

County Council

Date: Tuesday 17 May 2022
Time: 10.00 am
Venue: Council Chamber, Shire Hall

Membership

Councillor Peter Gilbert (Chair), Councillor John Horner (Vice-Chair), Councillor Jo Barker, Councillor Richard Baxter-Payne, Councillor Brett Beetham, Councillor Margaret Bell, Councillor Parminder Singh Birdi, Councillor Sarah Boad, Councillor Barbara Brown, Councillor Peter Butlin, Councillor Jonathan Chilvers, Councillor Jeff Clarke, Councillor John Cooke, Councillor Andy Crump, Councillor Yousef Dahmash, Councillor Piers Daniell, Councillor Jackie D'Arcy, Councillor Tracey Drew, Councillor Judy Falp, Councillor Jenny Fradgley, Councillor Sarah Feeney, Councillor Bill Gifford, Councillor Clare Golby, Councillor Brian Hammersley, Councillor John Holland, Councillor Dave Humphreys, Councillor Marian Humphreys, Councillor Andy Jenns, Councillor Kam Kaur, Councillor Jack Kennaugh, Councillor Justin Kerridge, Councillor Christopher Kettle, Councillor Sue Markham, Councillor Jan Matecki, Councillor Sarah Millar, Councillor Chris Mills, Councillor Jeff Morgan, Councillor Penny-Anne O'Donnell, Councillor Bhagwant Singh Pandher, Councillor Daren Pemberton, Councillor Caroline Phillips, Councillor Wallace Redford, Councillor Howard Roberts, Councillor Will Roberts, Councillor Kate Rolfe, Councillor Jerry Roodhouse, Councillor Isobel Seccombe OBE, Councillor Jill Simpson-Vince, Councillor Tim Sinclair, Councillor Mejar Singh, Councillor Richard Spencer, Councillor Heather Timms, Councillor Mandy Tromans, Councillor Robert Tromans, Councillor Martin Watson, Councillor Adrian Warwick and Councillor Andrew Wright

Items on the agenda: -

1. Election of Chair of Council

To elect a Chair for the ensuing municipal year. The Chair to make a declaration of acceptance of office.

2. Election of Vice Chair of Council

To elect a Vice Chair for the ensuing municipal year. The Vice Chair to make a declaration of acceptance of office.

3. General

(1) Apologies for Absence

(2) Members' Disclosures of Pecuniary and Non-pecuniary Interests

(3) Minutes of the previous meeting

5 - 24

To consider and agree the minutes of the 15 March 2022 meeting of Council.

(4) Chair's announcements

(5) Petitions

To receive any petitions submitted in accordance with the Council's Petitions Scheme.

(6) Public Speaking

To note any requests to speak on any item on the agenda in accordance with the Council's Public Speaking Scheme (see note at end of the agenda).

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| 4. Appointments to Committees and Other Bodies | 25 - 38 |
| 5. Overview and Scrutiny - Annual Report | 39 - 58 |
| 6. Annual Monitor of use of the Urgency and Call-in Procedures
July 2021-April 2022 | 59 - 66 |
| 7. Education Schools Capital Programme 2022-23 | 67 - 76 |
| 8. Review of the Warwickshire County Council Members'
Allowances Scheme - Report of the Independent Panel | 77 - 116 |
| 9. Notices of Motion | |
| To consider the following motion submitted in accordance with Standing Order 5: | |

Bus Services in Warwickshire

Following a motion agreed by Council in July 2021, a cross party Member Group was set up to work with officers to develop a Bus Service Improvement Plan (BSIP).

It is noted that the Warwickshire Bus Service Improvement Plan was unsuccessful in getting any government funding.

Services are still suffering from a reduced frequency of service and low passenger numbers, and now Stagecoach have raised the cost of many journeys.

This Council agrees to ask the BSIP Group to look at the Plan with officers, and to report back to Cabinet with a costed list of those actions that the Group considers could be taken through the appropriate Council governance processes for alternative funding consideration.

Proposer: Councillor Sarah Boad
Secunder: Councillor Bill Gifford

10. Member Question Time (Standing Order 7)

A period of up to 40 minutes is allocated for questions to the Leader, Cabinet Portfolio Holders and Chairs of Overview and Scrutiny Committees.

11. Any Other items of Urgent Business

To consider any other items that the Chair considers are urgent.

Monica Fogarty
Chief Executive
Warwickshire County Council
Shire Hall, Warwick

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Disclaimers

Webcasting and permission to be filmed

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Disclosures of Pecuniary and Non-Pecuniary Interests

Members are required to register their disclosable pecuniary interests within 28 days of their election of appointment to the Council. Any changes to matters registered or new matters that require to be registered must be notified to the Monitoring Officer as soon as practicable after they arise.

A member attending a meeting where a matter arises in which they have a disclosable pecuniary interest must (unless they have a dispensation):

- Declare the interest if they have not already registered it
- Not participate in any discussion or vote
- 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 relevant to the agenda should be declared at the commencement of the meeting.

The public reports referred to are available on the Warwickshire Web
<https://democracy.warwickshire.gov.uk/uuCoverPage.aspx?bcr=1>

Public Speaking

Any member of the public who is resident or working in Warwickshire, or who is in receipt of services from the Council, may speak at the meeting for up to three minutes on any matter that features on the agenda for that meeting. This can be in the form of a statement or a question. If you wish to speak please notify Democratic Services in writing at least two working days before the meeting. You should give your name and address and the subject upon which you wish to speak. Full details of the public speaking scheme are set out in the Council's Standing Orders.

COVID-19 Pandemic

Any member or officer of the Council or any person attending this meeting must inform Democratic Services if within a week of the meeting they discover they have COVID-19 or have been in close proximity to anyone found to have COVID-19.

County Council

Tuesday 15 March 2022

Minutes

Attendance

Committee Members

Councillor John Horner (Vice-Chair), Councillor Jo Barker, Councillor Richard Baxter-Payne, Councillor Brett Beetham, Councillor Margaret Bell, Councillor Parminder Singh Birdi, Councillor Sarah Boad, Councillor Barbara Brown, Councillor Peter Butlin, Councillor Jonathan Chilvers, Councillor Jeff Clarke, Councillor John Cooke, Councillor Andy Crump, Councillor Yousef Dahmash, Councillor Piers Daniell, Councillor Jackie D'Arcy, Councillor Tracey Drew, Councillor Judy Falp, Councillor Jenny Fradgley, Councillor Sarah Feeney, Councillor Bill Gifford, Councillor Brian Hammersley, Councillor John Holland, Councillor Dave Humphreys, Councillor Marian Humphreys, Councillor Andy Jenns, Councillor Kam Kaur, Councillor Jack Kennaugh, Councillor Justin Kerridge, Councillor Christopher Kettle, Councillor Sue Markham, Councillor Jan Matecki, Councillor Sarah Millar, Councillor Penny-Anne O'Donnell, Councillor Bhagwant Singh Pandher, Councillor Caroline Phillips, Councillor Wallace Redford, Councillor Kate Rolfe, Councillor Jerry Roodhouse, Councillor Isobel Seccombe OBE, Councillor Jill Simpson-Vince, Councillor Tim Sinclair, Councillor Mejar Singh, Councillor Richard Spencer, Councillor Heather Timms, Councillor Mandy Tromans, Councillor Robert Tromans, Councillor Adrian Warwick and Councillor Andrew Wright

Others Present

1. General

(1) Apologies for Absence

Councillors Pete Gilbert, Claire Golby, Chris Mills, Jeff Morgan, Daren Pemberton, Will Roberts, and Martin Watson

(2) Members' Disclosures of Pecuniary and Non-pecuniary Interests

Councillor Judy Falp declared a personal interest relating to the properties concerned at minute number 2 – Children's Services Residential Proposals.

(3) Minutes of the previous meeting

The minutes of the meeting of Council held on 8 February 2022 were agreed as an accurate record for signing by the Chair subject to noting the presence of Councillor Drew.

(4) Chair's announcements

1) National Child Exploitation Awareness Day

Councillor John Horner (Vice-Chair of the Council) made the following statement:

“This week is Child Exploitation Awareness Week in Warwickshire to support the National Child Exploitation Awareness Day on Friday, 18th March 2022. Child exploitation is when an abuser takes advantage of a young person under the age of 18 for their own personal gain. This can take many forms, including sexual exploitation or encouraging or coercing the child to commit crime. It often comes with the promise of something they desire as a reward and without knowing they are being exploited.

The awareness week aims to highlight the issues surrounding child exploitation; encouraging everyone to think, spot and speak out against abuse and adopt a zero tolerance to adults developing inappropriate relationships with children or children exploiting and abusing their peers.

Representatives of the Council’s CE Team are present in the antechamber today and I would encourage all Members and visitors to visit the team before you leave today to make a pledge to educate ourselves more about child exploitation and how to spot the signs.”

2) Death of Former County Councillor Helen McCarthy.

Councillor John Horner (Vice-Chair of the Council) made the following statement:

“It is my sad duty to inform Council of the recent passing of former County Councillor Helen McCarthy.

Helen, a Conservative Councillor, served the Studley Division for 8 years from 2001 to 2009. In that time, she sat on the Children, Young People and Families Overview and Scrutiny Committee and the Stratford Area Committee.

Our condolences go to Helen’s family.”

Councillor Isobel Seccombe spoke in memory of Helen McCarthy noting that she was elected at the same time and served two terms of office. She reflected on Helen McCarthy’s background in education and how that had helped make a difference to the work of the Council, and Helen McCarthy’s love for Studley, the division that she had represented.

Councillor John Horner also paid tribute to Helen McCarthy, fondly reflecting on memories of working with her at the Parish Council.

3) Royal British Legion

Councillor John Horner (Vice-Chair of the Council) informed the Council of a recent fundraising event he had attended arranged by the Mayor and Mayoress of Shipston-on-Stour to raise funds for the Royal British Legion through the sale of ‘cooking for heroes’ cookbooks. He welcomed enquiries from members on how to purchase a copy.

(5) Petitions

1) 20mph speed limit zone in the central area of Shipston

The Chair welcomed representatives of the Shipston 20mph Campaign Group to the meeting to present a petition against seeking speed control in Shipston-on-Stour.

Jacey Jackson, Shipston Speedwatch Co-ordinator, stated that the increase in traffic speed, volume and weight on the A3400 had increased since she moved into the village in 2013 and that she had been volunteering with Speedwatch to monitor speeds on the main roads in and out of Shipston since 2017. The group had provided details of 1718 speeding incidents to police and in 2018, a survey had found 80% of vehicles were exceeding the speed limit. As the country emerged from the pandemic, residents along the main roads were finding the speeds unbearable and the petition was launched as a result. 1080 signatures were collected and those choosing not to sign were generally supportive but sceptical of enforcement capability. She urged the introduction of a 20mph zone to begin a change in driver psychology to improve the lives of residents and sought discussions with highways engineers to seek to address the local issues.

Town Councillor John Dinnie explained that residents wanted a 20mph area covering the bulk of the town and other measures on the approaches to slow traffic. He noted that the Town Council had opened discussions with the County Council's road safety team and would be hosting a site visit in May 2022 when advice would be sought on speed control measures. He welcomed sensible discussions around the key danger zones in the town and considered that enforcement was a separate issue for the police.

Councillor Wallace Redford (Portfolio Holder for Transport and Planning) thanked Ms Jackson and Mr Dinnie for the petition adding that he would consider it and provide a response.

2) Safe Cycling Network to the proposed new Kenilworth School

The Chair welcomed George Bell and Isodora McAinish to the meeting to present a petition supporting a safe cycling routes in Kenilworth.

Isadora McAinish stated that the Pedal to Protect campaign had been set up in response to her own and George Bell's desire to cycle more and that other young people were put off from doing so due to the dangers involved. She noted that the route to the new school could take one hour or more to walk and that there were no safe cycle routes, despite there being provision for 544 bike racks with the potential for 240 additional ones. She asked the Council to consider introducing segregated off road cycle paths together with pedestrian and cyclist friendly measures to support a change in home to school travel habits.

George Bell stated his view that Kenilworth was being left behind in the development of cycle routes, with the narrow roads often being cited as a barrier. He considered that there were simple measures that could be introduced around changing priorities at junctions, reducing speed limits and traffic calming measures and the creation of off-road cycle paths. He understood that funding was available for such projects. He also reflected on the #JustOneJourney project which sought to help tackle climate change by encouraging young people to walk or cycle for one journey more. Recognising that the new school would open in

18 months' time, he urged the Council to take action.

Councillor Wallace Redford (Portfolio Holder for Transport and Planning) welcomed Isadora McAinish and George Bell for their involvement in local issues at a young age and thanked them for the petition. He added that the Council was keen to work closely on more detailed plans and that officers would be pleased to meet with them to discuss the issues and improvements that could be made.

(6) Public Speaking

None.

2. Children's Services Residential Proposals

Councillor Isobel Seccombe introduced the report and moved the recommendation. In doing so she stated that the paper set out the funding requirements to deliver phase two of the Internal Children's Homes Project. She noted that the project was a diversion from previous policy and that the first registered residential children's home in the project was shortly due to open. Expansion into other areas of the county was being sought.

Councillor Marian Humphreys seconded the recommendation. In doing so, Councillor Humphreys emphasised the importance of providing specialised units for the children who needed them to support their learning of life skills.

Debate

Councillor Jerry Roodhouse welcomed the quality of provision that this report provided for and applauded the process that had been undertaken with local members in the implementation of the first phase. He considered that this different offer in the market was good for the sector since it would provide a beacon of good practice.

Councillor Kate Rolfe welcomed the local engagement that had taken place during the development of the first children's home and hoped that this would be replicated in the proposed new locations.

Councillor Tracey Drew asked how this project fitted with the Council's commitment to fund fostering and adoption services including the recruitment of foster carers and adopters and how the risk of homes expanding in size could be mitigated against.

Councillor Jonathan Chilvers echoed the sentiments of Councillor Rolfe, applauding the team for their exemplary engagement work.

Councillor Jeff Clarke considered that this report represented a positive step to bring children being cared for out of the area care back into the county where they could remain close to their families. The savings that this would generate would mean the Council could support more people in future.

Councillor Sarah Feeney welcomed the report, considering that it was critical to provide looked after children with the care they needed in the areas they came from and lived in. It also had a

positive impact in terms of travel reduction and the proposed small units were beneficial due to their resemblance to a family home.

Councillor Barbara Brown endorsed previous comments in the context of developing looked after children in the county and the challenge to the private sector. She considered that there were more areas in the county where provision needed to be considered in future.

Councillor Kennaugh welcomed the proposals and also sought an expansion of the project into more areas in the county.

By way of reply, Councillor Seccombe advised that the project fitted alongside fostering and adoption within Warwickshire. She considered that the cost and demand of caring for looked after children was outpacing the Council's ability to help and support children and that this project provided for choice in the system where different models were needed. The project ensured that children were not taken too far away from their network of support and she recognised the appropriateness of maintaining small family sized units and stated that there was no intention for them to expand in size. Councillor Seccombe applauded the engagement work the team were undertaking with councillors and local communities and welcomed a continuation of this work.

Vote

A vote was held. Councillor Judy Falp abstained from the vote in accordance with her prior declaration. Of those voting, the recommendation was agreed unanimously.

Resolved

That Council approves the allocation of £2.054 million funding from the Capital Investment Fund (CIF) to deliver phase two of the Internal Children's Homes Project and approves the addition of the project to the Capital Programme at a full cost of £2.054 million.

3. Appointment of Representatives to the Local Pension Board

Councillor Andy Jenns introduced the report and moved the recommendation.

Councillor Jill Simpson-Vince seconded the recommendation.

Councillor Sarah Millar noted the current makeup of the Board and noted the lack of gender diversity in the membership.

Councillor Bill Gifford commended the proposed appointments.

Councillor Andy Jenns noted the point about gender diversity and that this could be a consideration in future but on balance he considered that the recommendations were the most sensible option for the time being.

Vote

A vote was held. The recommendations were agreed unanimously.

Resolved:

That Council

1. Approves the appointment of Mr Mike Snow as a Scheme Member representative on the Local Pension Board.
2. Approves the appointment of Mr Jeff Carruthers as an Employer representative on the Local Pension Board.

4. Notices of Motion

Paper free meetings

Councillor Piers Daniell proposed the following motion as set out on the agenda:

This Council declared a Climate Emergency in 2019. Despite this we have continued to print and post out large agenda packs to support Council meetings and committees. The Council has now completed the digital update for members with the use of Surface Pros.

Therefore this Council welcomes the positive impacts for the climate and resources, provided by this motion and;

1. agrees to operate all public meetings and task and finish group meetings without printed papers, instead distributing them to Members and relevant Officers by electronic digital means
2. will work towards operating all functions, involving all members of staff and associated contractors, without the need for or with minimised use of printed papers
3. will offer appropriate training to Members and Officers to enable them to use electronic digital alternatives to printed papers effectively
4. recognises that exceptions and reasonable adjustments for those who require them will need to be made (for example as a result of legal or regulatory requirements or due to the document size and/or images or content concerned).

In moving the motion, Cllr Daniell stated that, upon election in May 2021, he had been impressed with the high level of technical abilities the council possessed. He noted the high volume of paper the council used for council, committee and board meetings through external printers for non-exempt paperwork and internal staff for exempt papers. He noted that the cost of printing over the previous financial year had been circa £16,000 but that this could increase to pre-pandemic levels and he considered that the time had arrived when printing and posting papers was an exception rather than a rule. He considered it was counter to the declaration of the climate emergency if policies that were resource hungry and wasteful were not reconsidered. He explained that the motion made provision for those who needed papers to continue to receive them upon request. In time, Councillor Daniell hoped that modernisation of the chamber would further allow for a reduction in paper.

Councillor Adrian Warwick seconded the motion and reserve his right to speak.

Amendment 1

Councillor Jonathan Chilvers proposed an amendment to add a point 5 stating “recognises that IT equipment also has a significant carbon and resource footprint particularly in the manufacturing process and requests that a paper be brought to Resources and Fire & Rescue Overview and Scrutiny Committee detailing these impacts and how they could be minimised.”

In moving the amendment, Councillor Chilvers advised that the addition sought to provide context in terms of carbon emissions. He advised that the paper used by the organisation equated to about 26 tonnes of carbon emissions per year. In terms of laptop and device manufacture (not including usage) for the whole organisation, this equated to 1784 tonnes of carbon emissions over four years. This meant that even when factoring in the life of the device, the manufacture of electronics was about 20 times more carbon intensive than paper use and, therefore, if the life of the Council's IT could be extended by 5% this was equal to the elimination of paper in the organisation. 1 million tonnes of carbon dioxide were emitted on Warwickshire's roads per year. If journeys could be reduced by 1% that would equate to 10,000 tonnes of carbon emissions compared to the 26 tonnes produced through the organisation's paper use.

This was seconded by Councillor Tracey Drew who reserved her right to speak.

Councillor Daniell did not accept the amendment, stating that the proposed amendment covered a big topic which warranted a debate of its own. He noted that the Council had already invested in technology and transport was not the intended subject of the motion. His intention was to send a message that the Council was seeking to be as efficient as possible.

Amendment 2

Councillor John Holland tabled an amendment that deleted points 1 and 2 of the original motion and replaced them with “that the presumption is that councillors will opt in to receiving printed versions of papers rather than opting out as is currently the position.” He considered that this was the original aim of the motion and recognised that making reasonable adjustments was not enough, since this could lead to disagreements between staff and councillors, and failed to recognise that there were legislative requirements around the use of display screens.

Councillor Caroline Phillips seconded the amendment.

The amendment was circulated by email.

Debate

As a point of order, Councillor Adrian Warwick sought to clarify that legal advice been sought on the motion and he did not consider that there was any issue with regard to its legality.

Councillor Sarah Boad noted that paper use had reduced significantly since her election when there was no email or internet. She considered that it had been difficult to engage in virtual meetings during the pandemic without a second device. She also considered that there were other practices that had a greater impact on the carbon footprint of the council, for instance car

journeys to Shire Hall and single-use plastics. She noted that Royal Leamington Spa Town Council had not issued paper packs for over two years so this was not an unusual practice to introduce, but that complex documents such as the budget paperwork should still be provided in hard copy. In considering the amendment, she considered the point was valid in terms of lengthening device life and that it was key to use devices sensibly rather than recycle and reuse them. However, she considered that the proposed amendment from the Green group needed a separate debate. She suggested that printing contracts and devices would also require some reconsideration if the motion was agreed.

Councillor Jenny Fradgley supported the principle of the motion, noting that Stratford-on-Avon District Council had a similar approach. However, she noted that there were some issues with paperless meetings for those with disabilities that needed consideration. She welcomed the offer of more training and the bundling of documents delivered electronically in a clear and transparent way.

Councillor Peter Butlin considered that the Council's carbon footprint was only a minor part of the motion and he welcomed the financial savings that could be made. He noted that use of electronic devices did not come easily to all and that support, along with a personal desire, to use them was required. He also considered that the amendment from the Green group was a separate debate and that the simplicity of the original motion was a strength as its primary focus was on efficiency and saving money. He welcomed the motion's recognition that people with disabilities would be accounted for and did not consider that the Labour group amendment was required as a result.

Councillor Tim Sinclair supported the motion and welcomed the changes that it would deliver. He also concluded that the Green group amendment was a topic that required separate debate.

Councillor Tracey Drew expressed the view that it was important to look at the motion in context and the wider carbon footprint of meetings, not focussing on elements of the process in isolation.

Councillor Caroline Phillips considered that the original motion was contradictory and considered that proper provision needed to be made for those individuals who needed to continue to use paper copies. She did, however, welcome further training on electronic devices.

Councillor Adrian Warwick emphasised that the motion did not attempt to remove paper from those who needed it and he recognised that there would always be exceptions to the rules. However, he considered that computers were a part of life, but paper was becoming less so. He referenced the Council's successful community computer scheme which saw products recycled and reused in the community. Whilst he recognised that the move to paperless meetings did not have a big environmental impact, small actions added to the bigger picture. He also considered that the motion would have an impact on saving officer time as well as money spent on resources.

Councillor Jonathan Chilvers supported the opt in system proposed. In response to Council Boad, he advised that the carbon dioxide emissions from the use of a small car was equivalent to 61 sheets of paper. In terms of the climate emergency, the motion provided for a very small impact so he considered that there was a wider context, as he had set out in the amendment, and he looked forward to future debate on the topic.

Councillor John Holland considered that the chamber was in favour of reducing paper use and avoiding unnecessary expenditure. However, he considered the point in the original motion about

reasonable adjustments required more clarity to avoid disputes in the courts, and a presumption from opting out to opting in would solve the problem.

Councillor Piers Daniell considered that the motion had both financial and environmental benefits and set the right tone. He considered that the challenges of the Green group amendment had been adequately addressed in the debate and considered that the wording for the making of reasonable adjustments was suitable. Furthermore, he considered that it was clear that the Council was moving towards a paperless way of working and this reflected the approach of town, district and borough councils.

Vote

A vote was held on the Green group amendment which was lost. A vote was held on the Labour group amendment which was also lost. A vote was held on the original motion was carried by a majority.

Resolved

This Council declared a Climate Emergency in 2019. Despite this we have continued to print and post out large agenda packs to support Council meetings and committees. The Council has now completed the digital update for members with the use of Surface Pros.

Therefore this Council welcomes the positive impacts for the climate and resources, provided by this motion and;

1. agrees to operate all public meetings and task and finish group meetings without printed papers, instead distributing them to Members and relevant Officers by electronic digital means
2. will work towards operating all functions, involving all members of staff and associated contractors, without the need for or with minimised use of printed papers
3. will offer appropriate training to Members and Officers to enable them to use electronic digital alternatives to printed papers effectively
4. recognises that exceptions and reasonable adjustments for those who require them will need to be made (for example as a result of legal or regulatory requirements or due to the document size and/or images or content concerned).

Integrated Care Services

Councillor John Holland moved the following motion, which was seconded by Councillor Caroline Phillips:

This Council supports the establishment of Integrated Care Systems and identifies the patient route from hospital to home as one of the priorities for Warwickshire. This Council commits to exploring closer links between the services commissioned and delivered by the NHS and the Council and lobbying the Government for suitable funding for Councils in regard to such services.

Amendment

Councillor Margaret Bell proposed a friendly amendment which was seconded by Councillor Andy Jenns. The amendment stated:

This Council supports the establishment of Integrated Care Systems and identifies the patient route from hospital to home as one of the priorities for Warwickshire. This Council commits to exploring closer links between the services commissioned and delivered by the NHS and the Council ~~and lobbying the Government for suitable funding for Councils in regard to such services and the continued review of the funding required for Councils in regard to such services; lobbying the government as necessary.~~

Councillor Margaret Bell highlighted the motion as considering an important development facing all bodies looking at health and adult social care, with the direction being one of integration of the pathways between the organisation. The integration of systems provided a focus on health inequalities and improving outcomes for residents. It was important to keep stays in acute hospitals as short as possible, but with the smooth extension of care to the community and to the home. There was some way to go to make the pathway as smooth as possible. There were many challenges, including data sharing, which were being addressed in the background. Funding was not yet topping the agenda, but in the future some reassessment of the configuration of funding would be required.

Councillor Andy Jenns seconded the amendment and reserved his right to speak.

The amendment was accepted as friendly by Councillor Holland as a friendly amendment.

Debate

Councillor Sarah Feeney expressed the view that she did not think the community understood what was happening and what it meant for them. She highlighted what she considered to be a major gap between the NHS and care, and hoped that the integration of care services would bring about better outcomes for the elderly and disabled. She considered that it was important that health services were joined up and delivering outcomes for residents.

Councillor Boad highlighted the Hospital to Home Service which was successfully provided by Warwickshire Fire and Rescue Service and she hoped that this work would continue to find support.

Councillor Caroline Phillips noted that data sharing was seen as a stumbling block and expressed her hope that such challenges could be swiftly overcome so that outcomes for residents could be improved.

Councillor John Holland expressed the view that health and care services disproportionately supported elderly residents who required support. He considered that the joining up of services would not be easy but it was a prize worth working for. He considered that there had been a change in committees towards delivering services in the way residents wanted to receive them and he understood that there were significant costs involved and that the case for funding was being raised through the Local Government Association and elsewhere.

Vote

A vote was held on the new substantive motion that incorporated the friendly amendment and Council agreed the motion unanimously.

Resolved

This Council supports the establishment of Integrated Care Systems and identifies the patient route from hospital to home as one of the priorities for Warwickshire. This Council commits to exploring closer links between the services commissioned and delivered by the NHS and the Council and the continued review of the funding required for Councils in regard to such services; lobbying the government as necessary.

Support for Ukraine

The following motion as set out on the agenda was proposed by Councillor Isobel Seccombe:

Warwickshire County Council is disturbed by the horrific devastation in Ukraine, and the escalating humanitarian crisis facing the Country. In light of this, and as a way of expressing support for members of our communities who are from or who have ties with Ukraine;

This Council;

- a. Condemns the unprovoked Russian invasion of Ukraine and stands in solidarity with the people of Ukraine and their families and friends, including those local to Warwickshire.
- b. Stands ready to provide support to those affected by this War and will open our arms to people displaced and affected.
- c. Will work with and support the efforts of our local communities to provide help and comfort to those in need.

In proposing the motion, Councillor Seccombe stated that world events had moved apace over the previous three weeks, and she felt that no-one in the chamber would fail to be moved by the plight of the people of Ukraine, who were previously living very similar lives to those of the people in the United Kingdom. She was moved by the photographs, videos and stories that were coming from the war zone, expressed her horror that 80 years of peace in Europe was at an end and she supported the continuation of peace talks. She considered that the motion expressed the Council's feelings of support, empathy and consideration for the Ukraine and she was in no doubt that chambers all over the country were doing the same. She expressed the view that bullies and dictators thrived when people did not stand up to them and silence would condone and support the behaviour. She stated that the motion supported democratic freedom, a process which Ukraine had possessed since 1991 when the Soviet Union had ended. The Council was looking forward to what it could do to support the people fleeing Ukraine, largely women and children, and recognised that Warwickshire residents wanted to support them.

Councillor Jerry Roodhouse seconded the motion and reserved his right to speak.

Amendment

Councillor Jonathan Chilvers proposed an amendment which sought the addition of the word “government” to point ‘a’ of the motion, so that it read: “a) condemns the unprovoked Russian government’s invasion of Ukraine and stands in solidarity with the people of Ukraine and their families and friends, including those local to Warwickshire.”

In proposing the amendment, Councillor Chilvers stated that the people of Ukraine were facing the invasion and destruction of their own homes and towns in an unimaginable way. He believed that the chamber stood in solidarity with the people of Ukraine, and were ready to support and welcome Ukrainian refugees who arrived in Warwickshire. He was disappointed to bring the amendment, having suggested various versions to try and get agreement, before needing to submit a formal amendment to indicate that not all Russians were in support of the Russian government’s actions. He did not consider that the situation would get any easier and that everyday Russians in the county might face hostility and abuse. He, therefore, sought the amendment as an important nuance that the Russian government was not the same as all Russians. He did not believe that this amendment detracted from the overall thrust of the motion that the Council stood with Ukrainians at this horrific time.

This was seconded by Councillor Tracey Drew who reserved her right to speak.

Councillor Seccombe did not accept the amendment, stating that the focus of the motion was support for the people of Ukraine.

Debate

Councillor Bill Gifford expressed his disappointment that there had been any amendment to the motion and he considered that the original motion had been carefully thought through to show support for the people of Ukraine. The amendment made little difference to the context of the motion but the fact that an amendment was being debated was lamented as he had hoped for a single motion with cross-party support. He applauded the efforts of people in Warwickshire who were sending donations and aid to the Ukraine and noted that he had received many emails from residents asking how they could provide support and what support the Council was providing. He welcomed the commitment from the Council to support communities to help the people of Ukraine.

Councillor John Holland reflected on the attack on the Ukraine and how it was important to stand together and do whatever was possible to provide support. He noted that refugees, mainly women and children, would be arriving in the county, not just in shock at their loss, but also filled with worry for family and friends. He welcomed the motion which demonstrated Warwickshire was ready to welcome them.

Councillor Jan Matecki noted that his own family had benefited from the generosity of the United Kingdom when they had been displaced during the second world war. The motion was about showing compassion and support to the people of Ukraine and he urged that the motion be supported unamended.

Councillor Tracey Drew stated that the Green group supported the motion but wanted to acknowledge that there were two countries involved and it was the government of one, rather than its people who were creating the conflict.

Councillor Jerry Roodhouse reflected on conflicts in Chechnya, Aleppo in Syria, and now Ukraine which had seen images of death and destruction and the indiscriminate use of weapons and the prospect of nuclear war. He considered that the unamended motion allowed the chamber to unite and speak as one voice. He was saddened by the amendment as he felt the sentiment could have been reflected in a speech. He wished to register his disappointment at the way the Home Office had been dealing with refugees and hoped that a message could be shared with MPs. He noted that the Council would be asked to take responsibility for refugees entering the county but that the funding support would be unlikely to match the responsibility but that the motion acknowledged that the Council was ready to support them nonetheless. He reflected on a conversation he had had with his mother about war and her experiences of war, and it was clear to him that standing together, demonstrating compassion and love, would be a force to beat evil and that was how to support Ukraine at this point. He urged the chamber to stand as one behind the motion.

Councillor Jonathan Chilvers did add to the debate further.

Councillor Isobel Seccombe stated that Warwickshire was a friend to Ukraine, that the Ukrainian people would find warmth and support here, and that the Council would do its utmost to help, and would do it despite the challenges it would create. In the wider sense, this was a stand in support of democracy, and that the loss of democratic freedom for the people of Ukraine would not be tolerated

Vote

A vote was held on the Green group amendment which was lost. A vote was held on the original motion which was agreed unanimously.

Resolved

Warwickshire County Council is disturbed by the horrific devastation in Ukraine, and the escalating humanitarian crisis facing the Country. In light of this, and as a way of expressing support for members of our communities who are from or who have ties with Ukraine;

This Council;

- a. Condemns the unprovoked Russian invasion of Ukraine and stands in solidarity with the people of Ukraine and their families and friends, including those local to Warwickshire.
- b. Stands ready to provide support to those affected by this War and will open our arms to people displaced and affected.
- c. Will work with and support the efforts of our local communities to provide help and comfort to those in need.

5. Member Question Time (Standing Order 7)

(1) Question to Councillor Redford from Councillor Bill Gifford

“Councillor Redford at the Council Meeting in February you reflected on the frustration caused by road closures and provided reassurance that active discussions were taking place with utility companies to improve their performance in this regard.

How many meetings have there been with the utility companies since the Council Meeting and what has been agreed with the utility companies?”

In response Councillor Redford advised that the network management team was in regular contact with utility companies and he provided a flavour of the work that had been carried out:

- Network Rail - Four meetings and approximately 20 phone calls with Network Rail directly as well as 183 emails in particular relating to the Princess Drive and Rugby Road works. This had resulted in Network Rail recognising their lack of early engagement with residents and prompted them to issue letters to affected residents and businesses. They had since promised to do better on this in future.
- Severn Trent Water - Monthly strategic performance meetings were held with Severn Trent Water managers alongside individual scheme meetings. There were currently two major schemes operational (at least two meetings per scheme) and over 20 emails. Severn Trent Water had also been given notice on serious failures under the Caution of Notice of intended prosecution for over running works.
- Cadent Gas - Fortnightly management meetings were held as well as site meetings and they were active on give sites, with more than 50 emails related to coordination of these works.
- Western Power Distribution - Quarterly management meetings were held, currently operational on two major schemes with multiple meetings and email exchanges having taken place.
- Virgin - Fortnightly meetings were being held and whilst there were no works at the time of the meeting, some works were due to commence.

Additionally, the team held quarterly coordination meetings with representatives of all the major utility operators. In future, the team would be looking for tighter completion times for the works.

Councillor Gifford welcomed the response. He was pleased to hear those meetings were taking place and hoped that timescales for works could be reduced to a level that was satisfactory for residents.

(2) Question to Councillor Bell from Councillor Tim Sinclair

The Nicol Unit at Stratford Hospital, within my Division, is well appreciated by locals and although patients often prefer to be looked after in their own home, sometimes it's not appropriate or possible to do that. So, I'm keen that the number of in-patient beds and the services offered at the Nicol Unit are at least maintained, or ideally increased. What reassurances can the Portfolio holder give me that the Council is using its influence to protect and/or enhance the facilities at the Nicol Unit?

Councillor Bell responded that the services provided at the Nicol Unit and the Ellen Badger Community Hospital were being reviewed in the context of the wider health and social care offer in South Warwickshire. The review had a focus on the discharge to assess process which provided additional time for recovery and assessment away from the acute hospital environment. The work to lead the review was collaborative between Warwickshire County Council, South Warwickshire Foundation Trust and the CCG who were working to ensure the right outcomes for the patients and to deliver services that were appropriate for the future direction of travel. The Adult Social Care and Health Overview and Scrutiny Committee had considered an initial paper on the review which provided a number of options, and the overview and scrutiny committee had recommended an additional option to consider the increase in the number of beds (or at least the flexibility to increase the beds in response to demand). The overview and scrutiny committee would continue to exercise its functions to help with the outcomes of the review and support the citizens of Warwickshire generally. Councillor Bell was also closely linked with the leads for the review and provided support and challenge as it developed, and was aware that the project team was also keen to engage with local communities in South Warwickshire as the review process continued. Councillor Bell offered to put Councillor Sinclair in touch with the leads for the review which he welcomed.

Councillor Kate Rolfe noted that the proposals put forward at Adult Social Care and Health Overview and Scrutiny Committee were raised by herself and accepted cross party.

(3) Question to Councillor Redford from Councillor Drew

“WCC has stated that K2L is a priority yet progress is understood to have stalled. Could an update on this progress be provided, please, together with any available target date for the build?”

In response, Councillor Redford accepted that the K2L scheme had stalled but he offered assurance that whilst there were some challenges to be overcome, the council was in collaboration with external specialists on topographical and drainage surveys, more traffic modelling was being undertaken and intrusive ground investigations had been undertaken on the full length of the route. Initial designs were required for the cycleway and retaining structures between North Leamington and the Berwick roundabout and there were several conceptual designs for the new pedestrian cycle bridge across the River Avon and the flood plains. There were two initial feasibility designs and options for the route between the A425 and the B4115 junction were being considered. All these challenges were taking time and it was clear that it would take a bit longer than originally thought to finalise the scheme. The complexity and scope of having the pedestrian cycle bridge across the Avon was causing issues and officers were working with Sustrans and Adkins to deliver the best possible solution that conformed with the Environmental Agency conditions. Councillor Redford added that costs of building materials had increased, adding to the financial challenges of the project. It was difficult to provide a firm start date for the project but he would advise Members as soon as this was known.

Councillor Drew requested that the issue be actively monitored.

(4) Question to Councillor Timms from Councillor Fradgley

“Please may I ask for an update on the Highways Verge Policy. I have many residents asking about their status in biodiversity planting on county land. The year is moving on and it is time to start doing work to establish wildflower seed.”

Councillor Timms responded that the draft policy had been sent out to all members in the previous week and comments were being sought as the final step in the consultation process. The consultation had been very diverse in its range, and Councillor Timms asked that any comments be sent to the policy team by 8 April 2022 so that it could be published and documented as an operational policy.

Councillor Fradgley agreed that her question had been submitted prior to the policy being circulated for consultation and hoped that her question had spurred the process on. She noted that a number of town councils had projects ready for implementation and were awaiting the final policy before proceeding with them. Councillor Fradgley asked if town councils could obtain the county view on projects before the policy was operational, as the projects would be time-sensitive.

In response, Councillor Timms advised that the answer was yes. She acknowledged that the policy had taken some time to come forward and noted that several concerns had been received from district councillors which needed to be addressed before it could be circulated to county councillors. Councillor Timms wanted to ensure everyone was aware of the process and who was responsible for what going forward. The consultation was, therefore, key, but if there were individual projects that could go forward in advance, sight of them was to be welcomed.

(5) Question to Councillor Redford from Councillor Feeney

"I would be grateful if Councillor Redford could detail the parking enforcement activity for Rugby and more particularly for Benn division and could he comment on the number of staff deployed and roughly how many hours a week they are active in Rugby"

In reply, Councillor Redford advised that there was not a reporting mechanism that allowed data to be provided for individual electoral divisions. However, he did have details of the number of hours that staff had been deployed in Rugby over the period in question and he would provide this to Councillor Feeney after the meeting.

(6) Question to the Leader from Councillor Feeney

"I am sure that we all agree that our staff are the most valuable resource we have. Our staff have worked incredibly hard during the pandemic and I am sure we would all agree that it would be right to recognise all staff, but particularly those groups of staff who have delivered frontline services and carried on working in our buildings during this time. We would particularly like the Council to recognise the cleaning staff who worked tirelessly to keep everyone safe during this time and ask that a special event be held and the cleaners invited to receive some recognition from the Chairman of the Council and we would also be grateful for any consideration to be given to a wider meaningful recognition of staff groups as well".

In response, Councillor Isobel Secombe stated that she realised there would be some councillors who were not familiar with what the Council had been doing and welcomed the opportunity to explain. Over the previous two years, the cleaning and caretaking teams had been pivotal in maintaining the estate to ensure that the Council remained Covid 19 secure and that the Council operated effectively. Focus had been given, by all levels of leadership, to recognise the work that had taken place. The Council, as part of its People Strategy, had invested time and effort in enhancing the approach to recognise its employees, including cleaning staff and the teams had been continually

recognised by Corporate Board and also from across the group leaders who had throughout the last two years sent messages of support and thanks. Additional support and flexibility wherever possible had been given to the teams. The Council had initiated the introduction of the 'High Five' app for instant recognition by all colleagues as well as the corporate team. There was also a staff 'shout out' which featured in the Corporate Board and Strategic Director broadcasts. The Council had regularly recognised and celebrated the work of its cleaning staff. Additionally, the Council held 'Star Awards' for which staff nominated individuals and teams for recognition, and there was also involvement in the Leader and Chairman awards. These events had taken place online for the last two years but in normal times they would have been held in person and were attended by herself and the Chairman. The Council's cleaning and caretaking colleagues worked all over Warwickshire so it would be difficult to pull them all together. Whilst they made a brilliant contribution, they were not alone in what they contributed, and therefore in recognition of what all staff had achieved over the pandemic, the Council had offered an extra day's holiday to all employees. Staff were valued and the People Strategy made this very clear.

Councillor Feeney sought further clarification on how elected members could show the value of cleaning staff, as she considered that quite often they were the unsung heroes of an organisation, and she believed they should be recognised in particular.

Councillor Seccombe recognised the cleaning staff's fantastic contribution but this was the same with other frontline services such as children's services and adult social care. All staff contributed to the team that was Warwickshire and she felt what had already been done was 'above and beyond'; the feedback from staff supported that view and she got the sense that people liked working for Warwickshire.

(7) Question to Councillor Timms from Councillor Feeney

"I'd be grateful if you could update full Council on the provision of support for those in food poverty. Could you outline the schemes planned, how much money has been allocated in total for those schemes in particular."

In reply, Councillor Timms advised that there were two strands to the response: one was the Local Welfare Fund, and Warwickshire was one of the few councils who had always retained this fund for people in crisis. It had been extremely useful for distributing the Household Support Fund. Since October 2021 £2.41 million had been spent, including the Hub vouchers for school meals which would continue through the Easter holidays. In Warwickshire, there was also the Food Forum which was bringing forward the Food Strategy and this was a really important partnership approach with health, district and borough councils, and voluntary sector partners. There were three main focuses of the Forum: affordability and access including food poverty, education and choice and a priority around sustainability. As part of this, there were also community supermarkets, known as community pantries, which fell under the remit of the Food Forum and one had opened in Lillington. This provided a referral system which was a more sustainable option than food banks and allowed extra support to be given by Warwickshire Community and Voluntary Action (CAVA) and the Citizen's Advice Bureau. It was a wraparound pilot project and some mobile pantries would be opening in the north of the county: the locations had been informed by data suggesting where they were most needed. The project was costing £350,000. Councillor Timms looked forward to seeing how the project could be made more sustainable in the future.

Councillor Feeney asked Councillor Timms to elaborate on the location of the pantries.

Councillor Timms advised that the mobile pantries would be opening in Camp Hill and New Arley.

Councillor Boad welcomed the opening of the permanent pantry in Lillington and the support that it offered to families.

(8) Question to Councillor Redford from Councillor Millar

“Are there any lessons to be learnt from the planning and co-ordination of roadworks in and around Leamington Spa.”

Councillor Redford stated that there were lessons to be learnt and it had shown how important the Princes Drive corridor was in Leamington Spa. He advised that in future, if any works were needed at Princes Drive that required a closure, consideration would be given to overnight closures to keep the route open. In addition, as traffic flows were nearly back to pre-pandemic levels, the Council was trying to make sure that any other works in the Leamington Spa area that could impact on the works at Princes Drive did not take place at the same time to enable traffic to flow more easily than it had done in the previous month.

Councillor Millar noted that in response to Councillor Gifford’s earlier question, Councillor Redford had indicated that Utility Companies were writing to residents and local businesses, and she asked if there was a list of where the letters were being sent as she had not received any correspondence.

Councillor Redford indicated that he would investigate this issue.

(9) Question to Councillor Timms from Councillor Millar

“I am seeking to understand the progress that the Council has made on energy efficiency measures on its own estates and then to follow up about the proportion of Green Shoots funding that had gone into energy efficiency projects.”

Councillor Timms advised that the carbon footprint for 2021, which were the latest figures available, showed a reduction in the use of gas by 13% and of electricity by 19%, however, those reductions were largely due to the change in the use of the buildings due to agile working away from offices and the hybrid model of working that was being moved towards. This would be an ongoing process of looking at what buildings were required for the future so there was a lot of work to be done around the council estate. In terms of actual recent schemes, there were two: the Bedworth Fire Station where an air source heat pump replaced a gas boiler and solar panels installed on the Elliot Park Innovation Centre. The finalisation of the programme to replace streetlights with LEDs throughout the county continued. In common with other councils, there was a big challenge around decarbonising the estate and the Council was putting together its Sustainable Future Strategy following an initial presentation to Cabinet in November 2021. Once that was completed it would be presented to Cabinet in October 2022, looking at full costs and the plan for how further funding could be applied for.

The first found of Green Shoots had seen a total of £205,000 spent on energy efficiency, including a project on changing streetlights to LEDs, and five projects on renewables. This equated to about 33% of the amount that was awarded for Green Shoots.

Councillor Millar asked what measures would be taken on energy efficiency in the future to make sure that the Council was not lagging on lagging and that residents were insulated against price shocks.

Councillor Timms responded that the Sustainable Future Strategy would include the energy efficiency of buildings and what buildings were needed for the future. The work was taking place and the outcomes would be presented to Cabinet for approval in October 2022.

As the time limit for questions had been reached, the Chair announced that all remaining questions would receive a written response.

6. Any Other items of Urgent Business

None.

The meeting rose at 12.42 pm

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Chair

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County Council

17 May 2022

Appointments to Committees and Other Bodies

Recommendations

That Council

- (1) confirms the Committee structure and delegations of non-executive functions to member bodies as set out in the Constitution (subject to any amendments proposed and agreed at this meeting)
- (2) agrees the appointment of members to the Committees and other bodies as set out in Appendix 1 (subject to any amendments proposed and agreed at this meeting)
- (3) agrees an amendment to the Constitution as it applies to the Health and Wellbeing Board consequent upon the establishment of the Integrated Care System and endorses the appointment of the Chair of the Health and Wellbeing Board as the Council's nominee on the Integrated Care Partnership and the Strategic Director for People as the Council's nominee on the Integrated Care Board
- (4) approves the appointment of the Service Manager (Universal Services) as the Proper Officer for Registration Services and authorises the post holder to carry out the duties and powers of the Proper Officer
- (5) endorses the transfer of the Education Service to the People Directorate and approves the consequential budget transfer, and authorises the Chief Executive to take such steps as she considers necessary to implement the change
- (6) confirms the delegations of non-executive functions to officers as set out in the Constitution subject to any changes to those delegations or to such other delegations previously made as are required to implement Recommendation 5 above, and authorises the Strategic Director for Resources to make such amendments to the Council's Constitution as may be required as a consequence of this and any other changes agreed at this meeting
- (7) authorises the Chief Executive to agree the final appointments to the Police and Crime Panel in consultation with Group Leaders as she considers to be necessary to meet the requirements of geographical and political proportionality required and to work with District and Borough representatives to achieve that end

1. Introduction

- 1.1 Article 5 of the County Council's Constitution requires, as a minimum, the establishment of the following bodies:
- a. Cabinet
 - b. Overview and Scrutiny Committee (at least one)
 - c. Audit and Standards Committee
 - d. Regulatory Committee
 - e. Staff and Pensions Committee
- 1.2 The Cabinet is appointed by the Leader of the Council (who was appointed at the Council's Annual Meeting in May 2021 for a 4-year period and is automatically a member and Chair of Cabinet). A maximum of nine other members may be appointed to the Cabinet and their appointment and portfolios are matters for the Leader. The Leader must also appoint a Deputy Leader from the Cabinet members. The Leader will confirm the appointment of the Cabinet at a Leader Decision Making Session and any changes in the delegations to portfolio holders and support (non-decision making) roles for additional members. The agenda for the Leader Decision Making session will be circulated to all members for information.
- 1.3 Committees are appointed by the County Council. These are currently the Audit and Standards Committee, Regulatory Committee, Staff and Pensions Committee and the four Overview and Scrutiny Committees; Adult Social Care and Health, Children and Young People, Communities and Resources and Fire & Rescue. This report seeks the Council's confirmation (or amendment) to the current structure, taking account of the rules set out in the following section, and appointments of members to those seats. (The remit of each Committee is set out in the Council's Constitution and available on the Council's website).
- 1.4 Section 3 of this report also seeks confirmation of membership on a number of other member bodies which fall within the responsibility of Council to appoint, including appointments to some strategic external organisations.
- 1.5 Sub-Committees are appointed by their parent Committee. The Pension Fund Investment Sub-Committee is appointed by the Staff and Pensions Committee (meeting on the rising of this meeting). The Dispenditures Sub-Committee is appointed as required from time to time by the Strategic Director for Resources and taken from membership of the Audit and Standards Committee.
- 1.6 The Chairs and Vice Chairs of all Committees will also be appointed at a meeting of each Committee immediately following this Council meeting, other than the Chair of the Audit and Standards Committee which has an independent chair (John Bridgeman) and the Council is invited to confirm his appointment.

2.0 Allocation of seats between political groups

2.1 The composition of the Council is 42 Conservative Group; 6 Labour Group; 5 Liberal Democrat Group; 3 Green Group and 1 Independent. The Local Government and Housing Act 1989 requires that appointments to committees and sub-committees must achieve political balance in their membership. (There are exceptions to this notably for geographically based committees on which all local members sit).

2.2 The other ground rules are:

Committees: the aggregate allocation of all committee seats must be proportional to the party groups' overall membership on the Council. Within those allocations each individual committee must be split as close to the overall proportions as possible.

Sub-committees: the sub-committee is split proportionally – there is no aggregation.

Panels, Working groups: the national rules do not apply but the Council has applied the proportionality rule as a matter of good practice.

2.3 The overall rules can be set aside in favour of local arrangements provided this is agreed by the Council with no-one voting against it.

2.4 The allocation to committees agreed at the Annual Meeting in May 2021 is set out below and the Council is invited to confirm the allocation of seats for 2022 and to make/confirm membership (completing the tables in the appendix to this report).

2.5 Group Leaders are also invited to identify their Group Spokespersons and allocation of Special Responsibility Allowances to their spokespersons. The table below shows the current distribution of seats and the political balance entitlement.

Committees	Con	Lab	LD	GR	WRA	Total
Audit & Standards Committee (6)	4	1	1			6
Regulatory Committee (12)	10	1			1	12
Staff & Pensions Committee (6)	4	1	1			6
Adult Social Care & Health (10)	7	1	1	1		10
Children and Young People (10)	8	1	1			10
Communities (10)	7	1	1	1		10
Resources and Fire & Rescue (10)	7	1	1	1		10
Political Balance Entitlement 2022	47	7	6	3	1	64

3.0 Appointments required to be made/confirmed by Council

The Council is invited to confirm appointments to the committees and bodies

set out in the Appendix

3.1 Audit and Standards Committee

The membership of the Audit and Standards Committee is comprised of 6 elected members and two co-opted (independent) members. The Committee is chaired by John Bridgeman, one of the independent members. The Council is invited to confirm the appointment of John Bridgeman as the Chair of the Committee.

3.2 Health and Wellbeing Board

The Health and Wellbeing Board is a committee of the Council but the rules regarding proportionality do not apply to the Board which has a mixed membership of councillor and non-councillor (including statutory officer) appointments. The membership is four county councillors which to date has included the Cabinet Portfolio Holders for Adult Social Care and Health and Children, Families and Education plus the Leader of the Council. The Council also appoints the Chair of the Board.

The current County Councillor membership is:

Conservative: Councillors Margaret Bell, Jeff Morgan and Isobel Seccombe
Liberal Democrat: Jerry Roodhouse

The current chair of the Board is Councillor Margaret Bell, the Portfolio Holder for Adult Social Care and Health.

With effect from the establishment of the Integrated Care System (July 2022) the Clinical Commissioning Group's seat on the Health and Wellbeing Board will be replaced by the Chair of the Integrated Care Board to reflect the changes brought about by the Health and Care Act 2022. Such change to the Health and Wellbeing Board's composition and to the Council's Constitution will be made at that time and this report seeks Council's approval for the Strategic Director for Resources to make such changes as are necessary to effect that change.

The establishment of the Integrated Care System (ICS) will also necessitate appointments by the Council to the relevant boards and groups comprising the ICS. Membership of such groups is largely determined by Regulations and Guidance. The model Constitution for Integrated Care Boards prescribes the composition of the Board which can only be departed from with the consent of NHS England. This report therefore also seeks approval to the Council's nominees to

- the Integrated Care Board, which will take on the commissioning functions of the CCGs as well as some of NHS England's commissioning functions and;
- the Integrated Care Partnership, which comprises a range of partners, including NHS providers, that work together to deliver care by agreeing

to collaborate rather than compete

3.3 Coventry and Warwickshire Joint Health Overview and Scrutiny Committee

The Council on 18 July 2017 agreed to the establishment of the Coventry and Warwickshire Joint Health Overview and Scrutiny Committee. Warwickshire County Council and Coventry City Council each has five seats and appointments by each authority reflects the political balance of that authority.

The current County Councillor membership is:

Conservative: Councillors Clare Golby, John Cooke, Chris Mills, Penny-Anne O'Donnell

Labour: Councillor John Holland

3.4 Horton Joint Health Overview and Scrutiny Committee

The 'Horton JHOSC' was formed in 2018 following a recommendation from the Secretary of State. This is a joint committee of nine non-executive voting members and one co-opted non-voting member. Having due regard to the patient flow for the Horton General Hospital (HGH), the committee has eight members from Oxfordshire, one from Northamptonshire and one from Warwickshire. Members are appointed to the committee from the relevant overview and scrutiny committee of the respective local authorities and are reflective of the political balance accordingly.

Since the establishment of the Horton Joint Health OSC, the Council has appointed a member of its Adult Social Care and Health OSC as the most appropriate committee from which to draw representation to this joint committee. This approach remains appropriate given the overlap between the nature and remit of the respective committees. Historically, the Council's practice has been to appoint the sitting Chair of the Adult Social Care and Health Overview and Scrutiny Committee to represent the Council on the Horton Joint Overview and Scrutiny Committee.

The current County Councillor representative is Councillor Clare Golby

3.5 Corporate Parenting Panel

The Council approved a new Corporate Parenting Policy in September 2017. The membership of the Panel now includes the Cabinet Portfolio Holder for Children, Families and Education as Chair, plus five other members.

The current membership is:

Conservative: Councillors Jeff Morgan, Pete Gilbert, Marian Humphreys, Penny-Anne O'Donnell

Labour: Councillor Caroline Phillips

Liberal Democrat: Councillor Jerry Roodhouse

The Council is invited to confirm the Portfolio Holder for Children's Services as the Chair.

3.6 Standing Advisory Council for Religious Education

This is a statutory body that advises the Cabinet on religious worship and religious education within schools. The membership includes representatives of religious denominations and teacher representatives. The County Council membership is five councillors. There is no statutory requirement for political proportionality.

The current membership is:

Conservative: Councillors Parminder Singh Birdi, John Cooke, and Justin Kerridge

Labour: Councillor Barbara Brown

Liberal Democrat: Councillor Sarah Boad

3.7 Warwickshire Waste Partnership

The Waste Partnership comprises five County Councillors and a councillor from each of the five district and borough councils. It operates under a Memorandum of Understanding and the Chair is appointed by the Partnership.

The current County Councillor membership is:

Conservative: Councillors Bhagwant Singh Pandher, Daren Pemberton, Heather Timms, and Andrew Wright

Labour: Councillor Sarah Millar

3.8 Local Pension Board and Fire & Rescue Pension Board

The terms of reference for these two statutory boards specify that the tenure of membership (up to a maximum of nine years) is three years. Each has an independent Chair also appointed for a three-year term. If a member resigns during their term of office the replacement is appointed for three years. Confirmation of re-appointments is for the Scheme Manager (the County Council as the administering authority).

Appointments to the Board are made for a period of three years. As the required appointments have recently been confirmed, no appointment decisions are needed at this time.

3.9 The Police and Crime Panel

Police and Crime Panels are joint committees of the principal authorities in a police area, which in Warwickshire means the County Council and the five District and Borough councils. The current membership of the Panel is:

County Council Members

Conservative: Councillors Dave Humphreys and Bhagwant Singh Pandher
Labour: Councillors Barbara Brown and John Holland
Liberal Democrat: Councillor Jenny Fradgley

District/Borough Members

North Warwickshire Borough Council; Councillor David Reilly (Conservative)
Nuneaton & Bedworth Borough Council: Councillor Claire Golby (Conservative)
Stratford upon Avon District Council: Councillor Christopher Kettle (Conservative)
Rugby Borough Council: Councillor Derek Poole (Conservative)
Warwick District Council: Councillor Ian Davison (Green)

Co-opted Members: Andy Davis and Andrew Davies

The chair is appointed by the Panel and the current chair is Councillor David Reilly.

The composition of the panel has to meet the principle of 'fair representation'. This means that each Council within the police area must have at least one member. The composition should also take account, as far as practical, of both political and geographical proportionality. This means the Councillor members, when taken together, should represent all parts of the police area and also represent the political make-up of the relevant authorities when taken together. The composition of the Panel will be reviewed in light of the results of the local elections and this report seeks authority for the Chief Executive to finalise appointments in liaison with Group Leaders and with the District and Borough Councils.

3.10 Joint Negotiating Bodies

The Council has two Joint Negotiating Bodies one for staff and one for teachers. Each has four elected members appointed, (two appointments are made by the Leader and two appointments are made by the Council). The current Council appointments on the joint negotiating bodies are -

Joint Staff Negotiating Body – Councillors Barbara Brown and Bill Gifford

Joint Teachers Negotiating Body – Councillors Barbara Brown and Bill Gifford

3.11 Appointment to strategic external bodies

There is also a need for Council to confirm its appointments to key strategic bodies, namely the Local Government Association, County Councils Network,

Coventry and Warwickshire Local Enterprise Partnership. The Council is invited to appoint to these (see recommendation 11 in the Appendix to this report).

4.0 Appointments to other external bodies

There are some appointments to external bodies that are made by the Leader and which the Leader will confirm at the Leader decision making session following this meeting.

5.0 Members Allowances Scheme

An Independent Remuneration Panel has recently undertaken a review of the Council's Member Allowances Scheme and the Panel's report will be considered elsewhere on the agenda.

If there are any proposed changes in the political management structure and responsibilities this may impact on the allowances payable under the member allowances scheme and members may then need to consider whether any changes should be referred to the Independent Remuneration Panel.

6.0 Schemes of Delegation

6.1 The Council's Constitution sets out the delegation of powers to member bodies. The Council is invited to confirm these - except in so far as they may be inconsistent with any changes to the arrangements made for the member bodies set out above.

6.2 The Council's Constitution also sets out the delegation of non-executive functions to officers and this report invites the Council to confirm these, subject to the following;

6.2.1 Following the appointment by Council in July 2021 on a temporary basis of the Service Manager (Universal Services) as the Proper Officer for Registration Services, it is considered appropriate now to make that appointment permanent given this post holder has day to day responsibility for Registration Services.

6.2.2 In recognition of the national agenda in relation to education as set out in the Education White Paper (March 2022) and also to maximise the outcomes for our children and young people by facilitating a holistic and strategic approach to service delivery, all children focused services will be brought together under the leadership of the Strategic Director for People. This change will require a consequential transfer of the budget related to Education Services and is expected to be effective from July 2022. The budget agreed by Council in February 2022 can be found [here](#) (the Budget and Medium Term Financial Strategy are Item 3 in the Agenda where links to the relevant reports and supporting papers can be seen) and both the

capital and revenue budget allocated to Education Services will transfer to People Directorate as a result of this change.

- 6.2.3 This change will also result in some minor changes to the officer Scheme of Delegation as set out in the Constitution and this report authorises the Strategic Director for Resources to make such changes and seeks Council's confirmation that any previous education related non-executive delegations to the Strategic Director for Communities, are from implementation of this change, to be read as to the Strategic Director for People

7.0 Financial Implications

All of the proposals set out in the report can be accommodated within the 2022/23 approved budget.

Appendices

Appendix 1 – Draft Recommendations

Background Papers

2022/23 Budget and 2022-2027 Medium Term Financial Strategy
(<https://warwickshireintranet.moderngov.co.uk/ieListDocuments.aspx?CId=275&MId=3283&Ver=4>)

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Portfolio Holder	Leader of the Council	isobelseccombe@warwickshire.gov.uk

The report was circulated to the following members prior to publication:

Local Member(s):

Other members:

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Appendix 1

Recommendations

1. That the Council confirms the Committee structure and delegations of non-executive functions to member bodies as set out in the Constitution
2. That the number of places on Council Committees be as follows

Committees	Con	Lab	LD	GR	WRA	Total
Audit & Standards Committee (6)	4	1	1			6
Regulatory Committee (12)	10	1			1	12
Staff & Pensions Committee (6)	4	1	1			6
Adult Social Care & Health (10)	7	1	1	1		10
Children and Young People (10)	8	1	1			10
Communities (10)	7	1	1	1		10
Resources and Fire & Rescue (10)	7	1	1	1		10
Political Balance Entitlement 2022	47	7	6	3	1	64

3. That the Council agrees the appointment of members to the Committees and other bodies as set below:

Opposition Group Spokespersons are indicated for Overview and Scrutiny Committees (Sp)

Committees	Con	Lab	LD	Green	WRA/Ind Vacancy	Total
Audit & Standards Committee (6 +2 co-optees) J Bridgeman + R Edwards Zara						6
Regulatory Committee						12
Staff and Pensions Committee						6

Committees	Con	Labour	Liberal Democrat	Green	WRA	
Adult Social Care & Health OSC						10
Children & Young People OSC						10
Communities OSC						10
Resources and Fire & Rescue OSC						10
Joint Staff Negotiating Body (2) [*+ Leader Appointment x2]						
Joint Teachers Negotiating Body (2) [*+ Leader Appointment x2]						
Pension Fund Sub-Committee *appointments are made by Staff and Pensions Committee						
Pool of Members to sit on the Appointments Sub-Committees and Staff Appeals Sub-Committees.						

4. That John Bridgeman be confirmed as the Chair of the Audit and Standards Committee.

5. That the Council confirms/amends membership to the following bodies:

	Conservative	Labour	Liberal Democrat
Health and Wellbeing Board (4)			
Joint Coventry & Warwickshire Health OSC (5)			
Corporate Parenting Panel (6)			
Standing Advisory Council on Religious Education (SACRE) (5)			
Warwickshire Waste Partnership (5)			
Horton Joint OSC			

6. That the Portfolio Holder for Adult Social Care and Health is appointed as the Chair of the Health and Wellbeing Board
7. That the Council agrees an amendment to the Constitution as it applies to the Health and Wellbeing Board consequent upon the establishment of the Integrated Care System and endorses the appointment of the Chair of the Health and Wellbeing Board as the Council's nominee on the Integrated Care Partnership and the Strategic Director for People as the Council's nominee on the Integrated Care Board
8. That the Portfolio Holder with responsibility for children's services is appointed as the Chair of the Corporate Parenting Panel.
9. That the Council approves the appointment of the Service Manager (Universal Services) as the Proper Officer for Registration Services and authorises the post holder to carry out the duties and powers of the Proper Officer
10. That the Council authorises the Chief Executive to agree the final appointments to the Police and Crime Panel in consultation with Group Leaders as she considers to be necessary to meet the requirements of geographical and political proportionality required and to work with District and Borough representatives to achieve that end.
11. That the Council confirms/appoints to the following external bodies

	Conservative	Labour	Liberal Democrat
LEP (1)			
LGA (4)			
CCN (4)			
LGA Fire Commission			

12. That the Council endorses the transfer of the Education Service to the People Directorate and approves the consequential budget transfer, and authorises the Chief Executive to take such steps as she considers necessary to implement the change
13. That Council confirms the delegations of non-executive functions to officers as set out in the Constitution subject to changes to those delegations or to such other delegations previously made as are required to implement any changes agreed by Council (including the transfer of the Education Service to the People Directorate) and authorises the Strategic Director for Resources to make such amendments to the Council's Constitution as may be required as a consequence of this and any other changes agreed at this meeting

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Council

17 May 2022

Overview and Scrutiny Annual Report 2021/2022

Recommendation

That Council notes the Overview and Scrutiny Annual Report 2021/2022

1.0 Summary

At the end of each municipal year, an Overview and Scrutiny Annual Report is produced to highlight the activity of the Overview and Scrutiny Committees throughout the year. The report includes the achievements of the Committees and demonstrates where the scrutiny function has added value to the organisation, in terms of improved service delivery and helping the Council to achieve its corporate ambitions.

The Overview and Scrutiny Annual Report 2021/2022 is attached for the Council's consideration.

2.0 Background Papers

None

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The report was circulated to the following members prior to publication:

Local Member(s): None

Other members: Councillors Yousef Dahmash, Clare Golby, Wallace Redford, Izzi Seccombe and Adrian Warwick

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Warwickshire County Council Overview and Scrutiny Annual Report 2021 – 2022

Introduction

Welcome to the 2021/2022 Warwickshire County Council review of Overview and Scrutiny. As in previous years, the report highlights the main topics covered by each of the four Overview and Scrutiny Committees at Warwickshire County Council.

Each committee has a work programme to shape the meetings over 12 months. In addition to the work programme, which is agreed by the Chair, Vice-Chair and Senior Officers, additional information is shared via briefing notes between scheduled meetings. Additional work is done through Task and Finish Groups that focus on areas of concern or development.

Traditionally, each committee has met approximately four times a year. However, over the last twelve months additional meetings have been held. This has been because of the pandemic, declared in March 2020. Several meetings were postponed in the early months of the pandemic. Members of each committee, alongside officers, worked together to ensure that the impact of the pandemic did not result in key work areas being cancelled from work programmes; additional meetings provided assurance to the residents of Warwickshire that nothing would get overlooked.

Following the publication of the “Good Scrutiny Guide” in 2019 by the Centre for Public Scrutiny, Warwickshire County Council commissioned a review of how the council operated scrutiny and to advise on improvements that would build on the statutory guidance and assist the Council to deliver on its objectives.

In September 2021, [the recommendations from the review](#) were agreed at a meeting of full council. The Democratic Services Team is working on ensuring that the recommendations are built into the scrutiny and overview programmes for all committees moving forward, including the development of a member training programme to support our Councillors in their roles in the scrutiny process.

As we move into the next twelve months of Overview and Scrutiny and new work programmes are developed, I am confident that officers and members will continue to work with the best interests of Warwickshire residents at the heart of what they do.

Councillor Isobel Seccombe
Leader of Warwickshire County Council
May 2022

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Scrutiny Review

In 2019/20 the Council undertook a review of its approach to Overview and Scrutiny led by Dr Jane Martin CBE who reported back to the Council in October 2020.

During the period of this report the Council has considered the findings of Dr Martin's report and committed to actions intended to enhance how the overview and scrutiny function operates, building upon the strong foundations and good practices identified in the report. The Action Plan arising was endorsed by full Council in September 2021 and is now being implemented.

Adult Social Care and Health Overview and Scrutiny Committee

This Committee reviews and scrutinises the provision of public services in Warwickshire relating to adult social care services including social care to older people and people with disabilities, policies and services for safeguarding adults and any matter relating to the planning provision and operation of health services for adults and children in Warwickshire.

This committee's remit involves services commissioned and delivered by the County Council and its partners in the health sector. Reflecting on the areas scrutinised over the last year as shown in this annual report, I would like to place on record my thanks to the elected members, officers and partners who have all contributed. The new Committee appointed after the County Council elections had a steep learning curve. Added to this is the constant change in the health landscape with the imminent move to an Integrated Care System. There is a wide breadth of services, including those provided for social care, which all makes this committee's work vitally important to Warwickshire people.

Councillor Clare Golby, Chair

Officer Support and Changes to the Scrutiny Landscape

In May 2021 following the County Council elections, the Committee's composition included a number of new members. To provide an introduction to the wide range of services within its remit, the first meeting was dedicated to providing a high-level overview of NHS and Council services. It was supplemented by the Council's induction process and member development programme, including focused sessions on both Social Care and Public Health.

The Committee is supported by lead officers from the People Group who pay for (commission) or deliver services. Members scrutinise individual service areas, whilst also focusing on performance against targets. Officers have provided briefing documents throughout the year, to broaden members' understanding.

In recent years, there have been a number of drivers for significant change in the way Council and NHS services are delivered and this change will only continue as we move forwards. The COVID-19 pandemic, the current Health and Care Act 2022 and continuing integration of services are key examples. Later this year, the Clinical Commissioning Group (CCG) will be replaced by an Integrated Care System (ICS).

Health

The Committee's remit is to scrutinise the performance of local health commissioners and service providers. It also has a statutory scrutiny role in relation to health service reconfigurations. During this municipal year, the work programme included a focus on the new ICS. The Committee received a presentation, with a question and answer session at a dedicated meeting, with Danielle Oum (Chair) and Phil Johns (Chief Executive Designate) of the ICS. The new arrangements will continue to be

monitored and nationally it is anticipated that service reconfigurations may result from the new ICS arrangements driving efficiencies. The future work programme will need to ensure capacity for such reviews.

A review of community hospital provision by South Warwickshire Foundation Trust (SWFT) commenced and this will continue into 2022-23. This concerns step-down bedded care provision following a patient's discharge from an acute hospital. One outcome from this work was a request to the CCG and ICS to ensure parity of service across the county, it being established that different arrangements are in place in the North of Warwickshire and Rugby.

There has been a focus on mental health and wellbeing, with a joint presentation involving the Coventry and Warwickshire Partnership Trust. Two sessions have taken place with West Midlands Ambulance Service (WMAS), receiving an update on the Trust's performance and engaging with its Quality Account process. The Committee also met with NHS England and Improvement to discuss dental services in the county. This is a function that will transfer to the new ICS. The evidence provided of current service backlogs and restoration required after the COVID-19 pandemic provided a useful baseline for future monitoring. All members of Council are invited to submit questions and lines of enquiry in advance of such items, so that presenters are able to focus on the required areas and provide responses to local concerns.

Joint Scrutiny

Through joint scrutiny work with neighbouring areas, the Committee is represented on health service reviews affecting Warwickshire residents. There are two joint health overview and scrutiny committees (JHOSCs). One covers Coventry and Warwickshire which is the 'footprint' for the CCG/ICS area. The other JHOSC is led by Oxfordshire County Council, involving representatives from both Warwickshire and Northamptonshire, recognising that patient flow is not coterminous with county boundaries. Joint scrutiny committees are also held to consider cross cutting issues. During this year, there were joint meetings with both the Children & Young People and Communities Overview and Scrutiny Committees which looked variously at topics including Education, Covid 19 and health inequalities, and SEND, All Age Autism Strategy, and Children and Young People Mental Health Services.

Public Health and Strategic Commissioning

The Strategic Director for People and People Directorate Assistant Directors, including the Director of Public Health attend every meeting, providing important updates to members. Examples of the areas discussed during the year are the joint Coventry and Warwickshire Living with Dementia Strategy, an overview of domestic abuse services and menopause services. The latter piece of work resulted in representations to both the Secretary of State for Health and Social Care and the Warwickshire Health and Wellbeing Board, to highlight the absence of specialist services within the county. A detailed review will take place in the future through a task and finish group. The Committee receives quarterly performance monitoring reports and reviews the annual customer services feedback relevant to the services within its remit.

Work with Healthwatch Warwickshire and the Health and Wellbeing Board

The Committee works closely with Healthwatch Warwickshire, the voluntary organisation that provides the 'patient voice'. Healthwatch has an active role in shaping the Committee's work programme; it contributes to debate in meetings and updates the Committee on its own work areas.

The Committee receives periodic updates on the work of the Health and Wellbeing Board and its Chair, Councillor Margaret Bell, who is also the Portfolio Holder for Adult Social Care and Health, attends every meeting with a regular 'question time' included on the agenda. A number of items have been considered by both the Health and Wellbeing Board and the Committee during this year enabling deeper consideration of the issues via the Committee where helpful to do so, examples being dental services, menopause services and the community mental health service.

Engagement with the Public and Elected Members

A public speaking item is included on the agenda for every meeting. During this year, there have been public questions and statements submitted by the group South Warwickshire Save Our NHS and others. Examples of the representations include the community hospital review in South Warwickshire and the ICS. Written replies are provided to such questions. Every agenda includes items to enable members to submit questions to the Portfolio Holder or to NHS colleagues.

Key Organisations monitored by the Committee

Coventry and Warwickshire Clinical Commissioning Group
Provider Trusts: Coventry and Warwickshire Partnership Trust, George Eliot NHS Hospital Trust, South Warwickshire Foundation Trust, University Hospitals Coventry and Warwickshire, West Midlands Ambulance Service University NHS Foundation Trust.

Key partners that the Committee engages with as part of its remit

Care Quality Commission
Coventry City Council (joint health scrutiny)
Oxfordshire County Council (joint health scrutiny)
District and Borough Councils (co-opted representation)
Healthwatch Coventry
Healthwatch Warwickshire
NHS England and NHS Improvement

Children and Young People's Overview and Scrutiny Committee

This Committee reviews and scrutinises the provision of public services in Warwickshire relating to education and skills, services for children, families and young people including schools, 16-19 years education, pre-school children, child protection, family support and social care, children with specific needs and the Youth Service.

Over the past year, the committee has welcomed new members following the election in May 2021 and I would like to place on record my thanks to all members, new and returning, for the work which has been carried out.

The impact of the pandemic saw some disruption to the schedule of meetings and the work programme, but thanks to the dedication and hard work of officers and members the committee is as strong as ever.

Over the past year, as the recovery from the impact of the pandemic continued, we have been able to focus on those key areas affected, and to play our part in offering reassurance to our residents that Warwickshire County Council remains committed to the welfare of our children and young people, and to helping safeguard their future.

One highlight was the introduction of the first Warwickshire County Council strategy for children and young people that was developed with a range of partners and outside agencies. Committee members had a key role in the development of the strategy which is just one example of the important work done by all OSCs at the council.

I would also like to thank all of the officers who have supported members in their scrutiny roles, with particular thanks once again to our Democratic Services team. The past two years have been anything but routine for all of us, but I am confident in the work that we have done and will continue to do.

Councillor Yousef Dahmash, Chair

Youth Justice Plan

The Committee received a presentation in relation to the Youth Justice Plan and the overall objectives of the service. Members were informed of a number of challenges faced by the Youth Service team which included maintaining contact with young people throughout the pandemic. Committee members were able to ask questions of the officers present at the meeting and develop a strong understanding of the service. Questions in relation to preventative work were asked and officers were able to confirm details of multi-agency and cross border partnership working. The Committee gave their full support to the Youth Justice Plan and it was agreed that progress would be monitored by the Committee at future meetings.

Warwickshire County Council's Children's Strategy

The first Warwickshire County Council strategy for children and young people was presented to the Committee who were pleased to learn that it had been developed with a range of partner agencies. The Committee was asked to provide feedback on the new strategy ahead of its consideration by Cabinet. Members took the opportunity to request that additional information in relation to the overall population of the county was added to the strategy to provide clearer context. In addition, information in relation to the number of cases per social worker was requested. Members questioned the delivery of the outlined priorities, and an explanation was provided that some will need to be completed before others can be started. It was agreed that the strategy would incorporate all the suggestions made by members and that it would be brought to future meetings of the Committee for review and progress updates.

Children's Transformation Plan

The Committee received an update concerning the Children's Transformation Plan and were pleased to note that progress had continued despite the challenging times. Members were able to see from the report that the Children and Families service had successfully implemented a significant number of evidence-based initiatives to improve outcomes for children and families. The Committee noted the progress, achievements and next steps which include an evidence-based approach, the introduction of a clear Early Help Network for communities and key measurable benefits. Additional information in relation to the financial planning for services and resources was requested and it was agreed that this information would be shared with the Committee at future meetings.

Child Exploitation, Contextual Safeguarding and Extra Familial Abuse

The Committee received updates in relation to both child exploitation and safeguarding (with an emphasis on contextual safeguarding which is where abuse is extra familial) and noted that there was a significant impact on the delivery of front line services to vulnerable children due to the pandemic. Members noted that Warwickshire County Council is one of the first authorities to set up a dedicated team to address child exploitation and commended all officers involved for the work done in setting this up. Officers thanked members for their support and for the resources that were made available to them. During the meeting, members were able to ask questions and were grateful for the clarity of answers provided. Members concluded that the work being undertaken by Council officers alongside the multiagency approach, as well as the work undertaken with families was a very positive step. It was agreed that the Committee will be kept updated on both topics with regular presentations at future meetings.

Progress of the Integrated Front Door Project (MASH)

Members of the Committee were keen to receive an update concerning the Front Door Project and welcomed the opportunity to invite officers to a meeting.

Warwickshire County Council established the Multi-Agency Safeguarding Hub (MASH) in 2016. Following changes to legislation, guidance and organisational constructs across partner agencies, in addition to concerns raised by OFSTED regarding its effectiveness, the decision was taken to undertake a review and present the findings to the Committee. Officers were able to answer a range of questions from the Committee concerning the review and its outcome. Members learnt that the new MASH model – the Integrated Front Door – was launched in September 2021 and that the new service has changed the dynamic around which services can be put in place and how parents/families can be involved. OFSTED was unable to complete the inspection commenced in March 2020 due to the pandemic but was able to complete a review in February 2022. The Committee was pleased to note the progress highlighted in the report along with the benefits of the new structure, quality of management oversight and strong partnership relationships. The Committee will continue to monitor the progress of the Integrated Front Door with regular updates.

Call-Ins

The Committee held an extra meeting in July 2021 following the call-in of a decision made by Cabinet in relation to a property/service review. Having considered the matter, the Committee decided not to recommend any further action.

All Other Topics

Other topics that were discussed this year were: complaints, SEND update, Outdoor Education & Learning, child protection performance, OFSTED inspection and outcome, Children and Families Service Review and work was done jointly with Adult Social Care and Health Overview and Scrutiny Committee on a number of cross cutting topics

Communities Overview and Scrutiny Committee

This Committee reviews and scrutinises the provision of public services in Warwickshire relating to community safety, trading standards, transport and highways, economic development and environment, adult learning, heritage, tourism, flood risk management and emergency planning.

“The 2021-22 municipal year was my first year as Chair of the committee and the year we welcomed many new members to it. The committee effectively scrutinised ongoing and new projects and decisions made by the Council and will continue to do so. The committee notably held three extra meetings this year to scrutinise decisions made by the executive. I would like to thank the members of the committee this year for their enthusiasm in participating in committee discussions. I especially would like to thank all the officers who participated to any of the committee meetings; their hard work and efforts enabled the committee to scrutinise the wide range of topics it did this year. The highlights of the topics covered this municipal year can be found below.”

Councillor Jeff Clarke

Economic Recovery & Development

To aid recovery from the economic consequences of Covid-19, the Economy & Skills team carried out several schemes focused on mitigation activity. ‘Economic Development Updates’ is a standing item at every Communities Overview and Scrutiny committee (OSC) meeting. Businesses and individuals cross-county had been supported and help had been provided via numerous grants, projects, plans, a skills hub, financial support and the new Warwickshire Recovery and Investment Fund (WRIF). More information about these initiatives can be found in the Committee’s papers online.

EDS Project Dashboard

This year, the Committee agreed that there should be a new standing item that should be presented at every other Communities OSC meeting. This item (EDS (Engineering Design Services) Dashboard) provides an update on the top 10 major road schemes in the North and South of the county. The report includes the project status, expected delivery date, what stage the project has reached, how urgent the scheme is, the project’s overall value to the community, the project’s risks, and any other necessary comments.

Bermuda Connectivity

The Committee was keen to monitor the progress of the ongoing Bermuda Bridge project in Nuneaton. The main concerns expressed included the scheme costs and ensuring the planned cycle lane would be implemented. An update report on the progress of the scheme will return to the Committee in September 2022.

20mph Limits – Motion and Report

At the July 2021 full Council meeting, a motion was passed to establish a cross-party working group to investigate the evidence, cost, impact and/or benefit of 20 mph speed limits in residential areas including schools and other sites of wider interest across Warwickshire as part of the Speed Management Strategy refresh and to report the outcome of this work to Cabinet. The proposed draft recommendations were considered by the Communities OSC at its meeting in November 2021. The Committee discussed the evidence provided, funding and enforcement needed to implement 20mph limits. The final recommendations were considered by Cabinet in April 2022.

Public Speakers

The Committee provides an opportunity for members of the public to speak at every meeting on topics on the agenda or within its remit. Between September 2021-May 2022, the Committee welcomed 10 members of the public who spoke on items including: green spaces, the Bermuda connectivity project, waste management, and 20mph limits. All speakers were given three minutes to speak in line with the Council's public speaking scheme and received either a response in the meeting from the relevant Portfolio Holder or a written response after the meeting.

Call-Ins

The Committee held three extra meetings between July 2021 to May 2022 as a Portfolio Holder decision and a Cabinet decision were 'called in' to the committee. The call-ins considered by this Committee related to

- Country Parks - Fees and Charges, Portfolio Holder decision made on 18th February 2022
- On Street Parking Management – Cabinet decision made on 10th March 2022
- 20mph Speed Limits – Cabinet decision made on 12th April 2022.

In all three cases, having considered the matter, the Committee decided not to recommend any further action.

All Other Topics

Other topics that were discussed this year were: HS2 Reimbursement, Climate Adaption, several Scheme Evaluations, Pedestrian Crossings, the new Developer Design Guide, the Social Impact Fund, Waste Management, Customer Complaints in the service area, Warwickshire's Bus Scheme, Electric Vehicle Chargers, and Road Space Allocation.

Resources and Fire & Rescue Overview and Scrutiny Committee

This Committee reviews and scrutinises the Warwickshire Fire & Rescue Service, budget, medium term financial plan, corporate business plan, planning and performance arrangements, finance, property, information technology, facilities management, workforce strategy and development, law and governance, libraries, customer service and communications

“ The 2021/22 Council year has seen the Resources and Fire & Rescue OSC continue its robust scrutiny of Council internal functions, and crucially consider schemes to support the vital recovery from the Covid Pandemic. The Vice Chair and I would like to express our thanks and gratitude to Members, Portfolio Holders, Fire Officers, and Council Officers for their unwavering support through the year. Sadly, and notably, the untimely passing of former Chief Fire Officer Kieran Amos impacted on all involved, and his contribution to Warwickshire Fire & Rescue Service and support of this Committee is immeasurable.

Members took a keen interest during the year on a wide variety of topics. The Warwickshire Recovery and Investment Fund was universally welcomed, along with schemes to help key workers to purchase homes. Linking into recovery we examined our Voluntary and Community Sector Strategy and our partnership working.

With flexible working now the “New Normal” Estates Master Planning clearly became an area of interest to make best use of our assets. Other key highlights included our involvement with the Voice Of Warwickshire citizen engagement panel, along with a commitment to keep under close review our Schools Admission Performance.

With our scrutiny work with Warwickshire Fire and Rescue, the WFRS HMICFRS report was a topic that gained keen interest. Ben Brook, as our newly appointed Chief Fire Officer, has stepped into a difficult role, and with inspections, Covid, and Kieran's passing had a year no one would envy, and we thank him and Warwickshire Fire & Rescue Service for all their endeavours.”

Councillor Adrian Warwick, Chair

Covid-19 Recovery/Warwickshire Recovery and Investment Fund

In May 2021 Members were informed of the Warwickshire Recovery and Investment Fund (WRIF), which aims to provide targeted financial assistance to businesses in Warwickshire that have been significantly affected by the Covid-19 pandemic. This initiative is intended to stimulate the local economy by boosting employment and productivity rates and provide support to business as government support schemes are scaled back. The WRIF makes use of the Council's own financial resources as well as its ability to borrow at a competitive rate, with a maximum ringfenced investment of £140million. The scheme seeks to attract additional private sector investment of close to £100m into the county's economy and promote Warwickshire as a place to do business. Although it was not intended for the WRIF to generate significant returns on investment, any surpluses generated by the end of the five-year scheme were proposed to be taken forward for reinvestment in a modified form.

The Fund was developed with input across service areas, including Economy & Skills, Finance, and Governance & Policy, in addition to engagement with the Chamber of Commerce, Local Enterprise Partnership and Local Growth Hub. Scenario modelling suggested pre-2019 employment levels would not recover until 2025 without intervention. It is anticipated the WRIF will create 2,200 new jobs and safeguard a further 4,000 which could otherwise be lost. It would strengthen business rates and the council tax base. Viability of investments is the principal factor determining allocation of funding.

Three funding streams have been identified and the balance of investment across them has been carefully examined to minimise potential risks, whilst still allowing for movement of funds between them. These are 'Business Investment and Growth', which has an allocation of up to £90million; 'Local Communities and Enterprise' (LCE), which has been allocated up to £10million; and 'Property and Infrastructure', which has been allocated up to £40million.

The Committee was advised that WRIF would be subject to robust scrutiny via a cross-party Member Oversight Group, and that discussions had taken place with the Council's external auditors to help inform development of governance arrangements. It was intended for the Oversight Group to provide an annual report to full Council, and the WRIF accounts would be examined by the Audit and Standards Committee. Additionally an Investment Panel would be established, comprising officers and chaired by the Strategic Director for Communities.

The Committee recommended to Cabinet that businesses situated close to the county boundary, but outside of Warwickshire, should be regarded as being eligible for investment in cases when a benefit to Warwickshire residents is discernible.

'Our People' Strategy

In February 2022 the Committee was given an update on the 'Our People' Strategy and how it would attract, recruit, motivate and develop the diversity of talent required to deliver the objectives of the Council Plan. The latest refresh of the strategy was subsequently formally endorsed by the Staff and Pensions Committee following consideration by the Overview and Scrutiny Committee.

Input had been sought from employees as part of the Employer Value Proposition, with their stories and experience of working for the Council being used extensively within recruitment literature and on social media. Pay for apprentices was being set marginally higher than the minimum apprentice pay rate in order to make Warwickshire County Council a more attractive proposition to school leavers, compared to competing employers. The 'Our People' values and cultures had been expanded to also include those indirectly employed by the Council. Members had highlighted the importance of training in enabling staff to make a positive difference to communities and enact a culture of professionalism.

Estates Master Planning

New ways of working and a review of the Council's estates portfolio had started to be examined in early 2019, but the Covid-19 pandemic had led to additional opportunities to trial new ways of working and broaden the scope of the Estates Masterplan. The first stage of the Masterplan is concentrating on Shire Hall and the Warwick estate, looking at how our buildings can be used more effectively and efficiently. The Committee heard that from a staffing perspective, different team dynamics needed to be understood before any cultural changes into ways of working could be embedded. Check-in surveys have taken place to gain insight into staff work/life balance, and utilisation of work spaces has also been taken into account when considering the Masterplan.

However, whilst agile working has become more the norm within most service areas with more staff working in a hybrid way, it is critical that business need drives the way in which staff work, supported by the right technology to facilitate delivery of outcomes. The Committee recognised the importance of the technological solutions that the Council had introduced which had enabled it to adjust and respond so effectively to the pandemic. The Committee also expressed its support for the focus on staff mental health and wellbeing which had been evident and valued by staff during the pandemic.

The first stage of the Masterplan is now concluding with the move of more teams into Shire Hall and Members accepted that the longer term plans for the Warwick estate and beyond needed more time to develop, taking into account the effects of the pandemic and new ways of working as well as wider external factors. In particular it is important for the Council to be confident that any repurposing of office buildings is done in the right way before any commitment is made to any capital spending. It was noted that increased use of technology could help the Council meet its target of being net zero for carbon emissions, as it could lead to fewer in-person meetings and car journeys.

Integrated Risk Management Plan (IRMP) 2020-2025

The cross-party IRMP Assurance Panel was formally established and held its first meeting in June 2021. Terms of reference for the Panel were approved, and the Panel has met on a quarterly basis ever since it was established. The Panel has scrutinised performance standards of the Fire and Rescue Service, the HMICFRS action plan and risk analysis. Members' interest in the risk analysis review led to a separate standalone briefing taking place. An independent oversight of the delivery of the HMICFRS action plan is being provided by Justin Johnston, Chief Fire Officer of Lancashire Fire & Rescue Service. Mr Johnston has attended Panel meetings, as has Lynn Major on behalf of HMICFRS.

HMICFRS Inspection Report

A virtual inspection of Warwickshire Fire and Rescue Service was carried out by HMICFRS in 2021, which had identified three areas of concern and 41 areas where improvements were required. An Action Plan was developed and implemented to address the findings of the report, with substantial investment being made, and a significant amount of progress has already been made. A reinspection was made in February 2022 and HMICFRS acknowledged that good progress had been made in

relation to Prevention, which was one of the three areas of concern that had been identified, and the latest inspection report had highlighted several areas where WFRS had performed well.

Committee Members expressed concern at the frequency with which inspections were being carried out as they were of the view this would place too onerous a burden on WFRS staff taking into account operational the requirements and duties of the Service. Members asked that this be followed up via the most appropriate channels. .

Station managers had expressed an interest in attending future Committee meetings and it was agreed that they would do so as and when operational matters allowed them to do so.

The Committee commended WFRS for the positive progress being made, and expressed its thanks to WFRS for its continued delivery of high-quality services during an exceptionally challenging time.

Priority Worker Help to Buy Scheme

In September 2021 the Committee discussed the proposed scheme, which could offer new-build properties to priority workers built by Warwickshire Property and Development Group (WPDG) on selected sites. This was designed to provide more affordable housing and support the recovery of the local economy, whilst seeking to address recruitment and retention challenges in key areas of the economy by providing a means to attract and retain priority workers in Warwickshire. Application criteria were intended to be less restrictive than national schemes. WPDG would assess each site when developing a business plan to ascertain whether availability of help-to-buy homes would support sales and delivery of policy objectives. The definition of what constituted a priority worker would be considered on a site-by-site basis. The Council would then review financial risks and make a site-specific value for money assessment in line with the governance arrangements agreed for WPDG and the transfer of sites for development. Property interest rates would be set at a rate to incentivise refinancing, mitigating the financial risk to the Council.

Considerable attention had been given to the scope of the definition of priority workers. It was felt that a local, targeted approach based upon local intelligence was preferred; if the definition of priority worker was cast too broadly, it would be difficult to manage public expectations against resources available to the Council.

Overview and Scrutiny Committees – Membership

Adult Social Care and Health OSC 2021/22

Councillors Clare Golby (Chair), John Holland (Vice-Chair), John Cooke, Tracey Drew, Marian Humphreys, Christopher Kettle, Jan Matecki, Chris Mills, Kate Rolfe and Mandy Tromans

Co-opted District and Borough Council Members

Councillor Sandra Smith (North Warwickshire)

Councillor Peter Eccleson (Rugby)

Councillor Penny-Anne O'Donnell (Stratford-on-Avon)

Councillor Pamela Redford (Warwick)

Councillor Richard Baxter-Payne (Nuneaton and Bedworth)

Children and Young People OSC 2021/22

Councillors Yousef Dahmash (Chair), Jerry Roodhouse (Vice-Chair), Jo Barker, Brett Beetham, Barbara Brown, Peter Gilbert, Brian Hammersley, Marian Humphreys, Justin Kerridge and Jill Simpson-Vince.

Co-opted Members

Joseph Cannon

John McRoberts

Rev. Elaine Scrivens

Communities OSC 2021/22

Councillors Jeff Clarke (Chair), Jonathan Chilvers (Vice-Chair), Richard Baxter-Payne, Jackie D'Arcy, Jenny Fradgley, Dave Humphreys, Bhagwant Singh Pandher, Daren Pemberton, Tim Sinclair and Andrew Wright

Resources and Fire & Rescue OSC 2021/22

Councillors Adrian Warwick (Chair), Parminder Singh Birdi (Vice-Chair), Sarah Boad, Piers Daniell, Sue Markham, Caroline Phillips, Will Roberts, Richard Spencer, Robert Tromans and Martin Watson

Getting Involved with Overview and Scrutiny

Listening to the views of Warwickshire's residents is a crucial part of the work carried out by Overview and Scrutiny Committees.

If you have any queries or questions about scrutiny, or want to suggest a topic for the Committee to look at, please contact the Democratic Services Team

⇒ Email us: democraticservices@warwickshire.gov.uk

⇒ Tweet us: [@WarksDemocracy](https://twitter.com/WarksDemocracy)

⇒ Watch us: warwickshire.public-i.tv

⇒ Call us: 01926 412113

You can keep up to date with the work of the Overview and Scrutiny Committees, Task & Finish groups and any other reviews or panels by visiting our website:

www.warwickshire.gov.uk/scrutiny

The Committees look at key developments and Council priorities, service performance and strategic issues. Queries on individual matters or cases can be raised with the appropriate service team directly.

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Resources and Fire & Rescue	Andy Carswell Democratic Services Officer andrewcarswell@warwickshire.gov.uk

Council**17 May 2022****Annual Monitor of use of the Urgency and Call-in Procedures
July 2021 – April 2022****Recommendation**

That Members note the content of the report.

1.0 Introduction

- 1.1 The use of the Council's call-in and urgency procedures is monitored annually in accordance with Standing Order 19.1 of the Council's Constitution. This report summarises the decisions taken under the urgency procedure and the use of call-in from July 2021 to the end of April 2022.

2.0 Procedure for decisions to be treated as urgent.

- 2.1 Standing Order 18 sets out the procedure for consideration of issues requiring an urgent decision and where any delay likely to be caused by call-in would seriously prejudice the Council's or the public's interest.
- 2.2 This procedure requires the consent of the Chair of the relevant Overview and Scrutiny Committee (or in his/her absence the Chair of Council, or in his/her absence the Vice-Chair of Council).
- 2.3 The consent is given on the basis that:
- the decision cannot reasonably be deferred; and
 - the decision should be treated as a matter of urgency; and
 - where the proposed decision is contrary to or not wholly in accordance with the Policy Framework or Budget it is not practicable to convene a quorate meeting of the full Council.
- 2.4 Group Leaders are advised whenever an urgent decision is proposed, and the decision (and any supporting report) is published on the Council's website and all members notified. In addition, the Leader is required to report to Council each year on the details of each decision taken under the procedure and the reasons for their urgency.

3.0 Procedure for call-in

- 3.1 Executive decisions (i.e. those taken by Cabinet, Cabinet Portfolio Holder or Officer Key Decisions) can be called-in for consideration by the relevant Overview and Scrutiny Committee. The Chair of the Committee or four members can call in a decision within 5 days of the publication of the decision unless the decision has been subject to the urgency procedure described at section 2 above. (The procedure for call-in is set out at Standing Order 13.) Call-in delays the implementation of a decision and

can have an impact on the speed of decision making in an authority if it is used extensively.

- 3.2 There have been three uses of the call-in procedure in 2021/2022 in Warwickshire.

4.0 Annual Monitor of the Use of the Urgency Procedure

There have been twelve instances of use of the consent to urgency procedure over the last year. This is a reduction on the figures for 2019/20 and 2020/21.

11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22
3	6	8	6	5	11	8	7	17	15	12

5.0 The Coronavirus Pandemic

- 5.1 On 11 March 2020 the World Health Organisation confirmed Coronavirus as a pandemic and countries around the world entered lock down to slow down the spread of the virus.
- 5.2 In order to address the negative impacts of the Covid-19 pandemic on Warwickshire and its neighbours, several urgent decisions were required to be made over the following months and years.
- 5.3 In the first year of the pandemic (2019/2020), 12 urgent decisions were taken in relation to the impact of Coronavirus. The number of urgent decisions taken reduced during the second year (2020/2021) to 3.
- 5.4 There has been 1 urgent decision taken in relation to the Coronavirus Pandemic over the last twelve months.

6.0 Decisions Taken under the Urgency Procedure from July 2021 to April 2022 (not related to the Coronavirus Pandemic).

- 6.1 [19 August 2021 – WCC response to the Teacher’s Pay Consultation 2021](#)

The Portfolio Holder for Customer and Transformation was asked to approve Warwickshire County Council’s (WCC) response to the LGA survey in respect of the government consultation on the 2021 Teachers Pay and Conditions.

The decision was considered to be urgent due to the deadline for responses (14 September 2021) and then need to engage with statutory consultees. It was considered that the decision could not reasonably be deferred or delayed.

The Chair of the Resources and Fire & Rescue Overview and Scrutiny Committee therefore gave his consent for this to be an urgent decision and the decision was approved.

- 6.2 [26 August 2021 \(exempt\) - HMICFRS Action Plan](#)

The Leader of the Council was asked to approve a decision in relation to the HMICFRS Action Plan.

The decision was considered to be urgent to meet the deadline for submission of the action plan set by HMICFRS.

The Chair of the Resources and Fire & Rescue Overview and Scrutiny Committee therefore gave his consent for this to be an urgent decision and the decision was approved

6.3 [30 September 2021 – \(exempt\) - New Farm Business Tenancy on 01/10/2021](#)

The Deputy Leader (Portfolio Holder for Finance & Property) was asked to approve a new farm business tenancy.

The decision was considered to be urgent because the rent was over the delegated authority threshold and the tenancy needed to be entered into before the commencement date.

The Chair of the Resources and Fire & Rescue Overview and Scrutiny Committee therefore gave his consent for this to be an urgent decision and the decision was approved.

6.4 [11 November 2021 – Better Care Fund Plan 2021/2022 Submission](#)

The Leader of the Council was asked to approve the submission of the Better Care Fund Plan to NHS England after the Better Care Fund 2021/22 Planning Requirements published on the 30th September 2021.

The decision was considered to be urgent because the planning requirements were published on the 30th September 2021 with a deadline for submission of the 16th November 2021. The timing of the Cabinet meetings at Warwickshire County Council meant that, to meet the externally set deadline, an urgent decision was taken to the Leader of the Council.

The Chair of the Adult Social Care and Health Overview and Scrutiny Committee therefore gave her consent for this to be an urgent decision and the decision was approved.

6.5 [7 December 2021 – Community Renewal Fund – outcome of bidding process](#)

The Leader of the Council was asked to approve Warwickshire County Council entering a Grant Funding Agreement with the Secretary of State for Levelling Up, Housing and Communities for funding from the Community Renewal Fund; and to authorize negotiations and funding agreements in relation to the Community Renewal Fund.

The decision was considered to be urgent due to the requirement to sign and return the Grant Funding Agreement to the Department for Levelling Up, Housing and Communities (DLUHC) within ten working days from the date of issue (30th November 2021)

The Chair of the Resources and Fire & Rescue Overview and Scrutiny Committee therefore gave his consent for this to be an urgent decision and the decision was approved.

6.6 [16 December 2021 – Age Range Change – Camp Hill Primary School](#)

The Portfolio Holder for Children, Families & Education was asked to agree to a public consultation in relation to changing the age range at Camp Hill Primary School with effect from March 2022.

The decision was considered to be urgent owing to the proposed academy conversion date of the school of 1st March 2022. The statutory consultation is four weeks in length after which Cabinet approval is required. The consultation needed to be launched in January 2022 to meet the requirements.

The Chair of the Children and Young People's Overview and Scrutiny Committee therefore gave his consent for this to be an urgent decision and the decision was approved.

6.7 [16 December 2021 - Bid for Funding to Department of Education for the development of a Family Hub within Warwickshire](#)

The Portfolio Holder for Children, Families and Education was asked to approve the submission of a bid for the creation and development of a Family Hub within Warwickshire.

The decision was considered to be urgent because the opportunity to bid was not announced until 2 November 2021 and the deadline for the submission of the bid was 17th December 2021.

The Chair of the Children and Young People's Overview and Scrutiny Committee therefore gave his consent for this to be an urgent decision and the decision was approved.

6.8 [20 January 2022 – \(exempt\) - WCC Response to the Schools Teachers' Review Body](#)

The Portfolio Holder for Customer and Transformation was asked to approve Warwickshire County Councils (WCC) response to the LGA survey to help inform the National Employers' Organisation for School Teachers (NEOST) response in respect of the government consultation on the School Teachers Pay 2022/23 & 2023/24.

The decision was considered to be urgent owing to the short timeframe available to seek views on the consultation (including the school Christmas holidays).

The Chair of the Resources and Fire & Rescue Overview and Scrutiny Committee therefore gave his consent for this to be an urgent decision and the decision was approved.

6.9 [2 February 2022 – \(exempt\) - Holly Walk House](#)

The Leader of the Council was asked to approve additional capital funding to enable the completion of refurbishment works.

The decision was considered to be urgent because of the need to ensure works completed without delay and that payments for the works were made before the end of the financial year in line with the requirements of the external funding.

The Chair of the Resources and Fire & Rescue Overview and Scrutiny Committee therefore gave his consent for this to be an urgent decision and the decision was approved.

6.10 [28 February 2022 - Amendment to admission arrangements for Warwickshire community and voluntary controlled schools for the academic years beginning September 2021 and September 2022](#)

The Leader of the Council was asked to approve amendments to the admission arrangements for the 2021/22 and 2022/23 academic years for the community and voluntary controlled schools to ensure the oversubscription criteria and the definition of looked after children is in line with the new Admission Code 2021.

The decision was considered to be urgent due to the requirements of the School Admissions Code which requires the admission authority to revise its arrangements within two months of the date of the determination. In this instance the date of determination meant the deadline was the 28th February 2022.

The Chair of the Resources and Fire & Rescue Overview and Scrutiny Committee therefore gave his consent for this to be an urgent decision and the decision was approved.

6.11 [28 February 2022 - Bid for Funding to Department of Education for the Total or Partial Rebuilding of Warwickshire Maintained Schools](#)

The Portfolio Holder for Children, Families and Education was asked to approve the submission of nominations to the Department for Education (DfE) for the total or partial rebuild of seven maintained schools.

The decision was considered to be urgent due to the deadline from the DfE of the 3rd March 2022 for all submissions to be uploaded to the DfE portal. The opportunity to bid was only announced on the 3rd February 2022.

The Chair of the Resources and Fire & Rescue Overview and Scrutiny Committee therefore gave his consent for this to be an urgent decision and the decision was approved.

7.0 Decisions Taken under the Urgency Procedure in relation to the Coronavirus Pandemic from July 2021 to April 2022.

7.1 [7 July 2021 - Managing the impact of COVID-19 and maintaining sustainability of the social care market](#)

The Leader of the Council was asked to authorise the Strategic Director for People to approve the costs to Warwickshire care providers to support the ongoing sustainability of the Adult Social Care market, funding for alternative provision for NHS Health Checks, continued funding for Sexual Health Postal Testing and to incur expenditure to support recovery activity across Children's Services.

The expenditure was to be taken from general Covid emergency grant funding and from the Contain Outbreak Management fund spread over 2021/22 and 2022/23.

The decision was considered to be urgent because any delay in making the decision would seriously prejudice the public interest.

The Chair of the Children and Young People's Overview and Scrutiny Committee therefore gave his consent for this to be an urgent decision; and the Chair of the Adult Social Care and Health Overview and Scrutiny Committee gave her consent for this to be an urgent decision and the decision was approved.

8.0 Annual Monitor of the use of Call-in

The number of call-ins has remained low over the last ten years, with no call-ins between 2017 and 2021. Over the last twelve months, there have been three call-ins.

11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22
1	1	2	2	5	1	0	0	0	0	3

9.0 Executive decisions called-in for consideration by the relevant Overview and Scrutiny Committee from July 2021 to June 2022.

9.1 [27 July 2021 – \(exempt\) – Property/Service Review](#)

On 8 July 2021, Cabinet considered the proposals as outlined in the [Property/Service Review exempt report](#). The decision was called in for further scrutiny by four Councillors.

A meeting of the Children and Young People's Overview and Scrutiny Committee was held to consider the call-in request.

The decision was made that no further action would be taken in relation to the call-in and the original decision made by Cabinet was progressed to implementation.

9.2 [3 March 2022 – County Parks Fees and Charges](#)

On 18 February 2022, the Portfolio Holder for Environment Climate and Culture considered the proposals as outlined in the [Country Parks Fees and Charges 2022/23 report](#). The decision was called in for further scrutiny by four Councillors.

A meeting of the Communities Overview and Scrutiny Committee was held to consider the call-in request.

The decision was made that no further action would be taken in relation to the call-in and the original decision made by Cabinet was progressed to implementation.

In addition, it was agreed that all elected members should receive an email notification when a decision is due to be made by a Portfolio Holder.

9.3 [5 April 2022 – On-street Parking Management](#)

On 10 March 2022, Cabinet considered the recommendations made by the [On-Street Parking Management Task and Finish Group](#). The decision was called in for further scrutiny by four Councillors.

A meeting of the Communities Overview and Scrutiny Committee was held to consider the call-in request.

The decision was made that no further action would be taken in relation to the call-in, but the Committee welcomed the suggested delay to the proposed implementation of the changes to parking permit prices for 12 months. It was agreed that the other points raised during the discussion would be addressed as part of the public consultation.

In addition, all comments made during the meeting would be passed onto Cabinet for their information and consideration.

- 9.4 Details of the call in requests and their outcomes are, unless exempt from publication, available on the Council's website at the following link:

<https://democracy.warwickshire.gov.uk/mgListCommittees.aspx?bcr=1>

10.0 Conclusion

The number of urgent decisions made by Warwickshire County Council has decreased for the second year running. This can, in part, be attributed to the reduction in the need to urgent decisions made in response to the Pandemic, with only one decision being made in relation to Covid.

No urgent decisions, including the Covid related one, were given consent because of officer oversight; the main factor in the majority of cases was external deadlines/requirements that were outside of the Council's control.

For the first time since 2017, the call-in procedure has been used with three decisions being taken to the relevant Overview and Scrutiny Committee for consideration. That the procedure has been used for the first time in over four years is an indication that call-in is not being used to cause unnecessary delay or frustration of the decision-making process.

11.0 Background papers

None

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The report was circulated to the following members prior to publication:

Local Member(s): None
Other members: None

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County Council

17 May 2022

Education Schools Capital Programme 2022-23

Recommendation(s)

1. That Council agrees the addition of £8.630 million to the capital programme to deliver the schemes at The Queen Elizabeth Academy, Atherstone and Myton School, Warwick, to be funded from Department for Education grant and third party contributions.

1. Executive Summary

- 1.1 This report recommends proposals for allocating resources from within the Education (Schools) Capital Programme to the specific projects set out in Section 3 and requests that the projects be added to the capital programme.
- 1.2 The Council's constitution requires that Council approves the addition to the Capital Programme of projects with a value in excess of £2,000,000.

2. Financial Implications

- 2.1 The total estimated cost of the proposals in this report is £8.630m. The spend will be funded from £0.235m from other third-parties (schools, early years providers and academy trusts) and £8.395m of grant funding from the DfE.
- 2.2 Allocations of grant funding from the Department for Education for the 2022/23 financial year were notified to the authority in February 2021. Allocations are paid annually and are not available for expenditure until the start of the financial year for which they are received. The proposals in this report can be funded from within the remaining unallocated DfE capital grant allocations available in 2022/23 as shown in the table below.

	Education Capital Funds £m	Proposed Use £m	Remaining DfE Allocations £m
Balance of Unallocated Education Capital Funds	20.632	8.395	12.237

- 2.3 The proposals in this report use £8.395m of DfE capital grant. To maximise the flexibility in the use of overall education capital resources and to ensure school places are available when needed, it is sometimes necessary to temporarily fund capital spend from the DfE Capital Grant in advance of relevant developer contributions for a project being received. If any developer contributions relevant to the schemes in the report are received, the DfE Grant funding will be released back into the wider Education capital programme.

3. Proposals for addition to the 2022/2023 Education Capital Programme

- 3.1 The Council is asked to add the following to the capital programme:

The Queen Elizabeth Academy, Atherstone

- 3.2 The Queen Elizabeth Academy is the only secondary school in Atherstone to the East of North Warwickshire. The demand for school places in Atherstone and the surrounding area has been rising over the past three years with a shortfall in places forecast to continue for the next seven years.
- 3.3 The school offered an additional 30 places above their Published Admission Number (PAN) in September 2021 and have offered above their PAN again for September 2022. A permanent solution is now required to enable the school to continue to meet demand.
- 3.4 The Academy Transformation Trust have put together a proposal to provide a new two storey modular classroom block containing 7 general teaching classrooms and ancillary space to facilitate a 1 form entry expansion (150 places) increasing the school's PAN from 120 to 150.
- 3.5 The total cost of the project including hard play space, temporary accommodation, highways requirements and 10% contingency is £2.500 million. The Academy Transformation Trust will be contributing £0.235 million to the project.
- 3.6 Council is asked to approve the proposal to allocate £2.500 million for the expansion of The Queen Elizabeth Academy, Atherstone, funded as follows:
- | | |
|----------------------------------|----------------|
| Education Capital Resources | £2.265 million |
| The Academy Transformation Trust | £0.235 million |

Myton School, Warwick

- 3.7 Funding is requested for the delivery of a new self-contained 18 classroom 6th form teaching block, including dining facilities, on the site of Myton School along with external works necessary to allow future increased 6th form numbers at Myton School. In the short-term the facility will be able to provide accommodation for Oakley Grove School year 7 to operate on Myton School site for the 2023/24 academic year until the new school is complete.

- 3.8 It is proposed the delivery of this project will be commissioned and managed by Myton School directly. Quality assurance will need to be provided by the County Council.
- 3.9 The report to Cabinet in September 2021, when the Oakley Grove funding was approved, outlined that sufficiency of post-16 provision across the wider local area was to be reviewed and opportunities for expansion to meet projected numbers would include other local post-16 provision.
- 3.10 The proposed project at Myton School will provide up to an additional 160 post 16 places in the Leamington and Warwick area.
- 3.11 The proposed 6th form accommodation is self-contained from the main Myton School buildings at the front of the site and is comprised of 18 classrooms, dining space, servery kitchen, toilets, and staff offices.
- 3.12 It is estimated that between 180-210 places are required for Year 7 pupils in the area from September 2023. Approximately 30-60 places are also required for Reception pupils. These are currently being reviewed separately to the solution for Year 7 pupils. Once built, the new Oakley Grove School will continue to meet the demand for year 7 and reception places in the area.
- 3.13 The new teaching block will be sufficient to accommodate 180 Year 7 pupils for an academic year before it converts to its long term use as the Myton School 6th form. The location on site allows for easy separation from the main Myton School to ensure both schools can operate independently. In addition, Myton School have advised the tennis courts adjacent to the proposed new build could be allocated for Oakley Grove School's outside/playground space and timetabling amended to allow full use of the existing sports facilities for PE.
- 3.14 The total cost of the project is £6.130 million. It is proposed to fund the project from Education Capital Resources. Given the challenges with increasing construction costs the main contractor has been engaged by the school at this early stage to ensure costing and programme are reflective of the current construction industry situation and therefore realistic and robust as at this time.
- 3.15 Council is asked to approve the proposal to allocate £6.130 million for 6th form accommodation at Myton School, Warwick, funded in full from Education Capital Resources

4 Environmental Implications

- 4.1 Where feasible, the County Council will look to use modern methods of construction to achieve efficiencies and benefits particularly in terms of time, cost, and the environment.

- 4.2 Environmental risk assessments, together with mitigation statements to reduce any potential environmental impacts, are required for any capital project.
- 4.3 Larger scale projects will follow design objectives to ensure revenue costs are reduced and sustainable schemes are delivered within the financial envelope. This will be done incorporating design features to minimise heating and cooling demands, the careful selection of building materials, air tightness, and the inclusion of renewable energy features where economically feasible.
- 4.4 Proposed schemes aim to ensure the sufficiency of, and accessibility to, provision in local settings avoiding the need to travel further afield to access education or childcare provision.

5 Background Information

- 5.1 Further information relating to how the Council plans for and anticipates the growth in demand for school places, is laid out in the **Education Sufficiency Strategy** and the **Annual Sufficiency Update**
- 5.2 All proposed education capital projects are considered against independently published third-party data to benchmark the cost to the Council of providing school places and ensuring effective allocation of resources.
- 5.3 Whilst the issue of sufficiency of provision has to take priority, it is important to ensure that schools that are not expanding are able to continue to operate within their existing accommodation. The proposed schemes make improvements to existing schools.
- 5.4 Where possible, and where economies of scale allow, expansions and building works will also address other factors such as: encouraging infant and junior to become primary, pre-school requirements in an area, providing specialist SEN provision, and any outstanding DDA requirements.
- 5.5 There has recently been a significant increase in construction cost inflation with contributing factors such as HS2, EU exit and to a lesser extent Covid-19 impacting the market. This is resulting in both labour and material shortages resulting in higher tendered prices than have been usual in recent years. The likely ongoing impact of HS2 and EU exit over the next few years mean that these pressures are anticipated to continue. As a result, contractors are factoring in both known and likely future cost increases into their tenders. Further, inflation provision within contracts may mean price adjustments over the life of longer term projects.

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Other members: Cllr Heather Timms, Cllr Peter Butlin

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SCHOOL CAPITAL PROGRAMME - FINANCE BREAKDOWN

APPENDIX 1

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		Available Basic Need Resources £m			
Balance following March 2022 Cabinet report		4.380			
Changes to existing projects and funding received		16.252			
Total Available Resources		20.632			
Projects Recommended for Support in May 2022 Cabinet Report	Total Cost £m	Proposed Use of Basic Need Resources £m	Proposed Use of High Needs Capital Allocation £m	Proposed Use of Developer funding Resources £m	Other Funding £m
3.2 Bridgetown Primary School	0.032			0.029	0.003
3.3.11 Southam St James Primary School	0.080			0.030	0.050
3.3.16 Sunbeams Nursery	0.062			0.057	0.005
3.3.20 The Queen Elizabeth Academy	2.500	2.265			0.235
3.3.24 Myton 6th form – Temporary Site for Oakley Grove School	6.130	6.130			
3.3.32 Disability and Access Block Header	0.700		0.700		
Total	£9.504	£8.395	£0.700	£0.116	£0.293
Revised Unallocated/ (Shortfall) in Basic Need Resources		£12.237			

Balance of unallocated education capital funds		
Release of temporary funding back into the education capital programme (see		
Relevant developer funding received		
Total	£0	42585079

Project	Application No.	Amount Available	Amount to be received
Whitnash Primary Expansion	W/14/0661	£140,122.50	
	W/14/0661	£24,535	
	W/13/1207	£567,469.68	
	W/14/0322	£197,750.82	
	W/15/1761	£35,061	
	W/15/1761	£35,061	
Total		£1,000,000	
Newdigate Primary	33230		£475,600
Total			£475,600
Heathcote Primary Expansion	W/14/0661	£170,655	
	W/14/0661	£853,275.19	
	W/14/0661	£424,200.22	
	W/14/0661	£1,246,025.60	
Total		£2,694,156	
Rugby Gateway Primary	R10/1272	£257,203	
	R10/1272	£1,363,991	
	R10/1272	1,085,886	
	R10/1272	£550,000	
	R10/1272	£51,366	
	R11/1521	£537,179	
Total		£3,845,625	
Campion Phase 2 Expansion	W/14/0661	£175,084	
	W/14/0661	£390,953.23	
	W/14/0661	£874,972.04	
	W/14/0023	£967,641.38	
	W/14/0661		£560,490
	W/14/0661		£560,490
	W/17/0998		£58,436
	W/16/0196		£98,610.75
	W/16/0196		£98,610.75
	W/16/0196		£197,221.50
	W/16/0196		£19,742.50
	W/16/0196		£19,742.50
	W/16/0196		£39,485
	W/14/0967		£2,000,000
	W/14/0681		£1,693,530
	W/14/0681		£1,224,212
Total available		£2,408,651	
December 2020 Cabinet/Council			
Stratford upon Avon School (2FE Expansion)	W/17/0440	£ 6,318	
	W/17/0440	£ 25,657	
	W/17/0440	£ 31,974	
	11/02692/FUL	£ 47,070	
	11/02692/FUL	£ 30,622	
	13/02784/FUL	£ 20,816	
	13/02784/FUL	£ 136,904	
Total		£ 299,361	
Etone College (1FE Expansion)	33157	£ 1,063,787.85	
	33157	£ 1,113,498.56	
Total		£ 2,177,286.41	
Bridgetown Primary School (improvements/altera	15/00390/FUL	£31,093	
Total		£31,093	
Lighthorne Heath Primary School (Relocation - des	15/00976/OUT	£ 146,319.02	
Total		£ 146,319.02	

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County Council

17 May 2022

Review of the Warwickshire County Council Members' Allowances Scheme - Report of the Independent Panel

Recommendation

That the County Council considers the report and recommendations of the Independent Panel and approves the Member Allowances Scheme at Appendix 2 for the period May 2022 to May 2026.

1. Executive Summary

1.1. The Local Government Act 2000 (the 2000 Act) and the Local Authorities (Members' Allowances) (England) Regulations 2003 (the Regulations), require local authorities to review their allowances schemes and to appoint independent remuneration panels to consider and make recommendations on changes to member allowances schemes. The Government's "Guidance on Consolidated Regulations on Local Authority Allowances" outlines the main statutory provisions and gives non-statutory guidance. A summary is given below.

- Basic Allowance: each local authority *must* make provision for a basic flat rate, allowance payable to all members. The allowance must be the same for each councillor and can be paid as a lump sum or in instalments.
- Special Responsibility Allowances (SRAs) – each authority *may* make provision for the payment of special responsibility allowances for those councillors who have significant responsibilities.
- Co-optees' allowance – each authority *may* make provision for the payment of an allowance to co-optees for attending meetings, conferences and seminars.
- Dependants' carers' allowances – local authorities *may* make provision for the payment of an allowance to those councillors who incur expenditure for the care of children or dependants whilst undertaking approved duties.
- Travel and subsistence – each authority *may* determine the levels of travel and subsistence allowances and the duties to which they should apply.

- Indexation – each authority *may* determine that allowances should be increased in accordance with a specified index and can identify the index and set the number of years to which it should apply (but not for more than 4 years). (*WCC has linked allowances to the National Joint Council (NJC) % annual pay award for local government employees*).
- Backdating – each authority may determine that, where amendments are made to an allowances scheme, the allowances as amended may be backdated.

1.2. Following the elections in 2021, the Council appointed an Independent Remuneration Panel (the Independent Panel) to consider the Member Allowances Scheme and to provide their recommendations for any changes to that Scheme. The Council is required by the Regulations to publish the recommendations of the Independent Panel which can be found at Appendix 1. The Council is required to formulate its Member Allowance Scheme taking into account the recommendations of the Independent Panel but may choose not to follow them, or to adopt only some of the recommendations.

1.3. Having considered the findings and recommendations of the Independent Panel, and taking into account the financial challenges facing the Council and the impact of national and global events on the residents of Warwickshire, the following allowances are proposed for the four municipal years commencing May 2022 and ending May 2026 (as set out in Appendix 2)

1.3.1. That the following allowances are not increased in line with the recommendations of the Independent Panel but are instead increased in line with any NJC pay award for 22/23 and subsequent years, in accordance with our existing policy.

- Basic Allowance
- Special Responsibility Allowances paid to
 - Leader of the Council
 - Deputy Leader of the Council
 - Portfolio Holders
 - Chair of Council
 - Vice Chair of Council
 - Overview and Scrutiny Committee Chair
 - Overview and Scrutiny Committee Vice Chairs
 - Regulatory Committee Chair
 - Regulatory Committee Vice-chair
 - Audit and Standards Committee Chair
 - Pension Fund Investment Sub-Committee Chair
 - Chair of Warwickshire Police and Crime Panel (when the Chair is a nominated County Councillor representative on the Panel)
 - Adoption Panel and Fostering Panel Members

- 1.3.2. That the co-optee allowances are not increased in line with the recommendations of the Independent Panel, but are instead increased in line with any NJC pay award for 22/23 and subsequent years, in accordance with our existing policy.
- 1.3.3. That mileage and fuel rates for members align with the HMRC approved mileage and fuel rates from time to time in force (which is consistent with the approach we have taken in relation to employee mileage and fuel rates).
- 1.3.4. That the lunchtime meal allowance remains at £6.50 in line with the recommendations of the Independent Panel.
- 1.3.5. That the evening meal allowance be increased from £8 to £10 in line with the recommendations of the Independent Panel.
- 1.3.6. That the cost of accommodation be increased from sums not exceeding £80.00 outside of London and £100.00 in London to sums not exceeding £85.00 outside of London and £110.00 in London in line with the recommendations of the Independent Panel.. These rates should only be exceeded if there are exceptional circumstances when members should consult the Delivery Lead Governance Services for approval or they may be required to pay any excess above the rates.
- 1.3.7. That claimable allowances for Dependant Carers be increased as follows in line with the recommendations of the Independent Panel:

Dependant	Increase from Rate per hour	To Rate per hour
A child below school age or a child under 14 years of age outside school hours	£5.50	£6.00
An elderly, sick or disabled dependant requiring constant care	£18.00	£19.60

- 1.3.8 That the approach to allowances for Opposition Group Leaders and Deputy Group Leaders, which would have seen a single capped allocation of £15,500 in total awarded proportionately to Opposition Group Leaders (with no award to Deputies) is not amended in line with the recommendations of the Independent Panel. Instead, and in the interests of recognising the important role and the workload of all Group Leaders and Deputies, this report proposes that the current allowance levels are retained but that the definition of Opposition Group be amended to mean a Group comprising at least three councillors. This removes the 10% membership threshold and recognises the point made by the Independent Panel that there is 'no less of a commitment from the Group Leaders with less than 10% of the overall number of members to that of a Leader of a Group with more than 10%'.

- 1.4. Any allowance within the current Allowances Scheme that is not specifically mentioned above shall remain at the rate payable in April 2022 and be subject to adjustment in line with any NJC pay awards made during the period of the Scheme.
- 1.5. In particular there shall be no changes to the current group spokespersons allocations which shall remain as currently set at £14,000 for the Conservative Group and £1,000 per number in the Group otherwise. However, the definition of Opposition Group as set out at paragraph 1.3.8 will equally apply to these allocations. Whilst the Council notes the recommendation of the Panel in this regard the sums concerned are considered by Group Leaders to be valuable in enabling support and recognising the contribution of Group members (particularly within Opposition Groups) to areas such as Overview and Scrutiny.
- 1.6. The Council has noted the recommendation of the Independent Panel to increase all allowances as set out in its report. However, it is felt that such increases at the current time and given the pressures on public finances generally, would be inappropriate. The Council has therefore preferred to maintain its position of any upwards adjustments mirroring the NJC pay award for the majority of allowances with small adjustments in relation to expenses and dependant allowances to acknowledge the cost of such provision having increased and providing support to members with caring responsibilities. Such an approach supports the Council's budget and its Medium Term Financial Strategy (MTFS).
- 1.7. The period of the Members' Allowances Scheme will enable the new administration to appoint its own panel following elections in May 2025 without undue time pressures.

2. Financial Implications

- 2.1. The changes to the Members' Allowances Scheme proposed can be accommodated within the approved budget for 2022/23. Provision will be made across the following years for the approved proposals as part of the annual budget cycle and MTFS work which are not anticipated to result in any additional budget pressures.

3. Environmental Implications

- 3.1. None

4. Supporting Information

- 4.1. On 25 May 2021, the Council agreed to the establishment of the Independent Panel to review the Council's current Members' Allowances Scheme.

4.2. The report of the Independent Panel is attached (Appendix 1). The proposed scheme is set out at Appendix 2. The current scheme (to be replaced by the proposed scheme) is contained within the Council's Constitution although the figures have been subject to the NJC increases since publication – a list of current allowances is included at Appendix 3

4.3. The Council has a duty to consider the report of the Panel before any changes can be made to the Members' Allowances Scheme, but the Council is not bound to adopt the recommendations of the Panel.

5. Timescales associated with the decision and next steps

5.1. Any changes to the scheme of allowances will take effect from the Annual General Meeting on 17 May 2022 and will be processed via the Council's Payroll service as quickly as possible thereafter.

Appendices

1. Appendix 1 – Report of the Independent Remuneration Panel
2. Appendix 2 – Members' Allowance Scheme 2022-2026
3. Appendix 3 – Current Members' Allowances Amount

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The report was circulated to the following members prior to publication:

Local Member(s): not applicable, county wide paper

Other members: Cllr Izzi Seccombe, Cllr Jerry Roodhouse, Cllr John Holland, Cllr Jonathan Chilvers

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WARWICKSHIRE COUNTY COUNCIL REVIEW OF MEMBERS' ALLOWANCES SCHEME

REPORT OF THE INDEPENDENT REMUNERATION PANEL

The Independent Remuneration Panel has held detailed discussions and carefully considered a broad range of information and evidence before making recommendations to Warwickshire County Council in respect of the Members' Allowance Scheme. This report sets out the Panel's findings. The recommendations of the Panel are set out below for ease and cross referenced to paragraphs within the report. The recommendations apply from the new municipal year (17 May 2022).

1. SUMMARY OF RECOMMENDATIONS

Basic Allowance

- 1.1. That the Basic Allowance be increased by 6.9% from £9,909.51 to £10,590 (paragraph 4.1). This increase includes an assumption that if indexation had continued to be applied without this review by the Panel, the existing basic allowance would have increased in accordance with the Local Government pay award applicable for 2021/22.
- 1.2. That from the date of Annual Council in May 2023 and annually thereafter for a period of four years, the Basic Allowance increases in line with the basic annual NJC pay award increase (paragraph 4.6.1).

Special Responsibility Allowances (SRAs)

- 1.3. That the allowances paid to the Leader of the Council, Deputy Leader of the Council and Cabinet Members/Portfolio Holders be increased by 10.88% to the sums set out below (paragraph 4.2.1).
 - a) Leader of the Council – increase from £24,801 to £27,500
 - b) Deputy Leader of the Council – increase from £14,880 to £16,500
 - c) Cabinet Member – increase from £11,059 to £12,375
- 1.4. That the allowance paid to the Chair of the Council **be increased by 2.66% from £5,942 to £6,100** and the allowance payable to the Vice Chair **continue to be paid at 50% of the allowance payable to the Chair (ie increased from £2,973 to £3,050).**
- 1.5. That the allowance paid to the Adoption Panel Member and the Fostering Panel Member be increased from £1,048 to £2,300 (paragraph 4.2.7).

- 1.6. That the allowance paid to the following roles be increased by 4.34% to the sums set out below (paragraphs 4.2.4, 4.2.5 and 4.2.6)
- a) Overview and Scrutiny Committee Chair – increase from £5,942 to £6,200
 - b) Overview and Scrutiny Committee Vice Chairs – increase from £2,206 to £2,300
 - c) Regulatory Committee Chair – increase from £5,942 to £6,200
 - d) Regulatory Committee Vice-chair – increase from £3,000 to £3,100
 - e) Audit and Standards Committee Chair – increase from £4,618 to £4,820
 - f) Pension Fund Investment Sub-Committee Chair - increase from £4,618 to £4,820
 - g) Chair of Warwickshire Police and Crime Panel (when the Chair is a nominated County Councillor representative on the Panel) - increase from £3,144 to £3,280.
- 1.7. That opposition group leaders receive a pro-rata allowance from a total sum of £15,500 (paragraph 4.2.2).
- 1.8. That from the date of Annual Council in May 2023 and annually thereafter, the Special Responsibility Allowances increase in line with the basic annual NJC pay award increase (paragraph 4.6.1).
- 1.9. That the current provision and operation of spokespersons 'pots' for allocation by the Groups be removed from 17 May 2022 (paragraph 4.2.8).

Co-optees Allowance

- 1.10. That the allowance paid to co-optees be increased from £1,272 to £1,300 (paragraph 4.3).
- 1.11. That from the date of Annual Council in May 2023 and annually thereafter for a period of four years, the Co-optees Allowance increase in line with the basic annual NJC pay award increase (paragraph 4.6.1).

Travel and Subsistence

- 1.12. That mileage and fuel rates that align with the HMRC approved mileage and fuel rates be adopted (paragraph 4.5.1).
- 1.13. That the evening meal allowance be increased to from £8.00 to £10.00 (paragraph 4.5.2).
- 1.14. That the cost of accommodation be increased from sums not exceeding £80.00 outside of London and £100.00 in London to sums not exceeding £85.00 outside of London and £110.00 in London (paragraph 4.5.3). These rates should only be exceeded if there are exceptional circumstances when members should consult the Delivery Lead Governance Services for approval or they may be required to pay any excess above the rates.

Dependant Carer's Allowance

1.15. That the claimable allowances be increased as follows (paragraph 4.4):

Dependant	Increase from Rate per hour	To Rate per hour
A child below school age or a child under 14 years of age outside school hours	£5.50	£6.00
An elderly, sick or disabled dependant requiring constant care	£18.00	£19.60

2. BACKGROUND

- 2.1 The Local Government Act 2000 and the Local Authorities (Members' Allowances) (England) Regulations 2003, require local authorities to review their allowances schemes and to appoint independent remuneration panels to consider and make recommendations on changes to member allowances schemes. The Government's "Guidance on Consolidated Regulations on Local Authority Allowances" outlines the main statutory provisions and gives non-statutory guidance.
- 2.2 In May 2021, Warwickshire County Council requested that an Independent Review Panel (IRP) be appointed to carry out a review of members allowances. A notice inviting applications was published in the local media and following an interview process, Dr Peter Bebbington, Sir Robert Burgess, Ms Margo Key and James Morgan were appointed to the Panel in November 2021. The Panel appointed Mr James Morgan as Chair. Due to illness, Sir Robert subsequently stepped down from the Panel. The Panel extend their thanks to Sir Robert for his valuable contribution to their work and extend their best wishes for his recovery.
- 2.3 The Panel held meetings on 7 occasions in 2021/22: 21 December 2021, 6 January, 20 January, 24 January, 26 January, 2 February and 9 February 2022.
- 2.4 The Panel received the following information and evidence to inform their deliberations:
- Background to the legislation governing the Members Allowances Scheme and associated government guidance
 - Political makeup and appointment to current remunerated positions
 - Member role profiles, as set out in the Council's Constitution, that set out the roles and responsibilities for every member and also for specific roles (e.g. Leader, Cabinet member, Chair etc.)
 - An outline of the role of Group Spokespersons
 - The role and responsibilities of members of the Council's Adoption Panel and Fostering Panel

- A brief history to the current Member Allowances Scheme
- Panel report considered by Council in March 2018 and minutes of the meeting at which it was debated
- The current Members' Allowances scheme
- The Council's Pay Policy Statement
- Benchmarking/comparison data including the total number of special responsibility allowances as a percentage of the council membership
- Information regarding the National Living Wage, average UK salaries, and LGA Member day rate
- Information from the LGA's 2018 national census of local authority councillors regarding the distribution of weekly hours spent on council business
- Information from Coram Family and Childcare and Disability Rights UK on national dependant carers' rates
- Extracts from the Councillor's Commission Members Remuneration Report by Declan Hall
- The Panel also issued a questionnaire to members to obtain their views on the scheme and also provided the opportunity for Group Leaders to meet the Panel. 30 members responded to the questionnaire and the Panel met all four Group Leaders on 24 and 26 January 2022.

2.5 The Panel is grateful to all the councillors who gave the benefit of their experience and views, and to the council officers who arranged meetings and provided analysis, briefings and support.

3. CONTEXT AND ANALYSIS

- 3.1 Legislation requires that each local authority must make provision for a basic flat rate allowance payable to all members.
- 3.2 The Panel is also required to consider those activities which are eligible for Special Responsibility Allowances (known as SRAs). Government guidance suggests that some councillors undertake tasks that can be defined as a significant additional responsibility, not just an additional time commitment. To some extent, all councillors will have additional responsibilities which may not be construed as significant and this has been a key consideration in the Panel's deliberations.
- 3.3 In addition, local authorities may:
- a) Make provision for the payment of an allowance to co-optees for attending meetings, conferences and seminars
 - b) Make provision for the payment of an allowance to those councillors who incur expenditure for the care of children or dependants whilst undertaking approved duties.
 - c) Determine the level of travel and subsistence allowances and the duties to which they should apply.

- d) Determine that allowances should be increased in accordance with a specified index and can identify the index and set the number of years to which it should apply (but not for more than 4 years).
- e) Determine that, where amendments are made to an allowances scheme, the allowances as amended may be backdated.

3.4 In carrying out this review, the Panel adopted the following set of principles, which are typically adopted by Panels nationwide:-

- That councillors undertake their council work for the sake of public service and not private gain
- There are varying demands placed upon councillors, dependent upon their roles and responsibilities
- The need to fairly and equitably compensate councillors, so far as the panel thinks appropriate, for the time and effort they can reasonably be expected to devote to their work as a councillor
- The need for the scheme to be economic, efficient to administer and effective
- The requirement for their report and recommended changes to the scheme of allowances to be easy to understand and adequately justifiable to the electorate
- That recommendations should conform with existing legislation and anticipate likely future legislation so far as possible.

3.5 It is common for Independent Remuneration Panels to consider allowances in the context of the levels of remuneration paid in comparable local authorities. In examining the evidence on this principle, the Panel collected data on allowances paid in the neighbouring counties which also appear in the Council's Market Supplements Policy. In each case, across the whole range of allowances (Basic Allowance and SRAs), the conclusion was that those paid in Warwickshire were substantially below the average, as the Table below illustrates.

Table of Allowances paid in neighbouring authorities

Overall Spending on Member Allowances 2020/21 (Number of councillors on each council shown)				
Authority	Basic £	SRA £	Travel/Subs £	Total £
Derbyshire (64)	713,293.55	360,900.00	2,423.95	1,076,617.50
Gloucestershire (53)	546,000.00	303,928.26	7,531.89	857,460.15
Leicestershire (55)	628,650.00	334,833.13	4,060.69	967,543.82
Oxfordshire (63)*	673,599.83	300,384.44	29,406.13	1,003,390.40
Staffordshire (62)	607,130.64	398,581.86	5,246.52	1,010,959.02
Worcestershire (57)*	517,916.30	372,448.30	29,961.67†	920,326.27
Warwickshire (57)	536,045.51	217,968.64	2,142.12	756,156.27

* Figures from 2019/20

† Includes £6,648.62 broadband allowance

3.6 Furthermore, it became clear to the Panel from the evidence it received that pressures on members' time – both at executive and divisional level – have increased since the last review.

4. RECOMMENDATIONS

4.1 SETTING THE BASIC ALLOWANCE

- 4.1.1 The basic allowance in Warwickshire is below the average for neighbouring authorities, however, the majority (67%) of respondents to the councillor's survey indicated that it is 'about right' and 87% of respondents considered that it covered all reasonable expenses. However, the Panel note that an increase will bring the basic allowance more in line with neighbouring authorities and also better reflect the increasing time commitment required to fulfil the role.

Table of basic allowance paid in neighbouring authorities
2020/21

Authority	£
Derbyshire	11,196
Gloucestershire	10,500
Leicestershire	11,430
Oxfordshire	11,013.77
Staffordshire	9,786.35
Worcestershire	9,108
Warwickshire	9,637
Average	10,381.59

- 4.1.2 The Panel have given considerable thought to what should be the starting point for making a calculation on how to increase the allowance. The Panel received data from the Office of National Statistics that indicates the current national median wage is increasing and also note that the Chancellor of the Exchequer has announced an increase to the National Living Wage of 6.6%. The Panel conclude that it is fair to base a calculation on the national median wage. In January 2022, the national median wage was £611 per week.
- 4.1.3 The Panel has considered responses to the survey of councillors, interviews with group leaders, evidence from the Local Government Association, and responses to their own inquiries, about the amount of time councillors spend per week on council business. In particular, the LGA's latest survey¹ (published in 2019) regarding the time spent on council business, indicates that on average, councillors spent 22.0 hours per week on council business in 2018, compared with 20.8 hours in 2013. In 2018, 22.1 per cent spent 10 hours or fewer and 14.2 per cent spent more than 35 hours per week. The Panel conclude, therefore, that it is reasonable to assume that councillors not holding a position of special responsibility work on council business, on average, for half the hours of a normal working week (ie 18.5 hours) and that the additional time spent on special responsibilities is, therefore, 3.5 to 4 hours per week.

¹ [LGA National Census of Local Authority Councillors 2018](#)

- 4.1.4 The Panel then turned to the importance of the ‘public service ethos’ - an assumption that part, but not all, of the time commitment of councillors should be viewed as an unpaid, voluntary input. This is set out in paragraph 53 of the government’s guidance on members allowances, as follows:-

“It is important that some element of the work of members continues to be voluntary – that some hours are not remunerated. This must be balanced against the need to ensure that financial loss is not suffered by elected members, and further to ensure that, despite the input required, people are encouraged to come forward as elected members and that their service to the community is retained.”

After deliberation, the Panel conclude that the proportion of time given over to the ‘public service principle’ should be one-third.

- 4.1.5 The Panel have also concluded that if this review had not taken place and the existing system of indexation continued to be applied, the basic allowance would increase in 2022/23 in accordance with the Local Government pay award applicable for 2021/22.
- 4.1.6 Taking these conclusions into account, the Panel reached a recommendation **that the Basic Allowance should be increased from £9909.51 (indexation has been applied for 2021/22) to £10,590.**

$$\begin{array}{rclclclcl}
 \text{National} & & \text{Percentage} & & \text{Percentage} & & & & \\
 \text{median} & & \text{reduction for} & & \text{reduction for} & & & & \\
 \text{wage per} & \times & \text{part-time} & \times & \text{public service} & \times & \text{Weeks per} & = & \text{Annual} \\
 \text{week} & & \text{hours} & & \text{principle} & & \text{year} & & \text{Allowance} \\
 \text{£611} & & .50 & & .6667 & & 52 & & \text{£10,590}
 \end{array}$$

4.2 SPECIAL RESPONSIBILITY ALLOWANCES

4.2.1 LEADER, DEPUTY LEADER AND CABINET (PORTFOLIO HOLDERS)

- a) The Panel have concluded that the role and responsibilities of the executive have increased since the allowances were last reviewed and are not comparable to the allowances paid by neighbouring local authorities.

**Table of allowances paid in neighbouring authorities 2020/21 to
Leader, Deputy Leader and Cabinet Members**

Authority	Leader	Deputy	Cabinet Members	Number of Cabinet Members (excluding leader and deputy leader)
Derbyshire	36,996	27,744	18,492	7
Gloucestershire	34,170	19,130	19,130	8
Leicestershire	38,730	23,245	20,681	8
Oxfordshire	31,940.87	22,027.55	17,622.65	8

Staffordshire	37,963.14	28,472.87	18,981.57	7
Worcestershire	35,494	18,846	18,503	8
Warwickshire	24,137	14,482	10,763	7

- b) Despite the clear disparity shown above, the Panel's survey of councillors indicated that the majority (67%) considered the level of remuneration for the Leader and Deputy Leader was 'about right'.
- c) The Panel is conscious of the innate dedication and commitment to public service demonstrated by the current Leader but consider that remuneration for the post should nonetheless be somewhat more attractive for the level of responsibility and time commitment required and that an increase is, therefore, reasonable. The Panel also note that the existing allowances for the Deputy Leader and Cabinet have historically been determined as a percentage of the Leader's allowance (60% and 45% respectively). The Panel found no evidence to suggest that the findings of the previous reviews in 2003 and 2010 in regard to these proportions needed to be reconsidered and, therefore, continue to support these ratios. **The Panel recommend that allowances for the executive are increased by 10.88% to the sums set out below:**
- | | |
|--|---|
| Leader | increase from £24,801 to £27,500 |
| Deputy Leader | increase from £14,880 to £16,500 |
| Cabinet Member (Portfolio Holder) | increase from £11,059 to £12,375 |

4.2.2 OPPOSITION GROUP LEADERS

- a) The current scheme allows an SRA of £8,606 for leaders of opposition groups with at least 10% of the Council membership (£5,419 for deputies) whilst those groups with less than 10% of the membership receive £550.74 for the leader of their group(s). The results of the councillor survey indicate that the majority believe this to be 'about right'
- b) However, the Panel note that since the local election in May 2021, the proportionality of the Council has changed considerably. The Panel considers that the current system of allocating opposition group leader allowances is inequitable when there is now only a minor difference in the size of the opposition groups and, reflecting on the Panel's discussions with the postholders, there is no less of a commitment from the group leaders with less than 10% of the overall number of members to that of a leader of a group with more than 10%.
- c) The Panel therefore **recommend that the current opposition group leader allowances be removed from the scheme and be replaced with a sum of £15,500 to be divided between opposition group leaders proportionally dependent on group size (ie £15,500 ÷ total number of opposition group members x number of group members).**
- d) The recommendation for the pro-rata sum of £15,500 has been reached by adding together the allowances payable under the existing scheme to the group

leaders (£8,606 + £550.74x2) and deputy group leader (£5,149) and increasing the total by 4.34%.

- e) In view of the now relatively small size of opposition groups and the recommendations above, the Panel recommend that the allowance for the deputy leader of an opposition group representing at least 10% of the membership of the council be removed from the scheme as it has been included in the £15,500 above.

4.2.3 CHAIR AND VICE-CHAIR OF THE COUNCIL

Table of allowances paid in neighbouring authorities 2020/21 to
Chair and Vice Chair of Council

Authority	Chairman £	Vice-Chairman £
Derbyshire	9,252	3,696
Gloucestershire	9,570	2,860
Oxfordshire	9,361.55	2,340.65
Staffordshire	18,238.65	9,115.73
Worcestershire	14,233	3,223
Warwickshire	5,783	2,893

The Panel note that the allowances paid to the Chair and Vice Chair is low when compared to those in neighbouring authorities. The Panel is of the view that there is no evidence that the roles of Chair and Vice Chair of the Council have changed significantly since the last review. However, the Panel is conscious that the impact of the pandemic will have had an impact on the performance of the roles. It is, therefore, **recommended that the allowance for the Chair of the Council be increased by 2.66% from £5,942 to £6,100 and the allowance for the Vice-Chair of the Council continue to be paid at 50% of the allowance payable to the Chair (ie increase from £2,973 to £3,050).**

4.2.4 THE OVERVIEW AND SCRUTINY FUNCTION

- a) The Panel recognise that overview and scrutiny plays a crucial role as a democratic 'check and balance' mechanism when decision-making power is concentrated within the executive. It is important that its contribution is recognised in the allowance scheme.
- b) The Panel also note that a recent review of Overview and Scrutiny at the Council has led to a proposed reinvigoration of the function and that the allowances paid to the Chairs and Vice Chairs of Overview and Scrutiny is low when compared to those in neighbouring authorities.

Table of allowances paid in neighbouring authorities 2020/21 to
Overview and Scrutiny Chairs and Vice Chairs

Authority	Chair £	Vice-Chair £
Derbyshire	9,252	3,696
Gloucestershire	6,360	n/a
Leicestershire	4,808	2,139
Oxfordshire	6,608.88	n/a
Staffordshire	7,221.17	2,528.05
Worcestershire	10,512	n/a
Warwickshire	5,783	2,147

- c) The Panel **recommend that the allowance paid to the Chairs of Overview and Scrutiny Committees be increased by 4.34% from £5,942 to £6,200.**
- d) The Panel noted comments made through the survey which questioned the special responsibility of Vice-Chairs for Overview and Scrutiny Committees. However, the Panel consider that these are important roles that contribute to the effectiveness of the committees' work by providing valuable support to the Chairs in terms of setting the work programme and influencing stakeholders. Furthermore, the holders of these roles may be called upon at short notice to take the Chair in meetings. The Panel also welcome Warwickshire's 'best practice' approach which allocates some of the Vice-Chair roles to the opposition which is considered crucial to the role of holding the executive to account. The Panel therefore **recommend that the allowance payable to Vice-Chairs for Overview and Scrutiny be similarly increased by 4.34% from £2,206 to £2,300.**
- e) The Panel suggest that these allowances could be further reviewed when the changes recommended by Dr Jane Martin CBE in her report on the overview and scrutiny function have been embedded.

4.2.5 PENSION RELATED FUNCTIONS, REGULATORY AND GOVERNANCE COMMITTEES

Table of allowances paid in neighbouring authorities 2020/21 to
Regulatory Committee and Audit and Standards Committee and
Vice Chairs

Authority	Chair Planning / Regulatory £	Vice-Chair Planning / Regulatory £	Chair Audit / Governance £	Vice-Chair Audit / Governance £
Derbyshire	9,252	3,696	9,252	3,696
Gloucestershire	6,360	n/a	6,360	n/a
Leicestershire	4,260	2,139	2,762	n/a
Oxfordshire	6,608.88	n/a	6,608.88	n/a
Staffordshire	7,221.17	2,528.05	4,334.40	1,444.45
Worcestershire	10,917	n/a	10,512	n/a
Warwickshire	5,783	2,920	4,494	n/a

The Panel note that the allowances paid to the Chairs of the Regulatory Committee and Audit and Standards Committee is low when compared to those in neighbouring authorities. The Panel consider that there is no evidence that the roles of Chair and Vice Chair of the Regulatory Committee or Chairs of the Pension Fund Investment Sub-Committee and Audit and Standards Committee have changed significantly since the last review and therefore **recommend that the allowance for these roles be increased by the same percentage (4.34%) as overview and scrutiny chairs to the sums below:**

Regulatory Committee Chair	increase from £5,942 to £6,200
Regulatory Committee Vice-chair	increase from £3,000 to £3,100
Audit and Standards Committee Chair	increase from £4,618 to £4,820
Pension Fund Investment Sub-Committee	increase from £4,618 to £4,820

4.2.6 CHAIR OF THE POLICE AND CRIME PANEL

The Panel support the conclusions of its predecessors that the allowance paid to the Chair of Warwickshire Police and Crime Panel should be payable only when the Chair is a nominated County Councillor representative on the Panel. The Panel's view is that it is for the Independent Remuneration Panels of the constituent authorities to consider whether an allowance should be paid to that council's representative, should they be elected as Chair. In view of the Police and Crime Panel's scrutiny function, this Panel **recommends that when the Chair is one of the nominated County Council representatives on the Panel the allowance payable be increased from £3,144 to £3,280** representing the same percentage increase (4.34%) as that recommended for the overview and scrutiny chairs.

4.2.7 ADOPTION AND FOSTERING PANEL REPRESENTATIVE

The Panel considered the level of responsibility of members on the adoption and fostering panels and concluded that there is considerable work and time commitment involved. The Panel also considered the importance of the role in terms of corporate parenting and the pressures on safeguarding from the national context. The Panel therefore **recommend the allowance be increased by 119.47% from £1,048 to £2,300.**

4.2.8 SPOKESPERSONS POTS

- a) The Panel considered the provision in the scheme for the Conservative, Labour and Liberal Democrat Groups to allocate SRAs to members of their group from a pot based on the size of the group (£14,000 for the Conservative Group and £1,000 per member for the Labour and Liberal Democrat Groups).
- b) It is noted that the groups have used these 'pots' to provide SRAs to their spokespersons on overview and scrutiny committees and also for additional roles identified by the group leaders (eg Cabinet support roles). The Panel also note the value that the group leaders place on this allocation.
- c) The Panel consider that the application of these pots has led to there being an arbitrary division of the funds. The Panel do not consider that there is clarity, transparency or consistency to the role of group spokesperson, or to the

remuneration the role receives. The Panel, therefore, echo the views of its predecessor Panel in 2018 that these pots should be removed from the scheme. Specifically defined roles should be assessed by the Panel as to whether the roles should attract a special responsibility allowance and at what level.

- d) Additionally, the Panel note that the allocation of allowances from the group spokesperson pots increases the number of special responsibility allowances payable under the scheme. This results in Warwickshire having a comparatively higher number of allowances than neighbouring comparator authorities. Legislation does not limit the number of special responsibility allowances, but the Panel do not consider that the position reflects the spirit of the government's guidance on member allowances (paragraphs 56 and 57):

"56. The 1991 Regulations do not limit the number of special responsibility allowances which may be paid, nor do the regulations prohibit the payment of more than one special responsibility allowance to any one member.

57. However, these are important considerations for local authorities. If the majority of members of a council receive a special responsibility allowance the local electorate may rightly question whether this was justified. Local authorities will wish to consider very carefully the additional roles of members and the significance of these roles, both in terms of responsibility and real time commitment before deciding which will warrant the payment of a special responsibility allowance".

Level of SRAs in neighbouring authorities as percentage of their total council membership

Number of SRAs expressed as a % of Total Councillors			
Authority	Number of Councillors	SRAs	% of Councillors with an SRA
Derbyshire	64	31	48
Gloucestershire	53	26	26
Leicestershire	55	39	39
Oxfordshire	63	34	34
Staffordshire	62	44	44
Worcestershire	57	28	28
Warwickshire	57	43	75

This table details the total number of SRAs available and not necessarily the number of SRAs claimed.

- e) The Panel, therefore, **recommend that all group spokesperson pots cease from 17 May 2022.**
- f) The Panel believe that removal of the group spokesperson pots will also partially mitigate against the overall budgetary impact of the increases proposed elsewhere in this report, especially the increase to the Basic Allowance.

4.3 CO-OPTTEES ALLOWANCE

There are a small number of co-optee positions included in the membership of committees and panels in Warwickshire for which an SRA is payable. The Panel recognises the valuable contribution that co-optees make by bringing their expertise

and fresh perspectives to the work of the Council. The Panel, therefore, **recommends an increase in the allowance payable from £1,272 to £1,300.**

4.4 CHILDCARE AND DEPENDANT ADULT CARERS' ALLOWANCES

4.4.1 The Panel recognised that allowances for childcare and dependant adult carers are in place for those occasions when members incur expenditure on these costs during the conduct of council business. It was noted that the allowances had not received attention for some time and the Panel considered the rate of the existing allowances against recent published research.

Childcare

4.4.2 The Panel note that the 2021 childcare survey conducted by Coram Family and Childcare² concluded that the prices for part time (25 hours a week) childcare for children under two is £136.14 in the West Midlands, equating to £5.45 per hour. Whilst it is surprising to the Panel that this still falls within the rate set by the existing allowance scheme, the Panel are conscious of the increasing cost of living and rises in energy prices that will no doubt soon impact on businesses and individuals alike. Therefore, the Panel conclude that a rise in the allowance payable for childcare is reasonable and would support a "family friendly" ethos. The Panel **recommend that the maximum hourly rate claimable for childcare for a child below school age or a child under 14 years of age outside school hours be increased from £5.50 to £6.00.**

Care of an elderly, sick or disabled dependant

4.4.3 The Panel note evidence from Disability Rights UK that the cost of employing a carer from care agencies or other service providers in July 2021 attracted an average hourly rate ranging between £11.00 and £19.00³. Again, the Panel note that the existing scheme rate falls within this range but it does not yet account for more recent changes in the economy. Therefore, the Panel consider an increase to the maximum claimable that reflects a similar percentage increase to the recommended allowance for childcare is reasonable. The Panel **recommend that the maximum hourly rate claimable for the care of an elderly, sick or disabled dependant requiring constant care be increased from £18.00 to £19.60.**

4.5 TRAVEL AND SUBSISTENCE

4.5.1 The Panel **recommend that mileage and fuel rates that are consistent with HMRC approved mileage and rates should be adopted**, including passenger rates. The Panel also recommend that the Council adopt any

² [Coram Family and Childcare Annual Childcare Survey 2021](#)

³ [Disability Rights UK Factsheet F50](#)

future adjustments to the rates that HMRC introduce, including any future provision for electric vehicles.

4.5.2 In terms of meal allowances, the Panel consider that the current lunch allowance of £6.50 is adequate and easily allows the purchase of a 'meal deal' at a large number of outlets. However, the Panel notes that the existing evening meal allowance is low, and taking into account the prices charged in budget chain restaurants, it is **recommended that the evening meal allowance be increased from £8.00 to £10.00.**

4.5.3 The Panel also consider that existing rates for the cost of accommodation of sums not exceeding £80.00 outside of London and £100.00 in London are low in the current climate and **recommend that these be increased to sums not exceeding £85.00 outside of London and £110.00 in London.** The Panel support the existing scheme provision that these rates should only be exceeded if there are exceptional circumstances when members should consult the Delivery Lead Governance Services for approval or they may be required to pay any excess above the rates.

4.6 OTHER ISSUES AND RECOMMENDATIONS

4.6.1 The Panel also considered the criterion that should be used for the annual updating of members allowances and recommend that parity with the percentage increase in the NJC scale officers award should continue to be used in Warwickshire, with the first uplift taking effect from May 2023.

4.6.2 The Panel support the existing principle that councillors should not claim more than one special responsibility allowance.

4.6.3 The Panel have worked on the assumption that the new scheme will be introduced from 17 May 2022, following the annual general meeting of the council for the start of the 2022-23 municipal year, and therefore do not recommend any backdating of the allowances.

4.6.4 During the course of its enquiries, the Panel has been made aware of the barriers faced by those councillors with disabilities. However, the Panel is satisfied that these issues are addressed by the council's duty to make "reasonable adjustments" for disabled employees which has also been applied to councillors, and the support available from the government funded Access to Work⁴ scheme that pays for administrative and other support for disabled people.

⁴ <https://www.gov.uk/access-to-work>

5. CONCLUSION

- 5.1 The Panel recognise the commitment that all councillors make to public service upon their election and note that whilst it can be a tremendously rewarding role, those who step up to serve should not be out of pocket for the expenses they incur in conducting council business and that they should also be reasonably remunerated for their time. The Panel have carefully considered the evidence before them and have recommended a scheme of allowances which it believes is clear, fair and transparent.
- 5.2 The Panel calculate that the 2021/22 scheme makes provision for allowances totalling £789,261.55. The Panel's proposals result in a scheme of allowances that total £822,325.00, a difference of £33,093.45 representing an overall increase of 4.19%. The new total allowances figure is 0.238% of the Council's total estimated net revenue budget requirement for 2022/23.
- 5.3 The Panel also recognise that the allowance scheme is a matter for the Council to decide upon, having regard to this report. This underlines the democratic and transparent nature of the process. The Panel's report provides an independent perspective on the issue of allowances which the councillors themselves must debate, accept, amend or reject. The attached appendix sets out the text for a revised scheme, should the Council approve the recommendations in this report.

James Morgan (Panel Chair)
Peter Bebbington
Margo Key

Appendix

MEMBERS' ALLOWANCES SCHEME

1. This scheme is made under the Local Authorities (Members' Allowances) (England) Regulations 2003 as amended.

2. **Basic Allowance**

Each elected member of the county council is entitled to receive a basic allowance of £10,590.

As a matter of principle, the basic allowance recognises that there is a voluntary element to the work undertaken by elected members and therefore does not set out to fully recompense all work undertaken.

3. The basic allowance is a contribution to the time spent by elected members in performing their duties and to cover any other incidental costs.
4. Elected members who hold one of the appointments listed in the following table are entitled to receive a **special responsibility allowance** at the rate shown per annum. Members holding more than one post attracting a special responsibility allowance may only claim one special responsibility allowance. (The monitoring officer will apply the higher special responsibility allowance, unless advised otherwise.)
5. On appointment elected members are required to confirm in writing to the joint managing director (resources) whether they wish to receive the basic allowance and any special responsibility allowance. A member (including a co-opted member) may elect at any time by notice in writing to the Monitoring Officer to forgo any part of their entitlement to an allowance under the scheme.
6. Entitlements to basic, special responsibility and co-optees allowances will be calculated pro-rata taking into account the day on which a member takes office and/or is appointed to a post attracting a special responsibility or co-optees allowance and the day such office or appointment ends. Such allowances are normally paid monthly in arrears.
7. The basic, special responsibility and co-optees allowances will be increased in line with the basic annual NJC pay award increase (excluding the National Living Wage).

8. **Special Responsibility Allowances (SRAs)**

SRAs are payable from the date of appointment to office.

	£
Leader of the Council	27,500
Deputy Leader of the Council	16,500
Cabinet Member	12,375
Chair of the Council	6,100
Vice-Chair of the Council	3,050
Overview and Scrutiny Committee Chair	6,200

Overview and Scrutiny Committee Vice-Chair	2,300
Regulatory Committee Chair	6,200
Regulatory Committee Vice-chair	3,100
Audit and Standards Committee Chair	4,820
Pension Fund Investment Sub-Committee Chair	4,820
Adoption Panel Member (County Councillor)	2,300
Fostering Panel Member (County Councillor)	2,300
Chair of Warwickshire Police and Crime Panel when the Chair is a nominated County Councillor representative on the Panel	3,280
Opposition Group Leader (to be divided proportionally dependent upon group size)	15,500

9. **Co-optees Allowance**

A co-optee is a non-elected member of the council who is a member of a committee or sub-committee of the council.

An allowance of **£1,300** is payable to any co-optee who is not paid by or in receipt of allowances from their nominating body.

10. **Travelling allowances**

These may be claimed by members for the duties listed in the appendix in accordance with the provisions set out below. Claims must be made within two months from the date of the event for which the allowance is claimed.

Public Transport

Reimbursement for travel by public transport will not exceed the amount of the standard fare. In the case of rail travel, this will include the cost of a seat reservation.

Members may also claim for the cost of disability railcards or senior railcards where these are used to the council's advantage to reduce fares incurred on council business.

For the avoidance of doubt, the cost of first-class rail travel will not be reimbursed. Receipts for all travel must be provided.

Members should, wherever feasible, take advantage of the countywide travel pass scheme for residents over 60 which allows free travel on local bus services within the county.

Taxi Cab

Taxi cab fares (including a reasonable gratuity) may be reimbursed in cases of urgency or when no public service is reasonably available. Receipts must be provided.

Air or Sea

Air or sea fare may be reimbursed if the rate compares reasonably with the cost of alternative means of travel and/or having regard to the likely savings in time. In respect of travel by air or sea, this must be agreed in advance with the democratic services manager. Receipts must be provided.

Insurance

It is essential that a member's own motor vehicle insurance policy covers them when using their own vehicle on county council approved duties.

Member's Private Vehicle

The HMRC approved rate from time to time for travel by motor vehicle (car and van) will be applied. This is currently set at 45p per mile (as at May 2022). The HMRC approved rate from time to time for electric vehicles will be applied.

Claims should be based on travel from the member's home address or from the actual starting point, whichever is the shorter. The monitoring officer will agree a standard mileage from the member's home to Shire Hall for each member. If a passenger is carried on any journey, an additional rate in accordance with the approved HMRC rate from time to time per mile may be paid in respect of each passenger. The name of any passenger(s) must be entered on the claim form for that journey.

VAT Receipts

Claims for mileage should be accompanied by a VAT receipt issued in the month of the claim.

Motorcycle or Bicycle

The HMRC approved rate from time to time for travel by motorcycle or bicycle will be applied. This is currently set at is 24p per mile for motorcycles and 20p per mile for bicycles (as at May 2022). The HMRC approved rate from time to time for electric vehicles will be applied.

Hired vehicle

The rate for travel by a hired motor vehicle other than a taxi cab shall not exceed the rate which would have been applicable had the vehicle belonged to the member who hired it.

11. Subsistence allowances

These may be claimed by members for the duties listed in the appendix subject to the following provisions:

The council will reimburse actual costs up to the maximum subsistence rates agreed for officers. Receipts must be provided with all claims and the claim for subsistence must be made within two months from the date of the event for which the allowance is claimed.

Subsistence will not be paid when lunch or tea is provided – for example on days of full council.

Subsistence will not be paid for alcoholic beverages.

The rate of subsistence shall not exceed figures shown below without the prior agreement of the Strategic Director for Resources.

1. In the case of an absence, not involving an absence overnight, from the usual place of residence:
 - a) of more than 4 hours including the period between 12noon and 2pm (lunch allowance), £6.50.
 - b) of more than 4 hours ending after 7 pm (evening meal allowance), £10.00.
2. In the case of an absence overnight from the usual place of residence the cost of accommodation (including breakfast) should not exceed £85 outside of London, or £110 in London. These rates shall be deemed to cover a continuous period of absence of 24 hours.
3. The rates at (2) can only be exceeded if there are exceptional circumstances and members should consult the democratic services manager for approval or may be required to pay any excess above the rates.

12. Dependant carer's allowance

may be claimed by members who incur expenditure on the care of children or other dependants for the duties listed in the Appendix in accordance with the following

provisions.

The event requires the member to provide care for a person who normally lives with the member as part of the member's family

A carer is any responsible mature person who does not normally live with the member as part of the member's household.

Receipts must be provided with all claims for the allowance and the claim must be made within 2 months from the date of the event for which the allowance is claimed.

The sum claimed is the lower of the actual paid or the applicable maximum hourly rate below, updated as appropriate following the annual review of rates undertaken by the Strategic Director for People.

Dependant	R Rate per hour
A child below school age or a child under 14 years of age outside school hours	£6.00 *
An elderly, sick or disabled dependant requiring constant care	£19.60 *

*This rate can only be exceeded if there are exceptional circumstances and members have prior approval of the Democratic Services Manager.

Members' Allowances Scheme

Appendix: Duties of councillors for which travel expenses may be claimed

1. All formal meetings arranged by the county council for the conduct of county council business.
2. All consultation meetings arranged by the county council for which the member's attendance is required or where the business directly affects the member's electoral division.
3. All meetings of bodies to which the member has been appointed as the county council's representative by the council, cabinet, Regulatory Committee or area committee, including meetings of companies in which the county council has an interest as the nominated director. (Note: this does not include acting as a representative of the council on a school governing body.)
4. Participation in delegations or attendance at conferences approved by committees.
5. Seminars and training sessions arranged by the county council which are open to all members or open to all members of a particular committee and any individual training or development sessions approved by the democratic services manager.
6. Pre-agenda briefing meetings with officers, taking place before committees, etc. and to which all parties are invited.
7. Consultation and briefing meetings with officers by members of the cabinet or others with special responsibility holding appointed or elected positions.
8. Group meetings.
9. Surgeries.
10. Meetings of a parish or town council in the member's own division.
11. The carrying out of any other duty approved by the authority or any duty of a class so approved, for the purpose of, or in connection with the discharge of the functions of the authority, its committees or sub-committees.

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Appendix 2

Members' Allowances Scheme 2022 -2026

PART 5 – MEMBERS' ALLOWANCES SCHEME

Approved by Council [17th May 2022]

This scheme shall be updated annually as provided for within the provisions below, and/or where the Council considers it appropriate to review within the life of the Scheme

Any enquiries about the operation of this scheme should be addressed to The Assistant Director of Governance & Policy, Shire Hall, Warwick CV34 4RL

Any enquiries about the duties of councillors should be addressed to Monitoring Officer, Shire Hall, Warwick CV34 4RL

1. This scheme is made under the Local Authorities (Members' Allowances) (England) Regulations 2003 as amended.

Basic Allowance

2. Each elected member of the County Council is entitled to receive a **basic allowance** of £10,075.
3. As a matter of principle, the basic allowance recognises that there is a voluntary element to the work undertaken by elected members and therefore does not set out to fully recompense all work undertaken.
4. The basic allowance is a contribution to the time spent by elected members in performing their duties and to cover any other incidental costs.
5. Elected members who hold one of the appointments listed in the following table are entitled to receive a **special responsibility allowance** at the rate shown per annum. Members holding more than one post attracting a special responsibility allowance may only claim one special responsibility allowance. (The Monitoring Officer will apply the higher special responsibility allowance, unless advised otherwise).
6. On appointment elected members are required to confirm in writing to the Monitoring Officer whether they wish to receive the basic allowance and any special responsibility allowance. A member (including a co-opted member) may elect at any time by notice in writing to the Monitoring Officer to forgo any part of their entitlement to an allowance under the scheme.
7. Entitlements to basic, special responsibility and co-optee allowances will be calculated pro-rata taking into account the day on which a member takes office and/or is appointed to a post attracting a special responsibility or co-optee allowance and the day such office or appointment ends. Such allowances are

normally paid monthly in arrears.

8. The basic, special responsibility and co-optee allowances will be increased in line with the basic annual NJC pay award increase (excluding the National Living Wage) for each year of this Scheme.

Special Responsibility Allowances (SRAs)

9. SRAs are payable from the date of appointment to office.
10. SRAs are payable for the following positions

Office	Allowance from May 2022
Leader of the Council	25235
Deputy Leader of the Council	15140
Cabinet Member	11252
Chair of the Council	6046
Vice-Chair of the Council	3025
Overview and Scrutiny Committee Chair	6046
Overview and Scrutiny Committee Vice-Chair	3053
Regulatory Committee Chair	6046
Regulatory Committee Vice-chair	3053
Audit and Standards Committee Chair	4699
Pension Fund Investment Sub-Committee Chair	4699
Adoption Panel Member (County Councillor)	1066
Fostering Panel Member (County Councillor)	1066
Chair of Warwickshire Police and Crime Panel when the Chair is a nominated County Councillor representative on the Panel	3199
Leader of an Opposition Group*	8757
Deputy Leader of an Opposition Group*	5238

* An Opposition Group is defined as a Group not represented on the cabinet comprising of at least three councillors.

Spokespersons Allowances

11. Conservative group spokespersons to be determined by the Group Leader and notified to the Council from a total allocation of £14,000.

12. Opposition Groups* (as defined at paragraph 10 above) have an allocation of £1,000 x number in their Group for group spokespersons to be allocated as determined by the Group Leader and notified to the Council.

Co-optee Allowance

13. A co-optee is a non-elected member of the Council who is a member of a committee or sub- committee of the Council.
14. An allowance of £1,263 is payable to any co-optee who is not paid by or in receipt of allowances from their nominating body.

Travelling allowances

15. These may be claimed by members for the duties listed in the appendix in accordance with the provisions set out below. Claims should be made within two months from the date of the event for which the allowance is claimed.

Public Transport

16. Reimbursement for travel by public transport will not exceed the amount of the standard fare. In the case of rail travel, this will include the cost of a seat reservation.
17. Members may also claim for the cost of disability railcards or senior railcards where these are used to the Council's advantage to reduce fares incurred on Council business.
18. For the avoidance of doubt, the cost of first-class rail travel will not be reimbursed.
19. Receipts for all travel must be provided.
20. Members should, wherever feasible, take advantage of the countywide travel pass scheme for residents over 60 which allows free travel on local bus services within the county.

Taxi Cab

21. Taxi cab fares (including a reasonable gratuity) may be reimbursed in cases of urgency or when no public service is reasonably available. Receipts must be provided.

Air or Sea

22. Air or sea fare may be reimbursed if the rate compares reasonably with the cost of alternative means of travel and/or having regard to the likely savings in time. In respect of travel by air or sea, this must be agreed in advance with the democratic services manager. Receipts must be provided.

Insurance

23. It is essential that a member's own motor vehicle insurance policy covers them when using their own vehicle on County Council approved duties.

Member's Private Vehicle

24. The rates for travel by motor vehicle (excluding motorcycle) are to be consistent with the rates set from time to time by HMRC. Claims should be based on travel from the member's home address or from the actual starting point, whichever is the shorter. The Monitoring Officer will agree a standard mileage from the member's home to Shire Hall for each member. If a passenger is carried on any journey, an additional 10p per mile may be paid in respect of each passenger, provided it is economical to so do. The name of any passenger(s) must be entered on the claim form for that journey.

VAT Receipts

25. Claims for mileage should be accompanied by a VAT receipt issued in the month of the claim.

Motorcycle or Bicycle

26. The rate for motorcycle or bicycle is 20p per mile.

Hired vehicle

27. The rate for travel by a hired motor vehicle other than a taxi cab shall not exceed the rate which would have been applicable had the vehicle belonged to the member who hired it.

Subsistence allowances

28. These may be claimed by members for the duties listed in the appendix subject to the following provisions:

Food

29. The council will reimburse actual costs up to the following maximum subsistence rates.
- i. Lunchtime - £6.50 per Member
 - ii. Evening Meal - £10.00 per Member
30. Receipts must be provided with all claims and the claim for subsistence -should be made within two months from the date of the event for which the allowance is claimed.
31. Subsistence will not be paid for alcoholic beverages.

Accommodation

32. In the case of an absence overnight from the usual place of residence the cost of

accommodation (including breakfast) should not exceed £85 outside of London, or £110 in London. These rates shall be deemed to cover a continuous period of absence of 24 hours.

33. The rates can only be exceeded if there are exceptional circumstances and members should consult the Delivery Lead Governance Services for approval or may be required to pay any excess above the rates.

Dependant carer's allowance

34. Such allowance may be claimed by members who incur expenditure on the care of children or other dependants for the duties listed in the Appendix in accordance with the following provisions.
- i. The event requires the member to provide care for a person who normally lives with the member as part of the member's family
 - ii. Receipts must be provided with all claims for the allowance and the claim must be made within 2 months from the date of the event for which the allowance is claimed.
 - iii. The sum claimed is the lower of the actual paid or the applicable maximum hourly rate below, and will be increased in line with the basic annual NJC pay award increase (excluding the National Living Wage) for each year of this Scheme.
35. A carer is any responsible mature person who does not normally live with the member as part of the member's household.

Dependant	Rate per hour
A child below school age or a child under 14 years of age outside school hours	£6.00*
An elderly, sick or disabled dependant requiring constant care	£19.60*

*This rate can only be exceeded if there are exceptional circumstances and members have prior approval of the Delivery Lead Governance Services.

Member Allowances Scheme Appendix: Duties of councillors for which expenses may be claimed

1. All formal meetings arranged by the County Council for the conduct of County Council business.
2. All consultation meetings arranged by the County Council for which the member's attendance is required or where the business directly affects the member's electoral division.
3. All meetings of bodies to which the member has been appointed as the County Council's representative by the Council, Cabinet, Regulatory Committee, including meetings of companies in which the County Council has an interest as the nominated director. (Note: this does not include acting as a representative of the Council on a school governing body.)
4. Participation in delegations or attendance at conferences approved by the Council.
5. Seminars and training sessions arranged by the County Council which are open to all members or open to all members of a particular committee and any individual training or development sessions approved by the democratic services manager.
6. Pre-agenda briefing meetings with officers, taking place before committees, etc. and to which all parties are invited.
7. Consultation and briefing meetings with officers by members of the Cabinet or others with special responsibility holding appointed or elected positions.
8. Group meetings.
9. Surgeries.
10. Meetings of a parish or town council in the member's own division.
11. The carrying out of any other duty approved by the Council or any duty of a class so approved, for the purpose of, or in connection with the discharge of the functions of the Council, its committees or sub-committees.

Appendix 3

MEMBERS' ALLOWANCES SCHEME

Approved by council 20 March 2018 and updated May 2022 in line with the basic annual NJC pay award

1. This scheme is made under the Local Authorities (Members' Allowances) (England) Regulations 2003 as amended.
2. **Basic Allowance**

Each elected member of the county council is entitled to receive a basic allowance of £10,075.

As a matter of principle, the basic allowance recognises that there is a voluntary element to the work undertaken by elected members and therefore does not set out to fully recompense all work undertaken.
3. The basic allowance is a contribution to the time spent by elected members in performing their duties and to cover any other incidental costs.
4. Elected members who hold one of the appointments listed in the following table are entitled to receive a **special responsibility allowance** at the rate shown per annum. Members holding more than one post attracting a special responsibility allowance may only claim one special responsibility allowance. (The monitoring officer will apply the higher special responsibility allowance, unless advised otherwise.)
5. On appointment elected members are required to confirm in writing to the joint managing director (resources) whether they wish to receive the basic allowance and any special responsibility allowance. A member (including a co-opted member) may elect at any time by notice in writing to the Monitoring Officer to forgo any part of their entitlement to an allowance under the scheme.
6. Entitlements to basic, special responsibility and co-optees allowances will be calculated pro-rata taking into account the day on which a member takes office and/or is appointed to a post attracting a special responsibility or co-optees allowance and the day such office or appointment ends. Such allowances are normally paid monthly in arrears.
7. The basic, special responsibility and co-optees allowances will be increased in line with the basic annual NJC pay award increase (excluding the National Living Wage).

8. Special Responsibility Allowances (SRAs)

SRAs are payable from the date of appointment to office.

	£
Leader of the Council	25235
Deputy Leader of the Council	15140
Cabinet Member	11252
Chair of the Council	6046
Vice-Chair of the Council	3025
Overview and Scrutiny Committee Chair	6046
Overview and Scrutiny Committee Vice-Chair	3053
Regulatory Committee Chair	6046

Regulatory Committee Vice-chair	3053
Audit and Standards Committee Chair	4699
Pension Fund Investment Sub-Committee Chair	4699
Adoption Panel Member (County Councillor)	1066
Fostering Panel Member (County Councillor)	1066
Chair of Warwickshire Police and Crime Panel when the Chair is a nominated County Councillor representative on the Panel	3199
Leader of an Opposition Group representing at least 10% of the membership of the council	8757
Deputy Leader of an Opposition Group representing at least 10% of the membership of the council	5238
Leader of an Opposition Group representing at least 10% of the membership of the council	545

Conservative group spokespersons to be determined by the group leader and notified to the council from a total allocation of £14,000.

Liberal Democrat group spokespersons and Labour group spokespersons have an allocation of £1,000 x number in their group to be allocated as determined by the group leader and notified to the council.

** An opposition group is defined as a group not represented on the cabinet.*

9. Co-optees Allowance

A co-optee is a non-elected member of the council who is a member of a committee or sub-committee of the council.

An allowance of £1,263 is payable to any co-optee who is not paid by or in receipt of allowances from their nominating body.

10. Travelling allowances

These may be claimed by members for the duties listed in the appendix in accordance with the provisions set out below. Claims must be made within two months from the date of the event for which the allowance is claimed.

Public Transport

- i. Reimbursement for travel by public transport will not exceed the amount of the standard fare. In the case of rail travel, this will include the cost of a seat reservation.
- ii. Members may also claim for the cost of disability railcards or senior railcards where these are used to the council's advantage to reduce fares incurred on council business.
- iii. For the avoidance of doubt, the cost of first-class rail travel will not be reimbursed.
- iv. Receipts for all travel must be provided.
- v. Members should, wherever feasible, take advantage of the countywide travel pass scheme for residents over 60 which allows free travel on local bus services within the county.

Taxi Cab

Taxi cab fares (including a reasonable gratuity) may be reimbursed in cases of urgency or when no public service is reasonably available. Receipts must be provided.

Air or Sea

Air or sea fare may be reimbursed if the rate compares reasonably with the cost of alternative means of travel and/or having regard to the likely savings in time. In respect of travel by air or sea, this must be agreed in advance with the democratic services manager. Receipts must be provided.

Insurance

It is essential that a member's own motor vehicle insurance policy covers them when using their own vehicle on county council approved duties.

Member's Private Vehicle

The rates for travel by motor vehicle (excluding motor cycle) are 40p per mile. Claims should be based on travel from the member's home address or from the actual starting point, whichever is the shorter. The monitoring officer will

agree a standard mileage from the member's home to Shire Hall for each member. If a passenger is carried on any journey, an additional 10p per mile may be paid in respect of each passenger, provided it is economical to so do. The name of any passenger(s) must be entered on the claim form for that journey.

VAT Receipts

Claims for mileage should be accompanied by a VAT receipt issued in the month of the claim.

Motorcycle or Bicycle

The rate for motorcycle or bicycle is 20p per mile.

Hired vehicle

The rate for travel by a hired motor vehicle other than a taxi cab shall not exceed the rate which would have been applicable had the vehicle belonged to the member who hired it.

11. Subsistence allowances

These may be claimed by members for the duties listed in the appendix subject to the following provisions:

The council will reimburse actual costs up to the maximum subsistence rates agreed for officers. Receipts must be provided with all claims and the claim for subsistence must be made within two months from the date of the event for which the allowance is claimed.

Subsistence will not be paid when lunch or tea is provided – for example on days of full council.

Subsistence will not be paid for alcoholic beverages.

The rate of subsistence shall not exceed figures shown below without the prior agreement of the strategic director for resources.

1. In the case of an absence, not involving an absence overnight, from the usual place of residence:
 - a. of more than 4 hours including the period between 12noon and 2pm (lunch allowance), £6.50.
 - b. of more than 4 hours ending after 7 pm (evening meal allowance), £8.00.
2. In the case of an absence overnight from the usual place of residence the cost of accommodation (including breakfast) ***should not exceed £80 outside of London, or £100 in London.*** These rates shall be deemed to cover a continuous period of absence of 24 hours.
3. The rates at (2) can only be exceeded if there are exceptional circumstances and members should consult the democratic services manager for approval or may be required to pay any excess above the rates.

12. Dependant carer's allowance

may be claimed by members who incur expenditure on the care of children or other

dependants for the duties listed in the Appendix in accordance with the following provisions.

The event requires the member to provide care for a person who normally lives with the member as part of the member's family

A carer is any responsible mature person who does not normally live with the member as part of the member's household.

Receipts must be provided with all claims for the allowance and the claim must be made within 2 months from the date of the event for which the allowance is claimed.

The sum claimed is the lower of the actual paid or the applicable maximum hourly rate below, updated as appropriate following the annual review of rates undertaken by the Strategic Director for People.

Dependant	R Rate per hour
A child below school age or a child under 14 years of age outside school hours	£5.50 *
An elderly, sick or disabled dependant requiring constant care	£18*

*This rate can only be exceeded if there are exceptional circumstances and members have prior approval of the Democratic Services Manager.

Members' Allowances Scheme

Appendix: Duties of councillors for which travel expenses may be claimed

1. All formal meetings arranged by the county council for the conduct of county council business.
2. All consultation meetings arranged by the county council for which the member's attendance is required or where the business directly affects the member's electoral division.
3. All meetings of bodies to which the member has been appointed as the county council's representative by the council, cabinet, Regulatory Committee or area committee, including meetings of companies in which the county council has an interest as the nominated director. (Note: this does not include acting as a representative of the council on a school governing body.)
4. Participation in delegations or attendance at conferences approved by committees.
5. Seminars and training sessions arranged by the county council which are open to all members or open to all members of a particular committee and any individual training or development sessions approved by the democratic services manager.
6. Pre-agenda briefing meetings with officers, taking place before committees, etc. and to which all parties are invited.
7. Consultation and briefing meetings with officers by members of the cabinet or others with special responsibility holding appointed or elected positions.
8. Group meetings.
9. Surgeries.
10. Meetings of a parish or town council in the member's own division.
11. The carrying out of any other duty approved by the authority or any duty of a class so approved, for the purpose of, or in connection with the discharge of the functions of the authority, its committees or sub-committees.