RUGBY BOROUGH COUNCIL

You are hereby summoned to attend an ORDINARY MEETING of the Rugby Borough Council which will be held via Microsoft Teams on Tuesday 21 July 2020 at 6.00pm.

Members of the public may view the livestream of the meeting via the link on the Council's website.

A G E N D A

PART 1 – PUBLIC BUSINESS

1. Apologies for absence.

2. Minutes.

To approve the minutes of the meeting of Council held on 25 February 2020.

3. Declaration of Interests.

To receive declarations of -

(a) non-pecuniary interests as defined by the Council's Code of Conduct for Councillors;

(b) pecuniary interests as defined by the Council's Code of Conduct for Councillors; and

(c) notice under Section 106 Local Government Finance Act 1992 - non-payment of Community Charge or Council Tax.

4. To receive the Mayor's Announcements.

5. Questions pursuant to Standing Order 10.

6. To receive the reports of Cabinet and Committees which have met since the last meeting of the Council and to pass such resolutions and to make such orders thereon as may be necessary:

(a) Cabinet – 1 June 2020

- (1) Finance and Performance Monitoring 2019/20 – Corporate Resources Portfolio Holder.
- (2) Treasury Management 2019/20 – Annual Report – Corporate Resources Portfolio Holder.
- (3) Transfer of land ownership – Long Furlong, Rugby – Environment and Public Realm Portfolio Holder

(b) Cabinet – 6 July 2020

- (1) Changing Places – Funding Contribution and Location Approval – Corporate Resources Portfolio Holder.
- (2) Rent Arrears Recovery – Rentsense – Communities and Homes Portfolio Holder.

7. Annual Overview and Scrutiny Report 2019/20 – report of Overview and Scrutiny.

8. To receive and consider the Reports of Officers.

- (a) Urgent Decisions under Emergency Powers - May and June 2020 – report of the Executive Director.
- (b) Localism Act – Pay Policy Statement – report of the Executive Director.
- (c) Membership of Planning Committee 2020/21 - proposed change – report of the Executive Director.
- (d) Appointments to Outside Bodies - By Virtue of Office and Miscellaneous Appointments – report of the Executive Director.
- (e) Commissioning a Joint Review into Local Government Structures in Warwickshire – report of the Executive Director.

9. Notices of Motion pursuant to Standing Order 11 - in accordance with the Council's Constitution, no motions on notice have been received for consideration.

10. Correspondence.

11. Common Seal.

To order the affixing of the Common Seal to the various orders, deeds and documents to be made or entered into for carrying into effect the several decisions, matters and things approved by the Council and more particularly set out in the Committees' Reports adopted at this meeting.

12. Motion to Exclude the Public under Section 100(A)(4) of the Local Government Act 1972.

To consider the following resolution:

“under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of information defined in paragraphs 1 and 3 of Schedule 12A of the Act.”

PART 2 – EXEMPT INFORMATION

1. To receive the private reports of Cabinet and Committees which have met since the last meeting of the Council and to pass such resolutions and to make such orders thereon as may be necessary:

(a) Cabinet – 6 July 2020

(1) Trading Company related to Real Estate Development and Investment – Corporate Resources Portfolio Holder.

(2) Update on the sale of land at Market Quarter – Corporate Resources Portfolio Holder.

2. To receive and consider the Reports of Officers.

(a) Reorganising to prepare for recovery – report of the Executive Director.

DATED THIS 13th day of July 2020

Executive Director

To: The Mayor and Members of Rugby Borough Council

QUESTIONS AT COUNCIL

A Councillor may ask a Question at the meeting by giving notice in writing of the Question to the Executive Director no later than midday on Wednesday 15 July 2020. The rules relating to Questions are set out in Standing Order 10 of Part 3a of the Constitution.

REPORT OF CABINET

1 June 2020

PRESENT:

Councillors Lowe (Chairman), Mrs Crane, Poole, Roberts, Ms Robbins and Mrs Simpson-Vince.

Councillors Mrs A'Barrow, Mrs Allanach, Bearne, Brader, Mrs Brown, Douglas, Miss Dumbleton, Eccleson, Ellis, Gillias, Keeling, Miss Lawrence, Lewis, Mistry, Mrs O'Rourke, Mrs New, Picker, Sandison and Srivastava were also in attendance.

Note: An electronic version of the Cabinet reports referred to below can be found [here](#).

1. INTRODUCTION

Cabinet on 1 June 2020 considered the following items and made recommendations to Council as detailed below.

2. FINANCE AND PERFORMANCE MONITORING 2019/20

Cabinet considered a supplementary report concerning the Council's year end financial and performance position for 2019/20.

2.1 Recommendation of Cabinet

Cabinet decided to recommend to Council that –

(1) supplementary revenue budgets of £0.331m for 2020/21 as a result of carry forwards from 2019/20 at Appendix 4 be approved;

(2) General Fund transfer of business rates surplus (£0.634m) to the Business Rates Equalisation Reserve as per section 2.3 be approved;

(3) General Fund Movement in Reserves as detailed in Tables 3 – 6 and Appendix 6 be approved;

(4) supplementary capital budgets for 2020/21, as a result of carry forwards from 2019/20, as follows (see Appendices 1 & 2) budgets be approved;

- a. General Fund - £3.445m
- b. HRA - £12.349m

- (5) a supplementary General Fund capital budget of £0.250m for 2020/21 for Queens Diamond Jubilee Leisure Centre Athletics Track Renovation to be met from S106 contributions be approved;
- (6) a supplementary General Fund capital budget of £0.601m for 2019/20 for Long Lawford Sports Pavilion and Cawston Community Hall to be met from S106 contributions be approved;
- (7) estimated amount to be provided to mitigate future risks – See section 2.6 and Summary Reserves at Appendix 7 be approved; and
- (8) Reserves forecast at Appendix 5 be noted.

2.2 Recommendation

The recommendation of Cabinet be approved.

3. TREASURY MANAGEMENT 2019/20 – ANNUAL REPORT

Cabinet considered a report concerning the Council's treasury management activities for 2019/20.

3.1 Recommendation of Cabinet

Cabinet decided to recommend to Council that the amended Treasury Management Indicator for principal sums invested for periods longer than 364 days be approved.

3.2 Recommendation

The recommendation of Cabinet be approved.

4. TRANSFER OF LAND OWNERSHIP – LONG FURLONG, RUGBY

Cabinet considered a report concerning the transfer of a piece of land in Long Furlong, Rugby, from Warwickshire County Council to this Council.

4.1 Additional points of clarification

Further to Cabinet of 1 June 2020, Ward Councillors sought clarification on a number of points within the report:

- (i) Rokeby Playing fields was leased by Rugby Borough Council as public open space until May 2017 when the lease was terminated to enable the construction of the new Rugby Free Secondary School. As part of the planning condition the remainder of the land was to be returned to public open space for perpetuity. In order to satisfy that condition, it is proposed to transfer

the land to Rugby Borough Council and for Rugby Borough Council to hold that land as public open space.

(ii) There is a nominal transfer fee of one pound. Ongoing maintenance costs would be met from within existing budgets. Rugby Borough Council has borne the majority, but not all, of the maintenance costs during the period in which it leased the land in question.

(iii) The land is predominantly grassland with mostly private boundary fences. As part of the legal transfer the Council's legal team would clarify all boundary and maintenance responsibilities.

(iv) Condition 34 requires a scheme to be submitted to, and approved by, Warwickshire County Council for securing the long-term use of the open space in question as public open space. Further to the planning permission being issued, including condition 34, Rugby Borough Council was approached to take the transfer of the open space and hold it as public open space. This is an acceptable proposal to Warwickshire County Council, as the County Planning Authority, and will therefore satisfy the requirements of condition 34. Recommendation (1) would satisfy this condition.

(v) The transferring of this land will increase the publicly owned and designated amenity green space in the ward.

(vi) References in the Cabinet report to Rugby Free School should be to Rugby Free Secondary School.

4.2 Recommendation of Cabinet

Cabinet decided to recommend to Council that –

(1) the offer to transfer the land on Long Furlong, Rugby as open space be accepted in line with the planning conditions for the new Rugby Free Secondary School, from Warwickshire County Council; and

(2) the land be protected with Fields in Trust designation.

4.3 Recommendation

The recommendation of Cabinet be approved.

**COUNCILLOR S LOWE
CHAIRMAN**

REPORT OF CABINET

6 July 2020

PRESENT:

Councillors Poole (Vice-Chairman in the Chair), Mrs Crane, Roberts, Ms Robbins and Mrs Simpson-Vince.

Councillors Bearne, Brader, Cade, Douglas, Gillias, Keeling, Miss Lawrence, Lewis, McQueen, Mrs O'Rourke, Picker, Roodhouse, Srivastava were also in attendance.

Note: An electronic version of the Cabinet reports referred to below can be found [here](#).

1. INTRODUCTION

Cabinet on 6 July 2020 considered the following items and made recommendations to Council as detailed below.

2. CHANGING PLACES – FUNDING CONTRIBUTION AND LOCATION APPROVAL

Cabinet considered a report concerning approval of funding and location for the provision of a Changing Places facility within Rugby Central shopping centre in Rugby town centre.

2.1 Recommendation of Cabinet

Cabinet decided to recommend to Council that –

- (1) a supplementary General Fund capital budget of £0.060m be approved for 2020/21 to provide a Changing Place facility for community use within Rugby Town Centre to be met from external grant (£0.035m) and borrowing (£0.025m);
- (2) the proposed location of the Changing Places Facility will be located within Rugby Central Shopping Centre (first floor) as detailed within the body of the main report; and
- (3) delegated authority be given to the Property Services Manager in consultation with the Monitoring Officer to enter into any legal agreements to support this recommendation.

2.2 Recommendation

The recommendation of Cabinet be approved.

3. RENT ARREARS – MOBYSOFT RENTSENSE SOFTWARE

Cabinet considered a report concerning the Council entering into a two-year contract with Mobysoft integrating its RentSense ICT software product into the Council's Housing Management system and rent arrears recovery processes.

3.1 Recommendation of Cabinet

Cabinet decided to recommend to Council that -

(1) a budget of £83,850 to be met from a supplementary budget within the HRA be approved; and

(2) a two-year contract with Mobysoft be approved and integrate its RentSense ICT software product into the Council's rent arrears recovery processes.

3.2 Recommendation

The recommendation of Cabinet be approved.

**COUNCILLOR D POOLE
VICE-CHAIRMAN IN THE CHAIR**

AGENDA MANAGEMENT SHEET

Report Title: Overview and Scrutiny Annual Report 2019/20

Name of Committee: Council

Date of Meeting: 21 July 2020

Report Director: Executive Director

Portfolio: Executive Director

Ward Relevance: N/A

Prior Consultation: The annual report was circulated to members of both overview and scrutiny committees.

Contact Officer: Linn Ashmore, Democratic Services Officer
01788 533522 or linn.ashmore@rugby.gov.uk

Public or Private: Public

Report Subject to Call-In: No

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):

(CR) Corporate Resources To provide excellent, value for money services and sustainable growth

(CH) Communities and Homes Achieve financial self-sufficiency by 2020

(EPR) Environment and Public Realm Enable our residents to live healthy, independent lives

(GI) Growth and Investment Optimise income and identify new revenue opportunities (CR)

Prioritise use of resources to meet changing customer needs and demands (CR)

Ensure that the council works efficiently and effectively (CR)

Ensure residents have a home that works for them and is affordable (CH)

Deliver digitally-enabled services that residents can access (CH)

Understand our communities and enable people to take an active part in them (CH)

Enhance our local, open spaces to make them places where people want to be (EPR)

Continue to improve the efficiency of our waste and recycling services (EPR)

- Protect the public (EPR)
- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but

Statutory/Policy Background:	Local Government Act 2000
Summary:	An annual report on the work of the overview and scrutiny committees during 2019/20 is submitted in accordance with the Constitution.
Financial Implications:	There are no financial implications arising from this report.
Risk Management Implications:	There are no risk management implications arising from this report.
Environmental Implications:	There are no environmental implications arising from this report.
Legal Implications:	There are no legal implications arising from this report.
Equality and Diversity:	There are no equality and diversity implications arising from this report.
Options:	N/A
Recommendation:	The Overview and Scrutiny Annual Report 2019/20, as at Appendix 1 to the report, be approved for publication.
Reasons for Recommendation:	The Council's Constitution requires scrutiny committees to report annually to full Council on their work.

Council - 21 July 2020

Overview and Scrutiny Annual Report 2019/20

Public Report of the Executive Director

Recommendation

The Overview and Scrutiny Annual Report 2019/20, as at Appendix 1 to the report, be approved for publication.

1. BACKGROUND

Scrutiny is based on the principle that anyone who makes a decision should not be the only one to review or challenge it. Overview is founded on the belief that an open, inclusive member-led approach to policy review results in better policies.

Overview and Scrutiny is governed by the Local Government Act 2000. A requirement of the Act is for a local authority with executive arrangements to have one or more overview and scrutiny committees. These committees have the power to scrutinise the decisions or actions taken by the Council or consider any matter that affects people living in the borough.

Good overview and scrutiny are important to Council decision-making. The scrutiny committees have a key role in ensuring that the Executive is held to account, residents' voices are heard and, ultimately, that effective decisions are taken.

In-depth reviews are an important aspect of scrutiny to investigate topics and make improvements that benefit and enable more robust and effective challenge as well as delivering outcomes.

2. COMMITTEE STRUCTURE

The Council currently has two overview and scrutiny committees:

Committee	Chair	Members	Portfolios
Communities and Resources Overview and Scrutiny Committee	Councillor Mahoney	Councillors Mrs A'Barrow (Vice-Chair), Mrs Allanach, Mrs Brown, Cade, Douglas, Eccleson, Leigh Hunt and Keeling	Communities and Homes Corporate Resources
Environment and Growth Overview and Scrutiny Committee	Councillor Sandison	Councillors Bearne, Brader, Mrs Bragg, Ellis, Gillias (Vice-Chair), Mrs New, Picker and Mrs Roberts	Environment and Public Realm Growth and Investment

3. ANNUAL REPORT

The report attached at Appendix 1 details the work carried out by the two overview and scrutiny committees during the 2019/20 municipal year.

Name of Meeting: Council
Date of Meeting: 21 July 2020
Subject Matter: Overview and Scrutiny Annual Report 2019/20
Originating Department: Executive Director

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

OVERVIEW AND SCRUTINY ANNUAL REPORT 2019/20

CHAIRS' FOREWORD

This report recognises that overview and scrutiny has the resilience to adapt to changing community needs and the demanding changes the council and our residents want to see in our environment and public realm.

We would like to send a very big thank you to our diligent staff in Democratic Services and the incredible support they offer the chairs of the two committees.

An equally big thank you goes to the Senior Management Team who compile reports and help us draft those very important one page strategies that our task groups use to carry out the tasks we have set them to do, and in turn, produce coherent recommendations for Cabinet and Council.

Lastly, but by no means least, thank you to those councillors who volunteer to serve on the committees and who contribute so much to the work of the task groups on top of their normal borough, ward and parish duties. A good volunteer interested in the area we are reviewing is worth so much more than a conscript who is directed to participate.

Recovering from the impact of COVID-19 on our local economy, meeting the challenges of the climate emergency and encouraging intelligence led partnership working we have, and continue to welcome, the contribution that both our borough residents, parish councils and statutory organisations make to aid our scrutiny role. A council and its executive need to remain accountable and open to review even when the latest emergency or fiscal shortfall has led to difficult decisions being made. Recently added training for scrutineers has helped that process moving forward. We still have significant work to do to improve and enhance our communications, particularly when the committees and task groups call for evidence and we should do more to engage hard to reach groups rather than leaning on the usual suspects.

Cllr Tom Mahoney

Chair of Communities and Resources Overview and Scrutiny Committee

Cllr Neil Sandison

Chair of Environment and Growth Overview and Scrutiny Committee

OVERVIEW AND SCRUTINY WORK PROGRAMME 2019/20

COMMUNITIES AND RESOURCES OVERVIEW AND SCRUTINY COMMITTEE	
Meeting Date	Topics
27 June 2019	<ul style="list-style-type: none"> • Finance and Performance Monitoring 2018/19 Year-End • Universal Credit – update following changes made to the administration
5 September 2019	<ul style="list-style-type: none"> • Universal Credit – Vulnerable Groups • Finance and Performance Monitoring 2019/20 Quarter 1 • Employee Wellbeing – progress report
18 November 2019	<ul style="list-style-type: none"> • Partnerships Working: The Council's Relationship with Registered Provider Partners – light-touch review • Finance and Performance Monitoring 2019/20 Quarter 2 • Special Expenses Scheme – review report
3 March 2020	<ul style="list-style-type: none"> • Finance and Performance Monitoring 2019/20 Quarter 3 • Communities and Homes – Working in Partnership with the Voluntary and Community Sector – light-touch review • Employee Wellbeing – progress report
19 March 2020	<p>The meeting was cancelled due to Covid-19. The following reports were circulated by email to the committee:</p> <ul style="list-style-type: none"> • Corporate Resources – performance and future strategy in relation to the portfolio • Communities and Homes – performance and future strategy in relation to the portfolio

ENVIRONMENT AND GROWTH OVERVIEW AND SCRUTINY COMMITTEE	
Meeting Date	Topics
15 July 2019	<ul style="list-style-type: none"> • Notice of Motion – Encouraging the Community to Adopt Healthy Lifestyles • Houses in Multiple Occupation • Review of Parking at the Queen's Diamond Jubilee Leisure Centre – review report
3 October 2019	<ul style="list-style-type: none"> • Air Quality Monitoring – annual review • Review of Public Spaces Protection Orders as Gating Orders – one-page strategy
9 December 2019	<ul style="list-style-type: none"> • Review of Public Spaces Protection Orders as Gating Orders – evidence gathering
24 February 2020	<ul style="list-style-type: none"> • Review of Public Spaces Protection Orders as Gating Orders – review draft policy • Environment and Public Realm – discussion of performance and future strategy with the Portfolio Holder • Waste and Recycling – annual review
2 April 2020	<p>The following items were scheduled but the meeting was cancelled due to Covid-19:</p> <ul style="list-style-type: none"> • Crime and Disorder – annual review • Growth and Investment – discussion of performance and future strategy with the Portfolio Holder • Review of Fly Tipping – one-page strategy

JOINT OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2019/20

Meeting Date	Topic
27 January 2020	Leader of the Council and Executive Director. The answers to questions submitted in advance were circulated prior to the meeting. The meeting received an overview from both the Leader of the Council and the Executive Director followed by supplementary questions.

HEADLINE STATISTICS

Committee Meetings	Task Groups and Reviews
9 meetings held	5 reviews
20 substantive reports considered	2 reports submitted to Cabinet
2 reports were circulated by email	5 recommendations
3 reports were cancelled – due to COVID-19	
2 public consultations	
1 motion from Council	

MOTION FROM COUNCIL

HEALTH AND WELLBEING INITIATIVES – following a motion put to Council in September 2018, the Environment and Growth Overview and Scrutiny Committee considered the process for inviting and evaluating bids and details of expressions of interest submitted for various schemes. The Committee concluded that the work carried out on these projects had the potential to contribute positively to the health and wellbeing of residents in Rugby. A progress report was scheduled into the future work programme.

HIGHLIGHTS FROM THE YEAR

COMMUNITIES AND RESOURCES OVERVIEW AND SCRUTINY COMMITTEE

UNIVERSAL CREDIT – this had been an ongoing topic for scrutiny since 2013 in response to changes to the welfare system in 2012. Following a detailed update, a further piece of focused work was carried out in relation to application support for vulnerable claimants with mental health issues including:

- A report from Coventry and Warwickshire Mind on its experience of Universal Credit.
- Examples of historic issues experienced by the Equality and Inclusion Partnership (EQIP).

Issues relating to the Department for Work and Pensions' telephone application process were subsequently resolved.

PARTNERSHIPS WORKING – the review was carried out as a light-touch review in two meetings covering:

- The Council's relationship with registered providers (RPs) of social housing including:
 - Lettings and management of RPs' homes
 - Operational issues
 - Regulatory framework for RPs
 - Provision of new homes
 - Nominations review process of RPs
- Working in partnership with the voluntary and community sector including:
 - Current arrangements
 - Contracts for advice management and community infrastructure advice services with the Citizens Advice Bureau and Warwickshire CAVA
 - Managements of Service Level Agreements with community associations
 - Community grants programme
 - Rugby Lotto

SPECIAL EXPENSES SCHEME – a task group was appointed and carried out its work in June – September 2019. The timing of the review was key so that findings and recommendations would inform the Council Tax setting process. Work carried out by the task group included:

- Consultation with parish councils and meetings
- Information on budgets, activity breakdowns, sensitivity analysis and publications
- An analysis of the key service areas - parks and open spaces, Caldecott Park, grass cutting, cemeteries, CCTV and town centre security, maintenance of trees on Borough owned land, dog waste bins and rubbish bins

The review recommendations were endorsed by the parent committee and approved by Cabinet.

ENVIRONMENT AND GROWTH OVERVIEW AND SCRUTINY COMMITTEE

HOUSES IN MULTIPLE OCCUPATION – following the introduction of new legislation in October 2018, the topic was included in the work programme in response to concerns raised by Members regarding associated complaints from residents. The aim of the review was to gain an understanding of the issues based on licensing and enforcement and what actions were available including:

- Legislative changes to The Housing Act 2004
- An understanding of the new regulations and licensing requirements
- The numbers of Houses in Multiple Occupation (HMO) and anticipated increases
- Controls available to the Council, Local Plan and development control, building control and HMO licensing
- Additional legislative powers

PUBLIC SPACES PROTECTION ORDERS AS GATING ORDERS – the review was a detailed piece of work carried out to consider putting controls in place in relation to anti-social behaviour and the closing of alleyways. Evidence and investigation study outcomes from a local case study were gathered by the parent committee and residents attended the meeting to give their views. A task group was set up taking a holistic approach to focus on the creation of a corporate policy on when to use Public Spaces Protection Orders (PSPOs) as Gating Orders including:

- Consideration of a draft policy setting out the criteria for the basis of implementing PSPOs Gating Orders
- Consultation process
- Funding

Following consultation, the draft policy was endorsed by the parent committee and submitted to Cabinet for approval in July 2020.

WASTE AND RECYCLING – in February 2020, progress made within the Waste and Recycling Services was reviewed including:

- Services delivered
- 2019/20 key initiatives
- Climate emergency
- Future recycling options
- Fleet procurement
- Warwickshire Waste Partnership
- Resources and Waste Strategy and related consultations
- Rugby App
- Bulky waste digitalisation
- Waste and recycling policies
- Performance data

Subsequently, reviews on the topics of fly tipping, litter, minimising waste and recycling levels were agreed for inclusion in the work programme to be carried out by task groups.

STANDING ITEMS

There are a number of standing items that return to scrutiny every year. They include:

AIR QUALITY MONITORING - to examine progress of the Council's Air Quality Annual Status Report, progress on the Local Air Quality Management Action Plan Annual Status Report and implications of new residential and infrastructure developments planned in the borough.

CRIME AND DISORDER - in accordance with Section 19 of the Police and Justice Act 2006, scrutiny has responsibility to carry out an overview of crime and disorder at no less than one meeting each municipal year to scrutinise decisions made, and actions taken, by the responsible authorities that make up the Rugby Community Safety Partnership in connection with the discharge of their crime and disorder functions. The item had been included in the work programme for consideration on 2 April 2020. Unfortunately, the meeting was cancelled due to Covid-19.

WASTE AND RECYCLING SERVICES was included in the future work programme for annual review.

FINANCE AND PERFORMANCE reports are reviewed by scrutiny on a quarterly basis.

HOLDING THE EXECUTIVE TO ACCOUNT is one of the primary responsibilities of scrutiny to ensure that Cabinet is making decisions effectively and acting in the best interests of the local community. A joint meeting of both overview and scrutiny committees is held based on question and answer style sessions with the Leader of the Council and the Executive Director.

Each Portfolio Holder is invited to attend at least one committee meeting each year to give an overview of their portfolio areas of responsibility and the challenges ahead, and to answer questions from committee members.

OVERVIEW AND SCRUTINY TRAINING

Following a review of the future of overview and scrutiny, at the recommendation of Council, overview and scrutiny training was carried out in November 2019. This was facilitated by an external training provider with separate workshop style sessions for members and officers.

AGENDA MANAGEMENT SHEET

Report Title: Urgent Decisions under Emergency Powers - May and June 2020

Name of Committee: Council

Date of Meeting: 21 July 2020

Report Director: Executive Director

Portfolio: Executive Director

Ward Relevance: N/A

Prior Consultation: The Executive Director, in consultation with the Mayor, Leader of the Council, opposition Group Leaders and the Chairs of the scrutiny committees

Contact Officer: Aftab Razzaq, Legal, Democratic and Elections Manager and Monitoring Officer 01788 533521 or aftab.razzaq@rugby.gov.uk

Public or Private: Public

Report Subject to Call-In: No

Report En-Bloc: No

Forward Plan: No

Corporate Priorities: This report relates to the following priority(ies):

(CR) Corporate Resources To provide excellent, value for money services and sustainable growth

(CH) Communities and Homes Achieve financial self-sufficiency by 2020

(EPR) Environment and Public Realm Enable our residents to live healthy, independent lives

(GI) Growth and Investment Optimise income and identify new revenue opportunities (CR)

Prioritise use of resources to meet changing customer needs and demands (CR)

Ensure that the council works efficiently and effectively (CR)

Ensure residents have a home that works for them and is affordable (CH)

Deliver digitally-enabled services that residents can access (CH)

Understand our communities and enable people to take an active part in them (CH)

- Enhance our local, open spaces to make them places where people want to be (EPR)
- Continue to improve the efficiency of our waste and recycling services (EPR)
- Protect the public (EPR)
- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but

Statutory/Policy Background:

The current Covid-19 situation placed a temporary moratorium on Full Council meetings until such time as virtual meetings could be constituted.

In the absence of such meetings there are emergency powers that can be exercised by the Executive Director. This is in consultation with Group Leaders, the Mayor and the Chairmen of Overview and Scrutiny Committees.

Summary:

During May and June, emergency powers were used to make decisions on a number of issues which required Council approval. The Executive Director, in consultation with Group Leaders, the Mayor and the Chairmen of Overview and Scrutiny Committees approved decisions as detailed in the report.

Financial Implications:

All financial implications are detailed in the main reports published on the Council's website.

Risk Management Implications:

All risk management implications are detailed in the main reports published on the Council's website.

Environmental Implications:

All environmental implications are detailed in the main reports published on the Council's website.

Legal Implications:

All legal implications are detailed in the main reports published on the Council's website.

As detailed within the delegated decision notices the relevant emergency powers are set out in [Part 2B paragraph 2.1(a)]

Equality and Diversity: All equality and diversity implications are detailed in the main reports published on the Council's website.

Options: N/A

Recommendation: The report be noted.

Reasons for Recommendation: N/A

Council - 21 July 2020

Urgent decisions under emergency powers - May and June 2020

Public Report of the Executive Director

Recommendation

The report be noted.

1. INTRODUCTION

Due to the current COVID19 pandemic, meetings of Full Council were not held during April and May 2020 whilst arrangements were put in place to hold virtual meetings.

The Council established emergency powers, in conjunction with the Council's urgent decision procedure under delegated powers, to allow items to be determined.

A number of issues were considered and determined using these powers as detailed below. In accordance with the Openness of Local Government Bodies Regulations 2014, the delegated decisions and reports to support these have been published on the Council's website. These can be found at the following link:

https://www.rugby.gov.uk/info/20088/open_data/459/delegated_decisions_-_2020

2. ITEMS DETERMINED UNDER EMERGENCY POWERS – MAY 2020

2.1 Discretionary Reduction in Council Tax Liability under S13A (1)(c) Local Government Act 1992 Policy

A policy was required under Section 13A(1)(c) of the Local Government Act for the granting of discretionary reduction in Council Tax liability. This incorporated the Council Tax Hardship Fund to assist working age Council Tax Reduction recipients affected by COVID-19, to provide support as part of the Council's Covid-19 response.

Consultation

The Executive Director, in consultation with Group Leaders, the Mayor and the Chairmen of Overview and Scrutiny Committees agreed that -

(1) the Executive Director under emergency delegated authority approves the adoption of the Rugby Borough Council Tax S13A (1)(c) Local Government Act 1992 Policy;

(2) delegated authority be given to the Head of Communities and Homes to identify additional classes of cases where reduction in liability may be made under these provisions without the need for a separate application by the customer;

(3) delegated authority be given to the Head of Communities and Homes to implement and administer a scheme in accordance with the principles of the attached policy; and

(4) delegated authority be given to the Head of Communities and Homes to make technical scheme non-material amendments to ensure that the policy in relation to the Council Tax Hardship Fund (Covid-19 Support) remains in line with Central Government Guidance, and to support changes in administrative procedures.

3. ITEMS DETERMINED UNDER EMERGENCY POWERS – JUNE 2020

The urgent decisions taken in June are detailed below.

3.1 Temporary appointment to Dunchurch Parish Council

Following the resignation of Parish Councillors from Dunchurch Parish Council, it was no longer quorate and was unable to undertake its functions. In the circumstances the Borough Council assumed the responsibilities of the Parish Council and, in pursuance of the power conferred on it by Section 91 of the Local Government Act 1972, can appoint local ward members to re-establish a quorum for a temporary period in order that the business of the Parish Council may be continued. There was also an inability for any form of elections to be held currently.

Following discussions with local Ward Members it was agreed that Cllr Anthony Gillias could be temporarily appointed as a member of the Parish Council. This would allow the Parish Council to be quorate and co-opt further members to the Parish Council. Once this co-option had been undertaken the temporary appointment of Cllr Gillias would cease and the Parish Council would remain quorate and be able to continue to function.

Consultation

The Executive Director, in consultation with Group Leaders, the Mayor and the Chairmen of Overview and Scrutiny Committees agreed that Councillor Gillias be appointed to act as a member of Dunchurch Parish Council until co-option of an additional member could take place to render the Parish Council quorate,

beginning the date on which the Order is signed, whichever is the earlier, whereupon such appointments and this Order shall cease.

3.2 Coronavirus Business Interruption Loan Scheme – Loan Agreement with Coventry and Warwickshire Reinvestment Trust

A proposal was made to make a loan payment of up to £0.250m to the Coventry and Warwickshire Reinvestment Trust (CWRT) which would be used to provide Coronavirus Business Interruption Loans to provide loans using the Coronavirus Business Interruption Loan Scheme [CBILS] to small businesses in the borough affected by COVID19. These loans are backed by a Government guarantee of 80% of the loan amount.

Consultation

The Executive Director, in consultation with Group Leaders, the Mayor and the Chairmen of Overview and Scrutiny Committees agreed that -

- (1) approval be given in principle a loan of up to £0.250m to Coventry and Warwickshire Reinvestment Trust to provide loans using the Coronavirus Business Interruption Loan Scheme to businesses operating in the borough or employing a relevant percentage of their workforce from the borough;
- (2) delegated authority be given to Executive Director/Interim Chief Financial Officer to finalise the details of the loan agreement, in consultation with the Portfolio Holder for Corporate Resources; and
- (3) delegated authority be given to the Executive Director in consultation with the Monitoring Officer to put in place any additional safeguards to protect the Council.

3.3 Discretionary Grants Policy

On 1 May 2020, the Government announced that there would be additional funding aimed at small or micro businesses who were not eligible for previous grant schemes. The award of funding meant that Rugby Borough Council had been given £0.985m to distribute as part of the additional funding. As the grants were discretionary, the Council required a criteria in order for businesses to apply for the funding. The criteria had been designed alongside the other Warwickshire Districts and Coventry City Council to attempt to have consistency across the local area. Organisations such as the Federation of Small Businesses, The Growth Hub and the Chamber were involved in the suggested criteria.

Consultation

The Executive Director, in consultation with Group Leaders, the Mayor and the Chairmen of Overview and Scrutiny Committees agreed that -

- (1) the Executive Director under emergency delegated authority approves the adoption of the Rugby Borough Council Discretionary Grant Policy;

(2) delegated authority be given to the Executive Director in consultation with the CFO to implement and administer a scheme in accordance with the principles of the attached policy and

(3) delegated authority be given to the Executive Director in consultation with the Monitoring Officer to enter into and put in any additional safeguards, such as legal agreements to protect the Council.

3.4 Allocation of budget for new website and integrated customer relationship management systems

A supplementary budget and the reallocation of an existing budget were requested to provide a new digital experience platform in time for the expiry of the council's Customer Relationship Management system contract. The ending of the existing CRM contract in February 2021 presented a significant risk that the council would not be able to handle customer enquiries online or via telephone, and all online transactional capability would cease. The proposed new contract mitigated this risk.

Consultation

The Executive Director, in consultation with Group Leaders, the Mayor and the Chairmen of Overview and Scrutiny Committees agreed that -

(1) supplementary General Fund capital and revenue budgets totalling £89,720 for the new website and integrated customer relationship management systems implementation and annual running costs, as detailed in the emergency report, be approved;

(2) approval be given for the new website and integrated customer relationship management systems; and

(3) delegated authority be given to the Head of Communities and Homes in consultation with the Monitoring Officer to enter into all legal agreements arising from the proposed framework and any other additional agreements required in respect of the above recommendations.

3.5 Proposal for a new all in one web and email security platform

With the Council already well on the way in its digital transformation journey, having migrated to Microsoft Azure and Office 365, officers had identified that the organisation needed an additional layer of security on top of what was provided as standard by its cloud services. It had become clear that the legacy security products being used were ineffective and hard to maintain. They were no longer able to keep pace with how the working environment had changed over the past few months to support a mobile workforce, and therefore were not fit for purpose.

This decision to purchase and implement a new all in one web and email security platform would enable the Council to manage such risks more effectively. One of the high-risk areas was the inability to identify and report on email and web usage and the visibility and control of threats targeting the organisation originating from these sources.

Consultation

The Executive Director, in consultation with Group Leaders, the Mayor and the Chairmen of Overview and Scrutiny Committees agreed that –

- (1) The allocated budget of £0,060m for the implementation of a new all in one Web and Email security platform be approved;
- (2) approval be given for the award of contract to the proposed recommended system of Censornet as detailed within the emergency report; and
- (3) delegated authority be given to the Head of Communities and Homes in consultation with the Monitoring Officer to enter into all legal agreements with arising from the recommendation.

Name of Meeting: Please select

Date of Meeting: 1 June 2020

Subject Matter:

Originating Department: Please select

DO ANY BACKGROUND PAPERS APPLY **YES** **NO**

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

AGENDA MANAGEMENT SHEET

Report Title: LOCALISM ACT – PAY POLICY STATEMENT

Name of Committee: Council

Date of Meeting: 21 July 2020

Report Director: Executive Director

Portfolio: Corporate Resources

Ward Relevance: No

Prior Consultation: No

Contact Officer: Suzanne Turner, suzanne.turner@rugby.gov.uk,
01788 533570

Public or Private: Public

Report Subject to Call-In: No

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):

(CR) Corporate Resources To provide excellent, value for money services and sustainable growth

(CH) Communities and Homes Achieve financial self-sufficiency by 2020

(EPR) Environment and Public Realm Enable our residents to live healthy, independent lives

(GI) Growth and Investment Optimise income and identify new revenue opportunities (CR)

Prioritise use of resources to meet changing customer needs and demands (CR)

Ensure that the council works efficiently and effectively (CR)

Ensure residents have a home that works for them and is affordable (CH)

Deliver digitally-enabled services that residents can access (CH)

Understand our communities and enable people to take an active part in them (CH)

Enhance our local, open spaces to make them places where people want to be (EPR)

Continue to improve the efficiency of our waste and recycling services (EPR)

Protect the public (EPR)

- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but

Statutory/Policy Background:

The government, in 2011/12, introduced legislative requirements for councils to prepare and publish policy statements for how they intend to manage the pay of the most senior staff. At the same time, they have stressed the importance of fair rewards by highlighting the need to safeguard the lowest paid. The concept of fairness was amplified in The Hutton Review of fair pay in the public sector (March 2011), which stressed the importance of the relationship between the top and median salaries in organisations, which is now required in the government's Code of Recommended Practice on Data Transparency. Under section 112 of the Local Government Act 1972, the Council has the "power to appoint officers on such reasonable terms and conditions as the authority thinks fit". This Pay Policy Statement sets out the Council's approach to pay policy in accordance with the requirements of Sections 38 and 40 of the Localism Act 2011.

Summary:

The Council aims to have remuneration packages that ensure appropriate and fair pay and benefits for employees in a diverse range of roles and responsibilities.

Financial Implications:

No additional financial implications

Risk Management Implications:

A fair policy and process to assess jobs consistent will give the Council a robust defence against Equal Pay or Discrimination claims. High pay multiples could attract adverse publicity to the Council.

Environmental Implications:

None

Legal Implications:

A fair policy and process to assess jobs consistent will give the Council a robust defence against Equal Pay or Discrimination claims.

Equality and Diversity:	A fair policy and process to assess jobs consistent will give the Council a robust defence against Equal Pay or Discrimination claims.
Options:	To approve the new Pay Policy Statement. or: To request amendments to the Pay Policy Statement
Recommendation:	The new Pay Policy Statement be adopted with immediate effect
Reasons for Recommendation:	To comply with legislative requirements to review, annually, our Pay Policy Statement

Council - 21 July 2020

LOCALISM ACT – PAY POLICY STATEMENT

Public Report of the Executive Director

Recommendation

The new Pay Policy Statement be adopted with immediate effect.

1. INTRODUCTION

The government, in 2011/12, introduced legislative requirements for councils to prepare and publish policy statements for how they intend to manage the pay of the most senior staff. At the same time, they have stressed the importance of fair rewards by highlighting the need to safeguard the lowest paid. The concept of fairness was amplified in The Hutton Review of fair pay in the public sector (March 2011), which stressed the importance of the relationship between the top and median salaries in organisations, which is now required in the government's Code of Recommended Practice on Data Transparency.

Our first Pay Policy Statement was approved by full Council on 23rd February 2012. Chapter 8 of the Localism Act 2011 requires local authorities to review this each financial year.

2. REVISIONS TO STATEMENT

There are two changes in 2020/21 that will impact on our pay multiples (see section 4 of the Pay Policy Statement for more information on pay multiples):

- The responsibility for being the Council's Returning Officer (for elections) was the Executive Director. This responsibility has recently transferred to the Legal, Democratic and Election Services Manager. This change will reduce the earnings of the Executive Director as our highest earner.
- A recent benchmarking for statutory roles of Section 151 Officer and Monitoring Officer have led to an increase in these allowances. This change will increase the earnings of the group of Chief Officers.

3. EMPLOYEE CONSULTATION

A copy of this revised statement has been circulated to Trade Union representatives.

4. RECOMMENDATION

- (1) The new pay policy statement, in Appendix 1, be adopted with immediate effect.

PAY POLICY STATEMENT 2020/21**POLICY STATEMENT**

The Council aims to have remuneration packages that ensure appropriate and fair pay and benefits for employees in a diverse range of roles and responsibilities.

1. Remuneration Provisions

Under section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable terms and conditions as the authority thinks fit”. This Pay Policy Statement sets out the Council’s approach to pay policy in accordance with the requirements of Sections 38 and 40 of the Localism Act 2011. The purpose of the statement is to provide transparency about the Council’s approach to setting the pay of its employees.

In determining its grading structure and setting remuneration levels for all posts, the Council takes account of the need to ensure value for money. This is in respect of the use of public expenditure, balanced against the need to recruit and retain employees who are able to meet the requirements of providing high quality services to the community, delivered effectively and efficiently and at times at which those services are required.

1.1 Definition of Chief Officers

The definitions of Chief Officers are taken from the Localism Act 2011. These currently include:

- Executive Directors
- Heads of Service
- Section 151 Officer and Deputy
- Monitoring Officer and Deputy

1.2 Definition of Lowest Paid Employees

The lowest paid persons employed under a contract of employment with the Council could potentially be on a full time [37 hours] equivalent salary at the bottom of our Grade A, which currently is £17,364 per annum. A pay review is outstanding from 1 April 2020. For information, the National Living Wage increased to £16,823 per annum in April 2020.

Whilst we may employ apprentices on a lower wage, they are considered to be on a training agreement with the Council, rather than a full employment contract. We also employ Casuals who will be paid at the Grade A salary quoted above. Apprentices and Casual employees have been excluded from our pay data.

2. Policy on Remuneration of Chief Officers

2.1 Levels of Pay for Each Chief Officer

Executive Directors and Heads of Service are paid on a salary, which is considered a market rate within the local government sector. The Council currently aims to provide salaries within the lower quartile to median range of market rates.

Executive Directors and Heads of Service are paid on a salary scale with three incremental levels.

A supplement is paid on basic pay to remunerate the additional responsibilities of the Section 151 Officer, Monitoring Officer and their deputies. These allowances however are not paid if the post is held by a Head of Service or an Executive Director.

The current levels of pay for each Chief Officer are set out in Appendix 1.

2.2 Value for Money

Value for Money, to the whole of the public sector, is considered when setting Chief Officers' pay. We generally seek to match salaries at the lower quartile pay benchmark level or, where there are recruitment and retention difficulties, at the median level. There are currently no arrangements in place, for Chief Officers, which could be perceived as seeking to minimise tax payments.

2.3 Elements of Remuneration for Each Chief Officer

In addition to basic salary, set out below and in Appendix 1, are details of other elements of 'additional pay' which are chargeable to UK Income Tax and do not solely constitute reimbursement of expenses incurred in the fulfillment of duties;

There is currently one Chief Officer in receipt of an Essential Car User allowance. This policy is for those employees that meet the business mileage requirements as set out in our Car Allowances Policy.

The Legal, Democratic and Elections Services Manager who is the Council's Returning Officer receives an Election Allowance. This allowance is set by central government. It varies each year depending on the number and type of elections in the year. In previous years, this allowance has been partly shared with the Deputy Returning Officer.

For an exceptional piece of work or an exceptional achievement, a Chief Officer may be awarded an honorarium. An honorarium is either a one off payment or can be a monthly allowance for a temporary period.

These elements of remuneration for 2018/19 are set out in Appendix 1.

2.4 Pay Levels on Recruitment

The pay level offered on recruitment is typically the bottom point of the salary grade. In situations, however, where the individual recruited has a high level of knowledge or skills, and/or previous relevant experience, a higher salary, up to the maximum salary for that post, may be authorised, by the recruitment appointment panel, who would be advised by Human Resources.

From time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector.

Where the Council is unable to recruit to a post at the designated grade, it will consider increasing the salary scale to be closer to the 'market rate' for the job. For those Chief Officers below the level of Head of Service, we may authorise a market forces supplement. Such supplements are reviewed, at least on a three-yearly basis.

Where the Council remains unable to recruit chief officers under a contract of service, or there is a need for interim support to provide cover for a vacant substantive chief officer post, the Council will, where necessary, consider and utilise engaging individuals under 'contracts for service' (for example a consultancy contract or a contract with a sole trader/freelancer). These will be sourced through a relevant procurement process ensuring the Council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service.

2.5 Increases to Pay

Any cost of living increases agreed through the National Joint Council for Local Government Services (NJC) are applied to Chief Officers pay. This is typically on 1st April each year.

Chief Officers will receive an incremental increase to their pay as follows:

Chief Officers appointed between 1st October and 31st March will receive an increment after six months service.

Chief Officers appointed between 1st April and 30th September will receive an increment on the following 1st April.

Thereafter, all Chief Officers will receive increments annually on 1st April until they reach the top of their grade.

All increments are subject to satisfactory performance and will be withheld if the Chief Officer has a live formal written warning for absence, conduct or performance issues.

Where a Chief Officer has given exceptional performance then they may be awarded additional increments in line with our policy on Accelerated Increments. This is subject to their pay not exceeding the maximum salary for their post.

As mentioned above, Chief Officers' pay, for Heads of Service and above, will be measured against the market on, at least, a three yearly basis to ensure we maintain consistency with our peer local authorities. Where there are significant changes in market rates then a pay benchmarking assessment will be carried out for Chief Officers. Pay levels were benchmarked at the following times:

Posts	Date of Benchmarking Review
Executive Director and Heads of Service	April 2016
Other Chief Officers	2017/18
Section 151 Officer and Monitoring Officer allowances	April 2020

Where a Chief Officer is, for more than three months, temporarily working in a higher level role, then they receive the higher salary relevant to that role. Shorter periods of 'acting up' may be remunerated by an honorarium or the officer receives the higher salary of the new role for the specified period.

2.6 Performance Related Pay or Bonuses

Exceptional performance of Chief Officers is recognised by either accelerated increments or an honorarium, as detailed previously. Poor performance may result in an increment being withheld.

2.7 Termination Payments

In the case of redundancy, a redundancy payment would be made to a Chief Officer in line with our Redundancy policy.

In the case of termination due to ill-health, then there would be no termination payment, but a higher pension benefit may be approved by the pension scheme. The pension benefit may include a lump sum in addition to an on-going pension payment.

Any contractual payments such as outstanding annual leave are usually included in payments on termination of employment. Similarly, any monies owing to the Council would be deducted from payments made on termination.

The Council's approach to [statutory and] discretionary payments on termination of employment of chief officers, prior to reaching normal retirement age, is set out within its policy statement in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 [and if adopted] Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007.

Any other payments falling outside these provisions, or the relevant periods of contractual notice shall be subject to a formal decision made by the Leader of the Council with delegated authority to approve such payments.

The Council may choose to make a payment under a Settlement Agreement to protect against compensation claims that could be expensive or bring the Council into disrepute. These are not frequently used and will always be less than two years' salary.

Where a Section 151 Officer or Monitoring Officer or their deputies cease carrying out these statutory roles, or a supplement is no longer considered appropriate at that level of role, then the supplements paid will be ended by giving three months' notice. Consideration will be given to waive this notice period at the request of the individual.

3. Policy on Remuneration of our Lowest Paid Employees

Our lowest paid employees' salary is determined by the grade for their post, which is underpinned by a job evaluation scheme, rather than being paid a market rate for their job. Market supplements are given to some posts where there are recruitment and retention difficulties. Currently none of our lowest paid employees receive a market supplement on their salary to bring it up to market rates.

We do not pay any employees, other than second year apprentices over the age of 25 years at the National Living Wage level. The National Living Wage is £8.72 per hour, from April 2020.

In other aspects, there is equity of remuneration policy across all our employees. The same policies set out above apply to our lowest paid employees.

There are some differences for Casual employees, but these differences are due to their different contractual working relationship and not due to the difference in seniority of role.

4. Relationship between Remuneration of our Chief Officers and Other Employees

The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton 'Review of Fair Pay in the Public Sector' (2011). The Hutton report was commissioned by the Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. The report concluded that the relationship to median earnings was a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the authority's workforce.

Our current pay level multiples are as follows, using full time equivalent salaries for all posts:

Pay Level Multiple	As at March 2020	Policy for 2020/21 to maintain Chief Officers' pay within the following multiples
The lowest paid employee and the highest paid Chief Officer	1 : 6	1 : 10
The lowest paid employee and average (median) Chief Officer	1 : 4	1 : 7
The lowest paid employee and average (mean) Chief Officer	1 : 4	1 : 7
The average (median) pay for all employees and the highest paid Chief Officer	1 : 4	1 : 7

5. Accountability and Decision Making

In accordance with the Constitution of the Council, Cabinet are responsible for decision making in relation to the recruitment, pay, terms and conditions and severance arrangements in relation to employees of the Council.

6. Publicity and Access to Information

This policy including appendices will be available on our web site www.rugby.gov.uk.

In addition, for posts where the full-time equivalent salary is at least £50,000, the Council's Annual Statement of Accounts will include a note setting out the total amount of

- salary, fees or allowances paid to or receivable by the person in the current and previous year
- any bonuses so paid or receivable by the person in the current and previous year
- any sums payable by way of expenses allowance that are chargeable to UK income tax
- any compensation for loss of employment and any other payments connected with termination
- any benefits received that do not fall within the above

7. Related Documents

Redundancy Policy
 Retirement Policy
 Recruitment Policy
 Honoraria Policy
 Capability Procedure
 Disciplinary Procedure
 NJC Job Evaluation Scheme Outline
 Car Allowances Policy

Date last revised:	June 2020
Date of next review:	June 2021

Appendix 1

LEVEL AND ELEMENTS OF REMUNERATION FOR CHIEF OFFICERS

Basic Pay

	Pay as at April 2019 (per annum)
Executive Director	£94,047 - £99,301**
Head of Service	£66,727 - £71,981**
Section 151 Officer and Monitoring Officer	Supplement of £5,000*
Deputy Section 151 Officer and Deputy Monitoring Officer	Supplement of £1,205*

* Only paid if the Chief Officer is at a level below Head of Service

** Pay rates are expected to increase by 2.75% from April 2020, but there is no agreement yet on this proposal so the March 2020 figures are shown here.

Essential Car User Allowance

Band	Mileage Bandings	Top Mileage	RAC/AA Mileage Rate (ppm)	Allowance (£)
1	500 - 1000	1000	0.61	610
2	1000 - 1500	1500	0.61	915
3	1500 - 2000	2000	0.61	1220
4	2000 - 3000	3000	0.61	1830
5	3000 and above (Typically up to 4000)	4000	0.61	2440

Election Allowance Paid in 2019/20

Post:	Allowance
Executive Director (Returning Officer)	£11,153
Head of Legal, Democratic and Election Services (Deputy Returning Officer)	£500

Honorarium Payments: None expected for 2020

Name of Meeting: Council
Date of Meeting: 21 July 2020
Subject Matter: LOCALISM ACT – PAY POLICY STATEMENT
Originating Department: Corporate Resources

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

AGENDA MANAGEMENT SHEET

Report Title: Membership of Planning Committee 2020/21 - proposed change

Name of Committee: Council

Date of Meeting: 21 July 2020

Report Director: Executive Director

Portfolio: Corporate Resources

Ward Relevance: N/A

Prior Consultation: N/A

Contact Officer: Claire Waleczek, Democratic Services Team Leader 01788 533524 or claire.waleczek@rugby.gov.uk

Public or Private: Public

Report Subject to Call-In: No

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):

(CR) Corporate Resources To provide excellent, value for money services and sustainable growth

(CH) Communities and Homes Achieve financial self-sufficiency by 2020

(EPR) Environment and Public Realm Enable our residents to live healthy, independent lives

(GI) Growth and Investment Optimise income and identify new revenue opportunities (CR)

Prioritise use of resources to meet changing customer needs and demands (CR)

Ensure that the council works efficiently and effectively (CR)

Ensure residents have a home that works for them and is affordable (CH)

Deliver digitally-enabled services that residents can access (CH)

Understand our communities and enable people to take an active part in them (CH)

Enhance our local, open spaces to make them places where people want to be (EPR)

- Continue to improve the efficiency of our waste and recycling services (EPR)
- Protect the public (EPR)
- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but requires a Council decision in accordance with the Constitution.

Statutory/Policy Background:

Summary:

A change to the membership of Planning Committee is proposed by the Conservative Group.

Financial Implications:

There are no financial implications arising from the report.

Risk Management Implications:

There are no risk management implications arising from the report.

Environmental Implications:

There are no environmental implications arising from the report.

Legal Implications:

A decision is required by Council in accordance with the Council's Constitution.

Equality and Diversity:

There are no equality and diversity implications arising from the report.

Options:

N/A

Recommendation:

Councillor Bearne be replaced by Councillor Cranham as a member of Planning Committee for the remainder of the 2020/21 municipal year.

Reasons for Recommendation:

To ensure Planning Committee has a full membership able to attend its meetings.

Council - 21 July 2020

Membership of Planning Committee 2020/21 - Proposed change

Public Report of the Executive Director

Recommendation

Councillor Bearne be replaced by Councillor Cranham as a member of Planning Committee for the remainder of the 2020/21 municipal year.

1. INTRODUCTION

Under Part 2A of the Council's Constitution, all appointments to Committees must be considered by full Council.

2. PROPOSED CHANGE TO MEMBERSHIP OF PLANNING COMMITTEE

A request has been received from the Conservative Group that Councillor Bearne be replaced by Councillor Cranham as a member of Planning Committee for the remainder of the 2020/21 municipal year.

Name of Meeting: Council

Date of Meeting: 21 July 2020

Subject Matter: Membership of Planning Committee 2020/21 - proposed change

Originating Department: Executive Director

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

AGENDA MANAGEMENT SHEET

Report Title: Appointments to Outside Bodies - By Virtue of Office and Miscellaneous Appointments

Name of Committee: Council

Date of Meeting: 21 July 2020

Report Director: Executive Director

Portfolio: Corporate Resources

Ward Relevance: All Wards

Prior Consultation: External organisations and Group Leaders

Contact Officer: Linn Ashmore, Democratic Services Officer
01788533522 or
linn.ashmore@rugby.gov.uk

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):

(CR) Corporate Resources To provide excellent, value for money services and sustainable growth

(CH) Communities and Homes Achieve financial self-sufficiency by 2020

(EPR) Environment and Public Realm Enable our residents to live healthy, independent lives

(GI) Growth and Investment Optimise income and identify new revenue opportunities (CR)

Prioritise use of resources to meet changing customer needs and demands (CR)

Ensure that the council works efficiently and effectively (CR)

Ensure residents have a home that works for them and is affordable (CH)

Deliver digitally-enabled services that residents can access (CH)

Understand our communities and enable people to take an active part in them (CH)

Enhance our local, open spaces to make them places where people want to be (EPR)

- Continue to improve the efficiency of our waste and recycling services (EPR)
- Protect the public (EPR)
- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but

Statutory/Policy Background:

N/A

Summary:

To appoint representatives to the schedule of Outside Bodies for the 2020/21 Municipal Year.

Financial Implications:

There are no financial implications arising from the report.

Risk Management Implications:

There are no risk management implications arising from the report.

Environmental Implications:

There are no environmental implications arising from the report.

Legal Implications:

Appointments are made in different capacities. The nature of each outside body, its constitution, and the nature of the appointment may affect any personal liabilities of councillors. There may be requirements under an outside body's constitution to make appointments.

Equality and Diversity:

There are no equality and diversity implications arising from the report.

Options:

N/A

Recommendation:

- (1) A new representative be appointed to Rugby Welfare Charities until 21 May 2023;
- (2) Councillors Mrs Parker and Cade be reappointed to Bilton Poor's Land and other Charities until 21 May 2024; and
- (3) Mr W Sewell be reappointed to the Trustees of Hillmorton Charities until 21 May 2024.

Reasons for Recommendation:

Appointments enable councillors to fulfil their community leadership roles and strengthen partnerships with outside bodies.

Council - 21 July 2020

**Appointments to Outside Bodies - By Virtue of Office and
Miscellaneous Appointments**

Public Report of the Executive Director

Recommendation

- (1) A new representative be appointed to Rugby Welfare Charities until 21 May 2023;
- (2) Councillors Mrs Parker and Cade be reappointed to Bilton Poor's Land and other Charities until 21 May 2024; and
- (3) Mr W Sewell be reappointed to the Trustees of Hillmorton Charities until 21 May 2024.

1. BACKGROUND

In order that appointments can be made to key outside bodies such as charitable bodies, local partnerships and other organisations, a schedule of appointments is produced.

Some appointments are renewed each municipal year and some run beyond the 2020/21 municipal year. In line with the regulations introduced due to Covid-19, all existing representations will continue until the next annual meeting is held unless a term of office has expired.

An annual review has been carried out and external organisations have been consulted regarding future representation.

2. VACANCIES

A vacancy exists on Rugby Welfare Charities. The Charity meets four times a year, usually during the daytime. The term of office is three years to expire on 21 May 2023.

3. RE-APPOINTMENTS

The following miscellaneous appointments require renewing:

- (a) Bilton Poor's Land and other Charities – to reappoint Councillors Mrs Parker and Cade until 21 May 2024.
- (b) Trustees of Hillmorton Charities – to reappoint Mr W Sewell until 21 May 2024.

Name of Meeting: Council
Date of Meeting: 21 July 2020
Subject Matter: Appointments to Outside Bodies
Originating Department: Executive Director

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

Council – 21 July 2020

**Commissioning a Joint Review into Local Government Structures in
Warwickshire**

Report of the Executive Director

1. BACKGROUND

- 1.1 It has become clear in recent times that the Government is committed to a white paper that will consider the development of devolution across England. This white paper is expected to have significant implications for local government structures, especially in two-tier areas such as ours. The white paper is expected to be released in autumn 2020, so in order for Warwickshire councils to influence this debate it is considered that a jointly-commissioned review of the existing and potential options for local government structures within Warwickshire should be undertaken as a matter of urgency.

2. PROPOSED REVIEW

- 2.1 On 24th June 2020 a joint statement entitled “Taking a fresh look at local government in South Warwickshire” was issued by the Leaders of Warwick District and Stratford on Avon District Councils. The two councils had been holding discussions to consider the impact of the white paper anticipated for autumn 2020 in relation to devolution that was announced within the Queen’s speech before Christmas. It has been widely reported that in considering the devolution and “levelling-up” agenda there will need to be reform of local government, especially in two-tier areas.
- 2.2 Warwickshire leaders have met a few times to discuss the devolution agenda and what it might mean for Warwickshire. Their view is, in order to ensure that we are prepared and able influence the debate on this issue within Warwickshire, that work should commence now on undertaking a review of the local government structures within the county. It is proposed that this review should be jointly commissioned by all of the districts and boroughs and the County Council as well as engaging with the Warwickshire Association of Local Councils (WALC), representing parish and town councils. The results of the review should then be used for submissions to central government in proposing any changes necessary. This would need to be supported by regular communications with all councils and in particular with Warwickshire communities.

2.3 In addition to the opportunities surrounding future devolution, there are also a number of other reasons why this would be an appropriate time to undertake such a review, including:

- the tremendous pressures on services faced by all tiers of local government from communities wanting improvements in public services and in the management of place;
- the significant financial pressures faced by all tiers of local government over the past 10 years and now exacerbated by the COVID-19 emergency, potentially compromising the delivery of public services;
- the erosion of the connection between people's association with a sense of place and the span of democratic arrangements in place governing them;
- the continued lack of clarity, transparency and democratic accountability for local community leadership between the tiers of local government to the detriment of local communities; and
- the barriers between local government and other public agencies that prevent effective cross-organisational action to address important local issues.

2.4 When current local government structures were devised in 1974, the world was a very different place, and the structures created are almost certainly not what would be designed now on the proverbial blank sheet of paper. It is opportune therefore to review our current structures and consider arrangements that may better reflect the needs of local people and the circumstances within which we are operating.

2.5 It is expected that in undertaking the review each of the potential options for local government reorganisation will need to be assessed against jointly-agreed criteria, which are expected to include elements such as the need to:

- reflect and deliver a clearly understood sense of place;
- provide clarity of local community leadership to local people, to government and to other public agencies for a clearly understood sense of local place;
- offer clarity of vision reflecting community ambitions;
- deliver effective and efficient arrangements for the provision of quality services whether directly, indirectly or shared, to achieve the set the vision for community ambitions; and
- deliver wider improvements and changes to public sector service delivery arrangements for the local community.

- 2.6 Whilst it will be up to the review to identify what options will need to be considered, it is likely that there are at least four that would need to be fully evaluated including:
1. Status quo – no changes from the present political/administrative arrangements;
 2. Single council unitary for Warwickshire - the creation of a Warwickshire-wide unitary authority;
 3. Two council unitary Warwickshire - in relation to this option the Government has already stated “*any new unitary council’s population would be expected to be in excess of 300,000*”. The current population of Warwickshire is estimated to be 571,010 (mid 2018) and by 2030 would be in excess of 600,000, and therefore would lend itself to a maximum of two authority areas; and
 4. Potential cross-county amalgamations, i.e. tie-ups with other authorities outside of Warwickshire.
- 2.7 In relation to all of the above options, the potential for the changing roles of town and parish councils should be taken into account. Likewise, members should also be aware that changes in the local government sector could and should consider changes in linked public sector areas such as health and social care, community safety and in supporting the local economy/skills/training.
- 2.8 At the time of writing this report the cost of undertaking the review of options and the research with our local communities has not been determined but it is likely to be £100k or more. It is also unclear how many of the other Warwickshire councils will wish to participate in the review. However, authority is requested to proceed with the wider dialogue on this issue and if successful then to delegate authority to the Leader of the Council to participate in the review with the Leaders of the other borough and district councils, the County Council and representatives of WALC.
- 2.9 The brief for the review will need to be agreed and procured as soon as possible, and it is suggested that ageing the content of the final brief be delegated to the Executive Director in consultation with the Group Leaders.

3. RISKS

- 3.1 There is clearly a risk that the money, time and effort expended on the review and the joint work may not result in any tangible changes or benefits for the Council and our communities. This is best mitigated by ensuring an effective brief for the review with some clear deliverables.

- 3.2 The process of examining options for local government reorganisation has the potential to affect relationships between existing organisations. The mitigation for this should be the involvement of all councils in commissioning the review on an equal footing.

4. RECOMMENDATION

- (1) A review of local government across the Warwickshire county area, ideally jointly-commissioned by the five Warwickshire district and borough councils and Warwickshire County Council as equal partners, in consultation with WALC, be approved;
- (2) the Leader of the Council be Rugby Borough Council's nominee on a Warwickshire multi-Council working party to steer the review;
- (3) the final brief for the review be delegated to the Executive Director in consultation with Group Leaders with a view to the report being procured as a matter of urgency; and
- (4) the budget for the review (indicatively in the region of £25k) be approved to be funded from General Fund balances in 2020/21 (the actual budget required will depend upon the tender process and the number of Warwickshire councils agreeing to take part in the jointly-commissioned review).