WARWICK DISTRICT COUNCIL

Minutes of the meeting held on Wednesday 26 June 2019, at the Town Hall, Royal Leamington Spa at 6.05pm.

PRESENT: Councillor Illingworth (Chairman); Councillors Ashford, Bartlett, Boad, Cooke, Cullinan, Day, A Dearing, J Dearing, K Dickson, R Dickson, Evans, Falp, B Gifford, C Gifford, Grainger, Hales, Heath, Jacques, Kohler, Leigh-Hunt, Luckhurst, Mangat, Margrave, Matecki, Milton, Murphy, Nicholls, Noone, Norris, Rhead, Roberts, Skinner, Syson, Tangri, Tracey, Weber and Wright.

11. Apologies for Absence

Apologies for absence were received from Councillors Calver, Davison, Kennedy, Morris, Redford and Sanghera.

12. Declarations of Interest

There were no declarations of interest made.

13. Minutes

The Minutes of the meeting of the Council held on the 15 May 2019 were approved and signed by the Chairman as a correct record.

14. Communications and Announcements

The Chairman took the opportunity to record thanks to those former Councillors who had stood for election but had not been elected. They were John Barrott, Felicity Bunker, Gordon Cain, Pat Cain, Jackie D'Arcy, Richard Davies, Hayley Grainger, Andrew Mobbs, Kristie Naimo, Stef Parkins, Colin Quinney and Dave Shilton.

The Chairman informed Council that since the last meeting, he had attended 24 civic functions including raising of the flag for Armed Forces week. He also informed Council that he had agreed with the Chief Executive that the Council would hold a minute's silence on 11 July as part of the Srebrenica Memorial Week.

The Chairman confirmed to Council that there were no petitions for it to consider under Item 5 – Petitions.

15. Public Speakers

Susan Rasmussen and Thea Mort addressed the Council regarding the Motions on the agenda seeking the Council to declare a climate change emergency.

16. Notices of Motion

(a) it was proposed by Councillor Cullinan and duly seconded by Councillor Weber that:

"That 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 1.5°C.

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 Warwick District 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 Warwick District Council in assisting governments to achieve their carbon emission savings.

This Council therefore, Declares a Climate Emergency; and

(1) requests that the Executive set up a Warwick District Climate Task & Finish Group to respond to this challenge;

(2) requests that the Executive through this Group sets a target and action plan for Warwick District Council to be carbon neutral in collaboration with our County Council partners;

(3) resolves to work with Warwickshire County Council, town and parish councils and any other appropriate authorities and organisations on carbon reduction projects to ensure the UK is able to deliver on its climate commitments; and

(4) calls on the Government to provide the resources and powers so that Warwick District Council can make its contribution to the UK's Carbon Reduction targets"

Councillor Boad, seconded by Councillor Davison, proposed that the motion should be amended to read as follows:

"Warwick District Council accepts the United Nations Intergovernmental Panel on Climate Change's conclusion that global warming above1.5°C greatly increases climate change risks such as extreme weather, diseases spreading, species extinction and poverty in Africa and Asia; and that "ambitious action from national and sub-national authorities, civil society, the private sector, indigenous peoples and local communities can support the implementation of ambitious actions implied by limiting global warming to 1.5°C

This Council declares a 'Climate Emergency' because of the significant and urgent action needed; consequently, Warwick District Council commits to:

1. *Becoming a net-zero carbon organisation, including contracted out services, by 2025 in terms of scope 1, 2 and 3 emissions.*
2. *Facilitating decarbonisation by local businesses, other organisations and residents so that total carbon emissions within Warwick District are as close to zero as possible by 2030.*
3. *Working with other local councils to lobby central government to help address the above points including by funding and changing regulation.*
4. *Engaging with and listening to all relevant stakeholders including members of the Warwickshire Youth Parliament regarding approaches to tackling the climate emergency.*
5. *Ensuring that tackling the Climate Emergency is central to the strategic business plan – both in terms of adaptation and mitigation.*
6. *Producing within six months an action plan to implement these commitments. This will be led by the Portfolio Holder for Environment*

and Business who will form a group with shadow portfolio holders for this purpose.

7. *The Council accepts the invitation to take part in the internationally recognised UN programme One Carbon World. Therefore becoming the first council to become carbon neutral through this scheme and achieving the internationally recognised UN Climate Neutral Status"*

This was accepted by Councillor Cullinan and Weber as amendment and therefore became the substantive motion to be debated.

Councillors Cullinan, Weber, Boad, Roberts, Rhead and Gifford addressed the Council on this matter.

Resolved that *Warwick District Council accepts the United Nations Intergovernmental Panel on Climate Change's conclusion that global warming above1.5°C greatly increases climate change risks such as extreme weather, diseases spreading, species extinction and poverty in Africa and Asia; and that "ambitious action from national and sub-national authorities, civil society, the private sector, indigenous peoples and local communities can support the implementation of ambitious actions implied by limiting global warming to 1.5°C*

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With the agreement of the Council the Chairman asked for the minutes to record that the motion was carried unanimously by the Council.

17. Leader's & Portfolio Holders' Statements

The Portfolio Holder for Health & Community Protection, Councillor Falp, informed Council that:

(1) the "Choose how you move" initiative was starting in Warwick District. The introduction of a new app, from BetterPoints, would provide rewards for walking, cycling or using public transport in Leamington. This would be delivered by the Council and BetterPoints in partnership with Warwickshire County Council. The programme aimed to encourage anyone who lived, worked, shopped in or visited Leamington to log their green travel in return for BetterPoints that would be redeemable on the high street, or could be donated to charity; and
(2) the CCTV control room had achieved BS7958 standard for the seventh year in a row with no recommendations for improvement.

(It was agreed by Council to formally record its thanks to the CCTV for the work they undertake).

The Portfolio Holder for Development, Councillor Cooke, informed Council that:
(1) recently there had been some adverse appeal decisions; these were being reviewed by the Head of Development to look for key learning points in how the Council approached appeals;
(2) at present, there had been challenges for approved inspectors to receive insurance for their work. As a result, it was possible that more work for building completion works would return to the Building Control Team; and
(3) there had been a formal legal challenge to the introduction of the Supplementary Planning Document (SPD) for Purpose Built Student Accommodation. Following legal advice, the decision has been taken to develop the proposed SPD in to Development Plan Document which would be more robust.

The Portfolio Holder for Housing, Councillor Matecki, informed Council that:
(1) he had attended a homelessness summit and that William Wallsgrove House had capacity for twenty two rough sleepers;
(2) since the Grenfell disaster two years ago, the Council had invested over £2.5million in its housing stock in further fire prevention measures but also improvements to the amenity areas of the high rise buildings; and
(3) work was ongoing on how to improve the energy efficiency of Council housing stock and welcomed the input from Shadow Portfolio Holders on this work, which would reflect part of this Council's decision to declare a climate change emergency.

The Portfolio Holder for Culture, Councillor Grainger, informed Council that:
(1) the annual count down to the Commonwealth Games would start on 27 July 2019 with events at St Nicholas Park and St John's House, with activities including bowls on the greens at St Johns House;
(2) Just Inspire were now in place and operating the Pump Rooms Café, the usage of which had increased significantly already and they were now working towards their first events in the Riverside Café in Jephson Gardens; and
(3) the Pump Rooms would be hosting a creative morning as part of national event normally held in cities. The aim was to help engage with the creative

industries within the Town.

The Portfolio Holder for Environment and Business, Councillor Rhead, reminded Council about the national water refill scheme app and encouraged them to participate in the Liftshare scheme.

The Portfolio Holder for Finance informed Council that:

(1) the Statement of Accounts had been published on time before the 31 May 2019 deadline and was now being audited. The Council would be aware of the many actions taken by Finance as a result of last year's failure to publish it on time and there would be a further report on this to the Executive; and

(2) there had been significant delays in response to correspondence on Council Tax, with people waiting for up to two months. Due to improved working practices, as of the 24 June the longest wait time was seven days.

The Leader, Councillor Day:

(1) thanked Councillors for their commitment to training and the induction process for the new Council and the time they had put in at the many Committee meetings so far;

(2) encouraged all Councillors to continue to work together and emphasised that approving the Climate Change Motion unanimously was a sign of the Councillors' ability to work together for the District;

(3) in August 2023, the world would be coming to Warwick District for the Common Wealth Games and the Council had to be ready to show the World what Warwick District can do; and

(4) informed Council that there would be a report to Executive in July about reviewing the democratic structure of the Council and encouraged all Councillors to read this report and participate in the review.

18. Questions to the Leader of the Council & Portfolio Holders

Councillor Boad asked the Portfolio Holder for Housing if he could provide details of how many times William Wallsgrove had been at 100% capacity, what the split of male and female occupants was at these times and what flexibility was in place to help if the male allocation was half full but female full with another female waiting.

In response, Councillor Matecki advised he would need to check and reply to Councillor Boad outside of the meeting.
(The response to this question was set out at Appendix 1 to the report)

Councillor Luckhurst asked the Leader for an update on the Asset Management Contract.

In response, Councillor Day explained that the Asset Management Strategy would be considered by the Executive in September.

Councillor Tangri asked the Portfolio Holder for Neighbourhood about the need for use of weed killers within his service and what alternatives could be used.

In response, Councillor Norris explained that this was one of the areas that was being considered as part of the retendering of the major contract.

Councillor Weber asked the Portfolio Holder for Neighbourhood if he was aware of a Council public bin on Kenilworth Road that had been without a lid for a significant time.

In response, Councillor Norris explained that he was not but asked Councillor Weber to provide him details so he could investigate.

Councillor Nicholls asked the Portfolio Holder for Housing if he was aware of the Anti-Social Behaviour Problems that had been reported in the area around William Wallsgrove House.

In response, Councillor Matecki explained that he was aware, was willing to meet with residents and recognised there had been management issues which had been addressed. Councillor Falp, as Portfolio Holder for Health & Community Protection, explained that she was also aware of this and there would be multi-agency approach to the issues.

19. **Appointments**

It was proposed by Councillor Day, seconded by Councillor Cooke and

Resolved that

(1) the Memberships & substitutes of Council Committees be amended as follows:
   (a) to replace Councillor Mrs Falp as substitute for Standards Committee with Councillor Heath;
   (b) to appoint Councillor Cullinan to the Licensing & Regulatory Committee;
   (c) to add Councillor Ashford as a named substitute for Finance & Audit Scrutiny;
   (d) to add Councillors Moira-Ann Grainger, Pam Redford, Mary Noone, Terry Morris and Liam Bartlett as named substitutes for Employment Committee;
   (e) to add Councillor John Cooke and Andrew Day as named substitutes for Planning Committee;
   (f) to add Councillor Wright as a named substitute for Licensing & Regulatory Committee;
   (g) to add Councillor Redford as a named substitute for Standards Committee.

(2) the memberships of Working Parties & Forums as set out at Appendix 2 to the minutes, be approved, noting that the Kenilworth Members' Working Group and the Leisure Development Member Working Party have merged into a working party and the addition of Councillor Heath on Major contracts renewal; and

(3) in respect of appointments to outside bodies & champions:

   (a) the Executive appointments, as set out at Appendix 3, to outside bodies, be noted;
   (b) the Appointments to outside bodies, as set out at Appendix 3, and that these are not made on a basis of political proportionality for the reasons set out in the report, be approved;
   (c) the Council will cease to be a member of the National Association of Councillors in December

2018 and as a result, approves this Outside Appointment has been excluded from the calculations for political proportionality and agrees not to appoint to this role;

(d) the Council's Champion appointments, as set out at Appendix 4 to the minutes, be noted;

(e) the title "Children's Champions" be forthwith known as "Children's and Adults' Safeguarding Champions"; and

(f) a change be made to this Council's Constitution with regard to Outside Bodies:

"Representatives are expected to act corporately and are authorised to advise the respective bodies of the Council's policy position and make requests to the appropriate Portfolio Holder if new Council policy might be appropriate.

Most Outside Bodies operate using their own Boards which determine their terms of reference. Council representatives will be expected to work within the framework of the body upon which they are serving. A report will be submitted to the budget setting meeting of Council in February each year."

20. **Public & Press**

As laid out on the agenda, it was proposed by the Chairman, duly seconded and

Resolved that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following item by reason of the likely disclosure of exempt information within paragraph 3 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

21. **Confidential Executive Report**

The confidential reports of the Executive meetings of 6 June 2019 were proposed by Councillor Day, duly seconded by Councillor Grainger and

Resolved that the reports be approved.

22. **Common Seal**

Resolved that the Common Seal of Warwick District Council be affixed to such documents as may be required for implementing decisions of the Council arrived at this day.

(The meeting ended at 7.38pm)

[redacted] Signature redacted

CHAIRMAN

4 September 2019

Appendix 1

Responses to questions outside the meeting

How many times has William Wallsgrove House been at capacity?
The hostel has only on a handful of nights (7) been at its standard capacity of 22 residents since opening in September 2018. In times of severe weather or other emergency the hostel can accommodate 30 individuals but has never been occupied to this level.

Is the hostel split between male and female beds and if capacity has been reached which category has it been for?
Yes, the hostel accommodates both females and males, however it does not generally place opposite sexes in the same sleeping area unless two people reside within the hostel as a couple, in which case they are allocated a separate and private room.

There is no allocated quota of beds based on gender, instead beds are allocated based upon the profile of the current resident group and officers move beds around in order to make best use of the facility.

Is there opportunity to flex between the male and female beds to accommodate fluctuating demand?
Yes, the hostel has 3 dormitories accommodating 3, 5 & 9 bed spaces and in addition, offers 6 individual rooms.

To allow the service to respond flexibly to demand, each dormitory can be assigned to be either male or female specific although in practice, the smaller dormitory is generally assigned to be women only. The individual rooms can be let to either men or women depending upon demand and the needs of individual residents.

What do we offer if someone turns up at the hostel at it is full?
No one has ever been turned away from the hostel because it is full.

If it were full, there are a number of options for officers to consider ranging from a referral to one of our partner organisations, provision in one of the Councils other temporary accommodation units or placement in a B&B until the Housing Advice and Homelessness Prevention Service at Riverside House is open and a formal appointment arranged.

Appendix 2

Working Parties & Forums 2019/2020

Working Party / Forum	Lead Officer	Number of places	Councillors 2019/2020
Community Stadium/Europa Way Members Reference Group 1 each Group plus PH	Padraig Herlihy / Tim Wall	6	Kohler Luckhurst Margrave Nicholls Rhead Grainger as Portfolio Holder Officers: Chief Executive Community Stadium Project Officer Programme Manager
Councillor IT Working Party 1 each Group plus PH	Graham Leach/ Ty Walter	6	Boad Jacques Margrave Tangri Vacancy Labour Cooke as Portfolio Holder
Creative Quarter Members' Reference Group 1 each Group plus PH (but cannot be the Leader of WDC)	Philip Clarke	6	Boad Davison Nicholls Heath Sanghera Rhead as Portfolio Holder Councillor Isobel Seccombe (WCC) Councillor Jojo Norris (L/Spa TC)

Housing Advisory Group Conservative = 5 Lib Dem & Greens = 2 each Labour & Whitnash RA = 1 each	Lisa Barker	11	Ashford Bartlett Boad Cullinan Davison K Dickson Falp Leigh-Hunt Luckhurst Noone Tracey
HQ Relocation Member Reference Group Group Leaders plus Finance, Business and Neighbourhood Portfolio Holders	Bill Hunt	8	Boad Cullinan Davison Day Heath Hailes as PH Rhead as PH Norris as PH
Infrastructure Delivery Plan (IDP) Working Group 1 each Group which includes PH Development Services	David Butler	5	Cooke B Gifford J Dearing Heath Nicholls
Kenilworth Development Forum To be reviewed by the Portfolio Holder once appointed	Andy Jones	1	
Kenilworth Project Board PH for Culture	Rose Winship		Grainger PH Culture Officers: Head of Cultural Services (Programme Manager as sub) Principal Accountant (Systems) (Assistant Accountant as sub)

Leisure Development Member Working Party 1 each Group plus PH	Padraig Herlihy	6	Cooke A Dearing Milton Heath Vacancy Labour Grainger as Portfolio Holder Officers: Deputy Chief Executive & Monitoring Officer Head of Cultural Services Sports & Leisure Contract Manager Project Officer Programme Manager
2021 Major Contract Renewal – Cross Party Working Group 1 each Group plus PH	Gary Charlton	6	Boad Heath Rhead Roberts Skinner Norris as Portfolio Holder
Members' Development Group (As part of the Group Leaders Briefings)	Graham Leach/ Tracy Dolphin	5	Boad Cullinan Davison Day Heath
Member Group on Commonwealth Games 1 each Group plus PH	Christina Boxer	6	Bartlett Boad Cullinan A Dearing Margrave Grainger as Portfolio Holder Officers: Chief Executive Head of Cultural Services Programme Manager Commonwealth Games Project Manager Marketing & Communications Manager

Members – Trades Union Joint Consultation & Safety Panel 11 from each Group	Tracy Dolphin	5	Vacancy Labour B Gifford Vacancy Green T Heath Wright
People Strategy Steering Group 1 each Group plus Chair of Employment Committee	Tracy Dolphin	6	Falp C Gifford Mangat Margrave Wright Vacancy Green
Planning Forum	Dave Barber	44	All Members of the Council
St Mary's Lands Working Party 1 each Group plus PH	Chris Elliott	6	Ashford Vacancy Lib Dem Vacancy Green Skinner Vacancy Whitnash RA Grainger a Portfolio Holder
Voluntary and Community Sector (VCS) Commissioning and Grants Panel 7 Members made up of 3 Conservatives, 1 Labour, 1 Whitnash Residents' Association, and 1 Liberal Democrat, 1 Green. This include PH Health & Community Protection.	Liz Young	7	Evans Jacques Murphy Skinner Syson Redford Vacancy Green Falp as PH & Group Rep
Warwick District Conservation Advisory Forum Two elected Members of Warwick District Council who have an interest in the historic environment and planning matters.	Robert Dawson	2	Sanghera Syson

Executive appointments

(Appointments made by the Executive and therefore not a decision for the Council and not subject to political proportionality rules)

Appointment	Number of places	Councillor 2019/2020
Warwickshire Police & Crime Panel	1	Ian Davison
West Midlands Employers	1	Andrew Day
Coventry and Warwickshire LEP	1	Andrew Day
District Councils' Network (Leader of the Council)	1	Andrew Day
LLP Board	3	Leader to confirm
Safer Warwickshire Partnership Board (Health & Community Protection Portfolio Holder)	1	Judy Falp
South Warwickshire Community Safety Partnership (Health & Community Protection Portfolio Holder)	1	Judy Falp
Warwickshire County Council Health & Wellbeing Board (Health & Community Protection Portfolio Holder)	1	Judy Falp
Association of Retained Council Housing (ARCH) (Housing Portfolio Holder)	1	Jan Matecki
Shakespeare's England (Development Portfolio Holder)	1	Alan Rhead
Total	**12**	

Warwick District Council appointments to be agreed by Council

The appointments should be made as follows based on political proportionality:

Conservative	Lib Dems	Green	Labour	Whitnash RA
5	3	2	1	1

Appointment	Number of places	Councillor 2019/2020	*Evaluation Criteria
Coventry Airport Consultative Committee	1	Wright	2
Kenilworth Abbey Advisory Committee	1	Cooke	4
Kenilworth Town Centre Partnership	1	R Dickson	4
LGA District Councils' Network	1	Boad	5
South Warwickshire NHS Foundation Trust	1	Calver	5
Warwickshire County Council – Adult Social Care and Health Overview & Scrutiny Committee	1	Redford	5
Warwickshire Waste Management Forum	1	Roberts	2
Birmingham Airport Consultative Committee	1	Illingworth	2
Bid Leamington Board	1	Rhead	2

National Parking Adjudication Service (PATROL)	1	Labour Vacancy	1
South Warwickshire Community Safety Partnership (Non-Executive rep)	1	Heath	2
Chase Meadow Community Centre	1	Bartlett	4
Total	**12**		

*Evaluation Criteria Key:

Council agreed criteria:

1. A body or partnership to which the Council provides significant financial contribution;
2. An established Council partnership with agreements in place;
3. A body or partnership to which the Council is obliged to appoint a Member;
4. A body or partnership which relates to the management of an asset of the Council; or
5. Appointments made at the discretion of the Council.

Additional Criteria used by the Deputy Chief Executive & Monitoring Officer:

6. Does the body play a significant role in local service delivery;
7. Does the body have significant influence on local or national policy.

Appendix 4

Champions	Lead Officer	Number of places	Councillors 2019/2020
Children's and Adults' Safeguarding Champions (formerly Children's Champions) *(See the recommendation in respect of a change in name for this appointment.)* • Assure themselves that the Council has sound arrangements to protect children and promote their welfare are in place within the District Council and that the Council is promoting and engaging in effective interagency cooperation and collaboration in these fields; • Undertake reasonable investigations so as to be able to form a view of the quality of the Council's child safeguarding activities and work with the officer Children's Champion to assist the Council and improve the quality and/or effectiveness of those activities whenever appropriate; • Act as a "critical friend" to constructively challenge officers and elected members on child safeguarding and welfare issues as appropriate; • Promote awareness of child safeguarding and welfare issues and the activities and processes undertaken by this Council amongst elected members.	Lisa Barker	2	Portfolio Holder, Health & Community Protection – Councillor Falp Chairman of Health Scrutiny Sub-Committee
Heritage Champion (See CAF Constitution for definition)	Robert Dawson	1	Chairman of CAF Syson
HS2 Champion • (To monitor the impact of HS2 on Warwick District and work on mitigation for this; • To liaise with appropriate officers and organisations on HS2 matters and support the Portfolio Holder in this detailed area of work)	Debbie Prince	1	Illingworth
Armed Forces Covenant Champion	Bernie Allen	1	Illingworth
Procurement Champions One from each Group	Mike Snow	5	Leigh-Hunt Gifford Vacancy - Green, Labour & Whitnash Residents Association.
Parish/Town Champion – Role Profile • To raise awareness and have regard of issues affecting Local Councils within the District Council; • To respond to invitations from Local Councils to attend meetings of mutual interest; • To be the first point of contact for Local Councils in the event of concerns relating to dealings with the District Council; • To ensure that Local Councils view are taken into account when the District Council undertakes consultation;	Bernie Allen	1	Redford

• To facilitate discussions in relation to the possibility of devolving services to Local Councils; • To encourage joint training events including Councillors from the District Council and Local Councils • To respond to invitations to attend Warwickshire and West Midlands Association of Local Councils (WALC) Area Committees; • To attend other Local Council liaison meetings as appropriate			