



THE RUGBY BOROUGH COUNCIL

You are hereby summoned to attend an ORDINARY MEETING of the Rugby Borough Council which will be held at the TOWN HALL, RUGBY on Thursday 18 July 2019 at 7pm.

A G E N D A

PART 1 – PUBLIC BUSINESS

1. Apologies for absence.
2. Minutes.
To approve the minutes of the special meeting of Council held on 4 June 2019.
3. Declaration of Interests.
To receive declarations of -
 - (a) non-pecuniary interests as defined by the Council's Code of Conduct for Councillors;
 - (b) pecuniary interests as defined by the Council's Code of Conduct for Councillors; and
 - (c) notice under Section 106 Local Government Finance Act 1992 - non-payment of Community Charge or Council Tax.
4. To receive the Mayor's Announcements.
5. Questions pursuant to Standing Order 10.

6. Review of Members' Allowances Scheme – report of the Independent Remuneration Panel.
7. Annual Overview and Scrutiny Report 2018/19 – report of Overview and Scrutiny.
8. To receive the reports of Cabinet and Committees which have met since the last meeting of the Council and to pass such resolutions and to make such orders thereon as may be necessary:

(a) Cabinet – 24 June 2019

(1) Finance and Performance Monitoring 2018/19 – Year End – Corporate Resources Portfolio Holder.

(2) Street Naming and Numbering Policy – Communities and Homes Portfolio Holder.

9. To receive and consider the Reports of Officers.

(a) Rugby LGBT+ Needs Survey Report Action Plan 2019 – report of the Head of Communities and Homes.

10. Notices of Motion pursuant to Standing Order 11.

To consider the following Motions of which notice has been duly given under Standing Order 11.

(a) "This Council notes:

- the recent reports from the IPCC 'Special Report on Global Warming' (2018); the CCC report 'Net Zero – the UK's contribution to stopping global warming' (May 2019);
- that human activities are changing our planet and the need for everyone to take action on climate change is more urgent and immediate than ever;
- that not meeting the UK's targets will have a negative impact on our residents whilst measures to combat climate change can have significant benefits;
- that local government has a role to play in responding to climate change, both through their own practices and policies, and through leadership and facilitation;
- that 60 councils across the UK have declared a climate emergency (as has the UK parliament) and committed to radical action to combat climate change; and
- that Warwickshire's position as an economic driver in industry, agriculture and tourism puts us in a position to exercise a leading influence around the world.

Therefore, the Council calls on the Cabinet to:

- declare a 'Climate Emergency' as a pledge to take local action to contribute to national carbon neutral targets through the development of their own practices and policies;
- convene a working group to consult with officers, representatives of local environmental groups, residents and businesses, that will report to Cabinet and Council within six months on the actions and targets needed to achieve reductions;

- work with our residents, partner organisations and environmental groups to invite their input on how to raise awareness and achieve behavioural change;
- develop a communication strategy to convey to the community the severity of the situation, and the ways people and businesses can take independent action to cut greenhouse gas emissions; and
- where required, call on Westminster to provide the powers and resources needed.”

Proposer: Councillor Mrs Noreen New
 Seconder: Councillor Tim Douglas

- (b) “1) Rugby Borough Council notes that the Rugby Union World Cup will take place in Japan between Friday 20 September 2019 and Saturday 2 November 2019; and
- 2) Recognises that we can learn from the game’s values of integrity, passion, solidarity, discipline and respect.
- 3) The Council should consider ways to maximise this important international event to bring tourism and exposure to the borough as the home of the game; including
- 4) Working with businesses, residents and Rugby School to promote the matches and the joy of Rugby as a sport to watch and participate; and
- 5) Invite the winning nation to visit Rugby Borough with the Webb Ellis Cup.”

Proposer: Cllr Tim Douglas
 Seconder: Cllr Craig McQueen

- (c) “The United Nations Intergovernmental Panel on Climate Change have warned that we have 12 years to make the necessary changes to limit a rise in global temperatures to 1.5oC.

Failure to act will see a marked increase in sea levels and flooding, extreme and abrupt changes to weather patterns, crop failures, extinctions of plant, insect and animal species and global economic disruption and crisis. The significantly high levels of atmospheric pollution experienced locally highlight why this is such an important issue for Rugby Borough Council to respond to.

At the Global Climate Talks in Poland last December the UK along with over 200 nations agreed action on climate change with a much greater role strongly implied for local and regional authorities like Warwickshire County Council and Rugby Borough Council in assisting governments to achieve their carbon emission savings.

In response, this Council declares a Climate Emergency.

This Council:

- 1) requests that a Climate Task and Finish Group be set up to respond to the challenge;
- 2) requests that through this Group a targeted action plan for Rugby Borough Council be developed to be carbon neutral in collaboration with Warwickshire County;

- 3) that Rugby Borough Council reviews and updates its transport plan in Partnership with Warwickshire County, to enable Rugby Borough to move towards building a sustainable transport systems in recognition of the goal of moving towards carbon neutrality;
- 4) we call on the Government to provide the necessary resources to enable Rugby Borough Council to deliver its contribution to the UK's Carbon Reduction targets."

Proposer: Cllr Mrs Maggie O'Rourke

Seconder: Cllr Mike Brader

11. Correspondence.

12. Common Seal.

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

PART 2 – EXEMPT INFORMATION

There is no business involving exempt information to be transacted.

DATED THIS 9th day of July 2019



Executive Director

To: The Mayor and Members of Rugby Borough Council

QUESTIONS AT COUNCIL

A Councillor may ask a Question at the meeting by giving notice in writing of the Question to the Executive Director no later than midday on Friday 12 July 2019. The rules relating to Questions are set out in Standing Order 10 of Part 3a of the Constitution.

Council – 18 July 2019

Review of Members' Allowances Scheme

Report of the Independent Remuneration Panel (IRP)

1. Introduction

Council on 13 November 2018 agreed that an Independent Remuneration Panel (IRP) be established to review the current Members' Allowances Scheme. The Panel members appointed by the Council were:

Mr Ian Davis (Chair)
Mrs Allyson Downes
Mr Garth Murphy

The IRP met on four occasions and its report, including findings and recommendations, is attached at Appendix 1.

Council on 4 June 2019 deferred the item to allow Members more time to consider the IRP's report.

2. Financial Implications

The report of the IRP was prepared in April 2019 and, therefore, all figures within it relate to the 2018/19 levels of Members' allowances. For 2019/20, all Members' allowances have increased by 2% in line with the National Joint Council employee pay awards.

The Council's Members' allowances budget for 2019/20 is £358,290. If Council approves the recommendations of the Panel there would be an overall saving of £130. It should be noted that, with regard to the IRP's recommendation of a review of broadband and IT equipment for Members, the Council spent £8,040 in 2018/19 on broadband, mobile phone usage and landline rentals for councillors.

3. Recommendation

The recommendations of the IRP be considered.

INDEPENDENT REVIEW OF MEMBERS ALLOWANCES REPORT OF THE PANEL

1. Introduction

1.1 The Local Government (Members Allowances) 2003 Regulations put in place a consolidated and simplified framework for allowances that covers Principal Councils as well as Parish and Town Councils.

1.2 Part 4 of the Regulations makes provision for the establishment of an Independent Panel to make recommendations to Council concerning allowances. The Independent Panel set up by Rugby Borough Council and comprising Ian Davis (Chair), Allyson Downes and Garth Murphy is compliant with the requirements.

1.3. Previous Independent Remuneration Reviews were undertaken at Rugby in 2006 and 2011.

1.4. The Panel met on a number of occasions in late 2018/early 2019. The Panel met with Cllr Stokes as Leader of the Council as well as Cllrs Edwards and Roodhouse as Leaders of the Labour and Liberal Democrat Groups on the Council. 25 Councillors submitted written questionnaires relating to allowances. An invitation was extended by the Panel to all Members to give oral evidence and this was taken up by Cllrs Parker and Pacey-Day. The Panel also met with The Mayor. The Panel is grateful to all those who contributed and is also appreciative of the support and guidance given by Steve Garrison.

2. Scope

2.1 The Panel was set up following the decision of Council on 13th November 2018 which asked it to consider:

1. The current structure of the Council's scheme
2. What allowances are paid and whether they should continue
3. The level of allowances and
4. To whom they should be paid.

2.2 Having studied the questionnaires and having regard to the meeting with Councillors referred to above the Panel determined that the areas for consideration included the following.

1. The Basic Allowance
2. Special Responsibility Allowances (SRA) - including the Mayoral Allowance
3. Other allowances - travel, broadband, Carers.

3. The Basic Allowance

3.1. The Basic Allowance is an entitlement paid to all Councillors regardless of attendance or perceived performance. It is not a wage or a salary, rather it is payment in recognition of the time commitment to constituency work together with attending Council and group meetings and also includes incidental costs like the use of the home.

3.2 In considering the Basic Allowance the Panel was guided by a simple maxim - that it should not be set so high that it becomes an attraction to public service or so low that it becomes a barrier.

3.3 Government guidance state that "it is important that some elements of the work of Members continues to be voluntary". The Questionnaire asked Members for their views on what percentage of their work should be voluntary. Responses varied widely from zero to 50% (with the vast majority recognising the voluntary element). The Independent

Review of 2006 (the first under the 2003 Regulations) applied a formula to determine the Basic Allowance, Hours for the 'job' x rate for the 'job' x public service discount (the voluntary element). It set this 'public service discount' at 45% and arrived at a figure of £6,000.

3.4. At the time of the 2011 Review the Basic Allowance stood at £6,227 and whilst noting that this "compared favourably" with other similar authorities the Panel saw "no compelling arguments to change this", referring to the "growing complexity and broadening role of Ward Councillors". Since the 2011 Review the Basic Allowance has been linked to the annual NJC pay award for Local Government employees and now stands at £6,668. This figure continues to "compare favourably" with other authorities. The Panel does not have evidence of the Basic Allowance amongst Councils in the same CIPFA Family Group but it has figures for 8 District Councils in the locality which have an average Basic Allowance of £5,225 with Rugby being the highest. However, it needs to be acknowledged that Rugby's Basic Allowance was set in accordance with a transparent and agreed formula in 2006 and has been updated by less than the rate of inflation since. It could be argued that the higher allowance allows Rugby to draw Councillors from a wider demographic than is perhaps the case at some other Councils and that the greater cost is, to some extent, off-set by lower Special Responsibility Allowances at Rugby (see below).

3.5 The Panel understands that the 2006 Review established a two-tier Basic Allowance based on Members personal commitment to performance management and personal development schemes. There is some doubt as to whether such an approach accorded with legislation but, in any event, it was scrapped following the 2011 Review. The then Panel noted that a Member development culture was embedded in the organisation and scrapping the two tier system (and introducing the higher rate to all) was "on the understanding that the Council will continue its commitment to Councillor development and performance management".

3.6. Unfortunately, evidence submitted to the Panel suggests that Member training and development has rather fallen by the wayside in recent years. The reasons for this are, perhaps, understandable - many Members have full time jobs and evening and weekend training is yet another call on their time, not all of the training was of the highest quality in terms of content and presentation and employing external trainers is not cheap. However, if Members are to be paid a relatively high Basic Allowance it is important they commit to training and development which will benefit the proper management of the Council. The Panel considers it essential that a rigorous regime of Member development and training be re-introduced at the earliest opportunity. It is for the Council to determine what form this should take but web based training (as opposed to sitting in front of a trainer in a meeting) may have advantages in terms of cost and flexibility.

3.7. Subject to the Council committing to an on-going programme of Member development and training the Panel does not recommend any changes to the Basic Allowance and suggests that this continues at its current level, increased annually in line with any NJC salary increases awarded to Council employees.

4. Special Responsibility Allowance (SRA).

4.1. These are paid to Councillors who have significant additional responsibilities above and beyond those of generally accepted roles which are covered by the Basic Allowance. There are thus various and different SRAs and the report looks at each of those in turn.

4.2. **Leader's Allowance.** The Leader's Allowance at Rugby is currently £18,240. This is the highest amongst the group of similar Councils in the area for which the Panel has comparator figures. The average Leader's Allowance amongst those Councils (including Rugby) is £12,925. However, there are reasons for this.

4.3. By its own admission the Leader's Allowance was the "principle issue" addressed by the last Independent Remuneration Panel in 2011. At that time the Council had decided not to replace its Chief Executive and had divided the statutory duties of the post between two Executive Directors. The role of the Leader had been enhanced to take on some of the outward facing duties normally associated with a Chief Executive. Whilst it has since become increasingly common for local authorities to operate without a Chief Executive, Rugby was one of the first to do so and its decision attracted a lot of comment, locally and nationally. It is probably fair to say that the Panel reviewing the Leader's Allowance had some difficulty in coming to terms with the implications of the 'enhanced' role. Nevertheless, it recommended an allowance of £16,983 for one year subject to a review once the (then) new governance arrangements had bedded in.

4.4. That review confirmed an increased Leader's Allowance which, after intervening NJC Pay Awards (see Para 3.3) now stands at £18,240. Whilst, as has been said, it is increasingly common for Councils to operate without a traditional Chief Executive it remains true that Rugby's Leader continues to fulfil that enhanced role. What this entailed was set out for the benefit of the previous Panel but with the passage of the years there have been inevitable changes and the clarity has become blurred. It has been suggested to us that there is a lack of transparency around the current role of the Leader and we think that it would be good practice if the 'job description' was refreshed and reissued.

4.5. Rugby does not have a Deputy Leader. All of the other Councils in our comparator group do and all get paid an SRA. When the Leader's and Deputy Leader's SRAs in those other Councils are added together in all but two cases they are more or less equal to, or exceed, Rugby's Leader's SRA. In that context Rugby's 'cost of leadership' does not look excessive.

4.6. Instead of a designated Deputy, Rugby's Leader, in his absence, delegates responsibility to the appropriate Portfolio Holder. We received evidence that this works well for the Council. However, there is some doubt as to whether this arrangement complies with legislative requirements. The Council is currently seeking legal advice on the matter and we understand that if changes are required that they will be introduced at the start of the 2019/20 Civic Year. That is after the consideration of this report. In the circumstances we recommend that if there are no changes to the Leadership arrangements that there be no change to the Leader's Allowance. However, if a Deputy Leader is re-introduced and it is indented that she/he receive an SRA it is recommended that the Panel be invited to undertake a 'single issue' review of the allowances to be paid to the Leader and Deputy.

4.7 Cabinet Members. All members of Cabinet (except for the Leader) carry portfolio responsibilities which are now aligned to the organisational structure of the Council. Each Cabinet member receives an SRA of £5,573. This is marginally less than the average for our local comparator group amongst whom five of the other eight pay a higher SRA to their Cabinet Members. We have received evidence that Rugby should increase the SRA paid to Cabinet, particularly as Rugby's Cabinet is smaller than that of many other Councils. The span of responsibility of Cabinet Members is therefore greater and the overall cost lower than at many other Councils. Whilst there is validity in this argument we also have regard to Rugby's relatively high Basic Allowance. When this is added to the Cabinet SRA Rugby's Cabinet Members receive a higher gross allowance (£12,241) than any others in the group amongst whom the average gross allowance, including Rugby, is £10,692. We are therefore not recommending a change to the Cabinet SRA.

4.8. Regulatory and Scrutiny Committees. The SRA paid to the Chairs of Regulatory (Planning and Licensing) and Scrutiny Committee are lower than the average for the local comparator group but the difference is more than made up by the higher Basic Allowance so we are not recommending any change to these allowances.

4.9. Chair/Vice Chair of Audit Committee. We have not received any evidence suggesting that these be changed. Of those local Councils that have Audit Committees Rugby's SRA is marginally in excess of the average and we are not recommending any change.

4.10 Chair of Appeals Committee. The Chair of the Appeals Committee receives a small (£558) SRA and we have not received any submissions that it should be changed. However, a number of those who have submitted evidence to us have suggested that the Appeals Committee be scrapped on the basis that it rarely, if ever meets. In the event of it being necessary for Members to hear an appeal it has been suggested that an ad hoc group be formed as required. Making recommendations on the governance structure of the Council is outside our brief, but this does seem a sensible idea.

4.11 Minority Group Leaders. The Council pays an SRA of £2,788 pa to 'Leaders of Major Minority Groups'. We cannot find a definition in the 'Members Allowances Scheme' of what is meant by a "Major Minority Group". We think it important that clarification be provided. It has been suggested to us that the Leader of the Main Opposition Group has a defined role in the management of the Council and should receive an SRA, however, the Leaders of smaller groups have no such role and should not therefore receive an Allowance. This does not question the legitimacy of smaller groups but they are essentially political groupings and their Leader should not receive a taxpayer funded allowance. We find this argument compelling. However, at the present time the Council has two opposition groups of equal size and neither is defined as the 'official opposition'. As a consequence both Group Leaders receive an SRA of £2788. We think that the Council should move to recognise an Official Opposition and that the Leader of that group alone should receive an SRA of £2788. If the Council wishes to pay an SRA to the Leaders of other groups this should be £1000 and restricted to groups with five or more members.

4.12. The Mayor. This is not, strictly speaking, an SRA in that it is an allowance intended to reimburse the Mayor for out of pocket expenses. It is currently set at £2,788. We found assessing the adequacy of the Mayoral Allowance really difficult. There are as many different allowance packages as there are Councils with Mayors and no one package recommended itself to us as being better, or worse, than the others. Some Mayors come 'fully equipped' for the role, some will have to buy a new wardrobe of clothes. All Mayors will be expected to buy numerous raffle tickets, contribute to collections, pay for entry to events, buy drinks and meals etc etc. We were impressed by arguments that the dignity of the role could be undermined if the Mayor was forever required to submit claims for expenses. We heard that being Mayor was the ultimate honour for a citizen and whilst we accept this we don't think that a citizen should be out of pocket as a result of accepting that honour, and nor should inability to meet the costs of the role be a barrier. As a result we are recommending that the Mayoral Allowance be increased to £3,800. We also think that it would be helpful if the Council were to set out what is expected of the Mayor whilst allowing plenty of room for personal expression.

5. Other Allowances.

5.1. Travel Allowances and Attendance at Conferences. The payments and the rules prescribing them are all in line with old practice and we are not recommending any changes.

5.2. **Broadband.** Under this heading are grouped the payments that the Council makes in respect of broadband, landlines, tablets and mobile phones. We heard evidence that these should be scrapped, particularly given the relatively high Basic Allowance that Rugby pays to all Councillors. We were also told that this could cause hardship in a few cases. Given that all Councillors will be making use of IT the figures presented to us showed a very disparate picture with some not claiming at all, some claiming for one element but not others and some claiming for the 'full package'. The total adds up to more than £8,000, a not inconsiderable sum.

5.3. As has been said, allowances are claimed for home broadband, landlines, tablets and mobile phones. The rationale for many of these allowances seem to date back to the days when to have a home computer or mobile phones was relatively unusual and certainly before the widespread use of smart phones and tablets rendered many devices redundant. On the other hand, the Council is keen to move away from the use of paper and facilitating Members use of appropriate devices might assist in achieving paper-less transactions.

5.4 We consider that the whole area is in need of a good tidying up and we recommend that the Council undertakes a comprehensive review of how, if at all, it financially supports Members use of IT with the default position being to scrap individual allowances.

5.3. **Carers Allowance.** The Council pays an allowance to Members who need to employ a carer to for dependent children or adults in order that they can attend to Council business. We know that the Council has a commitment to removing barriers in order that Councillors can be drawn from the widest possible demographic. That commitment is commendable and we fully support it. Having a dependent relative, be they a child or an adult, can be a barrier to seeking elected office, particularly if the carer is of limited means or doesn't have a local support network. The Carers Allowance was a source of considerable comment amongst those who submitted evidence to us and whilst many called for it to remain at its current levels a substantial minority felt that it should be increased.

5.4. The Council currently pays an allowance (subject to the submission of appropriate proof) to members who incur expenses to attend to an approved duty in respect of children under 14 or elderly or disabled dependents. The allowance is currently set at £7.83, the maximum of the National Minimum Wage for 2018. We were told that this was insufficient and our initial reaction was to agree and recommend a substantial increase.

5.5. However, subsequent investigations amongst other Councils and care providers has revealed that payment at National Minimum Wage levels is, in fact, the norm. Nevertheless, we feel that each case should be judged on its merits and that flexibility should be built into the payments to allow for this.

5.6. We therefore recommend that the Carers Allowance should be set each year at the maximum level of the National Minimum Wage (currently £8.21 per hour) but that with the prior written agreement of the Executive Director this can be increased as necessary if it can be demonstrated that the circumstances in a particular case will incur costs in excess of the National Minimum Wage.

5.7. **Representing the Council on Outside Bodies.** We heard from a small minority of responders that the Council should pay an allowance to those who represent it on outside bodies. However, the majority of those expressing an opinion on the subject considered that this 'went with the territory' of being a Councillor and that it is covered by the Basic Allowance received by all Councillors. We agree with this and are not recommending any payment.

6. Recommendations.

- 6.1. **Basic Allowance.** Subject to the Council committing to an ongoing programme of Member development and training this should continue at its current level increased annually in line with any NJC salary increases awarded to Council staff. (NB - the recommendations relating to training and annually increases also apply to all other SRAs).
- 6.2. **Leader's Allowance.** No change be made however the 'job description' of the Leader should be reviewed and reissued. Additionally, if the role of Deputy Leader is reintroduced and it is decided to pay her/him an SRA then the Panel shall be reconvened to carry out a single issue review of the allowances paid to the Leader and Deputy Leader.
- 6.3. **Cabinet.** No change.
- 6.4. **Regulatory and Scrutiny Committee.** No change.
- 6.5. **Chair and Vice Chair of Audit Committee.** No change.
- 6.6. **Chair of Appeals Committee.** The Council should consider scrapping this as a standing Committee and replacing it with an ad-hoc Committee that meets as and when required with no payment paid to the Chair.
- 6.7. **Minority Group Leaders.** The Council should consider recognising an official opposition and the Leader of that group should continue to receive an SRA of £2,788. The Leaders of other groups, subject to them having at least five members, should receive an SRA of £1,000.
- 6.8. **Mayor's Allowance.** This should be increased to £3,800 and the Council should define what it expects of the Mayor, whilst allowing plenty of scope for personal expression.
- 6.9. **Travel Allowances and Attendance at Conferences etc.** No change.
- 6.10. **Broadband, Landlines, Tablets and Mobile Phones.** The Council should undertake a review of how it supports Members use of IT including deciding what, if any, financial support should be given.
- 6.11. **Carers Allowance.** This should be set each year at the maximum level of the National Minimum Wage (currently £8.21 per hour) but with the prior, written approval of the Executive Director this can be increased as necessary to cover the increased costs associated with a particular case.
- 6.12. **Representing the Council on Outside Bodies.** No payment be made..

Council – 18 July 2019

Report of Overview and Scrutiny

Overview and Scrutiny Annual Report 2018/19

1. Introduction

The Council's Constitution requires scrutiny committees to report annually to full Council on their work.

The report is attached at Appendix 1 for consideration.

2. Recommendation

The Overview and Scrutiny Annual Report 2018/19 be approved for publication.

OVERVIEW AND SCRUTINY ANNUAL REPORT 2018/19

HIGHLIGHTS

Topics identified for inclusion in the 2018/19 work programme:

EMPLOYEE WELLBEING – Employee Wellbeing and Sickness Absence Management has a high profile within the Council. The aim is to provide employee wellbeing initiatives to improve the health of the workforce; manage absence in line with best practice; and monitor and report on absence levels. The mechanisms in place were reviewed by scrutiny in February 2019. Initially, a light-touch review, scrutiny felt that a more detailed breakdown of the council's sickness absence management was needed, and a further report is scheduled for autumn 2019.

WASTE AND RECYCLING EDUCATION – the light-touch review focused on recycling and contamination rates, collection levels and waste disposal, behavioural change and education, and national and local education campaigns. The Education Plan for Rugby included targeted enforcement and educational activity around known problems/issues, borough-wide educational activity to promote increased recycling, reduced contamination and organic waste options.

TREES AND HEDGES – trees on public and private land are a considerable cultural and biological asset across the borough with innumerable public benefits in relation to visual amenity, biodiversity, health and historical associations. Rugby is fortunate to have a diverse arboricultural resource, both urban and rural, for the enjoyment of all. Scrutiny reviewed the processes in place with regard to trees and hedges in the Borough of Rugby and recommended that development of a Tree Policy was essential to protect Rugby's trees and green infrastructure for future generations.

PARKING AT THE QUEEN'S DIAMOND JUBILEE LEISURE CENTRE – to gather evidence for the review scrutiny carried out a site visit at the car park of the Queen's Diamond Jubilee Leisure Centre. Meetings were attended by external representatives from the leisure centre, clubs and organisations based on the site and other interested groups and agencies prior to short-term recommendations being approved by Cabinet in April 2019. Scrutiny was considering further information and evidence relating to parking enforcement and any medium or longer-term recommendations prior to submitting the draft review report to Cabinet.

ACCESS FOR PEOPLE WITH A DISABILITY – a task group was established to carry out an in-depth review of facilities for disabled people and access for people with disabilities to council owned or run buildings, open spaces or parks. During the public consultation, the task group sought the views of a range of individuals and groups. The highlight of the review was the successful public engagement. The review was completed in March 2019. A review report was considered by Cabinet in June 2019.

INFORMING AND ENGAGING OUR COMMUNITIES – communication, engagement and public consultation were raised as separate suggestions for scrutiny topics. A task group was established to carry out the review focusing on the following questions: ‘How can we involve communities in decisions that affect them, in ways that suit them? Can we provide information and tools to council teams and to Members, so that they can inform and engage communities where relevant?’ The review was completed in March 2019. A review report was considered by Cabinet in June 2019.

MOTION FROM COUNCIL – 28 FEBRUARY 2019

REDUCE PLASTIC WASTE AT THE COUNCIL – an audit of single use plastics used by individual service areas was undertaken and the findings were reported to scrutiny in February 2019. A council-wide Plastics Policy was adopted by Council in April 2019.

In the former Leader’s Budget Speech 2019, a commitment was made to eliminate single use plastics at Rugby Borough Council from 1 April 2019.

Work is ongoing to identify suitable alternatives to replace single use plastics. A progress report is scheduled to be presented to scrutiny in autumn 2019.

STANDING ITEMS

There are a number of standing items that return to scrutiny every year. They include AIR QUALITY MONITORING to examine progress of the of the Council’s Air Quality Annual Status Report, progress on the Local Air Quality Management Action Plan Annual Status Report and implications of new residential and infrastructure developments planned in the borough.

In accordance with Section 19 of the Police and Justice Act 2006, scrutiny has responsibility to carry out an overview of CRIME AND DISORDER at no less than one meeting each municipal year to scrutinise decisions made and actions taken by the responsible authorities that make up the Rugby Community Safety Partnership in connection with the discharge of their crime and disorder functions. In April 2019, the Police and Crime Commissioner for Warwickshire attended a scrutiny meeting to provide an appreciation of his priorities and key activities. Rugby Borough Neighbourhood Watch provided an update on the work of the organisation.

Finance and Performance reports are reviewed by scrutiny on a quarterly basis.

Holding the Executive to account is one of the primary responsibilities of scrutiny to ensure that Cabinet is making decisions effectively and acting in the best interests of the local community. Two joint meetings of both overview and scrutiny committees were held based on question and answer style sessions with the Leader and Executive Director and the four Portfolio Holder.

BROOKE OSC WORK PROGRAMME 2018/19

Meeting Date	Scrutiny Items
28 June 2018	<ul style="list-style-type: none"> Finance and Performance Monitoring 2017/18 Year-End Notice of Motion – Reduce Plastic Waste at the Council
13 September 2018	<ul style="list-style-type: none"> Finance and Performance Monitoring 2018/19 Quarter 1 Review of Waste and Recycling Education (light touch)
7 February 2019	<ul style="list-style-type: none"> Finance and Performance Monitoring 2018/19 Quarter 3 Review of Employee Wellbeing (light touch) Review of Trees and Hedges (light touch) Notice of Motion – Reduce Plastic Waste at the Council (progress update)
11 April 2019	<ul style="list-style-type: none"> Special Expenses Scheme (one-page strategy) Crime and Disorder (annual review) Notice of Motion – Reduce Plastic Waste at the Council (draft policy) Review of Informing and Engaging Our Communities (review report) Review of Access for People with a Disability (review report)

WHITTLE OSC WORK PROGRAMME 2018/19

Meeting Date	Scrutiny Items
16 July 2018	<ul style="list-style-type: none"> Presentation on the business case for a Council led lottery Review of Public Space Protection Orders (review report) Air Quality Monitoring (update)
15 October 2018	<ul style="list-style-type: none"> Access for People with a Disability (one-page strategy) Air Quality Monitoring (annual review)
10 December 2018	<ul style="list-style-type: none"> Finance and Performance Monitoring 2018/19 Quarter 2 World Rugby Hall of Fame (progress report) Town Centre Heritage (progress report) Review of Parking at the Queen's Diamond Jubilee Leisure Centre (one-page strategy)
13 February 2019 SPECIAL	<ul style="list-style-type: none"> Review of Parking at the Queen's Diamond Jubilee Leisure Centre (consideration of feedback and evidence)
11 March 2019	<ul style="list-style-type: none"> Growth and Investment (focus on town centre economy, inward investment and affordable housing) World Rugby Hall of Fame (progress report) Town Centre Heritage (progress report) Review of Parking at the Queen's Diamond Jubilee Leisure Centre (review report) Bridges – Great Central Way

JOINT OSC WORK PROGRAMME 2018/19

Meeting Date	Scrutiny Items
8 November 2018	Portfolio Holders
28 January 2019	Leader of the Council and Executive Director
5 March 2019	Review of Overview and Scrutiny

LOOKING AHEAD

To explore ways that scrutiny could be improved, a review of the overview and scrutiny arrangements was carried out and suggested outcomes were approved by Council. The key changes for 2019/20 include:

The two new scrutiny committees – Communities and Resources Overview and Scrutiny Committee and Environment and Growth Overview and Scrutiny Committee – will have clear remits aligned to their portfolio areas.

Each Portfolio Holder will be invited to attend at least one scrutiny committee meeting during the year to discuss performance and future strategy, or any specific topics.

Topics listed in the Forward Plan will be included in committee agendas.

The former committee chairs reviewed the process for setting the forward overview and scrutiny work programme and the annual workshop was replaced with a fresh approach to engaging with the public and external partners via platforms such as the Council website, Facebook and councillor listening posts. This will enable scrutiny to be more reactive by addressing issues as they come to light. The scrutiny area of the website will be improved to encourage greater communication.

Review topics will be narrowed down using a review checker and the final shortlist will be agreed with Heads of Service and committee Chairs and Vice-Chairs prior to being incorporated into the work programme for 2019/20.

A programme of training will be carried out for overview and scrutiny committee chairs, committee members and key officers.

REPORT OF CABINET

24 June 2019

PRESENT:

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

Councillors Mrs Brown, Ellis, Mrs O'Rourke, Roodhouse and Sandison were also in attendance.

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

1. FINANCE AND PERFORMANCE MONITORING 2018/19 – YEAR END

Cabinet considered a report concerning the Council's finance and performance position for 2018/19. The report was circulated as part of the Cabinet agenda and all Members are requested to bring their copies to the meeting.

Recommendation of Cabinet

Cabinet decided to recommend to Council that -

- (1) supplementary revenue budgets be approved for 2019/20 as a result of carry forwards from 2018/19 as follows (see Appendix 4);
 - a. General Fund- £0.125m
 - b. HRA- £0.125m
- (2) approve the estimated amount to be provided to mitigate future risks – See sections 3.5-3.8 and Summary Reserves at Appendix 5b;
- (3) net transfers to new and existing GF Earmarked Reserves be approved for 2018/19 of £2.607m (See Appendix 5a);
- (4) a net nil Supplementary General Fund revenue budget of £0.048m in 2019/20 be approved for the extension of the Family Weight Management Scheme, to be met from external funding (further details in Section 7);
- (5) supplementary capital budgets be approved for 2019/20 as a result of budget carry forwards from 2018/19 as follows:
 - a. General Fund capital £3.563m
 - b. Housing Revenue Account capital £12.449m;

- (6) a capital virement of £0.092m be approved for 2019/20 between the Carbon Management Plan and the Corporate Asset Management System;
- (7) a GF capital supplementary budget for 2019/20 of £0.100m be approved, to be funded from contributions from Daventry District Council (£0.050m) and borrowing, for Rainsbrook Crematorium for a Car Park extension to meet increased capacity; and
- (8) performance summary and performance data included in Section 6 and Appendix 6 be considered and noted.

Recommended that – the recommendation of Cabinet be approved.

2. STREET NAMING AND NUMBERING POLICY

Cabinet considered a report concerning the Council's street naming and numbering policy. The report was circulated as part of the Cabinet agenda and all Members are requested to bring their copies to the meeting.

Recommendation of Cabinet

Cabinet decided to recommend to Council that -

- (1) the updated Street Naming and Numbering Policy be approved; and
- (2) a supplementary General Fund revenue income budget for 2019/20 be requested of £20,000 following anticipated uplift of income in line with the new charges as detailed in the report.

Recommended that – the recommendation of Cabinet be approved.

**COUNCILLOR S LOWE
CHAIRMAN**

Council – 18 July 2019

Rugby LGBT+ Needs Survey Report – Action Plan 2019

Report of the Head of Communities and Homes

1. Introduction

Rugby Borough Council invited the Local Government Association in May 2017 to undertake a Peer Challenge to re-assess the council against the “Excellent” level of the local government equality framework. The council first achieved “Excellent” under this framework in February 2014.

The council was re-accredited as “Excellent”, and in their report they mentioned that this was a significant achievement for a small district council and it is an achievement that the whole organisation can be really proud of. As part of their report they also identified areas for consideration to help the Council move forward. One of these areas for consideration was around the lack of information or intelligence about the LGBT+ community and their needs.

Therefore, Rugby Borough Council commissioned Warwickshire Pride to research the views and experiences of LGBT+ individuals and communities in Rugby. This survey was available online from 1 November 2018 to 1 December 2018 and the results were analysed and a report was produced with recommendations. This found that hate crime against LGBT+ communities in Rugby is much greater than the national average.

Rugby Borough Council was alarmed at the findings of this report and has agreed an action plan with Warwickshire Pride and EQUiP to help to address these issues.

2. Delivery of Action Plan

The Equality and Diversity steering group is overseeing the delivery of the action plan which has been developed in conjunction with Warwickshire Pride and EQUiP, incorporating the recommendations from the report.

The costs to deliver the action plan will be met from the Equality and Diversity budget for development activities.

The actions are reviewed on a quarterly basis by the Equality and Diversity steering group.

3. Recommendation

To endorse the work already undertaken to deliver the work on the Action Plan, which is attached as Appendix 1.

RUGBY LGBT+ NEEDS SURVEY REPORT – ACTION PLAN 2019

No.	RECOMMENDATIONS	KEY ACTION(S)
1	<p>That RBC explore further collaborative opportunities with Warwickshire Pride, with a view to supporting Warwickshire Pride to develop support services and safe places for LGBT+ people living and working in Rugby Borough.</p>	<p>A focus group was held on Saturday 11 May 2019 @ the Stag and Pheasant in Hillmorton.</p> <p>A total of 25 people attended (partners and participants).</p> <p>There was representation from the following partners on the day:</p> <p>RBC – Cllr Derek Poole, Cllr Belinda Garcia, E and D Advisor, Community safety wardens and Sports and Recreation Team Manager.</p> <p>WCC – Community Safety Manager</p> <p>EQUIP – Partnership Officer</p> <p>Warwickshire Police – Chief Inspector, Lee Kemp</p> <p>Unfortunately, Rugby First were not able to attend at the last minute.</p> <p>The discussions from the event have been typed up and will form the basis of work going forward.</p> <p>The actions identified relate to all partners and not just to Rugby Borough Council.</p>

No.	RECOMMENDATIONS	KEY ACTION(S)
2	<p>That RBC enrolls all front line employees on LGBT+ Awareness Training. This can be facilitated by Warwickshire Pride. The training would be open to all staff but would prioritise front line staff and is mandatory for all.</p>	<p>Warwickshire Pride commissioned to provide LGBT+ awareness training for all RBC staff and the session is mandatory.</p> <p>A total of 21 sessions arranged between June and October – 20 for staff and 1 for members.</p> <p>Continuous evaluation is undertaken as the sessions are delivered.</p>
3	<p>That there is clear, consistent awareness raising in Rugby Borough around hate crime and how to report it, involving RBC, Warwickshire Police and other partner agencies.</p>	<p>This was part of the focus group discussions on 11 May 2019. The Community Safety Wardens shared information about their role and the role of Bid Rangers around dealing with Anti-Social-Behaviour and Hate Crime.</p> <p>Information was also shared about the reporthatenow website which is hosted by EQUiP.</p> <p>A stall space was allocated to Warwickshire Pride for BikeFest on 19 May 2019, to help raise awareness about LGBT+ hate crime, but due to unforeseen circumstances they were unable to take this up at the last minute.</p> <p>The E and D Advisor is linking up with the Countywide Warwickshire Hate Crime Partnership group on developing activities as part of National Hate Crime Awareness week 12 – 19 October 2019.</p> <p>One of the actions from the focus group was for Warwickshire Police to have a named individual to link with. This has been actioned by Warwickshire Police.</p>

No.	RECOMMENDATIONS	KEY ACTION(S)
4	<p>That the LGBT+ Pride flag (rainbow flag) is raised at RBC Headquarters and other relevant public buildings in Rugby Borough on key dates, including May 17 - International Day Against Homophobia, Biphobia and Transphobia (IDAHOBIT) and during the week of the Warwickshire Pride festival as a show of support and solidarity with the LGBT+ community.</p>	<p>The flag was flown as part of LGBT History month in February and again on 17 May. It will also be flown during Warwickshire Pride festival week in August. They will then be flown annually at these times.</p> <p>Equality and Diversity steering group agreed for rainbow pin badges to be sourced for the Council. Individuals can then choose if they wish to wear them. They have just been received and will be available to all staff via their departments, communications office and at the LGBT+ awareness raising sessions.</p>
5	<p>That RBC actively engage with the Warwickshire Pride festival and support a 'satellite Pride' event in Rugby Borough.</p>	<p>Links were made with the Parks Team about arranging a 'satellite' pride event and the information was shared with Warwickshire Pride about the process for holding an event in Caldecott Park.</p> <p>After some discussions, Warwickshire Pride made the decision to hold a community picnic on Sunday 30 June 2019 and will look to hold a Pride event next year as part of Festival of Culture programme. The picnic went well.</p>