

Portfolio Holder Decisions/Leader Decisions

Date: Friday, 7 August 2020
Time: 12.00 pm
Venue: Microsoft Teams

Membership

Councillor Izzi Seccombe
Councillor Andy Crump

Items on the agenda: -

- | | |
|--|----------------|
| 1. Leader Decision - Economic Recovery - Allocations from the Place Shaping and Capital Investment Feasibility Fund | 3 - 6 |
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| 3. Portfolio Holder for Fire & Rescue and Community Safety - Trading Standards Fees and Charges 2020/21 | 11 - 20 |

Monica Fogarty
Chief Executive
Warwickshire County Council
Shire Hall, Warwick

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- Declare the interest if s/he has not already registered it
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- Must leave the meeting room until the matter has been dealt with
- Give written notice of any unregistered interest to the Monitoring Officer within 28 days of the meeting

Non-pecuniary interests must still be declared in accordance with the Code of Conduct.

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The public reports referred to are available on the Warwickshire Web

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Proposed Decision to be Made by the Leader of the Council on or after 7 August 2020

Economic Recovery - Allocation from the Place Shaping and Capital Investment Feasibility Fund to support “Survive, Sustain and Grow”

Portfolio Holder	Leader of the Council
Date of decision	August 2020
	Signed

1.0 Decision

1.1 That the Leader of the Council approves the allocation of £295k from the Place Shaping and Capital Investment Feasibility Fund to support the new “Survive, Sustain and Grow” business support programme.

2.0 Reasons for Decision

2.1 Cabinet, as part of a wider paper on the proposed approach to economic recovery for Warwickshire County Council, approved a set of short-term support measures to support businesses and the economy in the immediate recovery foundation stage subject to the availability of funding. Cabinet also approved a proposal to increase by £2.5m the funding allocation of the “Place Shaping and Capital Investment Feasibility Fund” to a total of £7.5m, enabling this fund to support up to £4m of proposed economic recovery work.

2.2 Corporate Board, after reviewing the independent evaluation of the business case, agreed to recommend the allocation of funding to the “Survive, Sustain and Grow” business support programme to Cabinet for approval. This is in accordance with the approved governance arrangements for the Investment Funds which requires Members’ approval of any allocation over £100,000. The next Cabinet meeting is not until 10th September 2020. A decision is, therefore, required of the Leader in order to allow the

prompt launch and implementation of the programme.

3.0 Background information

3.1 Key Issues

3.2 Small businesses are faced with a new reality as Covid-19 has created a shock with unprecedented economic impact. Past downturns have not prepared businesses for this type and scale of economic emergency.

3.3 The Government is making significant financial interventions. However, with nearly every sector affected, the amount of potential change to think through can be daunting for a small business, and given the scale of change, financial support alone is not sufficient to help businesses survive.

3.4 There are a number of business support programmes available in Warwickshire and the wider sub-region including those commissioned by the Council. These are invaluable in “normal” times and have supported thousands of businesses to grow and scale up over the years. However, these programmes are also unlikely to be sufficient for many small businesses. Moreover, they have not been designed to support sectors among those most affected by the Covid-19 crisis including retail, tourism, hospitality & leisure.

3.5 The project will establish and deliver a new intensive business survival programme with a focus on those sectors most affected by the crisis (retail, tourism, hospitality & leisure and manufacturing). The “Survive, Sustain and Grow” programme will provide bespoke, one-to-one, in-depth advice, mentoring and support to small businesses affected by Covid-19. The programme will be complemented by financial assistance (the subject of a separate business case to the Capital Investment Fund).

3.6 It will be delivered by specialist and industry-specific consultants to be appointed by the Council. The Council will work with the CWLEP Growth Hub and a range of other partners to promote the programme and to engage businesses in need of the support. Overall, the new programme is expected to support 200 small businesses to develop and implement business recovery plans; help 97 small businesses to access Covid-19 recovery grants; safeguard at least 500 jobs and create 25 new jobs.

3.7 Options and Proposal

3.8 A detailed options analysis was part of the business case. A number of alternative options were considered including most notably:

3.9 Option 1: Do nothing – The Council could do nothing and rely on the quick injection of cash into businesses provided by the Government support schemes to-date. However, there is little new support to assist with the recovery phase and new programmes which have been announced so far are limited in scope. Moreover, current growth-orientated business support programmes (including those commissioned by the Council) will not meet the needs of small businesses most affected by Covid-19 and they have not been designed for retail, tourism, hospitality & leisure businesses.

3.10 Option 2: Internal delivery – The Council could deliver the programme using internal staff. However, the Council is unlikely to be able to attract the specialist staff needed to deliver a programme of this nature. The timescales for recruitment will also exceed those for the procurement of external specialists.

3.11 Option 3: Delivery of a new programme designed to meet the specific needs of small businesses most affected by Covid-19 and to fill identified gaps in the business support landscape whilst complementing current Government support – Specialist (industry-specific) consultants will work with small business owners on a bespoke, one-to-one basis to provide in-depth advice, mentoring and support. The programme will also be complemented by new Covid-19 recovery grants (the subject of a separate business case to the Capital Investment Fund).

3.12 Option 3 is recommended. This is considered to be an appropriate response to the issues identified and it addresses gaps in the current sub-regional business support landscape whilst complementing current Government support.

3.13 The need for a bigger programme with an increased amount of funding was considered. However, it was agreed that the level of funding was appropriate at this stage and that the agreed governance arrangements for the Investment Funds provide the opportunity to extend the programme or to widen its scope (e.g. to appoint industry-specific consultants for other sectors) if there is strong demand. There will be regular reviews of the need and demand for the support with a formal review in early 2021.

3.14 Timescales

3.15 The programme is currently being piloted with the tenants of the Council's business centres. It will be rolled out in August (subject to this Portfolio Holder Decision) and be fully implemented from the second half of September onwards on award of all contracts. It will run until March 2021 with a possible extension subject to the need and demand.

4.0 Financial implications

4.1 The programme requires a contribution of £295k from the Place Shaping and Capital Investment Feasibility Fund. Corporate Board has considered its fit with the organisation's strategic objectives and the Council Plan as well as the general financial viability as part of the independent evaluation of the full business case.

4.2 There will be regular reviews of the programme and any request for additional funding will be considered via the agreed governance arrangements for the Investment Funds.

5.0 Environmental implications

None

Report Author	Matthew Epps matthewepps@warwickshire.gov.uk
Assistant Director	Dave Ayton-Hill
Lead Director	Strategic Director for Communities
Lead Member	Leader of the Council

Urgent matter?	<i>No</i>
Confidential or exempt?	<i>No</i>
Is the decision contrary to the budget and policy framework?	<i>No</i>

List of background papers
None

Members and officers consulted and informed
<p>Portfolio Holder – Councillor Izzi Seccombe</p> <p>Corporate Board – Monica Fogarty, Nigel Mimms, Rob Powell, Mark Ryder</p> <p>Legal – Nichola Vine, Jane Pollard</p> <p>Finance – Andrew Felton, Virginia Rennie, Andrew Harper</p> <p>Equality – Keira Rounsley</p> <p>Democratic Services – Paul Williams</p> <p>Councillors – Councillors Golby, Shilton, Fradgley and Phillips</p>

Proposed Decision to be Made by the Portfolio Holder for Fire & Rescue and Community Safety on or after 7 August 2020

Permission to Consult on the Warwickshire Fire and Rescue Service Integrated Risk Management Plan

Portfolio Holder	Portfolio Holder for Fire & Rescue and Community Safety
Date of decision	August 2020
	Signed

Decision

That the Portfolio Holder for Fire and Rescue and Community Safety approves the undertaking of a public consultation process on the Warwickshire Fire and Rescue Service (WFRS) Integrated Risk Management Plan (IRMP) covering the period 2020 to 2025.

Reasons for decision

Section 21 of the Fire and Rescue Services Act 2004 states that Fire Authorities must comply with the Fire and Rescue National Framework for England, which requires each Fire and Rescue Service (FRS) to produce an IRMP, that must include effective consultation with the community.

1.0 Background information

1.1 The IRMP 2020 - 2025 sets out the Fire Authority's vision and priorities for the next five years and the actions WFRS will take to ensure Warwickshire's communities and individuals are

supported, to be safe, healthy and independent. The plan fulfils the requirements of the Fire and Rescue National Framework for England, which sets out the government's expectations for all FRSs. The framework recognises that FRSs are best placed to identify, prepare for and address the risks within the communities they serve.

1.2 Our plan reflects up to date risk analyses and demonstrates how the Service assesses and manages foreseeable risks within our communities. It allows us to ensure that Warwickshire remains a safe place to live and work and it describes how we mitigate risks through our activities and the effective and efficient use of our people, resources and equipment.

1.3 Our approach to developing the IRMP consists of incorporating and coordinating a number of elements to form a continuous and interactive process. It will continue to evolve and adapt to address and mitigate emerging national and local community risks and will reflect effective consultation throughout its development and at all review stages. In this way, our methodology allows us to review and revise our plan as often as it is necessary to ensure that we are able to deliver the requirements set out within it.

1.4 The IRMP therefore includes the following components all of which will be easily accessible and available for the public consultation:

- IRMP 20-25 Summary Document (includes the proposals)
- Warwickshire Risk Profile 2020
- Local Area Profiles
- Community Risk Register
- Warwickshire Insights (includes our performance)
- Annual Action Plans
- Our Annual Review
- Annual Statement of Assurance

1.5 Proposals:

1.6 The service is seeking permission to consult on the following IRMP proposals:

- Ensure our workforce and ethos reflect the diverse communities we serve
- Assess our capabilities to improve our ways of working in response to any future pandemics
- Assess our overall resource capacity to ensure our personnel and physical assets are in the right place and at the right time to deliver our statutory duties
- Develop further opportunities to support the wider community health outcomes and help to protect Social Care and the NHS
- Implement digital solutions to enhance our service delivery

1.7 These proposals will inform and influence our future annual action and business plans over the five year period of the IRMP, and in this way, will support WCC outcomes and objectives as outlined in the Council Plan 2020/2025. We are also aware that the second objective proposed within the IRMP needs to align closely with the Council's Covid 19 recovery action plan which is due to be finalised by September 2020. We will ensure we link with wider recovery workstreams (economy, place and climate, health and social care, organisation) in order to support areas where appropriate and work with IMPOWER to identify future collaboration opportunities. For this reason we are flexible in our approach to this and will adapt to suit future need and pressures.

1.8 The action planning process will detail how prevention, protection and response activities will

best be used to prevent fires and other incidents and mitigate the impact of identified risks on our communities in a way that will make best use of available resources.

1.9 Timescales Associated with the Decision and Next Steps:

1.10 It is proposed that an 8-week consultation exercise takes place between Monday 14 September 2020 and Friday 6 November 2020 using WCC's consultation platform and WFRS and WCC's social media to connect with the various stakeholders including communities, staff, partners, and representative bodies. WFRS's Community Engagement officer will set and co-ordinate focus groups to ensure we reach a diverse and wide-ranging audience.

1.11 We are aware that the current situation around the Covid 19 pandemic may affect our face to face consultation opportunities, however we intend to address this by making use of technology and holding virtual meetings (e.g. closed Facebook group, virtual focus groups, etc).

1.12 The outcomes of the consultation and the resulting proposed draft IRMP will be considered by Cabinet in February 2021. The Cabinet will then make recommendations to full Council seeking approval of the new IRMP at the Council meeting on 16 March 2021.

1.13 It is intended that the IRMP would be implemented from April 2021.

2.0 Financial implications

2.1 The costs of undertaking the consultation will be covered within existing budgets. These costs are minimal and related to officer time and limited printing costs.

2.2 Action planning throughout the five year period of the IRMP will develop a number of projects for which funding may need to be sought as appropriate.

3.0 Environmental implications

3.1 There are no specific environmental issues identified with the consultation process itself. It will make use of technology and digital solutions in order to minimise the use of paper and hard copy documentation.

3.2 The Service will consider environmental implications and impacts throughout the delivery of the IRMP.

Report Author	Ade Mallaban
Assistant Director	Kieran Amos, Chief Fire Officer
Lead Director	Mark Ryder, Strategic Director for Communities
Lead Member	Councillor Andy Crump, Portfolio Holder for Fire & Rescue and Community Safety

Urgent matter?	No
Confidential or exempt?	No

Is the decision contrary to the budget and policy framework?

No

List of background papers

None

Members and officers consulted and informed

Portfolio Holder – Councillor Andy Crump
Corporate Board – Mark Ryder
Legal – Jane Pollard
Finance – Caroline Jones
Equality – Keira Rounsley
Democratic Services – Paul Williams

Proposed Decision to be Made by the Portfolio Holder for Fire & Rescue and Community Safety on or after 7 August 2020

Trading Standards Fees and Charges 2020-21

Portfolio Holder	Portfolio Holder for Fire & Rescue and Community Safety
Date of decision	August 2020
	Signed

1.0 Decision

That the Portfolio Holder for Fire & Rescue and Community Safety:

- 1) approves the fees and charges as set out in the report.
- 2) Agrees that a review of the fees and charges will take place in the Autumn of 2020 to ensure that they are fully reflective of the full costs to the council and in line with the government and commercial sector.

2.0

2.1 To ensure that fees and charges are maintained at a level which accounts for increased costs and inflation.

3.0 Background information

3.1 It is the County Council's practice that all fees and charges are increased each year by at least the rate of inflation. (See Appendix for proposed new rates).

3.2 One option considered was implementing a greater increase in all or part of the Fees and Charges related to Trading Standards. Officers carried out an initial scoping exercise to consider the opportunities for increases in specialist areas such as Calibrations Services. A benchmarking exercise was carried out with comparable local authorities and commercial competitors. The outcome of the scoping exercise was not conclusive. Commercial competitors do not publicise their fees and charges and other local authorities appear to be charging similar amounts.

3.3 In light of the above, the recommendation was to increase the fees and charges in line with the rate of inflation and to carry out a more details cost analysis in the Autumn 2020.

4.0 Financial implications

4.1 Fees and Charges are reviewed annually.

4.2 In calculating charges for the year 2020/2021, the aim has been to achieve an overall increase in income matching an inflation rate of 2%, except where particular circumstances (need for greater cost recovery, new chargeable activity etc.) warrants a different level of increase or decrease in relation to a specific type of charge.

Environmental implications

None

Report Author	Jonathon Toy jonathontoy @warwickshire.gov.uk,
Assistant Director	Scott Tompkins
Lead Director	Strategic Director for Communities
Lead Member	Portfolio Holder for Fire & Rescue and Community Safety

Urgent matter?	No
Confidential or exempt?	No
Is the decision contrary to the budget and policy framework?	No

List of background papers

None

Members and officers consulted and informed
Portfolio Holder – Councillor Andy Crump Corporate Board – 15 th July Legal – Ian Marriott Finance – Rosemary Gowers Equality – n/a Democratic Services – Paul Williams

Appendix



Trading Standards Service

Fees and Charges: 2020/2021

Notes:

- 1) Where work is carried out outside normal hours (Monday to Friday 8am – 5pm), the fee will be increased by 25% (50% for work undertaken on Sunday or Bank Holiday).

Statutory Verification

Fees for the purpose of Section 11(5) of the Weights and Measures Act 1985

Fees for the Purpose of S76(a) and S76(b) of the Weights & Measures Act 1985

VAT is chargeable

Inspector Hourly Fee (minimum charge of 30 mins)	£58.15
Inspector plus assistant hourly fee (minimum charge of 30 mins)	£95.90

Please note that where a verification is outside of Warwickshire travel time and travel costs will be charged.

Passing as fit for use for trade:

- Weighing Machines
- Linear Measures
- Liquid fuel measuring instruments (not exceeding 100 litres)
- Non Automatic Weighing Instruments *
- Capacity Measures
- Weights
- Cubic Measures
- Intoxicating Liquor Measures
- Automatic Weighing Machines including beltweighers
- Railweighers
- Discontinuous Totalisers
- Road Tanker Meters
- *Any other measuring equipment or associated ancillary testing*

** Additional fee payable if WCC supplies Weighbridge Test Unit / Block Weights*

Public Equipment

Fees for the purpose of S19(3) of the Weights & Measures Act 1985

Public Weighbridge	Fixed Fee
• First Weighing (<i>£10 inc VAT</i>)	£8.33
• Each additional weighing whilst on the bridge (<i>£5 inc VAT</i>)	£4.17

Statutory Licensing
VAT is not chargeable

** The fees below are stipulated by law, and may change after April 2020 **

The following licensing fees are set by law, unless otherwise stated

EXPLOSIVES

Application required by the Explosives Regulations 2014

Licence to store explosives where, by virtue of regulation 27 of, and Schedule 5 to, the 2014 Regulations, a minimum separation distance greater than 0 metres

1 year	£185
2 years	£243
3 years	£304
4 years	£374
5 years	£423

Renewal of licence to store explosives where a minimum separation distance of greater than 0 metres is prescribed

1 year	£86
2 years	£147
3 years	£206
4 years	£266
5 years	£326

Licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed

1 year	£109
2 years	£141
3 years	£173
4 years	£206
5 years	£238

Renewal of licence to store explosives where no minimum separation distance or a 0 metres minimum separation distance is prescribed

1 year	£54
2 years	£86
3 years	£120
4 years	£152
5 years	£185

Please note that a new application will only be granted for one year in most instances.

Licence variation

Varying the name of licensee or address of site

£36

Any other kind of variation

The reasonable cost to the licensing authority of having the work carried out

Transfer of licence

£36

Replacement of licence if lost

£36

Application for licence to sell fireworks all year round under the Fireworks Regulations 2004

£500

PETROLEUM

Applications required by Petroleum (Consolidation) Regulations 2014

Regulation 6

Storage certificate, where premises to be used to store petrol of a quantity –

Not exceeding 2,500 litres

£44.00 per year of certificate

Exceeding 2,500 litres but not exceeding 50,000 litres

£60.00 per year of certificate

Exceeding 50,000 litres

£125.00 per year of certificate

Regulation 14

Licence to keep petrol of a quantity -

Not exceeding 2,500 litre

£44.00 per year of licence

Exceeding 2,500 litres but not exceeding 50,000 litres

£60.00 per year of licence

Exceeding 50,000 litres

£125.00 per year of licence

Petroleum Information Request

£78.05

(this fee is set by Warwickshire County Council and is not covered by the above legislation)

Business Advice

Primary Authority

VAT is not chargeable

Officer Hourly Fee (Minimum charge of 15 minutes (£14.54))	£58.15
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Business Advice (outside Primary Authority)

VAT is chargeable

Officer hourly fee	£58.15 plus VAT
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Miscellaneous

VAT may apply depending on the nature of the activity

Officer Hourly Fee	£58.15
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Covering:

- Investigation Costs
- Report Preparation
- Court Attendance
- Consultation
- Agriculture Act Sampling
- *Any other activity (not including metrology)*

Calibration Services – [Section 74(4)]**VAT is chargeable****Miscellaneous Section 74**

Cost per hour	£91.80
<i>General request testing, equipment and goods (e.g. weigh pads, block weights)</i>	
Minimum Charge	£31.25
Pressure gauges (each)	£34.35
Pressure gauges – Local Authority (each)	£47.90
Hoses (each)	£34.35
Thermometers/Temperature Gauges (each)	£82.20
Trailer Servicing	£130.60
Steam cleaning trailer	£65.55
Petrol Measures – Vianet Fuel Solutions only – per measure	£26.05
Repairs to flowmeters– Aljac only – per hour	£82.20
Supply of sight glasses for Hartle petrol measures -20/10L or 5L – each	£32.25
Supply of set of gaskets for Hartle petrol measures (2 per set)	£9.40
Postage & Packing for above - per consignment	£15.60
Weights	
Traceable Metric	£11.45
Traceable Imperial/ Newton	£13.55
Weight cleaning – per weight	£7.80
Adjustment	50%
UKAS Metric	£16.15
UKAS Imperial/Newton	£18.20
Adjustment	50%
Water Meter Measuring Systems	
Cost per Hour	£91.80
Weight Hire	
Large Weights (250kg+) per weight – Cost per day	£9.40
<i>Minimum charge per day</i>	£31.25
Hand Weights(>20kg+) per tonne – Cost per day	£31.25
<i>Mimimum charge per day</i>	£31.25

Bulk Meter Testing (Hydrocarbons) Section 74

UKAS Meter Laboratory

Kerosene & Gas Oil (per hour, plus VAT) **£114.45**

SBP 11 (per hour, plus VAT) **£166.50**

Charges for Local Authorities Only

2 year test reference (each liquid, plus VAT) **£1014.90**

6 month test reference flowmeter (each liquid, plus VAT)
(or hourly rate for restricted test) **£300.90**

Pre Calibration Meter Service (plus VAT)* **£91.80 per hour**

*Minimum charge of one hour