

26 January 2024

CABINET – 5 FEBRUARY 2024

A meeting of Cabinet will be held at 6.00pm on Monday 5 February 2024 in the Council Chamber at the Town Hall, Rugby.

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

Mannie Ketley
Chief Executive

A G E N D A PART 1 – PUBLIC BUSINESS

1. Minutes.

To confirm the minutes of the meeting held on 8 January 2024.

2. Apologies.

To receive apologies for absence from the meeting.

3. Declarations of Interest.

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.

Note: Councillors are reminded that they should declare the existence and nature of their interests at the commencement of the meeting (or as soon as the interest becomes apparent). If that interest is a prejudicial interest, the Councillor must withdraw from the room unless one of the exceptions applies.

Membership of Warwickshire County Council or any Parish Council is classed as a non-pecuniary interest under the Code of Conduct. A Councillor does not need to declare this interest unless the Councillor chooses to speak on a matter relating to their membership. If the Councillor does not wish to speak on the matter, the Councillor may still vote on the matter without making a declaration.

4. Question Time.

Notice of questions from the public should be delivered in writing or by e-mail to the Chief Executive at least three clear working days prior to the meeting (no later than Tuesday 30 January 2024).

Item for consideration not within a specific portfolio

5. Corporate Peer Challenge – Action Plan (report to follow).

Growth and Investment Portfolio

6. Approval of Community Infrastructure Levy Charging Schedule.

7. Article 4 Direction – Houses in Multiple Occupation.

Leisure and Wellbeing Portfolio

Nothing to report to this meeting.

Finance, Performance, Legal and Governance Portfolio

8. Draft General Fund Revenue and Capital Budget 2024/25 and Medium-Term Financial Plan 2024-28 (report to follow).

9. Finance and Performance Monitoring 2023/24 – Quarter 3.

10. Membership of Working Groups 2023/24.

Communities, Homes, Digital and Communications Portfolio

11. Area Action: Benn and New Bilton.

12. Draft Housing Revenue Account Capital and Revenue Budgets 2024/25 and Medium-Term Financial Plan 2024-2028 (report to follow).

13. Asylum Seeker Support from Warwickshire County Council.

Regulation and Safety Portfolio

Nothing to report to this meeting.

Change and Transformation Portfolio

14. Agency Workers Policy and Dignity At Work Policy.

Operations and Traded Services Portfolio

Nothing to report to this meeting.

The following item contains reports which are to be considered en bloc subject to any Portfolio Holder requesting discussion of an individual report

Nothing to report to this meeting.

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

To consider the following resolution:

“under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item on the grounds that it involves the likely disclosure of information defined in paragraph 3 of Schedule 12A of the Act.”

PART 2 – EXEMPT INFORMATION

Growth and Investment Portfolio

Nothing to report to this meeting.

Leisure and Wellbeing Portfolio

Nothing to report to this meeting.

Finance, Performance, Legal and Governance Portfolio

Nothing to report to this meeting.

Communities, Homes, Digital and Communications Portfolio

Nothing to report to this meeting.

Regulation and Safety Portfolio

1. Rainsbrook Cemetery.

Change and Transformation Portfolio

Nothing to report to this meeting

Operations and Traded Services Portfolio

Nothing to report to this meeting.

The following item contains reports which are to be considered en bloc subject to any Portfolio Holder requesting discussion of an individual report

Nothing to report to this meeting.

Any additional papers for this meeting can be accessed via the website.

The Reports of Officers are attached.

Membership of Cabinet:

Councillors Poole (Chair), Daly, Picker, Ms Robbins, Ms Watson-Merret and Willis.

CALL-IN PROCEDURES

Publication of the decisions made at this meeting will normally be within three working days of the decision. Each decision will come into force at the expiry of five working days after its publication. This does not apply to decisions made to take immediate effect. Call-in procedures are set out in detail in Standing Order 15 of Part 3c of the Constitution.

If you have any general queries with regard to this agenda please contact Claire Waleczek, Democratic and Support Services Manager (01788 533524 or e-mail claire.waleczek@rugby.gov.uk). Any specific queries concerning reports should be directed to the listed contact officer.

AGENDA MANAGEMENT SHEET

Report Title:	Approval of Community Infrastructure Levy Charging Schedule
Name of Committee:	Cabinet
Date of Meeting:	5 February 2024
Report Director:	Chief Officer – Growth and Investment
Portfolio:	Growth and Investment
Ward Relevance:	All wards
Prior Consultation:	All Group Leaders
Contact Officer:	Neil Holly, Development Strategy Manager neil.holly@rugby.gov.uk
Public or Private:	Public
Report Subject to Call-In:	Yes
Report En-Bloc:	No
Forward Plan:	Yes
Corporate Priorities:	This report relates to the following priority(ies): <input checked="" type="checkbox"/> Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C) <input type="checkbox"/> Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E) <input type="checkbox"/> Residents live healthy, independent lives, with the most vulnerable protected. (HC) <input checked="" type="checkbox"/> Rugby Borough Council is a responsible, effective and efficient organisation. (O) Corporate Strategy 2021-2024 <input type="checkbox"/> This report does not specifically relate to any Council priorities but
Summary:	This report recommends to Council that it approves and publishes the Community Infrastructure Levy Charging Schedule and thereby the introduction of CIL charging in the borough with effect from 1 April 2024.

Financial Implications:	Evidence prepared for the examination of the CIL charging schedule estimates CIL receipts in the period to 2031 of £8,286,300. This does not include any receipts from convenience retail or industrial and warehousing developments, as there is not a clear basis for estimating the amount of this development that is likely to come forward.
Risk Management/Health and Safety Implications:	No health and safety implications are identified. Once CIL is introduced, it will be necessary for the council to effectively administer the levy. On 20 September 2023, Council approved the creation of a new CIL and Local Plan Monitoring Officer post. Recruitment to that post was delayed pending the outcome of the independent examination of the CIL charging schedule. Recruitment will now proceed. There is a risk that if the council is unsuccessful in recruiting to that post there would be considerable strain on resources within Growth and Investment.
Environmental Implications:	If the CIL is approved, it could raise revenue that may be used to implement environmental initiatives. A climate and environment impact assessment is attached as Appendix 3.
Legal Implications:	<p>Under Section 213 and 214 Planning Act 2008 and Regulations 25 and 28 of the Community Infrastructure Levy Regulations 2010, before CIL can take effect:</p> <ul style="list-style-type: none"> - the CIL charging schedule must be approved by council, - the charging schedule must be published on the council's website and made available for inspection at the deposit points - A press notice must be placed in a local newspaper, and - Notice must be sent to those who have asked to be notified of approval of the charging schedule. <p>The charging schedule cannot take effect earlier than the day after the day it is published (in accordance with the above). It is proposed that the charging schedule comes into effect on 1 April 2024 to align with the council's financial year.</p>
Equality and Diversity:	An Equality Impact Assessment of the CIL draft charging schedule was undertaken and appended to the 20 March 2023 cabinet report. An updated EQUiA has been appended to this report as Appendix 4.

Options:

Option 1 – Cabinet recommends to Council that it approves the CIL charging schedule for publication so that CIL charging will come into effect on 1 April 2024.

Option 2 – Cabinet does not approve the CIL charging schedule and does not commence CIL charging.

Recommendation:

IT BE RECOMMENDED TO COUNCIL THAT –

- (1) the Community Infrastructure Levy (CIL) charging schedule is approved;
- (2) delegated authority be given to the Chief Officer for Growth and Investment to publish the charging schedule in accordance with the Regulations to come into effect on 1 April 2024;
- (3) delegated authority be given to the Chief Officer for Growth and Investment in accordance with Regulation 26 of the Regulations to correct any minor errors in the charging schedule which come to light within 6 months of its approval; and
- (4) Commence charging CIL from 1st April 2024 in accordance with the CIL charging schedule.

Reasons for Recommendation:

To allow the council to begin charging CIL to chargeable developments.

Cabinet - 5 February 2024

Approval of Community Infrastructure Levy Charging Schedule

Public Report of the Chief Officer – Growth and Infrastructure

Recommendation:

IT BE RECOMMENDED TO COUNCIL THAT –

- (1) the Community Infrastructure Levy (CIL) charging schedule is approved;
- (2) delegated authority be given to the Chief Officer for Growth and Investment to publish the charging schedule in accordance with the Regulations to come into effect on 1 April 2024;
- (3) delegated authority be given to the Chief Officer for Growth and Investment in accordance with Regulation 26 of the Regulations to correct any minor errors in the charging schedule which come to light within 6 months of its approval; and
- (4) Commence charging CIL from 1 April 2024 in accordance with the CIL Charging Schedule.

1. EXECUTIVE SUMMARY

The Community Infrastructure Levy (CIL) is a charge on development in the area.

On 20 September 2023 Council approved the submission of the draft Rugby Borough CIL Charging Schedule for examination. The examination has now been completed and the independent examiner has concluded that the charging schedule meets the legal requirements and can proceed to be approved by the council.

This report seeks the approval of Cabinet and Council to the charging schedule. If approval is given, the charging schedule would be published, and charging would commence on 1 April 2024.

2. INTRODUCTION

- 1.1. Part 11 of the Planning Act 2008 enables local authorities to levy a charge on new development to fund infrastructure within their area. This known as the Community Infrastructure Levy (CIL).
- 1.2. There is a process set out in the Planning Act 2008 and the Community Infrastructure Levy Regulations 2010 (as amended) for adopting a CIL. The next stage in that process is for the CIL charging schedule to be approved by Council for publication.

2. EXAMINATION OF CIL CHARGING SCHEDULE

- 2.1. Beginning on 20 September 2023 Council approved the submission of the draft CIL Charging Schedule for examination.
- 2.2. The charging schedule and supporting documents were submitted for examination on 23 October 2023.
- 2.3. On 4 January 2024 the independent examiner's report on the charging schedule (Appendix 1) was received. The report concludes that the draft Rugby Borough Council Community Infrastructure Levy Charging Schedule provides an appropriate basis for the collection of the levy in the area. The report further concludes that the Council has provided sufficient evidence that shows the proposed rates would not threaten delivery of the Local Plan.
- 2.4. The charging schedule has thereby been found to satisfy the drafting requirements and can proceed to be approved and brought into effect.

3. APPROVAL OF THE CHARGING SCHEDULE

- 3.1. It is recommended that the CIL Charging Schedule is approved, then published in accordance with the 2012 Regulations. The CIL Charging Schedule would be in effect from 1 April 2024 to align with the council's financial year.
- 3.2. Developments granted planning permission on or after 1 April 2024 would be CIL chargeable. As the trigger for payment of CIL receipts is the commencement of development, CIL receipts will start to be received in late 2024 or thereafter.
- 3.3. As noted in the risk management part of the agenda management sheet (above), the council is seeking to recruit a new CIL and Local Plan Monitoring Officer to administer CIL.
- 3.4. Prior to the commencement of CIL charging, the council's website will be updated to provide relevant guidance and forms.
- 3.5. Levy receipts must be spent on infrastructure to support the development of the area, although the definition of infrastructure is widely drawn. A further report will be brought to cabinet and council on the future approach to the spending of CIL receipts, following consideration of this issue by Planning Services Working Party. This will, in particular, consider the approach to the spending of the 15% neighbourhood share of CIL receipts from unparished areas of Rugby town.
- 3.6. It should be noted that 15% of CIL receipts from development in a parish council's area will be passed to that parish council (capped at £100 per dwelling in the parish). This rises to 25% (uncapped) in areas with a made neighbourhood plan. The parish council must use the CIL receipts passed to it to support the development of the parish council's area by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on the area.

4. CONCLUSION

- 4.1. For the reasons set out in this report, Cabinet is asked to recommend to Council that the CIL charging schedule be approved so that CIL charging in the borough can commence on 1 April 2024.

Name of Meeting: Cabinet
Date of Meeting: 5 February 2024
Subject Matter: Approval of Community Infrastructure Levy Charging Schedule

Originating Department: Growth and Investment

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

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink
1	Cabinet 18 September 2023 https://rugby.gov.uk/web/guest/l/6639808



AN EXAMINATION UNDER SECTION 212
OF THE PLANNING ACT 2008 (AS AMENDED)

**REPORT ON THE DRAFT RUGBY BOROUGH COUNCIL
COMMUNITY INFRASTRUCTURE LEVY CHARGING SCHEDULE**

Independent Examiner (appointed by the Council):

Keith Holland BA (Hons) DipTP MRTPI ARICS

Charging Schedule Submitted for Examination: **23 October 2023**

Date of Report: **4 January 2024**

Contents

Main Findings - Executive Summary	3
Introduction	3
Has the charging authority complied with the legislative requirements set out in the Act and the Regulations, including undertaking an appropriate level of consultation?.....	4
Is the draft charging schedule supported by background documents containing appropriate available evidence?.....	5
Infrastructure planning evidence.....	5
Economic viability evidence.....	6
Are the proposed rates informed by and consistent with the evidence on viability across the charging authority’s area?	8
Residential development.....	8
Commercial rate	9
Has evidence been provided that shows the proposed rate or rates would not undermine the deliverability of the plan (see National Planning Policy Framework paragraph 34).	9
Overall Conclusion.....	12

Main Findings - Executive Summary

In this report I have concluded that the draft Rugby Borough Council Community Infrastructure Levy Charging Schedule provides an appropriate basis for the collection of the levy in the area.

The Council has provided sufficient evidence that shows the proposed rates would not threaten delivery of the Local Plan.

Introduction

1. I have been appointed by Rugby Borough Council, the charging authority, to examine the draft Community Infrastructure Levy (CIL) Charging Schedule. I am a chartered town planner and surveyor with more than 50 years' experience including 25 years' experience inspecting and examining development plans and CIL charging schedules as a Government Planning Inspector.
2. This report contains my assessment of the Charging Schedule in terms of compliance with the requirements in Part 11 of the Planning Act 2008 as amended ('the Act') and the Community Infrastructure Regulations 2010 as amended ('the Regulations')¹. Section 212(4) of the Act terms these collectively as the "drafting requirements". I have also had regard to the National Planning Policy Framework (NPPF)² and the CIL section of the Planning Practice Guidance (PPG).³
3. To comply with the relevant legislation, the submitted Charging Schedule must strike what appears to the charging authority to be an appropriate balance between helping to fund necessary new infrastructure and the potential effects on the economic viability of development across their area. The PPG states⁴ that the examiner should establish that:
 - the charging authority has complied with the legislative requirements set out in the Act and the Regulations;
 - the draft charging schedule is supported by background documents containing appropriate available evidence;
 - the charging authority has undertaken an appropriate level of consultation;

¹ The Regulations have been updated through numerous statutory instruments since 2010, most notably through the Community Infrastructure Levy (Amendment) (England)(No. 2) Regulations 2019, which came into force on 1 September 2019.

² A revised NPPF was published during the examination on 19 December 2023, replacing the previous version published on 5 September 2023.

³ The CIL section of the PPG was substantially updated on 1 September 2019 and last updated on 4 January 2023.

⁴ See PPG Reference ID: 25-040-20190901.

- the proposed rate or rates are informed by, and consistent with, the evidence on viability across the charging authority's area; and
 - evidence has been provided that shows the proposed rate or rates would not undermine the deliverability of the plan (see NPPF, Paragraph 34).
4. The basis for the examination, which took place through written representations, is the submitted schedule of 23 October 2023 which is effectively the same as the draft Schedule published for public consultation in August/September 2023
 5. In summary, the Council propose variable charging rates per square metre (sq.m) for the urban and rural parts of the Borough as defined in the draft Charging Schedule document (figure 1). For the urban area, the rates are £60 for residential development involving 11 or more houses and £100 for up to 10 houses. For the rural area, the rates are £160 for 11 or more houses and £200 for up to 10 houses. The Charging Schedule explains that for charging purposes "residential" excludes student accommodation, houses in multiple occupation, care homes, extra care homes, nursing homes, retirement living and sheltered housing. For residential apartments with 10 or fewer units the proposed charge is nil in the urban area and £200 in the rural area. For 11 or more apartments, the charge would be nil in the urban area and £160 in the rural area. Strategic sites (Coton Park East, Rugby Radio Station (Houlton) and South West Rugby) are nil rated as infrastructure contributions for these sites will be secured through s106 agreements. For convenience retail the proposed charge is £100 in both areas. For industrial, light industrial, storage and distribution the charge would be £5 in both areas. All other uses involve a nil charge.

Has the charging authority complied with the legislative requirements set out in the Act and the Regulations, including undertaking an appropriate level of consultation?

6. There have been three main CIL consultation exercises carried out by the Council. The first ran from 7 October to 18 November 2022. Eleven responses were received. As a result of further viability work and the responses received, the Council introduced zero rating for apartments in the urban area of Rugby and zero rating for residential development within the Rugby Radio Station (Houlton) strategic site. The second consultation ran from 8 May to 16 June 2023 and prompted fourteen responses. Following further viability work the Council decided to propose a £5 charge for industrial, light industrial and storage/distribution uses. The third consultation that took place between 7 August and 4 September 2023 resulted in eighteen responses. Notification of the consultations involved using the Council's planning database and website, a notice in the Rugby Observer and placing the documents for inspection in the Borough Council offices and in libraries in Rugby, Dunchurch and Wolston.

7. As the viability evidence did not deal with the proposed rate for apartments in the rural area, clarification was sought from the Council regarding the justification for the proposed rate for this form of development. The relevant correspondence was placed on the examination website and those who had made representations were notified. A response period of two weeks from 30 November to 15 December 2023 was provided, reflecting the focused nature of the additional engagement. No representations were received.⁵
8. The Charging Schedule complies with the Act and the Regulations, including in respect of the statutory processes and public consultation, consistency with the adopted Local Plan and the Infrastructure Delivery Plan, and is supported by an adequate financial appraisal. I also consider it compliant with the national policy and guidance contained in the NPPF and PPG respectively.

Is the draft charging schedule supported by background documents containing appropriate available evidence?

Infrastructure planning evidence

9. The Rugby Local Plan 2011 – 2031 was adopted in 2019. This sets out the main elements of growth that will need to be supported by further infrastructure in Rugby Borough. In terms of housing, the Local Plan anticipates 12,400 new homes between 2011 and 2031. Completions between 2011 and 2023 amounted to 8,091 dwellings and there were outstanding planning permissions for 7,617 dwellings with a further 4,089 dwellings expected on allocated sites. Given these figures, it is clear that the Council has a good idea of how much development is expected and where it will be located. Accordingly, the Council is able to identify anticipated infrastructure costs with some accuracy although it is not possible to include all costs as some are presently uncertain and/or unknown. As at October 2023, the identified infrastructure costs are estimated at just under £176,500,000.
10. The Council has identified a number of funding sources for infrastructure including s106 agreements, National Highways, Warwickshire County Council Highways and Network Rail. The current identified funding gap is over £33,500,000 but this is a significant under-estimate as some items have not yet been costed and others are being updated with the result that the total infrastructure costs are expected to be much higher than £176,500,000. The estimated CIL revenue to March 2031 from residential development is just over £8,000,000. Given that much of the anticipated commercial development is likely to be on sites with permission, the Council has not included CIL revenue from commercial development. This is a sensible approach. The figures therefore demonstrate the need to levy CIL.

⁵ View at: <https://www.rugby.gov.uk/w/community-infrastructure-levy-examination#examination-library>

Economic viability evidence

11. The Council commissioned BNP Paribas Real Estate (hereafter referred to as BNP) to undertake a CIL Viability Assessment (VA). The VA is based on development typologies expected to come forward in the area over the plan period. BNP's initial study produced in January 2022 was amended in February 2023 to include five additional typologies and then updated in July 2023. The 33 typologies now tested are mostly residential developments of various sizes/locations and include two large strategic sites and sites for commercial development including supermarkets and hotels.
12. Benchmark land values are a critical consideration in assessing viability for CIL purposes. BNP point out that research by the then Ministry of Housing, Communities and Local Government (MHCLG)⁶ suggest that for residential development the benchmark values on green field sites are typically ten to fifteen times agricultural land value. This indicates a range of between £247,000 to £371,000 per gross hectare. BNP base their calculations on a green field benchmark land value of £250,000 per gross hectare. The Council anticipates that the majority of housing sites in the Borough will be green field sites.
13. For previously developed land, BNP assume a benchmark land value of £800,000 per gross hectare. This relies on MHCLG land value estimates of between £700,000 and £800,000 per gross hectare in 2017 for industrial sites in Coventry and Warwickshire. Given the wide range of existing use values for previously developed land, it is reasonable for BNP to make use of broadly based figures from the general locality.
14. The viability assessment undertaken by BNP involved 33 development typologies reflecting differing densities and types of development. Two specific strategic sites – South West Rugby extension and Cotton Park East were assessed. For each residential typology a range of sales values has been tested. The average sales value ranges from £3,708 per sq.m to £4,837, with the highest values achieved in the rural areas. Values per sq.m were calculated on the basis of data from Energy Performance Certificates. To take account of increases in values in new builds (20.8%) since the data was collected, the above figures reflect the upwards adjustment that was applied.
15. The VA evidence is based on all new build and second-hand sales transacted between January 2020 and October 2021. In total, over 2,000 transactions were recorded. All types of properties were taken into account and average prices for the various relevant post codes established. The updated BNP data shows that in July 2023 the average achieved sales value was just under £500,000 for new build properties and just over £280,000 for second hand dwellings.

⁶ Now known as the Department for Levelling Up, Housing and Communities.
 Intelligent Plans and Examinations (IPE) Ltd, 3 Princes Street, Bath BA1 1HL
 Registered in England and Wales. Company Reg. No. 10100118. VAT Reg. No. 237 7641 84

16. For build costs BNP has used the RICS Building Cost Information Service (BCIS) with the base costs adjusted for local circumstances. The base costs have been increased by 10% to cover external works, including parking spaces, and the residential costs have been increased by 3.6% to meet the cost of the current energy requirements in the Building Regulations. An additional 1.4% has been added to base build costs to achieve zero net carbon standards. For commercial developments, build costs have been increased by 2% to achieve the BREEAM excellent standard. Additional costs to meet accessibility standards have been taken into account. BNP include a range of standard costs such as professional fees, finance, marketing and sales legal fees. In relation to developers' profit, BNP use a figure of 17% of Gross Development Values (GDV) for private housing and 6% for affordable housing. For commercial development, the profit level assumption is 20% of development costs (15% of GDV). The assumptions used by BNP are broadly in line with industry standards and, in the case of residential profit levels, in accordance with the indicative figures in the PPG. Exceptional costs are site specific and unpredictable and BNP has logically not included them in their appraisals. As BNP point out, exceptional costs should be reflected in the land price and/or in site-specific viability work.
17. Residual s106 requirements are dealt with by an allowance of £20 per sq.m for non-residential development and £1,500 per unit for smaller residential schemes. To address some of the challenges to the evidence from representors, BNP has produced a supplementary note on CIL and s106. This shows the impact of s106 costs of £5,000, £10,000 and £15,000 per unit on residential development. For the strategic allocations, BNP has used the South West Rugby estimated infrastructure costs. The Council's South West Masterplan Supplementary Planning Document (June 2021) shows a required contribution of over £61million for housing development only and over £58 million for all development.
18. The work by BNP takes into account the cumulative policy requirements in the Local Plan including affordable housing policy H2 that, subject to a size qualification, seeks 30% affordable housing on green field sites and 20% on previously developed sites. In all cases, the assumption used is for 80% rent and 20% intermediate housing although it is noted that the current Local Plan does not require small schemes to make any contribution to affordable housing. As part of the sensitivity testing, each appraisal tests the provision of affordable housing from between 0% to 50%.
19. For commercial properties the market for industrial, offices and retail properties over the last two years was investigated by BNP on the basis of asking, achieved and effective prices. The highest identified rents were for retail development and the lowest for industrial and warehousing. Investment yields varied from 7.5% to 5% with the lowest being for industrial and warehouse development. The BNP appraisals assume a 12-month rent free period.
20. The draft Charging Schedule is supported by evidence of community infrastructure needs. In relation to residential and commercial property

values, research by BNP provides a comprehensive view of the market and values in Rugby Borough. On this basis, the evidence which has been used to inform the Charging Schedule is robust, proportionate and appropriate.

Are the proposed rates informed by and consistent with the evidence on viability across the charging authority's area?

Residential development

21. The variation in residential values across the Borough justifies the use of two different rates for development in the rural area and the urban area. The recommendations by BNP, accepted by the Council, also reasonably take into account the implications for possible CIL rates of the Council's affordable housing policies. Hence there is a higher rate proposed for schemes that would not be required by Policy H2 to provide on-site affordable housing. The appraisals are based on a sufficient range of typologies to reflect the types of development anticipated in the area under the Local Plan policies. Moreover, the appraisals include sensitivity testing to take into account variable factors such as sales values, residual s106 costs and affordable housing requirements where relevant.
22. In addition to detailed assessments of possible maximum CIL rates, BNP helpfully provides a summary of maximum CIL rates for a number of the residential typologies taking into account location and variable sales values. This work shows that almost all the residential typologies have scope for a CIL charge. In some cases, for example small schemes in the rural area, the scope is substantial. By way of contrast, the evidence is that flatted town centre schemes have little or no headroom to accommodate a CIL charge.
23. Evidence for the proposed rates for residential apartments in the rural area is not provided in the VA and there is no explanation for the rates recommended by BNP. Clarification was sought and BNP explained that their recommendation was based on extrapolation of the evidence for flatted development in the urban area (typologies 29 – 31), but taking a benchmark value of £247,000 rather than the urban benchmark value of £800,000. BNP in their clarification also pointed out that large flatted schemes are not likely to be found in rural areas and that sales values in rural areas would in all probability be higher in the rural area than in the urban area. BNP consider that the recommended rates could easily be absorbed if flatted development does occur in the rural parts of the Borough.
24. The VA shows that developments within the urban area involving housing for elderly people are unlikely to remain viable with a CIL. This type of housing in the rural areas could accommodate a CIL but this form of housing is not likely to be built in an out-of-town location. Hence the BNP recommendation that housing for elderly people should not be subject to a CIL

Commercial rate

25. For offices, the tested typologies included town centre, urban and edge of urban schemes. None of the schemes provided evidence that would justify a CIL charge on office development. The same locations were tested in relation to hotel development with the same result. For comparison retail the evidence is that residual land values are unlikely to exceed existing use values and thus a CIL would not be possible within the context of a viable development. BNP consider that a CIL charge may be possible for convenience retail development. The evidence in the VA is that a maximum charge of just under £500 per sq. m would not undermine the viability of convenience retail development. BNP note that the convenience retail market is not buoyant in the area and BNP therefore recommended a cautious approach. BNP also note, in the light of changes in the way the major supermarkets are now operating, that it is unlikely that major new supermarkets will be developed in the area in the short to medium term. The cautious rate recommended by BNP and accepted by the Council is justified by the evidence.
26. In relation to industrial and warehousing, the BNP evidence is that these forms of development could accommodate a maximum CIL of £11 per sq. m. BNP note that there is a considerable amount of industrial and warehousing development taking place in Rugby and that other sites with planning permission could add a significant amount of further floorspace for these uses. BNP provide an equivocal recommendation – either a nil rate or a “nominal” rate of £5 per sq. m.

Has evidence been provided that shows the proposed rate or rates would not undermine the deliverability of the plan (see National Planning Policy Framework, paragraph 34).

27. The Council’s decision to use a matrix approach is based on reasonable assumptions about development values and likely costs.
28. In setting CIL rates, authorities are warned to provide an adequate viability buffer. CIL rates should not be set at the limits of viability as this would potentially threaten the delivery of the necessary development, particularly given the way property values and confidence in the market can change.
29. For the allocated strategic sites, the Council is proposing to meet all of the infrastructure costs through s106 and the zero CIL rate is therefore appropriate.
30. BNP has provided detailed residential appraisals showing the impact on possible CIL rates of variables such as the level of affordable housing required, sales values and benchmark land values. To assess what may be a reasonable viability buffer for residential schemes, BNP has calculated the maximum CIL rate that could be charged assuming 20% affordable housing in the urban area and 30% in the rural area. This approach is logical given

policy H2 of the Local Plan and the figures from 2020/21 showing that 28% of all net new dwellings provided in the area were affordable housing units.

31. The work by BNP shows a wide range of possible maximum CIL rates for standard housing schemes, ranging from £430 for a large scheme with a relatively low sales value in the urban area to £2,618 for a single unit scheme in a rural area with high sales values. On the basis of the appraisals, BNP recommended CIL rates for conventional housing of £100 (Rugby Town urban area) and £200 (rural area) for small schemes, and £60 (Rugby Town urban area) and £160 (rural area) for larger schemes. For flatted schemes in the town centre, the maximum CIL rate shown by BNP is £373 for a 10-unit scheme but the majority of the larger flatted town centre schemes tested do not show any scope of a CIL. Flatted development in the rural part of the Borough could accommodate a CIL because of the lower benchmark value and the higher prices likely to be achieved in the rural areas. Comparing the recommended rates, which have been accepted by the Council, with the possible maximum rates calculated by BNP shows clearly that a generous viability buffer has been provided for conventional residential development. For up to 10 units in the urban area, the actual proposed rate is only 10% of the maximum rate, the highest figure of 36% applies to 11 plus units in the rural area.
32. For specialised housing for elderly people, the BNP appraisals show that within the urban area schemes are unlikely to generate sufficient value to accommodate a CIL charge. Within the rural area elderly persons housing could pay a CIL. For obvious reasons, elderly persons housing is rarely provided in rural areas and BNP did not recommend a CIL charge for elderly persons housing. This understandable recommendation has been accepted by the Council.
33. There are few representations that challenge the proposed rates for housing. No substantive evidence has been produced showing that the proposed rates for residential development would be likely to undermine the delivery of housing of all types in Rugby Borough. Sensitivity testing by BNP has shown that even with residual s106 costs as high as £15,000, the proposed CIL rates would still allow for a viability buffer. As BNP points out, the proposed rates would typically represent less than 5% of overall development costs. In general terms it is considered that BNP are correct in saying that the impact of the proposed CIL on residential land values will be sufficiently modest for it to be absorbed by the land owners when sites are acquired for development.
34. As far as commercial development is concerned, BNP has shown that office development and comparison retail cannot support a CIL charge and hence no CIL is proposed for these types of development. No convincing evidence has been produced in the representations that would indicate that convenience retail cannot accommodate a CIL of £100.
35. The majority of the challenges to the proposed CIL relate to industrial and warehousing development. A number of the representations make the point

that the benefit of having a nominal charge for industrial and logistics developments is outweighed by the risk that the charge, albeit very small, will threaten the delivery of industrial and warehouse development. As regards the viability evidence, a number of points are raised in representations including the limited number of industrial/warehouse typologies, the danger of “double counting” CIL and s106/s278, and the assumptions regarding site coverage, yields, costs, sales values and developers’ profit.

36. In considering viability the requirement is for the evidence base to be proportionate. In this case the typologies include both small stand-alone industrial/warehouse developments and large employment parcels as part of urban extensions. Developments on both brown field and green field sites are assessed. It is considered that the number of typologies tested is proportionate, particularly in the situation in Rugby where it is not expected that new large scale strategic employment sites will come forward under the terms of the current Local Plan. Costs and values were updated in the July 2023 VA to reflect the most recent figures and the site coverage figures in typologies 21 and 22 are in line with normal expectations. In relation to developers’ profit, in a supplementary note BNP has tested the impact of reducing profit levels and extending rent free and void periods. It is considered that the challenges to the VA made in relation to industrial and warehouse development do not invalidate the BNP assumptions/evidence. The proposed rate would represent 0.36% of net development value or 0.41% of development costs and it cannot reasonably be argued that this level of charge would seriously threaten the delivery of industrial/warehouse development in Rugby.
37. Whether or not it is sensible to complicate the Charging Schedule by having the proposed small nominal charge is not an issue for this report – it is a matter for the Council. This report is concerned with whether the proposed charge would seriously threaten the delivery of industrial and warehouse development.
38. Some representations are concerned with matters such as the Council’s approach to instalments and exceptional circumstances relief. These are matters for the Council and are not relevant to this assessment of the proposed CIL rates. There are some representations that express concern regarding the possibility of “double counting” involving CIL and s106/s278 charges. The Council has made it clear that infrastructure costs for the defined strategic sites will be fully funded through s106. For other sites which pay a CIL, s106 and s278 will be used for site specific mitigation. This is an uncontentious standard approach used by many authorities.
39. There is a request that the exclusions from the definition of residential development include on-site worker and trainee accommodation not for permanent occupation. As the Council point out, worker/trainee accommodation may in some circumstances be a C4 or sui generis house in multiple occupation – uses that are excluded in the definition. If this is not the case and the property is a dwelling house occupied by trainees/

employees of a company, there is no good reason why it should be excluded. There is also a request that any retail development within the South West Rugby urban extension should be nil rated. The Council reasonably rejects this on the grounds that the retail development is likely to be brought forward separately from residential development and is no different from retail development generally.

40. In setting the CIL charging rate, the Council has had regard to detailed evidence on infrastructure planning and the economic viability evidence of the development market in Rugby. The Council has tried to be realistic in terms of achieving a reasonable level of income to address an acknowledged gap in infrastructure funding, while ensuring that a range of development remains viable across the Borough area.
41. I consider the viability assessment to be robust and conclude that the rates proposed would not threaten delivery of the Local Plan. The proposed rates are therefore justified.

Overall Conclusion

42. I conclude that the draft Rugby Borough Community Infrastructure Levy Charging Schedule satisfies the drafting requirements and, accordingly, I recommend that the draft Charging Schedule be approved.

Keith Holland
Examiner

RUGBY BOROUGH COUNCIL COMMUNITY INFRASTRUCTURE CHARGING SCHEDULE

Date of Approval

This charging schedule will be approved by Rugby Borough Council at a meeting of its full Council on 21 February 2024.

Effective Date

This Charging Schedule shall take effect on 1 April 2024.

Charging Rates per sq.m.

Development Type	Rugby Urban Area	Rural Area
Residential houses – 11 units or more	£60	£160
Residential houses – 10 or fewer units	£100	£200
Residential development on strategic sites	Nil	Nil
Residential apartments – 10 or fewer units	Nil	£200
Residential apartments – 11 or more units	Nil	£160
Convenience retail	£100	£100
Industrial, light industrial, storage and distribution	£5	£5
All other uses	Nil	Nil

Notes:

- 1 Residential unit numbers refer to net figures.
- 2 Residential excludes student accommodation, HMOs, retirement living or sheltered housing; extra care housing or housing-with-care and residential care homes and nursing homes as defined by Paragraph: 010 Reference ID: 63-010-20190626 of the Planning Practice Guidance.
- 3 Strategic Sites are Coton Park East, Rugby Radio Station (Houlton) and South West Rugby as shown on the Residential charging zones map at Figure 1 below.
- 4 Apartments are separate and self-contained dwellings within the same building. They generally have shared access from the street and communal areas from which individual dwellings are accessed. Apartment buildings have dwellings on more than one floor and are subdivided horizontally by floor.
- 5 Other chargeable residential development (e.g. residential extensions over 100 sq m and annexes) will be charged at the relevant zone rate.
- 6 'Industrial' is use class B2, 'light industrial' is use class E(g)(i), and 'storage and distribution' is use class B8 in each case as defined in Schedules 1 and 2 of the Town and Country Planning (Use Classes) Order 1987 (as amended).

Calculating the Chargeable amount of CIL

CIL is charged on all new developments which create more than 100m² of floor space and on those developments which create 1 or more new dwellings, even where the floor space is less than 100m². The chargeable amount of CIL is calculated on the gross internal area of the net increase in floor area. The amount to be charged for individual developments will be calculated in accordance with Regulation 40 of the Community Infrastructure Levy Regulations 2010, as amended.

Indexation

The CIL Regulations specify that the index to be used is the —National All-in Tender Price Index published from time to time by the Building Cost Information Service (BCIS) of the Royal Institution of Chartered Surveyors; and the figure for a given year is the figure for 1st November of the preceding year. In the event that the All-in Tender Price Index ceases to be published, the index to use will be The Retail Prices Index.

Figure 1 Residential CIL Charging Zones

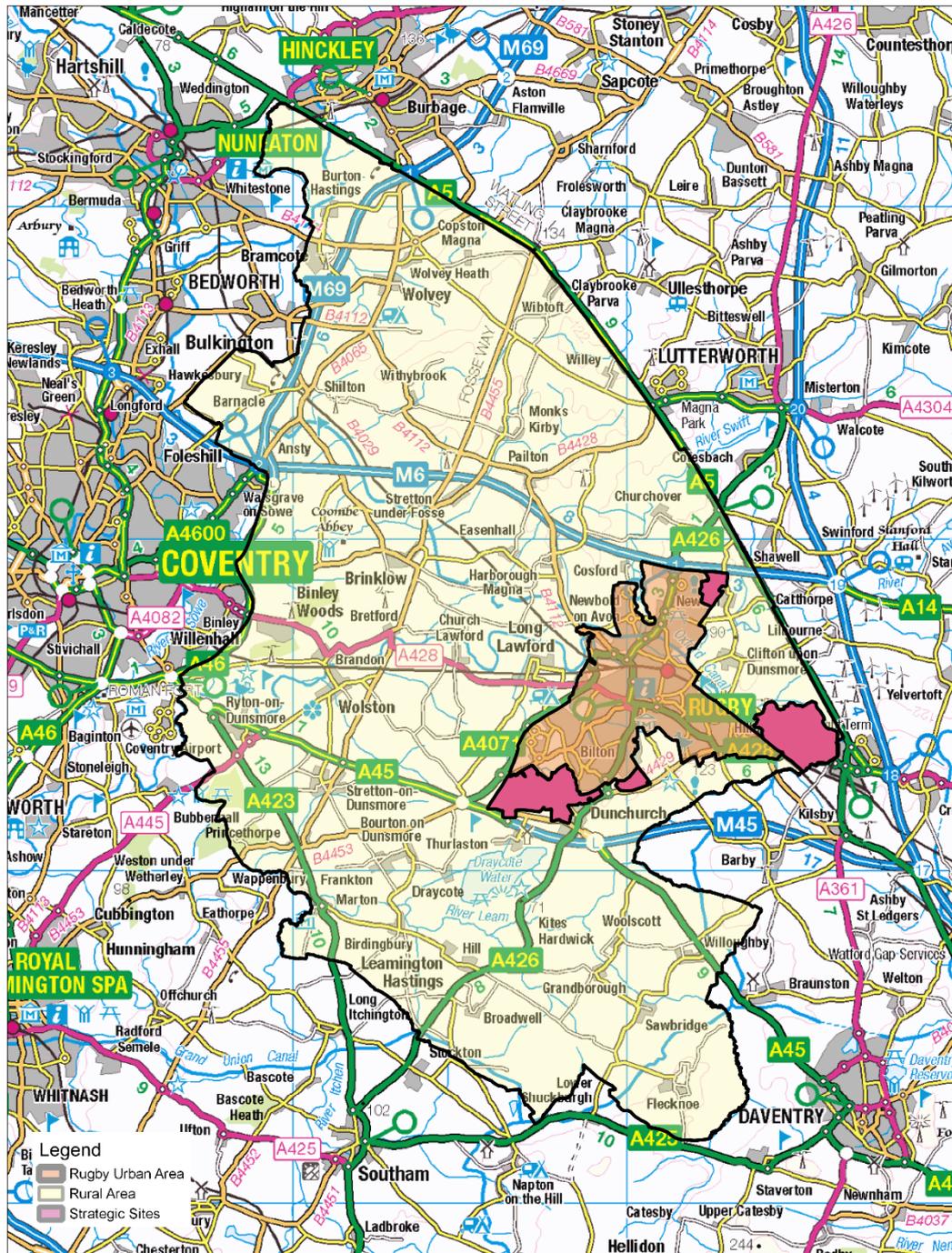


Figure 1: Residential CIL Charging Zones		Date July 2023	Scale 1:99,992.632122
Development Strategy		© Crown copyright & database rights 2023 Ordnance Survey 100019417	



Rugby Borough Council

Climate Change and Environmental Impact Assessment

Submission of Community Infrastructure Levy (CIL) Charging Schedule for Examination

CONTEXT

In 2019 the UK Parliament set a commitment in law to reach net zero carbon emissions by 2050. Achieving this target will require considerable effort with public bodies, private sector organisations, the third sector and individuals working together to take action. Rugby Borough Council declared a climate emergency in 2019, in doing so committed to:

- To move the Council's operations towards Carbon Neutrality by 2030.
- To establish action to tackle climate change as a key driver of all decision-making.
- To provide community leadership in reducing the impact of Climate Change.
- To take action to mitigate the impact of climate change on a Borough wide basis and beyond, through adaptation.

The Council's Corporate Strategy (2021-24) [link](#) sets ambitious outcomes in relation to Climate Change. These ambitions must now be progressed through the decisions which the Council makes.

It is therefore important that Rugby Borough Council gives due regard to climate change when making decisions. In the context of the Council's business, Climate Change includes carbon emissions, biodiversity, habitat loss and environmental destruction. When putting forward recommendations for decision, officers must assess how these recommendations are likely to influence our climate change commitments by completing the following Climate Change and Environmental Impact Assessment.

A copy of this Climate Change and Environmental Impact Assessment, including relevant data and information should be forwarded to the Deputy Chief Executive.

If you require help, advice and support to complete the forms, please contact Dan Green, Deputy Chief Executive.

SECTION 1: OVERVIEW

Portfolio and Service Area	Growth and Investment
Policy/Service/Change being assessed	The report recommends to Council that it approves Community Infrastructure Levy (CIL) charging schedule. CIL charging would be introduced from 1 April 2024.
Is this a new or existing Policy/Service/Change?	This would be a new charge.
If existing policy/service please state date of last assessment	Not applicable.
Ward Specific Impacts	Borough-wide.
Summary of assessment Briefly summarise the policy/service/change and potential impacts.	If cabinet and council approve introduces CIL it could use some of the revenue generated to fund environmental enhancements.
Completed By	Neil Holly, Development Strategy Manager
Authorised By	Nicola Smith, Chief Officer Growth & investment
Date of Assessment	8 January 2024

SECTION 2: IMPACT ASSESSMENT

Climate Change and Environmental Impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner	Timescales
Energy usage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None expected			
Fleet usage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None			
Sustainable Transport/Travel (customers and staff)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None			
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None			
Community leadership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	It is possible that CIL receipts could be used for community CC projects, although this would be a future decision of the council			
Biodiversity and habitats	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None expected			
Adaptation/Mitigation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	It is possible that CIL receipts could be used for CC adaptation or mitigation, although this would be a future decision of the council			
Impact on other providers/partners	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None expected			

SECTION 3: REVIEW

Where a negative impact is identified, the proposal and/or implementation can be adapted or changed; meaning there is a need for regular review. This review may also be needed to reflect additional data and evidence for a fuller assessment (proportionate to the decision in question). Please state the agreed review timescale for the identified impacts of the policy implementation or service change.

Review date	One year after adoption of CIL.
Key points to be considered through review	No negative impacts have been identified. CIL revenue could be used to fund environmental enhancements, although this would be a matter for future decisions of council.
Person responsible for review	Neil Holly, Development Strategy Manager
Authorised by	Nicola Smith, Chief Officer Growth & investment

Appendix 4 - EQUALITY IMPACT ASSESSMENT (EqIA)

Context

1. The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sex/gender
 - sexual orientation
3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. The questions will enable you to record your findings.
6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. Once completed and signed off the EqIA will be published online.
8. An EqIA must accompany all **Key Decisions** and **Cabinet Reports**.
9. For further information, refer to the EqIA guidance for staff.

Equality Impact Assessment

Service Area	Development Strategy
Policy/Service being assessed	Community Infrastructure Levy approval of charging schedule
Is this is a new or existing policy/service? If existing policy/service please state date of last assessment	This is a new document which will sit alongside the adopted Local Plan
EqlA Review team – List of members	Neil Holly - Development Strategy Manager
Date of this assessment	8 th January 2024
Signature of responsible officer (to be signed after the EqlA has been completed)	Neil Holly

A copy of this Equality Impact Assessment report, including relevant data and information to be forwarded to the Chief Officer – Legal and Governance.

If you require help, advice and support to complete the forms, please contact Aftab Razzaq, Chief Officer – Legal and Governance Aftab.razzaq@rugby.gov.uk

Details of Strategy/ Service/ Policy to be analysed

<u>Stage 1 – Scoping and Defining</u>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	When approved the Community Infrastructure Levy charging schedule will enable the council to levy a charge on chargeable development within the borough (residential, industrial and warehousing, and convenience retail) to support the funding of local infrastructure.
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	It primarily fits in with priorities on: <ul style="list-style-type: none"> • Rugby Borough Council is a responsible, effective and efficient organisation. • Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents.
(3) What are the expected outcomes you are hoping to achieve?	The introduction of CIL aims to increase funds available to fund infrastructure to support development in the borough.
(4) Does or will the policy or decision affect: <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	<p>Yes, adoption of CIL would mean that customers bringing forward development would need to pay CIL. CIL is not payable on residential extensions.</p> <p>Council staff will need to administer CIL. It is proposed to recruit a new CIL and Local Plan Monitoring Officer to lead on this.</p> <p>Parish Councils would be entitled to receive the neighbourhood share of CIL receipts from development within their parish. This would be 15%, rising to 25% in areas with a made neighbourhood plan.</p>
<u>Stage 2 - Information Gathering</u>	
(1) What does the information tell you about those groups identified?	The CIL potentially affects all customers who bring forward chargeable development. There is an indirect impact on all borough residents as CIL will contribute to funding local infrastructure.

Appendix 4

<p>(2) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement? If yes, what were their views and how have their views influenced your decision?</p>	<p>The CIL charging schedule was subject to three public consultations held in October-November 2022, May to June 2023 and August 2023. The charging schedule was also subject to independent examination.</p>
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<p>(3) If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.</p>	<p>N/A.</p>
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Stage 3 – Analysis of impact

<p><u>(1)Protected Characteristics</u> From your data and consultations is there any positive, adverse or negative impact identified for any particular group, which could amount to discrimination? If yes, identify the groups and how they are affected.</p>	RACE	DISABILITY	GENDER
	MARRIAGE/CIVIL PARTNERSHIP	AGE	GENDER REASSIGNMENT
	RELIGION/BELIEF	PREGNANCY MATERNITY	SEXUAL ORIENTATION



Appendix 4

<p><u>(2) Cross cutting themes</u> (a) Are your proposals likely to impact on social inequalities e.g. child poverty, geographically disadvantaged communities? If yes, please explain how?</p> <p>(b) Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes, please explain how?</p>	<p>Impact on social inequalities is unlikely. CIL receipts may be spent on infrastructure that benefits social inequalities, though this is a matter for future council and parish council decisions.</p> <p>No impact on carers expected</p>
<p>(3) If there is an adverse impact, can this be justified?</p>	<p>N/A</p>
<p>(4) What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.)</p>	<p>N/A</p>
<p>(5) How does the strategy/service/policy contribute to the promotion of equality? If not what can be done?</p>	<p>No impact expected</p>
<p>(6) How does the strategy/service/policy promote good relations between groups? If not what can be done?</p>	<p>No impact expected</p>
<p>(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?</p>	<p>No</p>

<p><u>Stage 4 – Action Planning, Review & Monitoring</u></p>																														
<p>If No Further Action is required then go to – Review & Monitoring</p> <p>(1) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.</p>	<p>No further action is required.</p> <p>EqlA Action Plan</p> <table border="1" data-bbox="875 459 2116 691"> <thead> <tr> <th data-bbox="875 459 1120 539">Action</th> <th data-bbox="1120 459 1364 539">Lead Officer</th> <th data-bbox="1364 459 1615 539">Date for completion</th> <th data-bbox="1615 459 1865 539">Resource requirements</th> <th data-bbox="1865 459 2116 539">Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="875 539 1120 576"></td> <td data-bbox="1120 539 1364 576"></td> <td data-bbox="1364 539 1615 576"></td> <td data-bbox="1615 539 1865 576"></td> <td data-bbox="1865 539 2116 576"></td> </tr> <tr> <td data-bbox="875 576 1120 612"></td> <td data-bbox="1120 576 1364 612"></td> <td data-bbox="1364 576 1615 612"></td> <td data-bbox="1615 576 1865 612"></td> <td data-bbox="1865 576 2116 612"></td> </tr> <tr> <td data-bbox="875 612 1120 649"></td> <td data-bbox="1120 612 1364 649"></td> <td data-bbox="1364 612 1615 649"></td> <td data-bbox="1615 612 1865 649"></td> <td data-bbox="1865 612 2116 649"></td> </tr> <tr> <td data-bbox="875 649 1120 691"></td> <td data-bbox="1120 649 1364 691"></td> <td data-bbox="1364 649 1615 691"></td> <td data-bbox="1615 649 1865 691"></td> <td data-bbox="1865 649 2116 691"></td> </tr> </tbody> </table>					Action	Lead Officer	Date for completion	Resource requirements	Comments																				
Action	Lead Officer	Date for completion	Resource requirements	Comments																										
<p>(2) Review and Monitoring State how and when you will monitor policy and Action Plan</p>	<p>Review one year after the introduction of CIL.</p>																													

Please annotate your policy with the following statement:

‘An Equality Impact Assessment on this policy was undertaken on (date of assessment) and will be reviewed on (insert review date).’

AGENDA MANAGEMENT SHEET

Report Title: Article 4 Direction – Houses in Multiple Occupation

Name of Committee: Cabinet

Date of Meeting: 5 February 2024

Report Director: Chief Officer – Growth and Investment

Portfolio: Growth and Investment

Ward Relevance: Benn, Coton and Boughton, Eastlands, New Bilton, Newbold and Brownsover

Prior Consultation: N/a

Contact Officer: Hayley Smith, Principal Planning Officer,
Hayley.smith@rugby.gov.uk

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):
 Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C)
 Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E)
 Residents live healthy, independent lives, with the most vulnerable protected. (HC)
 Rugby Borough Council is a responsible, effective and efficient organisation. (O)
[Corporate Strategy 2021-2024](#)
 This report does not specifically relate to any Council priorities but

Summary: This report seeks the approval of Council to make an Article 4 Direction across 5 wards within the central and northern area of Rugby. The purpose of the Article 4 Direction would be to require changes from use class C3 (dwelling house) and

C4 (Houses in multiple occupation (HMO) (for 3 to 6 residents) in the defined area to obtain planning permission, where such changes currently benefit from deemed planning permission under permitted development. This would enable the local planning authority to more effectively manage such developments in areas where there is relatively high demand for HMOs.

Financial Implications:

The costs of the consultation will be limited to the cost of the press notice and postages. These will be met within the existing Development Strategy budget.

If the Article 4 Direction were to come into effect less than 12 months following the original notification of the Council's intention to make it, the Council may be liable to pay compensation to applicants who are refused planning permission or have more onerous conditions placed upon a planning permission than would have been necessary under 'permitted development'. This report recommends that the Article 4 Direction should come into effect no sooner than 12 months from the date of the Council's notification, to negate any requirement to pay compensation.

Risk Management/Health and Safety Implications:

There are no health and safety implications as a result of this report.

Environmental Implications:

The objective of this proposal is to protect the character and amenity of localities with known demand for HMOs. This would be to the benefit of the local environment. A climate impact assessment is attached at Appendix 5.

Legal Implications:

If the Council decides to make the Article 4 Direction on the date the notice is first published or displayed the Council must send a copy of the Article 4 direction and the notice of the direction to the Secretary of State (para 1 (6) Schedule 3 GPDO 2015). The Secretary of State would also be notified upon subsequent confirmation of the Article 4 Direction.

Councils would as best practice give a notice period of 12 months once the Article 4 direction has been made and announced but has not yet come into force. This is because otherwise compensation may be claimed against the Council for abortive expenditure or other loss or damage

directly attributable to the withdrawal of permitted development rights

Equality and Diversity:

HMOs provide a more affordable type of accommodation, and the demand in the defined area strongly suggests that they are meeting a local need. There is a risk that over-restriction of this type of accommodation could lead to that need not being met. However, the requirement of a planning application does not mean that those applications should/will be refused. Instead, it is intended to positively manage the development of HMOs and ensure that local character and amenity is protected and enhanced for the benefit of the community as a whole.

The accompanying EQIA concludes no impact on any particular group that could amount to discrimination

Options:

- 1) Make the Article 4 Direction, following the procedures set out in [Schedule 3 of the Town and Country Planning \(General Permitted Development\) \(England\) Order 2015](#).
- 2) Do not make the Article 4 Direction

Recommendation:

- (1) Delegated authority be given to the Chief Officer – Growth and Investment to make a direction under Article 4; and
- (2) delegated authority be given to the Chief Officer – Growth and Investment to carry out the statutory procedure for making the Article 4 Direction including the necessary consultation procedure.

Reasons for Recommendation:

- a) In the interest of maintaining and enhancing the character and amenity of the defined area, through consideration of proposals for all new HMOs in the planning application process.
- b) In accordance with Schedule 3 of the Town and Country Planning (General Permitted Development) (England) Order 2015
- c) In the interest of giving sufficient notice to local property owners, and to ensure no liability on the Local Planning Authority to pay compensation to applicants where planning permission is subsequently

refused, or a planning consent includes more onerous conditions.

Cabinet - 5 February 2024

Proposed Article 4 Direction – Houses in Multiple Occupation

Public Report of the Chief Officer for Growth and Investment

Recommendation

- (1) Delegated authority be given to the Chief Officer – Growth and Investment to make a direction under Article 4; and
- (2) delegated authority be given to the Chief Officer – Growth and Investment to carry out the statutory procedure for making the Article 4 Direction including the necessary consultation procedure.

Executive Summary

This report recommends making an Article 4 Direction across 5 wards in central Rugby. This Direction would require all proposed changes of use from a dwellinghouse to a small HMO to require planning permission, where this type of development currently benefits from deemed consent under the Town and Country Planning General Permitted Development Order. The objective of the Article 4 Direction is to enable greater oversight and management of HMO development in certain wards in the Borough and in the interest of residential amenity.

Introduction

Some forms of development are granted deemed planning permission under nationally prescribed 'permitted development rights', which are set out in the Town and County Planning (General Permitted Development) (England) Order 2015 (as amended).

Where a Council considers it necessary, it can make an Article 4 Direction to override national permitted development allowances, so that a planning application must be made and approved for particular types of development. The introduction of an Article 4 Direction does not mean that planning applications for the particular type(s) of development would be refused. It simply establishes a need to apply for planning permission.

Under current 'Permitted Development' rules, a dwelling house (use class C3) can be changed to a small house in multiple occupation (HMO) for 3 to 6 residents (use class C4) without the need for planning permission. The introduction of the proposed Article 4 Direction would remove this permitted development right, so that planning permission would be required to make this change. This would enable greater oversight of such developments.

Background

This proposed Article 4 Direction is part of a response to community feedback and concern regarding concentrations of HMOs in some central areas of Rugby.

In autumn 2021 the Council commissioned a review of HMOs. The advice of the independent experts was that there was not a sufficient concentration of HMOs to warrant the imposition of an Article 4 Direction. Furthermore the imposition of an Article 4 Direction on its own would not resolve the issue as the Council would still need sound planning reasons to refuse applications for HMOs and the current Local Plan does not contain a HMO policy.

The independent report recommended that when the Local Plan was reviewed that consideration be given to the introduction of a radius based or proximity based policy which would seek to limit the concentration of HMOs in close proximity to one another. This independent report was reported to Planning Services Working Party on the 13th January 2022. The Working Party agreed that any new Local Plan should have a radius based or proximity based policy on HMOs.

Since the review was carried out in 2021 the Council has agreed to review the Local Plan. As part of the evidence gathering in preparation for the Regulation 18 consultation, referred to as the Issues and Options Consultation, it was considered by Officers that there was now sufficient evidence regarding the proliferation of HMOs, in certain wards to justify an Article 4 Direction, in addition to new planning policies within the new local plan.

This two-pronged approach would allow the Council to have more control over smaller HMOs, which currently benefit from deemed consent and through new Local Plan policies be able to control the concentrations of HMOs which can be detrimental to residential amenity.

Due to the lengthy process of bringing in an Article 4 Direction it is considered prudent to commence this process now so that it is twin tracked with the production of the new Local Plan. This was presented to Planning Services Working Party on the 15th January 2024 who unanimously endorsed this approach.

The Article 4 Direction

The draft Article 4 Direction is attached in Appendix 1 and includes a map of the area to which it is proposed it should apply. This area is inclusive of the following five wards:

- Benn
- Coton and Boughton
- Eastlands
- New Bilton
- Newbold and Brownsover

Paragraph 53 (3rd bullet) of the NPPF identifies that Article 4 Directions should “*in all cases be based on robust evidence, and apply to the smallest geographical area possible*”. The area has been defined based on evidence of the current known

locations of HMOs within the town of Rugby. An evidence report is included in Appendix 3.

The aforementioned evidence report relies on the locations of licensed (larger) HMOs for 5 or more persons, and will not include data on many of the smaller HMOs this Article 4 Direction would apply to. This is because conversions of dwelling houses to small HMOs do not currently require planning permission and would not require a licence unless they can accommodate at least 5 residents. Therefore, data on the location of these types of properties is limited. 2021 census data estimated that there were 134 small HMOs in Rugby, though it is clear from comparing census data estimations on large HMOs and RBC's licensing data, that census figures are likely underestimated.

In defining the proposed area for the Article 4 Direction, consideration has been given to the number of known larger HMOs in each ward of the town of Rugby, and the property typologies that are most commonly developed for HMOs. There are some substantial differences in the number of known HMOs across these wards (for example Benn Ward has many more HMOs than any other), however, it is possible that in placing additional planning application requirements in one ward, neighbouring wards could see more demand displaced to them. As a result, a broader view has been taken, to avoid the uncontrolled development of HMO concentrations in areas known to already have demand, due to existing clusters.

The process of making an Article 4 Direction

The procedures for the making of an Article 4 Direction are set out in [Schedule 3 of the Town and Country Planning \(General Permitted Development\) \(England\) Order 2015](#).

This report is seeking approval to make the Article 4 Direction (Appendix 1). Following the making of the direction it will need to be advertised and representation from the owners and occupiers of affected properties sought. A copy of the draft notice is included in Appendix 2.

In line with the requirements of the Order above, advertising the notice will include:

- Erecting site notices within the defined area
- Local press advertisement

Social media will also be utilised, and any other means that can be identified to advertise the notice.

[Schedule 3 of the Town and Country Planning \(General Permitted Development\) \(England\) Order 2015](#) states under paragraph 2(b) that individual notice to property owners and occupiers is not necessary where "*the number of owners or occupiers within the area to which the direction relates makes individual service impractical.*" Data from the Local Land and Property Gazetteer demonstrates that the number of residential notifications across the proposed area would total 21,407. This is considered to be impractical and cost prohibitive.

Representations to the notice must be invited for a minimum of 21 days.

Following the end of the notification period, officers will review any representations received and report these back to Cabinet and Council. The Council must then decide whether to confirm the Article 4 Direction.

If confirmed, it is recommended that the Article 4 Direction come into effect no less than 12 months from the date of the notice. Allowing 12 months before the Direction comes into effect would give property owners ample notice, and avoid any potential for the Council to owe compensation to applicants who are subsequently refused planning permission for development previously deemed to have consent, or who may have more onerous planning conditions placed on any planning permission.

Conclusion

In conclusion, the Article 4 Direction is proposed in the interest of protecting the character and amenity of the defined area, by requiring all proposals for new HMOs to obtain planning permission, even where these currently benefit from deemed consent.

The Article 4 Direction would not apply retrospectively, therefore existing HMOs falling within use class C4 would be unaffected by this proposal.

Name of Meeting: Cabinet

Date of Meeting: 5 February 2024

Subject Matter: Article 4 Direction- Houses in Multiple Occupation

Originating Department: Development Strategy

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

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

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

RUGBY BOROUGH COUNCIL
TOWN & COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT) (ENGLAND) ORDER 2015 (AS AMENDED)

HOUSES IN MULTIPLE OCCUPATION (HMO)

DIRECTION MADE UNDER ARTICLE 4(1) TO WHICH SCHEDULE 3(1) APPLIES

WHEREAS Rugby Borough Council (“the Council”) being appropriate local planning authority within the meaning of Article 4(5) of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) (“the Order”), is satisfied that it is expedient that developments of the description(s) set out in the Second Schedule below should not be carried out on land identified in the First Schedule and shown edged in red on the map in the Third Schedule below (“the Land”) unless planning permission is granted on an application made under Part III of the Town and Country Planning Act 1990 (as amended).

For the avoidance of doubt, the Council is satisfied that the Direction is necessary to protect the amenity of the Land and in the interests of good planning.

NOW THEREFORE the said Council in pursuance of the power conferred on it by Article 4(1) of the Order hereby directs that permission granted by Article 3 of the Order shall not apply to development on the Land (as more particularly defined in the First Schedule and shown in the Third Schedule) of the description(s) set out in the Second Schedule below.

FIRST SCHEDULE

The following wards ARE SUBJECT to this Direction:

- Benn
- New Bilton
- Eastlands
- Brownsover and Newton

SECOND SCHEDULE

Part 3 of Schedule 2 to the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Class L (b).

Development consisting of a change of use of a building falling within Class C3 (dwellinghouses) of the Schedule of the Town and Country Planning (Use Classes) Order 1987 (as amended) to a use falling within Class C4 (houses in multiple occupation) of that Schedule, being development comprised within Class L(b) of Part 3 of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 2015.

To be completed when making the Article 4 Direction

Made under the Common Seal of
Rugby Borough Council
on theday of2024

The Common Seal of Rugby Borough Council was hereunto affixed to this Direction in the presence of

.....

Authorised Signatory

To be completed when confirming the Article 4 Direction

The Direction was confirmed under the Common Seal of
Rugby Borough Council
this day of2025

The Common Seal of the Council was affixed to this Direction in the presence of

.....

Authorised Signatory

RUGBY BOROUGH COUNCIL

**TOWN AND COUNTRY PLANNING (GENERAL PERMITTED DEVELOPMENT) (ENGLAND) ORDER 2015
(as amended)**

PUBLIC NOTICE

**NOTICE OF MAKING OF A BOROUGH-WIDE DIRECTION UNDER ARTICLE 4(1) HOUSES IN MULTIPLE
OCCUPATION**

NOTICE IS GIVEN by Rugby Borough Council (“the Council”) being the appropriate local planning authority that it has made a Direction under article 4(1) of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) (“the Permitted Development Order”).

The Direction was made on [insert date] and is subject to the further consideration of any representations received during the consultation period and thereafter will come into force, subject to confirmation by the Council, on not less than 12 months from the date of this notice [insert date?].

The Direction applies to development consisting of a change of use of a building and any land within its curtilage to a use falling within Class C4 (houses in multiple occupations) of the Schedule to the Town and Country (Use Classes) Order 1987 (as amended) (“the Use Classes Order”) from a use falling within Class C3 (dwellinghouses) of the Schedule to the Use Classes Order, being development comprised within Class L of Part 3 of Schedule 2 to the Permitted Development Order within the following 5 wards of Rugby:

- Benn
- Coton and Boughton
- Eastlands
- New Bilton
- Newbold and Brownsover

The effect of the Direction is that planning permissions granted by Article 3 of the Permitted Development Order shall not apply to development described above and such development shall not be carried out within the above 5 wards unless planning permission is granted by the Council on an application made under Part III of the Town and Country Planning Act 1990 (as amended).

A copy of the Direction and a plan showing the area to which it relates may be seen at the offices of the Council at:

The Town Hall, Evreux Way, Rugby, CV21 2RR during normal office hours.

Alternatively a copy of the Direction, including the plan showing the area to which it relates can be viewed online: rugby.gov.uk/tbc

Any objection or representations concerning this Direction should be submitted:

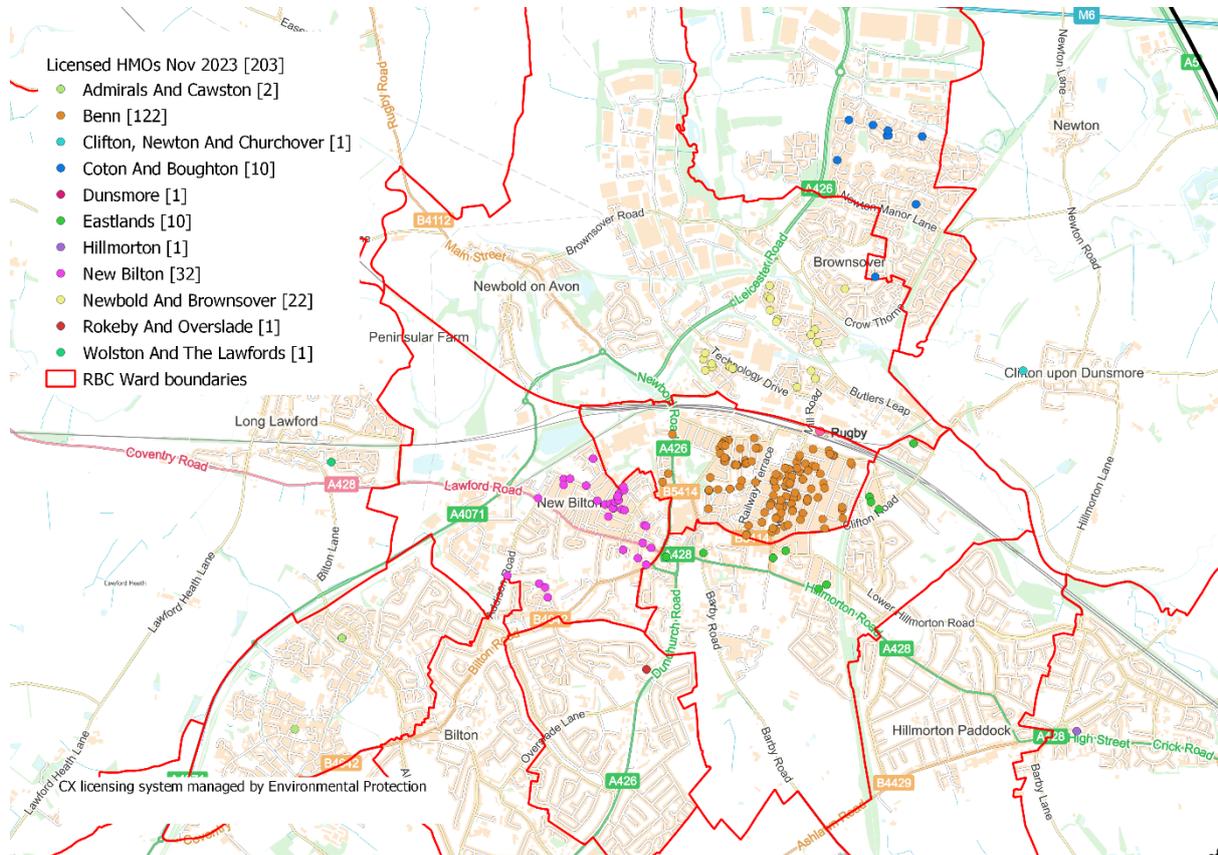
- by email to localplan@rugby.gov.uk or
- in writing to the above address

We are not able to accept anonymous comments - you must provide us with your name and contact details. Please note that any representations received will be of public record and may be published. Any personal data will be processed in line with our [Privacy Notice](#).

[Insert date of notice]

Evidence base - HMOs in Rugby

Where are current HMOs within Rugby?



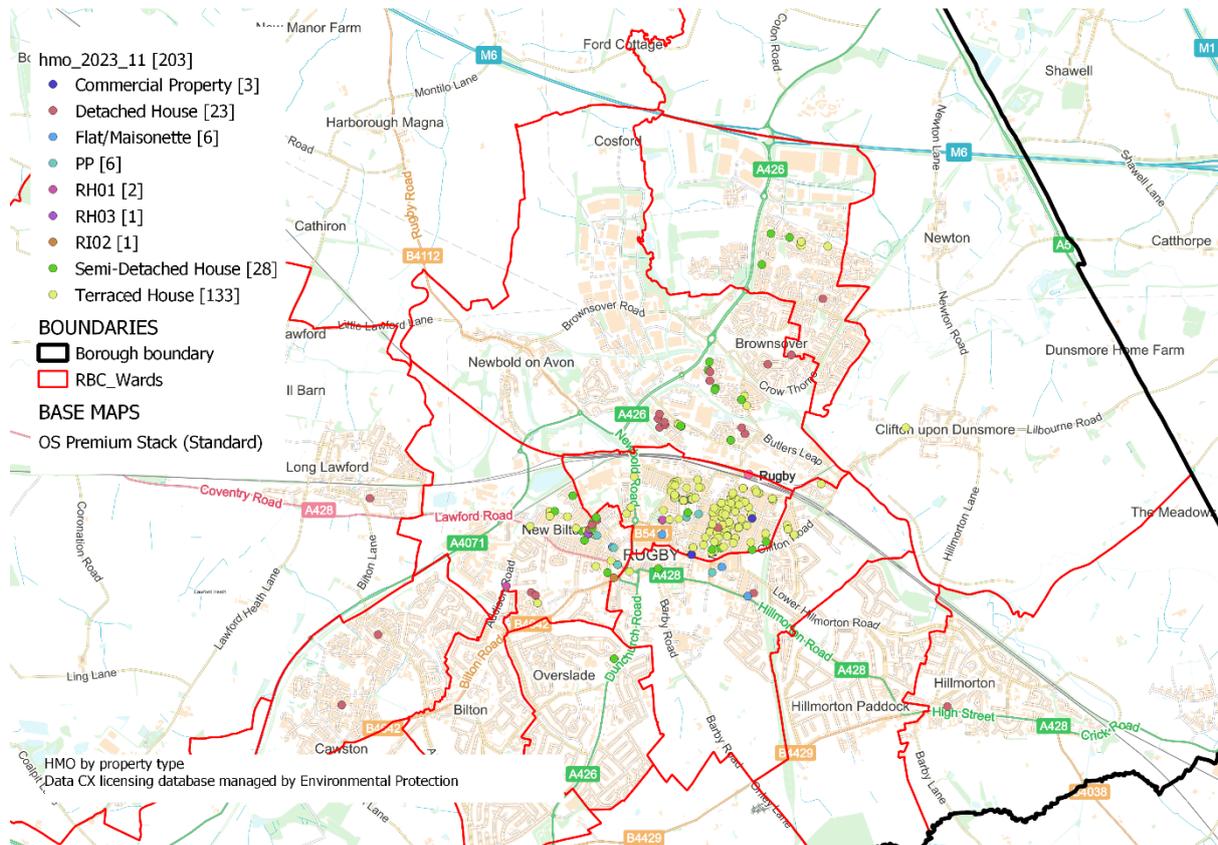
The above map, clearly highlights where the greatest concentrations of licensed HMOs are located at the time of writing. Benn Ward has the highest concentration by some margin, incorporating 122 licensed HMOs. The number of smaller HMOs which do not require a license is challenging to quantify as they are not currently considered through planning or licensing processes, which means that the total number of HMOs in Benn Ward, and surrounding wards is likely to be higher than the above figures.

New Bilton has the second highest number of licensed HMOs (32), followed by Newbold and Brownsover (22), Coton and Boughton (10), and Eastlands (10).

Why are these locations popular?

There is anecdotal evidence that the principal focus of HMOs in close proximity to Rugby town centre is influenced by accessibility to the services and amenities in the town centre. It is thought that occupants of HMOs are largely single people, and that demand is driven to a significant degree by employment opportunities around the town including Rugby Gateway, and Daventry International Rail Freight Terminal. Rugby Gateway is also thought to be the principal reason behind a smaller cluster of HMOs in the northern area of Rugby.

The type of property in central locations may also contribute to demand for HMOs, particularly in the central area. Edwardian and Victorian properties have larger room sizes and often lend themselves to conversion. The map below illustrates that licensed HMOs are most commonly in terraced properties.



Why is there concern about concentrations of HMOs?

The maps above demonstrate that licensed HMOs are clustered in central areas of Rugby town. We do not have reliable data on numbers and locations of smaller HMOs as they do not currently require planning permission or a license, and 2021 census estimates appear to be underestimated (based on comparing census estimates for larger HMOs with licensing data). However, the geographical preference for these central and northern areas of Rugby is thought to apply equally to smaller HMOs; namely access to services and facilities in the town centre, and access to employment opportunities in and around Rugby.

Community feedback highlights concern about HMOs generally across parts of Rugby. Feedback regularly highlights issues such as:

- Lack of available parking
- Noise
- Inadequacy of bin storage
- General maintenance and of the appearance of the property

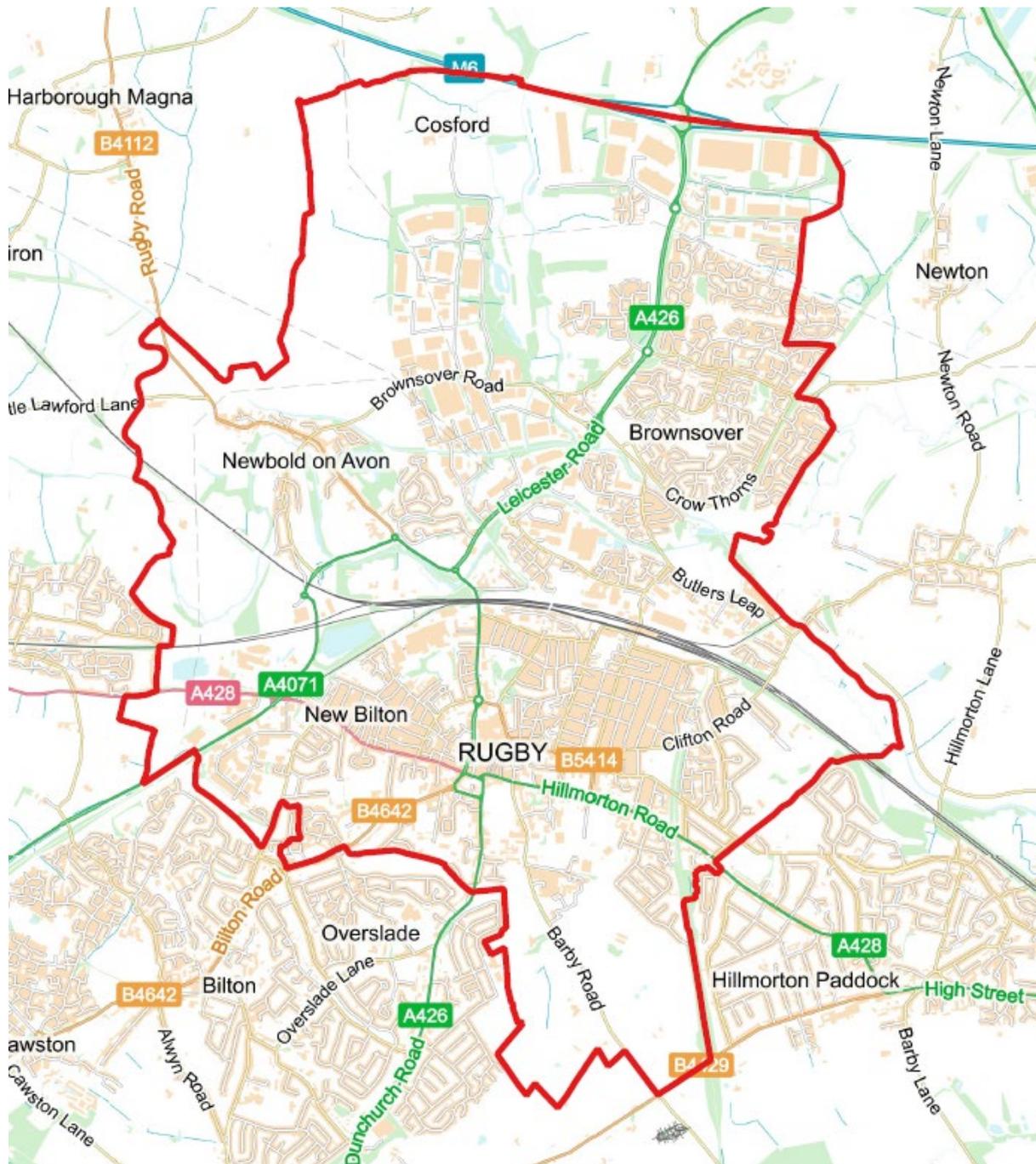
These issues can have a negative impact on local amenity, and that impact can be exacerbated where HMOs are clustered in a geographical area.

The proposed area for the Article 4 Direction

The map below outlines the proposed area being put forward to Cabinet and Council for a new Article 4 Direction, to require a planning application for changes of use from C3 (dwelling house) to C4 (small HMO).

This area includes 5 wards:

- Benn
- Brownsover and Newbold
- Coton and Boughton
- Eastlands
- New Bilton



Why have officers defined this area?

There are a number of reasons why the proposed area has been defined as above:

- Article 4 Directions are generally designed based on ward or parish boundaries
- The 5 wards included already have the highest numbers of licensed HMOs in the town
- Whilst the numbers of HMOs varies markedly between the 5 wards identified, there is concern that in defining the area too tightly (to just Benn ward for example), there may be a risk that demand for converting dwelling houses to small HMOs may be displaced to other nearby locations where such development would still have deemed consent.

EQUALITY IMPACT ASSESSMENT (EqIA)

Context

1. The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sex/gender
 - sexual orientation
3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. The questions will enable you to record your findings.
6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. Once completed and signed off the EqIA will be published online.
8. An EqIA must accompany all **Key Decisions** and **Cabinet Reports**.
9. For further information, refer to the EqIA guidance for staff.

Equality Impact Assessment

Service Area	Development Strategy
Policy/Service being assessed	Proposed Article 4 Direction – Houses in Multiple Occupation (HMO)
Is this is a new or existing policy/service? If existing policy/service please state date of last assessment	The proposed Article 4 Direction would require the submission of a planning application for change of use from C3 (dwelling house) to C4 (small HMO), where this currently constitutes permitted development.
EqlA Review team – List of members	Hayley Smith – Principal Planning Officer
Date of this assessment	December 2023
Signature of responsible officer (to be signed after the EqlA has been completed)	

A copy of this Equality Impact Assessment report, including relevant data and information to be forwarded to the Chief Officer – Legal and Governance.

If you require help, advice and support to complete the forms, please contact Aftab Razzaq, Chief Officer – Legal and Governance via email: aftab.razzaq@rugby.gov.uk

Details of Strategy/ Service/ Policy to be analysed

<u>Stage 1 – Scoping and Defining</u>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	The objective of the Article 4 Direction (in combination with new policy in an updated local plan), is to enable greater oversight and management of the supply of HMOs in areas of Rugby town. The wards in question already incorporate HMOs, and community feedback has raised some concerns regarding the impact of clusters of HMOs on local character and amenity. Requiring a planning application for development that currently constitutes 'permitted development' would enable the local planning authority to better protect the amenity and character of these localities.
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	The Plan contributes to the Health and Communities, and Organisation priorities of the Council. It aims to maintain character and amenity of the proposed area, and balanced communities.
(3) What are the expected outcomes you are hoping to achieve?	The outcome of the Article 4 Direction would be oversight and management of the type of development described, where currently there is none.
(4) Does or will the policy or decision affect: <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	<p>The demand for HMOs in the locality demonstrates that they are meeting a housing need. There may be a risk that over-restriction could result in such a need not being met. However, the need for planning permission does not mean that applications would be refused.</p> <p>The Article 4 Direction would affect property owners in the proposed area, by requiring them to submit a planning application for a change of use from C3 (dwelling house) to C4 (small HMO).</p>

<u>Stage 2 - Information Gathering</u>	As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, e.g service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).
(1) What does the information tell you about those groups identified?	The population affected by the Article 4 Direction is largely limited to the defined geographical area. The data tells us that there is demand for HMO accommodation within this geographical area, which anecdotally is understood to stem from proximity to facilities and services in Rugby town centre, and areas of employment to the north of the town. However, some residents in the area are concerned at the impacts of multiple HMOs in their locality, which can have negative impacts on the appearance of the area, and its amenity. For example, concerns regarding adequate bin storage, adequate parking, and the maintenance of HMO properties are cited. The requirement to obtain planning permission will enable greater oversight and management of these types of development to seek to balance the needs of the community as a whole.
(2) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement? If yes, what were their views and how have their views influenced your decision?	This report seeks approval to make an Article 4 Direction. The first step in that process is direct notification of all land and property owners and occupiers within the defined area, with a period for representations to be made. All representations will be considered and reported to Cabinet and Council prior to confirming the Article 4 Direction, and it coming into force. A period of not less than 12 months is recommended before the Direction comes into force, from the date of first notification.
(3) If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.	As above, direct notification of all owners and occupiers forms part of the necessary procedures for making an Article 4 Direction (with some exceptions set out in XXXX), and they will have an opportunity to make representations. In addition, site notices will be erected across the proposed area, and copies of the draft Direction will be available for inspection. In respect of property owners, compensation may be owed to them if the Article 4 Direction were confirmed within 12 months of notification of the Council's intention, and their application (previously deemed to 'permitted development') were refused, or permitted with more onerous conditions. However, if the Council were to confirm the Article 4 Direction not less than 12 months after the notification, such compensation arrangements would not apply, as adequate notice is deemed to have been given.

Stage 3 – Analysis of impact			
<p>(1) Protected Characteristics From your data and consultations is there any positive, adverse or negative impact identified for any particular group, which could amount to discrimination? If yes, identify the groups and how they are affected.</p>	<p>RACE No impact</p>	<p>DISABILITY No impact</p>	<p>GENDER No impact</p>
	<p>MARRIAGE/CIVIL PARTNERSHIP No impact</p>	<p>AGE No impact</p>	<p>GENDER REASSIGNMENT No impact</p>
	<p>RELIGION/BELIEF No impact</p>	<p>PREGNANCY MATERNITY No impact</p>	<p>SEXUAL ORIENTATION No impact</p>
<p>(2) Cross cutting themes (a) Are your proposals likely to impact on social inequalities e.g. child poverty, geographically disadvantaged communities? If yes, please explain how? (b) Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes, please explain how?</p>	<p>HMOs provide a more affordable type of accommodation, and the demand in the defined area strongly suggests that they are meeting a local need. There is a risk that over-restriction of this type of accommodation could lead to that need not being met. However, the requirement of a planning application does not mean that those applications should/will be refused. Instead, it is intended to positively manage the development of HMOs and ensure that local character and amenity is protected and enhanced for the benefit of the community as a whole.</p> <p>No.</p>		
<p>(3) If there is an adverse impact, can this be justified?</p>	<p>If through the requirement of a planning application for a small HMO (3-6 people), a decision is taken to refuse planning permission, this would be on the basis of planning balance, in order to protect the character and amenity of the locality for the benefit of the community as a whole. This would be considered on a case-by-case basis.</p> <p>The Article 4 Direction will not apply retrospectively. Therefore the existing supply of HMOs would be unaffected.</p>		

(4) What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.)	As above, this is a matter of balance through the planning application process, but the purpose of the Direction is not to prevent supply overall. The ongoing update to the local plan will seek to introduce policy against which applications for new HMOs can be assessed. This will provide a clear policy framework to applicants and officers, and support the objectives of the Article 4 Direction.
(5) How does the strategy/service/policy contribute to the promotion of equality? If not what can be done?	The Article 4 Direction aims to protect and enhance the character and amenity of wards where there is concern that unmanaged concentrations of HMOs are or might (if the trend continues) negatively impact these. Through the ability to consider and manage changes of use which are currently outside the remit of the local planning authority, the Council will have greater oversight for the benefit of the community as a whole.
(6) How does the strategy/service/policy promote good relations between groups? If not what can be done?	HMOs meet a housing demand, though the occupiers tend to rent over shorter periods and can therefore be more transient. Impacts that can be observed where there are high concentrations of HMOs are a less balanced community (between settled residents, and short-term occupiers), maintenance and appearance of HMO properties, inadequate parking availability and inadequate bin storage. This approach seeks to achieve better management of these issues and maintain the levels of character and amenity enjoyed by residents.
(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?	N/A

<u>Stage 4 – Action Planning, Review & Monitoring</u>	
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<p>If No Further Action is required then go to – Review & Monitoring</p> <p>(1) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.</p>	<p>Policy to support the assessment of applications required as a result of the proposed Article 4 Direction will be developed through the ongoing update of the local plan.</p> <p>EqIA Action Plan</p> <table border="1" data-bbox="887 384 2116 616"> <thead> <tr> <th>Action</th> <th>Lead Officer</th> <th>Date for completion</th> <th>Resource requirements</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Action	Lead Officer	Date for completion	Resource requirements	Comments																				
Action	Lead Officer	Date for completion	Resource requirements	Comments																						
<p>(2) Review and Monitoring State how and when you will monitor policy and Action Plan</p>	<p>This EqIA will be reviewed again when the Council decides whether to confirm the Article 4 Direction.</p>																									

Please annotate your policy with the following statement:

‘An Equality Impact Assessment on this policy was undertaken on (date of assessment) and will be reviewed on (insert review date).’

Rugby Borough Council

Climate Change and Environmental Impact Assessment

CONTEXT

In 2019 the UK Parliament set a commitment in law to reach net zero carbon emissions by 2050. Achieving this target will require considerable effort with public bodies, private sector organisations, the third sector and individuals working together to take action. Rugby Borough Council declared a climate emergency in 2019, in doing so committed to:

- To move the Council's operations towards Carbon Neutrality by 2030.
- To establish action to tackle climate change as a key driver of all decision-making.
- To provide community leadership in reducing the impact of Climate Change.
- To take action to mitigate the impact of climate change on a Borough wide basis and beyond, through adaptation.

The Council's Corporate Strategy (2021-2024) [link](#) sets ambitious outcomes in relation to Climate Change. These ambitions must now be progressed through the decisions which the Council makes.

It is therefore important that Rugby Borough Council gives due regard to climate change when making decisions. In the context of the Council's business, Climate Change includes carbon emissions, biodiversity, habitat loss and environmental destruction. When putting forward recommendations for decision, officers must assess how these recommendations are likely to influence our climate change commitments by completing the following Climate Change and Environmental Impact Assessment.

A copy of this Climate Change and Environmental Impact Assessment, including relevant data and information should be forwarded to the Deputy Chief Executive.

If you require help, advice and support to complete the form, please contact Dan Green, Deputy Chief Executive.

SECTION 1: OVERVIEW

Portfolio and Service Area	Growth and Investment
Policy/Service/Change being assessed	Proposed Article 4 Direction to require the submission of a planning application for development to change a use from C3 (dwelling house) to C4 (House in Multiple Occupation (HMO))
Is this a new or existing Policy/Service/Change?	This is a new policy
If existing policy/service please state date of last assessment	
Ward Specific Impacts	Benn, Brownsover and Newbold, Coton and Boughton, Eastlands and New Bilton are the five wards included in the draft Direction
Summary of assessment Briefly summarise the policy/service/change and potential impacts	The change of use from C3 (dwelling house) to C4 (House in Multiple Occupation) currently benefits from deemed consent through the General Permitted Development Order. As such, no planning application is currently required for this type of development. The proposed Article 4 Direction would remove the deemed consent, and require the submission of a planning application for such proposals. This would enable the Council to have greater oversight and management of the development of HMOs, with a view to managing negative impacts on character and amenity that can arise in areas where HMOs are concentrated.
Completed By	Hayley Smith
Authorised By	
Date of Assessment	16 January 2024

SECTION 2: IMPACT ASSESSMENT

Climate Change and Environmental Impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner	Timescales
Energy usage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Fleet usage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sustainable Transport/Travel (customers and staff)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Community leadership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Biodiversity and habitats	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Adaptation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Impact on other providers/partners	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

SECTION 3: REVIEW

Where a negative impact is identified, the proposal and/or implementation can be adapted or changed; meaning there is a need for regular review. This review may also be needed to reflect additional data and evidence for a fuller assessment (proportionate to the decision in question). Please state the agreed review timescale for the identified impacts of the policy implementation or service change.

Review date	
Key points to be considered through review	
Person responsible for review	
Authorised by	

Agenda No 9

AGENDA MANAGEMENT SHEET

Report Title:	Finance & Performance Monitoring 2023/24 – Quarter 3
Name of Committee:	Cabinet
Date of Meeting:	5 February 2024
Report Director:	Chief Officer - Finance and Performance
Portfolio:	Finance, Performance, Legal and Governance
Ward Relevance:	All wards
Prior Consultation:	None
Contact Officer:	Paul Conway, Finance Manager, paul.conway@rugby.gov.uk
Public or Private:	Public
Report Subject to Call-In:	Yes
Report En-Bloc:	No
Forward Plan:	Yes
Corporate Priorities:	This report relates to the following priority(ies): <input checked="" type="checkbox"/> Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C) <input checked="" type="checkbox"/> Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E) <input checked="" type="checkbox"/> Residents live healthy, independent lives, with the most vulnerable protected. (HC) <input checked="" type="checkbox"/> Rugby Borough Council is a responsible, effective and efficient organisation. (O) Corporate Strategy 2021-2024 <input type="checkbox"/> This report does not specifically relate to any Council priorities but
Summary:	This report sets out the anticipated 2023/24 financial and performance position for the Council based on data at 31 December 2023 (Quarter 3). It also presents proposed 2023/24 budget adjustments for approval as required by Financial Standing Orders.

Financial Implications:	As detailed in the main report.
Risk Management Implications:	This report is intended to give Cabinet an overview of the Council's forecast spending and performance position for 2023/24 to inform future decision-making.
Environmental Implications:	There are no environmental implications arising from this report.
Legal Implications:	There are no legal implications arising from this report.
Equality and Diversity:	No new or existing policy or procedure has been recommended
Options:	Members can elect to approve, amend or reject the budget requests listed at recommendation 2.
Recommendation:	<ol style="list-style-type: none"> 1. The Council's forecast financial position for 2023/24 be considered; 2. Performance information in section 6 be noted; and 3. IT BE RECOMMENDED TO COUNCIL THAT 2023/24 Budget Virements as detailed in section 5 to be approved.
Reasons for Recommendation:	A strong financial and performance management framework, including oversight by Members and all responsible officers is an essential part of delivering the Council's priorities and statutory duties.

Cabinet - 5 February 2024

Finance & Performance Monitoring 2023/24 – Quarter 3

Public Report of the Chief Financial Officer

RECOMMENDATION

1. The Council's forecast financial position for 2023/24 be considered;
2. Performance information in section 6 be noted; and
3. IT BE RECOMMENDED TO COUNCIL THAT 2023/24 Budget Virements as detailed in section 5 to be approved.

Executive Summary

The main purpose of this report is to provide a summary of the 2023/24 forecast position for the General Fund and the Housing Revenue Account. Also included is information on the Council's savings programme, performance measures and a request to approve budget virements.

The key findings of this report are as follows:

- **General Fund revenue (GF)** – there is a forecast pressure across services of £1.106m after considering the mitigation proposed with the allocation of the inflation shock budget (recommendation 3). This is offset from savings in the net cost of borrowing of (£1.249m).
- **General Fund capital programme** – the Capital programme is forecast to use £5.819m. This reflects a saving of (£0.880m) relating to schemes being completed under budget, or those being removed from the programme subject to a new business case being presented to members.
- **Housing Revenue Account (HRA)** – there is a forecast pressure of £0.144m across the HRA. This reflects a £0.820m pressure from services and a £0.485m reduction in revenue contributions to capital, due to the supplementary repairs budget approved at the December 2023 Cabinet. This is partially offset by (£1.162m) of savings in the net cost of borrowing.
- **Housing Revenue Account capital programme** – the Capital programme is forecast to consume £20.014m. This reflects a saving of (£0.571m).
- **Savings programme** – the savings target for 2023/24 is (£2.053m). The latest projection is for (£1.879m) to be delivered. There is a further (£0.162m) at risk of not being achieved and (£0.012m) is viewed as undeliverable.
- **Budget virements** – there are £0.900m of budget virements that are seeking approval.
- **Performance measures** – Quarter Three performance measures are detailed in Section 6

Members are requested to consider the Council's 2023/24 anticipated financial position and performance information in Section 6. It is also asked that members approve the budget virements contained in Section 5.

1. INTRODUCTION

- 1.1. Local Authorities have a requirement to account separately for core operational services and the provision of dwellings. This is achieved by creating two reporting functions. The General Fund and the Housing Revenue Account
- 1.2. The General Fund is the main revenue account of the local authority, which includes day-to-day income and expenditure on the provision of services. Activities within the General Fund include waste and recycling, parks and recreation and regulatory services.
- 1.3. The Housing Revenue Account is a statutory requirement for local authorities with a council housing stock. It contains all the expenditure and income relating to the direct provision of that stock. Included in the Housing Revenue Account are elements such as rent, service charges, maintenance, repairs, and property management.
- 1.4. The Council takes a multiyear approach to its budget planning and monitoring, recognising that the two are inextricably linked. At three-month intervals officers provide their latest forecast expectations for each of the reporting units. This report offers the latest outlook based on the information available at 31 December 2023 (Quarter Three).
- 1.5. Throughout the report, pressures and savings are referred to. A pressure is an instance whereby forecast costs have exceeded budget or forecast income has not met target. This will be shown as a positive value. A saving occurs where forecast expenditure is lower than budget or forecast income is higher than the target. This is displayed using brackets.
- 1.6. This report also contains an update on savings proposals and the performance measures that are seen as fundamental to the Council's continued focus on improving its offering to the local community.

2. GENERAL FUND (GF) – (Appendix One)

2.1 GF Operating Position

2.2 The 2023/24 General Fund revenue forecast position is summarised in the table below.

Table 1. General Fund Revenue Forecast 2023/24

Type	Budget £000	Q1 Forecast £000	Q2 Forecast £000	Q3 Forecast £000	Q3 Variance to Budget £000
Income	(24,219)	(23,950)	(23,662)	(24,223)	(4)
Expenditure	42,805	42,792	43,509	43,915	1,110
Cost of General Fund services	18,586	18,842	19,847	19,692	1,106
Corporate items	2,050	1,106	1,047	801	(1,249)
Total	20,636	19,948	20,894	20,493	(143)

2.3 Following the budget virements detailed in section 5, General Fund services are forecasting a £1.106m pressure. This is offset by savings associated with corporate items, the result is a net saving of (£0.143m). Several services are suffering from challenges that are impacting on the overall budget.

2.4 The significant contributing factors are:

2.5 There is a reported pressure of £0.320m in planning income. Whilst the number of major planning applications received during the current financial year is similar to last year, the type and scale of these applications are smaller and hence the associated application fee is less. The number of planning applications and associated income tends to be linked to uncertainty in the global economic market, interest rate rises and cost of living concerns making investors and individuals more cautious about commencing new development.

2.6 The Department for Levelling Up, Housing & Communities has reported that across the country planning application submissions during the first quarter of 2023/24 have dropped by 14% compared to the same period last year. Rugby Borough Council has not been immune from this trend which appears to have continued through the second and third quarters of 2023/24.

2.7 There is a pressure of £0.121m in relation to planning appeals. Following the refusal of planning permission, the applicant has the right to appeal to the Secretary of State who appoints a Planning Inspector to review the case. The majority of appeals are dealt with by Planning Officers, however in complex cases which require legal representation and expert witnesses on matters, the Council does not have the relevant expertise in house, e.g. landscape and heritage, then these services will need to be procured in order to defend the Council's decision.

2.8 There have been three major appeals that have required the procurement of legal and or experts in 2023/24. These are Dunchurch Park Hotel; Truck Stop at the A5 Cross in Hand; and Coventry Stadium. In addition to the three major

appeals mentioned, there is a two-day appeal hearing into the Top Road, Barnacle site during Quarter 4, where we have external legal support owing to the sensitivity and specifics of the case.

- 2.9 There is a £0.138m pressure in Parks and Open Spaces. £0.087m is related to higher-than-expected levels of maintenance and repairs of play areas partly due to vandalism and equipment needing to be made safe. There have been increased fencing works due to deterioration of adopted infrastructure. The service intends to review the arrangements for these activities. This includes embedding in the planning process the use of non-wooden street furniture and infrastructure. This should prolong the life of the asset as well as aiding the Council's sustainability and environmental aspirations.
- 2.10 There is a pressure of £0.209m within the Green Waste service. £0.078m can be attributed to a shortfall in income. When the budget was set the expectation was that there would be a certain level of growth in subscriptions. The expected level has not been realised. As part of the 2024/25 budget setting process reported elsewhere on this agenda, the current cost per subscription and number of participants are being reviewed and will be realigned based on current expectations. The Green Waste Service will also continue to be actively promoted to attract new customers.
- 2.11 The pressures on General Fund services are being alleviated by a (£1.247m) saving in the net cost of borrowing. Interest rates were budgeted at a prudent and responsible level. With Inflation remaining high, the Bank of England has continued to raise interest rates. Due to the level of cash reserves and delays in the capital programme, the Council has benefited from increased interest income and reduced interest expense exposure related to potential borrowing had the capital programme been on schedule.
- 2.12 Included within section 5 of this report is a virement request for £0.611m. Following a successful appeal against the level of business rates paid at RAGM there has been a one-off reimbursement relating to the period 2017 – 2022. There is a proposal within the General Fund budget setting document to transfer the £611,000 to a reserve and use it to balance the 2024/25 budget.
- 2.13 A comprehensive list of the forecast pressures and savings by Portfolio can be found in appendix 1.
- 2.14 Included within appendix 1 is a summary of the earmark reserve balances for the General Fund.
- 2.15 As part of the annual budget setting process an assessment of the required level of reserves needs to be undertaken, taking into account the potential future financial risks faced by the Council. It is considered prudent to hold sufficient reserves and balances to give the Council the ability to manage any peaks in expenditure and troughs in income and funding over the medium term, by making short term contributions towards balancing the budget and give the Council time to plan service changes and further efficiencies.

2.16 The budget stability reserve was established to assist the mitigation of volatility by allowing the council to call upon it in years where budget pressures occur and replenish it where there are savings. This reserve has not been significantly utilised for a number of years given the overall positive overall position at the end of the financial year. The budget setting process for 2024/25 will take account of pressures and savings reported in 2023/24 which are likely to impact on future years and combined with the mitigation included within appendix 1 of this report the service pressures will be dealt with across the MTFP

2.17 The information in appendix 1 also includes vacant posts on the establishment, although there are 48.84 vacant posts within the General Fund only 12 of these posts that have not been recruited to. The posts are in various stages of onboarding and based on the contract award date and the notice period they should be filled within a 3–4-month period.

2.18 General Fund Capital

2.19 The approved General Fund capital programme is £18.945m. Reprofiling and expected savings have resulted in a 2023/24 forecast of £5.819m.

Table 3. General Fund Capital Programme 2023/24

Type	Current Budget £000	Budget Reprofiling £000	Reprofiled Budget £000	Q2 Forecast £000	Q3 Forecast £000	Q3 Variance to Budget £000
GF Capital Programme	18,945	(12,246)	6,699	6,250	5,819	(880)

2.20 The current forecast includes (£12.246) of capital reprofiling. (£9.670m) is the planned loan to Caldecott Development Ltd. With no loan in the pipeline the scheme will be reprofiled to 2024/25.

2.21 As at Quarter Three there is a reported saving of (£0.880m) against this year's capital programme. The majority of this, (£0.611m), is for activity on the Great Central Walk bridge scheme. Once a full reappraisal of the work required has been undertaken, an updated request for funding will be made.

3. In Year Savings Programme

3.1 All savings proposals are required to have a delivery plan that is endorsed by Chief Officers. The 2023/24 savings target is (£2.053m). Current expectations are laid out below.

Table 2. Savings Proposals 2023/24

Type	Target £000	£000	£000	£000
Savings target	(2,053)	(1,879)	(162)	(12)

3.2 Of the (£2.053m), 92% are currently RAG rated green. This means under current projections, (£1.879m) of savings will be delivered. Details of the targets for each Portfolio can be found in appendix 1.

3.3 The Medium-Term Financial Strategy incorporates a saving target in each of the next three years. This reflects the challenging funding environment facing many local authorities, and the assembling of the Corporate Strategy Delivery Unit which will support the organisation to deliver efficiencies and develop new ways of working.

4. HOUSING REVENUE ACCOUNT (HRA) – (Appendix Two)

4.1 HRA Operating Position

4.2 The 2023/24 forecast Housing Revenue Account position as at the end of 31 December 2023 is a £0.144m pressure.

4.3 The HRA is a statutory account and any pressure at the end of the year must be settled by drawing down the corresponding amount from reserves. The 2023/24 reserves balance is forecast to be (£38.043m).

4.4 The latest revenue position is summarised in the table below.

Table 4. Housing Revenue Account Forecast 2023/24

Type	Current Budget £000	Q1 Forecast £000	Q2 Forecast £000	Q3 Forecast £000	Q3 Variance to Budget £000
Income	(18,461)	(18,222)	(18,186)	(18,142)	320
Expenditure	14,269	14,056	14,185	14,770	501
Cost of HRA services	(4,192)	(4,166)	(4,001)	(3,372)	821
Interest and investment income/expense	913	300	135	(249)	(1,162)
Net cost after interest	(3,279)	(3,866)	(3,866)	(3,621)	(341)
Contribution to capital expenditure	3,332	3,817	3,817	3,817	485
Contributions to (+) / from (-) reserves	49	49	49	49	0
Total	102	0	0	246	144

4.5 The HRA is forecasting a £0.320m pressure in relation to income. There is currently a higher-than-expected level of voids, including properties that require substantial works. This means that operatives may have to work in properties for several weeks to bring them back to a suitable condition. This results in a delayed turnaround time given the scope of work required.

4.6 Several initiatives have been put in place across relevant services to highlight and target properties in potential disrepair before they are returned in such a poor condition. Support and advice on property care is also available to residents. There is a review of the housing allocations policy in progress, and this is in tandem with a review of the lettings processes, as the two issues are interlinked. Proposals are being developed for the consideration of Members. Also, the recruitment to the new posts, approved by council in late 2023, in the housing service to facilitate a more proactive approach to tenancy and property management is progressing well.

4.7 A £0.692m pressure relates to expenditure carried out in relation to property repairs, in particular roofing works. Currently the Council do not have any

internal roofers and therefor all roofing works is carried out by external contractors. There have been several rounds of recruitment where no one suitable has applied for the role. External roofing companies are also struggling to find candidates as the salary expectations for roofers has risen considerably.

4.8 Material costs have also risen with inflation which is compounding the issue. We currently use one contractor for most of most of the work with support from a secondary company for smaller works. A review of the roofing procurement framework is underway with the intention of opening out the tender process to encourage competition for the works. There is also industry wide pressure on scaffold costs led by the combined impact of material cost inflation, material shortages and labour shortages. We need to allow for higher access costs and accept that these will form a significant part of total repair costs over the next few years.

4.9 As with the General Fund, the HRA has benefited from interest rate decisions in relation to the net cost of borrowing. This has resulted in a (£1.162m) saving.

4.10 HRA Capital

4.11 The approved HRA capital programme is £30.114m. Reprofiled and expected savings have resulted in a 2023/24 forecast of £20.014m.

Table 5. Housing Revenue Account Capital Programme 2023/24

Type	Original Budget £000	Budget Reprofiled £000	Reprofiled Budget £000	Q2 Forecast £000	Q3 Forecast £000	Q3 Variance to Budget £000
HRA Capital Programme	30,114	(9,529)	20,585	18,802	20,014	(571)

4.12 As at Quarter Three there is (£10.629) of capital reprofiling. (£6.864m) relates to the Biart Place housing development. Delays in the planning process & subsequent main contractor award meant the project didn't commence until December 2023. Funds that had been earmarked for construction works in this financial year have been reprofiled to subsequent years.

4.12 The current forecast contains (£0.571m) of savings. This is spread across several small schemes, the details of which can be found in appendix two.

5. SUPPLEMENTARY BUDGET REQUESTS AND VIREMENTS

5.1 Details of the supplementary budgets and virements, where approval is sought, are set out below:

Table 6. Virement requests

Portfolio Area	Value £	Details
Communities, Homes, Digital & Communications	59,104	
Finance, Performance, Legal & Governance	30,509	The virement requests in this table reflect the reallocation of inflation shock budget. With the pay award being approved at £1,925 per employee (average of 6.5%) compared to a budget of 4%, it is proposed that the budget is used in 2023/24 to fund the additional costs.
Growth & Investment	15,393	
Leisure & Wellbeing	34,021	
Operation & Traded Services	113,620	
Regulation & Safety	27,640	
Chief Executive	4,503	
Change & Transformation	4,665	The ongoing funding has formed part of the budget setting process for 2024/25
Corporate Items	(289,000)	
Leisure & Wellbeing	611,000	RAGM business rates - one off reimbursement
Budget Stability Reserve	(611,000)	RAGM business rates - one off reimbursement
Total	0	

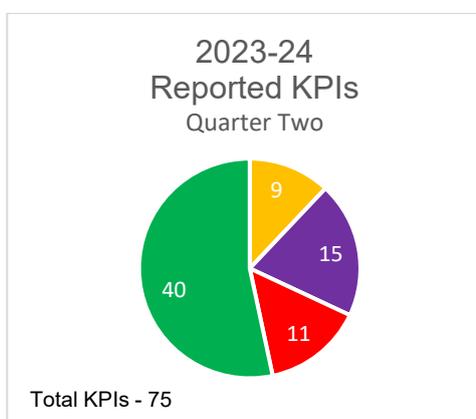
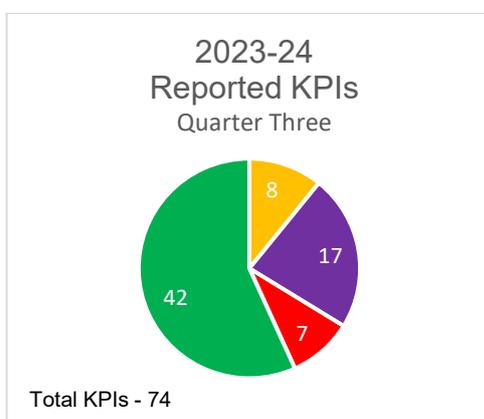
6. PERFORMANCE SUMMARY

- 6.1 The reporting dashboard has now been used across the Council, with officers recognising the role it can play in driving performance.
- 6.2 Over time the performance catalogue will continue to evolve. New measures will be added, and current ones, that may no longer be viewed as critical, will be replaced.
- 6.3 The 2023/24 Key performance indicators (KPI's) and key statistics can be accessed via the link shown below.

<https://www.rugby.gov.uk/w/performance-dashboard>

6.4 Key Performance Indicators (KPIs)

- 6.8 A key performance indicator is a quantifiable measure used to evaluate the success of an organisation in meeting objectives for performance. Information relating to the last two reporting periods of this financial year can be found in the charts below.



6.6 There are 42 (56%) KPIs that are RAG rated green. This means that for those measures, current performance is equal to or above target. There are 11% of the KPIs are attracting a red rating, that reflects current achievement being below target. There are a number of measures coloured purple where data is not presently available.

6.7 Portfolio Analysis (KPIs)

6.8 Available within the dashboard is the ability to interrogate KPIs for each Portfolio. Information relating to the last two reporting periods of this financial year can be found in the table below.

Table 7. Key Performance Indicators

Portfolio	Quarter Three				Quarter Two			
Communities and Homes	6	-	-	1	5	1	2	-
Digital and Communications	4	2	1	4	5	1	1	4
Finance and Performance	1	1	1	2	2	-	1	2
Legal and Governance	1	-	2	-	1	2	-	-
Growth and Investment	10	-	-	6	10	1	-	5
Leisure and Wellbeing	3	1	-	-	3	-	1	-
Operations and Traded Waste	3	2	3	1	3	-	5	1
Regulation and Safety	14	2	-	2	11	4	1	2
Council Target (All)	-	-	-	1	-	-	-	1
Grand Total	42	8	7	17	40	9	11	15

6.9 The Quarter Three highlights include a green rating within Finance and performance where the percentage of current year Non-domestic Rates collected is ahead of the target set at the start of the year.

6.10 In Communities and Homes there is a green rating associated with the percentage of homes rated (EPC) C and above. The demonstrates the Councils continued support to ensure homes are as energy efficient as possible.

6.11 There are some KPIs that fall into the red category where action is being taken to bring them back in line.

6.12 One of the KPI's with a red rating is the percentage of major voids completed on time. This directly links to the income and expenditure pressures in the HRA where initiatives are been put in place to highlight and target properties in potential disrepair before they are returned in such a poor condition.

6.13 Key Statistics

6.14 The Councils key statistics are important data points that provide insight and trends into measures that could be of interest to the wider community. There are currently 85 such measures.

- 6.15 For Quarter Three there is a positive trend in Grounds Maintenance for the percentage of planned works completed on schedule. This includes grass cutting, hedge trimming and the bedding of plants. All work has been completed within the agreed timeframes.
- 6.16 Within Regulation, the key statistic that reflects the number of cremations held at the Rainsbrook Cemetery is ahead of target. The performance of this metric is mirrored in the organisation's accounts, where income is currently trending ahead budget and due to the increased activity so are repairs and maintenance costs.
- 6.17 Information related to key statistics can be found on a separate tab within the dashboard.

Name of Meeting: Cabinet
Date of Meeting: 5 February 2024
Subject Matter: Finance & Performance Monitoring 2023/24 - Quarter 3
Originating Department: Finance and Performance

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

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

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

Appendix 1 - General Fund Dashboard - Quarter 3 2023-24

1) Revenue Forecasts

Portfolio	Current Net Budget	Exp to date plus commitments	Forecast	Employee Variance	Running Cost Variance	Income Variance	Pending Supplementary Budget/Virement	Total Variance	Q2 Forecast Variance	Movement between Q2 and Q3
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Communities, Homes, Digital and Communications	2,648	6,915	2,639	(117)	(152)	201	59	(69)	75	(144)
Finance, Performance, Legal and Governance	3,502	3,586	3,525	(94)	262	(176)	31	(8)	188	(196)
Growth and Investment	1,511	1,745	1,898	(230)	315	286	15	372	420	(48)
Leisure and Wellbeing	4,060	3,730	4,353	(68)	484	(157)	34	259	213	46
Operation and Traded Services	5,333	4,674	5,808	252	318	(208)	114	362	347	15
Regulation and Safety	1,493	1,272	1,483	(181)	95	49	28	(37)	90	(127)
Chief Executive	(15)	(233)	83	98	10	(15)	5	94	89	5
Transformation Change Unit	(236)	250	(98)	(15)	133	16	5	134	141	(7)
Corporate Items - Other	2,339	2,162	801	(41)	(1,200)	(9)	(289)	(1,249)	(1,280)	31
Total Approved Budget	20,635	24,103	20,493	(395)	266	(13)	0	(143)	283	(426)

2) Head Count

Portfolio	Budgeted FTE's	Actual FTE's at Q3	Vacant FTE's
Communities and Homes	52.32	48.51	(3.81)
Digital and Communications	48.52	31.85	(16.67)
Finance and Performance, Legal and Governance	51.95	45.34	(6.61)
Growth and Investment	32.47	27.68	(4.79)
Leisure and Wellbeing	39.21	37.29	(1.92)
Operation and Traded Services	128.08	115.52	(12.56)
Regulation and Safety	40.16	34.79	(5.37)
Chief Executive	2.00	2.00	0.00
Transformation Change Unit	19.21	22.10	2.89
Total	413.92	365.08	(48.84)

3) Reserve Summary

Name of reserve	Balance at 01/04/23	Forecast contribution (to)/from	Balance at 31/03/24	Forecast contribution (to)/from	Balance at 31/03/25	Forecast contribution (to)/from	Balance at 31/03/26
	£000	£000	£000	£000	£000	£000	£000
Gen Fund Revenue Acc	(2,250)	0	(2,250)	0	(2,250)	0	(2,250)
GF Revenue Carry Forward Reserve	(168)	168	0	0	0	0	0
Business Rates Equalisation Reserve	(17,041)	2,152	(14,889)	(6,000)	(20,889)	0	(20,889)
Budget Stability Reserve	(2,871)	(611)	(3,482)	0	(3,482)	0	(3,482)
Town Centre Strategy Reserve	0	(4,750)	(4,750)	600	(4,150)	550	(3,600)
STW Pensions Reserve	(86)	0	(86)	0	(86)	0	(86)
Section Agreements	(1,937)	(151)	(2,088)	114	(1,974)	114	(1,860)
Non-Conditional Revenue Grants	(205)	205	0	0	0	0	0
Warwickshire Consortium Reserve	(2)	0	(2)	0	(2)	0	(2)
Other corporate reserves	(2,229)	54	(2,175)	114	(2,061)	114	(1,947)
Total corporate reserves	(24,559)	1,763	(22,797)	(5,886)	(28,682)	114	(28,568)
Communities, Homes, Digital and Communications	(616)	504	(112)	106	(6)	106	100
Finance, Performance, Legal and Governance	(59)	(1)	(60)	0	(60)	0	(60)
Growth and Investment	(322)	0	(322)	0	(322)	0	(322)
Leisure and Wellbeing	(105)	8	(97)	24	(73)	(6)	(79)
Operation and Traded Services	(126)	44	(82)	62	(20)	0	(20)
Regulation and Safety	(199)	90	(109)	(23)	(132)	(28)	(160)
Transformation Change Unit	(2,348)	419	(1,929)	413	(1,516)	150	(1,366)
Chief Executive							
Total Portfolio earmarked reserves	(3,775)	1,064	(2,712)	582	(2,130)	222	(1,908)
Total Reserves	(28,335)	2,826	(25,508)	(5,304)	(30,812)	336	(30,476)

4) Delivery of new savings & income targets

PORTFOLIO	Total	Red	Amber	Green
	£000s	£000s	£000s	£000s
Communities, Homes, Digital and Communications	(167)	(2)	(111)	(54)
Finance, Performance, Legal and Governance	(41)			(41)
Growth and Investment	(401)			(401)
Operation and Traded Services	(46)	(10)		(36)
Regulation and Safety	(227)			(227)

Chief Executive	(1)			(1)
Leisure and Wellbeing	(23)			(23)
Corporate Items	(1,147)		(51)	(1,096)
TOTAL GF	(2,053)	(12)	(162)	(1,879)
Red and Amber savings- further details				
		£000s	£000s	
Procurement Framework Pagabo			(51)	
Collection of street bins on unadopted roads across the borough		(10)		
Recharges to Warwickshire County Council for share of costs of Art Gallery and Museum			(96)	
Increase budget for Private Sector Leasing Properties			(15)	
Car allowances savings		(2)		
TOTAL GF		(12)	(162)	

5) Capital Summary

Portfolio	Current Budget	Exp to date plus commitments	Forecast	Pending Reprofiting Requests	Total Variance
	£000	£000	£000	£000	£000
Communities, Homes, Digital and Communication	2,775	1,231	1,585	369	(821)
Finance, Performance, Legal & Governance	59	33	34		(25)
Growth and Investment	46	31	46		0
Leisure and Wellbeing	2,000	830	1,204	821	25
Operation and Traded Services	3,758	3,100	2,629	1,132	3
Regulation and Safety Capital	547	293	320	164	(63)
Chief Executive	9,760	0	0	9,760	0
Transformation Change Unit					
Grand Total	18,945	5,518	5,819	12,246	(880)

7) Revenue variance narrative											
PORTFOLIO	Total Q3 Variance to Budget	Item Variances to budget	Pressure/(Saving)	Expenditure Type	Service Area	Description	Root Cause Analysis - When you have found a material variance you must first determine the root cause of the variance.	Impact - Next, quantify the impact. This involves not only understanding the impact to the current month; also if no changes are made, what the go-forward impact to the business is for both favourable and unfavourable budget variances.	Action - The final part of any analysis should include an action for the business. What can be put in place to mitigate the impact.	Q2 Variance	Movement from Q2 to Q3
Communities, Homes, Digital and Communications	(69)	80	Pressure	Income	Welfare Services	Income related to the Lifeline service	There have been difficulties in trying to expand the service as recruiting suitable candidates has been challenging, due to the salary level and the unsociable working hours of the roles.	Due to the inability to increase numbers within the team, expansion of the service is difficult.	Have engaged consultancy support to evaluate the potential for the service area to generate additional revenue set against the additional costs for enabling this. The findings will inform recommendations for service development in 2024/25	78	2
		(243)	Saving	Expense	Corporate Property Central Utilities	Gas	Gas price estimates for 2023/24 for our wholesaler ESPO projected that prices could rise by 285% for this financial year - a compounded increase of 412%. This was in addition to the projected rise in 2022/23 of 33%. According to ESPO from the quarter 2 energy report the price of gas is now significantly lower due to higher volumes of storage and gas levels being maintained meaning that panic buying of gas is unlikely to happen as did in the second half of 2022. The average unit price of gas for the council has actually increased by 195%.	Based upon the latest information it is anticipated that there will be a significant decrease in the expected cost of gas for this financial year	Continue to review and monitor energy price expectations.	0	(243)
		101	Pressure	Expense	Corporate Property Repair and Maintenance	Repair and maintenance costs	Sheer volume of requests for unplanned maintenance has increased the dependency on external contractors. Rising material prices have had a compounding effect.	Tends to be shocks that are difficult to plan for that incurs the expenses	Review the the expected workload and available funding during the current budget setting process	53	48
		(47)	Saving	Expense	Corporate Property and Maintenance	Staff vacancies	A Senior Corporate Property Officer left in March. Property officer promoted and the post could not be backfilled. A town Hall Superintendent left in October and recruitment is underway to fill that vacancy.	Obvious issues around resilience in what is already a small team.	There are sustained issues in recruitment and the role is currently out to advert again but with a revised job title that may increase 'hits' by jobseekers with the required skill sets. A market supplement will be considered if appropriate.	0	(47)
		(55)	Saving	Expense	Housing, Benefits and Advice	Bed & breakfast costs	There has been a great deal of work undertaken to move families from B&B accommodation to existing housing stock.	There is currently only one family in B&B accommodation. This has led to a reduction in spend on temporary accommodation	Bed and breakfast costs are demand driven and the council has a statutory obligation to support going forward. The budget will continue to be monitored throughout the year. This is not something that can be accurately forecast and other options are considered before a placement into Bed and Breakfast accommodation which is only used as a last resort to address a crisis.	(58)	3
		102	Pressure	Expense	ITC & Support Services	Consultancy costs	The organisation has recently implemented CX regulatory software. A consultant was employed to help with this activity. Consultants have also been used to assist with other activities within the service	The consultants expertise was key in delivering the software ahead of schedule and enabling the organisation to benefit from the system sooner than anticipated	This is a one off cost borne in this financial year	80	22
		(86)	Saving	Expense	Customer Support Services	Salaries	The service has been operating with vacant posts including the manager post for part of the year. There has also been a level maternity leave. There are currently 2 vacant apprentice posts remaining for which they hope to recruit later in the year	2023/24 salary saving	Continued effort to recruit vacant posts	0	(86)
Finance, Performance, Legal and Governance	(8)	57	Pressure	Expense	Financial Services	Staff vacancies	A difficult recruiting environment has led to continued vacancies within the team. A recruitment campaign during the Autumn didn't identify any suitable candidates. As an interim measure contractors have been used to fill vacancies.	The cost of agency workers is a burden on our resources.	A new recruitment campaign is planned for January 2024	99	(42)
		(150)	Saving	Income	Council Tax and NNDR Collection	Court Summons	The court summons are for non payment of Council Tax and Business Rates. The additional income for 2023/24 is higher than expected following increased debt recovery work this year	Allows Rugby Borough Council to recover debt unpaid through official channels agreed in Court.	With the continuation of debt collecting for Council Tax and Business Rates, this will provide a steady income stream at a lower value for future years.	0	(150)
		53	Pressure	Expense	Council Tax and NNDR Collection	Admin fee for reassessing the rateable value of businesses	10% admin fee charged to RBC from Analyse Local who review the rateable value of our business rate properties. The benefit of this service provided by Analyse Local is additional business rate income following the increase in the rateable value.	Helps to increase business rate yield.	Costs are higher than expected this year due to one particular business and a permanent budget has been created for Analyse Local from 2024/25.	40	13

Growth and Investment	372	320	Pressure	Income	Planning	Planning income	Based on the current level of income received there is an expectation that this year's budget will not be achieved. Whilst the number of major planning applications received during the current financial year is similar to last year, the type and scale of these applications are smaller and hence the associated application fee is less. The number of planning applications tends to be linked to uncertainty in the global economic market, interest rate rises and cost of living concerns making investors and individuals more cautious about commencing new development. Planning income fluctuates each year because of such external factors. The Department for Levelling Up, Housing & Communities has reported that across the country planning application submissions during the first quarter of 23/24 have dropped by 14% compared to the same period last year. Rugby Borough Council has not been immune from this trend which appears to have continued through the second and third quarters of 23/24.	Pressure on the budget	This revenue stream will be closely monitored.	363	(43)
		121	Pressure	Expense	Planning	Appeal costs	Following the refusal of planning permission the applicant has the right of appeal to the Secretary of State who appoints a Planning Inspector to review the case. The majority of appeals are dealt with by Planning Officers however in complex cases which require legal representation and expert witnesses on matters which the Council does not have the relevant expertise in house e.g landscape and heritage then these services will need to be procured in order to defend the Council's decision. There have been three major appeals that have required the procurement of legal and or experts in 23/24. These are Dunchurch Park Hotel; Truck Stop at the A5 Cross in Hand; and Coventry Stadium. In addition to the three major appeals mentioned, there is a two-day appeal hearing into the Top Road, Barnacle site during Quarter 4, where we have external legal support owing to the sensitivity and specifics of the case.	Pressure on the budget	The costs will be closely monitored.	112	9
		(129)	Saving	Expense	Development Strategy	Staff vacancies	Recruitment to vacant roles has proved challenging for two Senior Planning Officer posts.	At a certain point during this year there were four vacant roles.	Two of the those posts have now been filled and a recruitment campaign is underway to fill the remaining posts but they are unlikely to be filled before the end of 2023/24.	(86)	(43)
		45	Pressure	Expense	Town Centre CCTV and Management	Other Agencies - Rugby First	Contribution to Rugby First for managing the CCTV control room for the Town Centre. The costs have increased following high inflation during 2023/24. The inflationary increase that we have seen is built into the contract which states that a CPI uplift will be applied for the period November - March.	Overspends are likely to occur during the year for this contract as we cannot predict exactly what inflation will be at the time of budget setting.	Finance to work with the service during the budget setting process to ensure sufficient budget is set for this contract to reduce the overspend that may occur during the year.	0	45
Leisure and Wellbeing	259	140	Pressure	Income	Sports and Recreation	Under-achievement of budgeted income	Vacancies across permanent and casual staff have played a part in the projected income shortfall across On-Track, Play and Recreation and Sports Development.	This has resulted in a pressure on budgeted income.	There is a ongoing recruitment campaign to fill the vacancies within the service. The Service is currently embarking on identifying additional income opportunities. This could include corporate sponsorship and additional grant funding.	150	(10)
		(76)	Saving	Expense	Sports and Recreation	Staff vacancies and under utilisation of casual staff	General recruitment has proved challenging. There are vacant part-time posts within the Play Ranger and On-Track teams yet to be filled.	This has created pressure on the service and reduced income opportunities	There is a recruitment campaign underway to fill vacant posts	(58)	(18)
		47	Pressure	Income	Parks & Open Spaces	Income	The budget included £47,000 of external funding, however, this contract has now come to an end and therefore there is no income available to meet the budget.	This has created a pressure against the income budget on the service	The 2024/25 budget has been realigned to reflect the external funding no longer being received.	61	(14)
		87	Pressure	Expense	Parks & Open Spaces	Maintenance, cleaning & repairs	Repairs to play equipment, cleaning services and fence repairs have all resulted in increased spend against the anticipated budget	Additional pressure on overall budget.	Review arrangements for these types of services	12	75
		(40)	Saving	Income	Benn Hall	Income	Increased demand has led to additional event and bar sales income	Over achievement of budgeted income	24/25 budgets have been increased inline with current expectations, however, this additional income is funding a new post	(30)	(10)
		70	Pressure	Expense	Benn Hall	Running costs	Increased demand has led to additional stock purchases of £20,000, however, this has been offset by increased sales income. There are pressures on salary costs and technician support, however, these are costs are expected to reduce now that a new post has been approved. There are one-off equipment purchases totalling £7,000.	Increased pressure on expenses	24/25 budgets have been increased inline with current expectations	60	10
		0	Saving	Rates Refund	RAGM	Refund of Business Rates at RAGM	Following a successful appeal against the level of business rates paid at RAGM, there has been a one off reimbursement relating to the period 2017 - 2022	£611,000 refund associated with historic business rates charges.	There is a proposal within the General Fund budget setting document to transfer the £611,000 to a reserve and use it to balance the 2024/25 budget.		

PORTFOLIO	Q3 Variance to Budget	Variances to budget	Pressure/(Saving)	Expenditure Type	Service Area	Description	Root Cause Analysis - When you have found a material variance you must first determine the root cause of the variance.	Impact - Next, quantify the impact. This involves not only understanding the impact to the current month; also if no changes are made, what the go-forward impact to the business is for both favourable and unfavourable budget variances.	Action - The final part of any analysis should include an action for the business. What can be put in place to mitigate the impact.	Q2 Pressure/(Saving)	Variances to Q2
Operation and Traded Services	362	78	Pressure	Income	Green Waste	Shortfall in income compared to budget	When the budget was set the expectation was that there would be a certain level of growth in subscriptions. The expected level has not been realised. In relation to this there is a requirement to review the current fee structure. The subscription cost hasn't increased in several years. This is contributing to the overall pressure within the service.	This has led to a negative impact on budget.	The current review of all fees and charges includes an annual CPI increase. The service will continue to be promoted to attract new customers.	83	(5)
		(77)	Saving	Expense	Whole Portfolio	Salary vacancies across Portfolio	The portfolio has seen high staff turnover during 2023/24 with 12 FTE's still left to fill compared to the budgeted FTE's	Increased agency costs and overtime due to Operations and Traded providing frontline services which need to run on a daily basis.	The service is working with HR to recruit to the vacancies.	0	(77)
		315	Pressure	Expense	Whole Portfolio	Agency Staff variance across Portfolio	The high levels of staff sickness, absence and vacancies have necessitated the need to turn to the agency market to ensure that the service continues to operate. There is also a need to use agency staff to cover holiday periods.	Agency staff is an expensive resource.	The service is working with HR to help manage the sickness and absence levels. The service is currently looking into initiatives to deliver efficiencies across working practices	104	211
		88	Pressure	Expense	Domestic Waste Collection/ Recycling	Repair and Maintenance of Vehicles including Hire of vehicles	With inflation high, the cost of vehicle repairs, fuel and hire costs have increased in 2023/24. As the service needs to continue, vehicles have to be hired to replace those waiting to be repaired.	This has created additional strain on the current budget	The service will work to identify the reasons for the high repair and maintenance costs.	19	69
		(171)	Saving	Income	Trade Waste Collection	Additional income compared to budget	The actual income for this service is running ahead of budget expectations	Additional income	Continue to promote the service to attract new customers. Continue to review the customer base and realign the budget based on the current expectations	(171)	0
		(46)	Saving	Income	Domestic Waste Collection/ Recycling	Sale of motor vehicles	6 vehicles have been sold so far during 2023/24 which were below the capital deminimis of £10,000 which results in them being classified as additional income for General Fund Revenue as oppose to a capital receipt.	Additional income	Review fleet to see if there are any other planned disposals	(46)	0
Regulation and Safety	(37)	211	Pressure	Income	Car Parking	Pay & display, season tickets, company leases and Rugby Central lease	Changes to working patterns and visitor numbers to the town centre have reduced. People are working in a hybrid manner and increased online shopping and out of town shopping centres have reduced footfall in the town centre	Reduced income when comparing to pre-covid. Government modelling suggests that current working patterns and shopping habits are unlikely to reverse	There is an intention to review the car parking fee structure and include an update during the 24/25 budget setting exercise.	200	11
		(54)	Saving	Income	Regulatory Services	Reimbursement of legal costs	Due to successful court prosecution of Brandon Estates Ltd regarding Brandon Stadium, a reimbursement of council fees and officer time was awarded. The costs were built up over several years but the total recovery is realised during this financial year.	One-off recovery associated with Brandon Stadium	One-off benefit, no action required	(54)	0
		(178)	Saving	Expense	Whole Portfolio	Staff Vacancies	Regulatory Services - The service are experiencing difficulties in recruiting to vacancies. This ranges from specialist to non specialist staff. Warden Patrol recruitment is proving extremely challenging. Bereavement Services - The service has had to operate with 3 vacancies. (Cremation technician, 1.5 FTE admin staff and the service manager) The admin staff posts and manager posts have now been filled. Safety and Resilience - There are two Senior Safety and Resilience Officer vacancies within the service Licensing - There is a vacant trainee licensing officer post plus a part-time car park officer post has not been replaced	This is causing resilience issues and pressure on the teams, especially when other staff members are on annual leave.	The service are actively trying to recruit to vacancies to ease the pressure on the remaining team members.		
Transformation Change Unit	134	105	Pressure	Income	RBC Developments Ltd	Interest Income	A pause with the RBC Developments initiative has led to a planned loan of £9,760,000 been reprofiled to 2024/25.	The anticipated interest income associated with the loan will no longer materialise.	Further exploration on how RBC Developments can be utilised.	105	0
		(43)	Saving	Expense	RBC Developments Ltd	Administrative costs	A pause with the plans for RBC Developments Ltd has led to no administrative costs been reported for this financial year.	No administrative costs for for this financial year	Further exploration on how RBC Developments can be utilised.	(43)	0
		77	Pressure	Expense	Transformation Change Unit	Capital salary recharges	Less time is being charged to capital schemes compared to what was anticipated during the budget setting process	Underachievement of budget that will likely to continue unless the charging profile is changed	Further work is required as to who should be charging time to capital schemes and at what level.	79	(2)
Corporate Items - Other	(1,249)	(1,247)	Saving	Expense	Financing and Investment Income and Expenditure	Net Cost of Borrowing	Interest rates were budgeted at a prudent and responsible level. Due to inflation remaining high the Bank of England has continued to raise interest rates.	Due to the level of our cash reserves and delays in the capital programme the Council has benefited through increased interest income and reduced interest expense exposure related to potential borrowing that would have occurred if the capital programme was on schedule.	Review intended use of balances and monitor interest rate expectations	(1,072)	(175)

		(41)	Saving	Expense	Pay Inflation	Pay award 2023/24	At the time of budget setting for 2023/24, the pay award had not been agreed and was either going to be 4% or £1,925 added to all salary grades. The salary budgets that were set on the services included a pay award of 4% and the additional costs required if the pay award was agreed at £1,925 was held centrally. Now the pay award has been agreed, budget can be transferred to the services based on £1,925. The result of this is that £41,000 can be released from this centrally held budget.	Saving can be used to offset the overspends seen within the Portfolio's.	The budget for 2024/25 will see the same approach being taken and depending on the outcome of the 2024/25 pay award, there may be budget available again to offset against any in year pressures	(80)	39
		(88)	Saving	Expense	Revenue Contribution to Capital	Capital purchases of bins scheme	Less revenue contribution to capital anticipated due to income from developers being used towards bin purchases	Due to income from developers for new properties, less contribution is required from RBC	Review ongoing budget in line with expected developer income	(48)	(40)
		125	Pressure	Income	Corporate Savings	Savings and Income targets	Anticipated shortfall in digitalisation savings target of £58,000 and shortfall in procurement income target (Pagabo) of £67,000	Reduction in anticipated savings made during 23/24	Work is being done to realise further digitalisation savings in 24/25 and further income is anticipated via the Pagabo framework in 24/25, as new contracts are awarded.	112	13

8) Capital variance narrative								
PORTFOLIO	Q3 variance	Scheme	Current Budget £000	Expenditure plus commitments £000	Current Forecast £000	Pending Reprofitting Requests £000	Variance £000	Narrative
Communities, Homes, Digital and Communication	(821)	Lawrence Sheriff Almshouses	100	0	100	0	0	The budget has recently been approved to provide funding towards the refurbishment of the Almshouses
		Corporate Property Enhancements	225	44	150	(75)	0	Fire doors at the town hall and some electrical works will be started this year but will not be completed until 2024/25. Any underspend at year end is to be reprofiled for ongoing works.
		Housing Acquisition Fund	294	0	0	(294)	0	No properties are planned to be purchased or completed during 23/24 for the benefit of the General Fund.
		Carbon Management Plan	200	0	0	0	(200)	The Carbon Management Plan is designed to help the organisation meet its carbon reduction objectives. Discussions are underway on how to best use any funding. Once this becomes clear a report will be laid before Cabinet to request the funds.
		Great Central Walkbridge	611	0	0	0	(611)	Project needs to be reappraised and approved. Budget will be removed until that work has been carried out. Once a full appraisal of the scheme has been completed a request will be made for funding.
		Disabled Facilities Grant	831	780	831	0	0	Additional grant funding is to be paid over to NBBC and the remaining budget is for our salary costs for managing the scheme
		Town Hall Adaptations	78	57	78	0	0	
		UKSPF - White Good Scheme	62	62	62	0	0	
		ICT Renewal Programme	124	66	124	0	0	The programme is on track to deliver
		ICT Refresh Programme - Infrastructure	145	141	145	0	0	The programme is due to complete in Q4
		ICT Refresh Programme - AV Equipment	18	5	18	0	0	The programme is on track to deliver for delivering audio visual equipment within the council
		Digitalisation and Development Programme	72	77	77	0	5	Spend required to progress new website
Parks & Grounds Inspection System	15	0	0	0	(15)	Budget no longer needed as existing apps cover this work now.		
			2,775	1,232	1,585	(369)	(821)	
Finance, Performance, Legal & Governance	(25)	Corporate Asset Management System	29	4	4	0	(25)	Budget not required as the new supplier integration has been delayed for 2 years.
		Income Management System	30	28	30	0	0	
			59	33	34	0	(25)	
Growth & Investment	0	UKSPF - Market Equipment	31	31	31	0	0	
		UKSPF - Town Centre Public Realm Improvements	15	0	15	0	0	
			46	31	46	0	0	
Leisure & Webeing	25	Preventative Conservation	101	93	101	0	0	
		Queen's Diamond Jubilee Leisure Centre Project	420	426	426	0	6	
		Open Spaces Refurbishment - Safety Improvements	71	20	90	0	19	Report for additional funds to be presented to Cabinet on 8th January 2024
		Open Spaces refurbishment Glamara Close play area	10	2	10	0	0	
		Open Spaces Refurb. Apple Grove/Sorrell Drive	224	224	224	0	0	
		Park Connector Network	167	0	51	(116)	0	This is the match funding for external funds. Reprofiled as the scheme will need to be tendered in January with works expected to start in March
		New Bilton Recreation Ground Refurbishment	150	0	10	(140)	0	Due to needing to consult and tender in January 2024, the work is not likely to start until 2024/25, apart from architects costs likely for March
		Open Spaces Refurbishment - Charwelton Drive	150	0	10	(140)	0	Due to needing to consult and tender in January 2024, the work is not likely to start until 2024/25, apart from architects costs likely for March
		Alwyn Road Changing Rooms	435	7	10	(425)	0	Design change, delays with end users' requirements so most of the spend will now be in 2024/25.
		Athletics Track	17	16	17	0	0	
		UKSPF Capital - Floodlights Project	50	50	50	0	0	
		UKSPF Capital - Bicentenary Project	29	0	29	0	0	
		UKSPF Capital - Bandstand Works	19	12	19	0	0	
		UKSPF Capital - St. Andrew's Garden Improvements	40	0	40	0	0	
		UKSPF Capital - Newbold Quarry accessibility	51	0	51	0	0	
		UKSPF Capital - Caldecott Park Accessibility	30	0	0	(30)	0	Scheme is no longer required and funding will be reprofiled into 2024/25. An alternative project has not yet been identified but the UKSPF money has to be spent by the end of Year 3 (2024/25). When a new scheme has been identified, this will be included in the next UKSPF progress report.
		UKSPF Capital - Albert Street Hoarding	36	0	36	0	0	
			2,000	849	1,174	(851)	25	
Operation and Traded Services	3	Route Optimiser system	10	13	13	0	3	
		Street Furniture	42	17	42	0	0	
		Sherbourne Recycling	861	869	861	0	0	
		Purchase of Waste Bins	88	56	88	0	0	
		Purchase of Vehicles	2,757	2,187	1,625	(1,132)	0	Delays in Vehicles being manufactured, now expected in April
			3,758	3,143	2,629	(1,132)	3	
Regulation and Safety	(63)	Safer Streets	208	123	137	(68)	(2)	Underspend of (£2k) to be returned to grant provider. £68k to be spent in 2024/25 as per grant conditions
		Rainsbrook Cemetery preparation	131	123	97	(34)	0	Additional report to be taken to Council in Feb 2024 for remainder of budget for scheme.
		Memorial Safety	82	0	20	(62)	0	Needs to go to tender. Forecast of £20k for Q4 once contract in place.
		Croop Hill Chapel refurbishment	60	0	0	0	(60)	Report required for a new budget as this is an old scheme- no spend this year
		Crematorium Memorialisation Project	53	40	53	0	0	Budget expected to be spent in full- remaining works due in March
		Crematorium automatic door upgrade	13	12	13	0	(0)	Budget to be spent in full
			547	298	320	(164)	(62)	
Chief Executive	0	Caldecott Development Loan	9,760	0	0	(9,760)	0	Due to a pause on the RBC Developments initiative, this loan has been reprofiled to 24/25
			9,760	0	0	(9,760)	0	
General Fund Total	(880)		18,945	5,586	5,789	(12,276)	(880)	

Appendix 2 - Housing Revenue Account (HRA) Dashboard - Quarter 3 2023/24

1) Revenue Summary

Service	Current Budget	Total Income/Expenditure	Forecast	Pending Supplementary Budget /Virement	Pending Reserve Movement Requests	Total Variance
	£000	£000	£000	£000	£000	£000
Rent income from dwellings	(16,968)	(10,127)	(16,720)	0	0	249
Rent income from land and buildings	(115)	(75)	(115)	0	0	0
Charges for services	(1,236)	(703)	(1,163)	0	0	72
Contributions towards expenditure	(142)	(28)	(143)	0	0	(1)
Total Income	(18,461)	(10,933)	(18,142)	0	0	320
Transfer to Housing Repairs Account	4,789	3,816	5,481	0	0	692
Supervision & Management	5,827	4,611	5,652	0	0	(175)
Rent rates, taxes and other charges	125	90	125	0	0	0
Depreciation and impairment	3,120	3,121	3,120	0	0	0
Debt management costs	24	0	24	0	0	0
Provision for bad or doubtful debts	66	0	50	0	0	(17)
Total Expenditure	13,951	11,637	14,452	0	0	501
HRA share of Corporate/Democratic Core Costs	318	0	318	0	0	0
Net cost of HRA services	(4,192)	705	(3,372)	0	0	820
Interest payable and similar charges	1,104	0	1,104	0	0	0
Interest and Investment Income	(191)	0	(1,353)	0	0	(1,162)
Net Operating expenditure	(3,279)	705	(3,621)	0	0	(341)
Contributions to (+) / from (-) reserves	49	0	49	0	0	0
Revenue Contributions to Capital Expenditure	3,332	0	3,817	0	0	485
(Surplus) / Deficit for the Year on HRA Services	102	705	245	0	0	144

2) Head Count- Vacancies (HRA)

Service	Budgeted FTE's 23/24	Actual FTE's at Q3	Vacant FTE's at Q3	
Housing	32.99	26.98	(6.01)	Recruitment in progress following restructure approved at Council in November
Property Repairs Service	47.25	44.18	(3.07)	

3) Reserves & Balances

Name of reserve / balance	Balance as at 1/04/23	Forecast contribution (to)/from	Forecast balance as at 31/03/24	Forecast contribution (to)/from	Forecast balance as at 31/03/25	Forecast contribution (to)/from	Forecast balance as at 31/03/26
	£000	£000	£000	£000	£000	£000	£000
Housing Revenue Account Balances	(4,085)	245	(3,840)	0	(3,840)	0	(3,840)
HRA Capital Balances	(17,436)	2,994	(14,442)	631	(13,811)	(3,953)	(17,764)
HRA Major Repairs Reserve	(5,061)	440	(4,621)	(756)	(5,377)	(412)	(5,789)
Housing Repairs Account	0	0	0	0	0	0	0
HRA Climate Change Reserve	(976)	(600)	(1,576)	576	(1,000)	0	(1,000)
HRA - Transformation Reserve	0	(100)	(100)	0	(100)	0	(100)
Sheltered Housing Rent Reserve	(358)	(49)	(407)	(49)	(456)	(51)	(507)
Right to buy Capital Receipts	(12,767)	(291)	(13,058)	2,350	(10,708)	424	(10,284)
	(40,683)	2,639	(38,043)	2,752	(35,291)	(3,992)	(39,283)

4) Capital Summary						
Service	Current Budget	Total Expenditure	Forecast	Pending Supplementary Budget/ Virement/ Reprofiting	Total Variance	Narrative
	£000	£000	£000	£000	£000	
Automated Repairs System	74	74	80	0	6	
Bell House Redevelopment	0	0	0	0	0	
Biard Place - Capital	10,964	1,075	4,100	6,864	0	Delays in the planning process & subsequent main contractor award have resulted in onsite construction commencing in Dec 23. This has resulted in funds earmarked for this financial year been reprofiled to subsequent years.
Housing Management System	110	92	110	0	0	This is for phase 2 which will complete next year.
Fire Risk Prevention Works	149	16	60	0	(89)	£27k allocated so far, work is generated from fire door inspections. 24 fire doors remedial jobs have been raised Estimated saving of £89K as there hasn't been any substantial work arising from the fire risk assessments.
Rewiring	275	102	275	0	0	Spend is driven by what is required by voids. Currently 10 rewires at allocated stage, approx cost will be £150k.
Lifeline Renewal Programme	83	43	50	0	(33)	Estimated cost at year end for the new cloud based equipment
Finlock Gutter Improvements	100	29	50	0	(50)	This will eventually not be needed as gutterings are replaced with PVC. Budget for 24/25 will go down to £60k
Rebuilding Retaining Walls	80	17	30	0	(50)	Work is reactive & unpredictable. Only minor works currently highlighted.
Replacement Footpaths	100	28	50	0	(50)	Work is reactive & unpredictable. No works currently committed, remaining budget for ad-hoc requests
Driveways	50	0	50	0	0	Large jobs planned in next quarter. £30k already raised on PO's to be costed against this cost centre.
Fire Risk Prevention works voids	70	53	70	0	0	Expected to end the financial year on Budget
Rewiring Unplanned Renewals	100	49	100	0	0	48 remedial jobs have been raised. Full schedule of costs is been worked on.
Fire Risk Unplanned Renewals	90	0	50	0	(40)	Work was delayed while clarity was sought from H&S as to training requirement of operatives, work will begin to be booked in. Estimated savings of £40k
Roofing unplanned renewals	100	0	50	0	(50)	Review of roofing has been carried out majority is revenue cost and cannot be capitalised.
Disabled Adaptations	250	119	200	0	(50)	This is not something that can be accurately profiled as demand is reactive to service requests. When such requests are made wider consideration has to be given of overall housing needs and it may be that an alternative housing solution other than adaption is appropriate however this is all down to the individual household requirements.
Kitchen Modifications	1,171	614	1,050	121	0	A contractor has taken on an additional 40 kitchens that are for completion year end. Any underspends are to be carried forward for the continuing project.
Kitchen Modifications Voids	200	46	100	0	(100)	£75k required for multiple void kitchens on planned programme for 23/24. £100k saving.
Kitchens non voids	56	10	56	0	0	£60k on schedule so budget should be spent by year end.
Heating Upgrades	155	82	125	0	(30)	£65k is committed against this with a possible saving of £30k due to some older jobs for 19/20 and 20/21 which were billed at the prices that were applicable when the job was first agreed.
Bathroom Modifications	358	187	358	0	0	£204k is committed against this so full spend is expected
Bathroom Modifications - voids	100	69	85	0	(15)	Volume of voids requiring bathroom modifications remains constant.
Bathrooms non voids	60	19	40	0	(20)	£30k on current schedule so may be underspend at year end
Housing Window Replacement	10	3	10	0	0	Full spend is expected by year end
Carbon Management Plan (HRA)	2,180	0	872	1,308	0	40% to be spent in 23/24 and 60% to be reprofiled to 24/25 in accordance with the grant funding. Work has commenced.
Purchase of Council Houses	8,093	5,271	8,093	0	0	To date we have acquired 30 properties with a further 5 likely to complete this financial year (2023/24) - these are at conveyancing. A further 24 properties are at various stages in the pipeline.
Rugby Gateway - Cala Homes	0	(3)	0	0	0	
Rounds Gardens Capital	1,736	382	500	1,236	0	Spend in this financial year is significantly less than predicted as the detail of the potential scheme with the adjacent landowner has been delayed due to the transfer of the land between different business units of our potential partner. There will be some spend this year as consultants advise on the build
Rounds Gardens demolition	3,314	3,057	3,314	0	0	
Property Repairs Team Vehicle	86	38	86	0	0	Expected receipt 23/24 provided there are no delays
Overall Total	30,114	11,471	20,014	9,529	(571)	

AGENDA MANAGEMENT SHEET

Report Title: Membership of Working Groups 2023/24

Name of Committee: Cabinet

Date of Meeting: 5 February 2024

Report Director: Chief Officer – Legal and Governance

Portfolio: Finance, Performance, Legal Governance

Ward Relevance: N/A

Prior Consultation: N/A

Contact Officer: Claire Waleczek, Democratic and Support Services Manager claire.waleczek@rugby.gov.uk

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: No

Forward Plan: No

Corporate Priorities: This report relates to the following priority(ies):
 Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C)
 Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E)
 Residents live healthy, independent lives, with the most vulnerable protected. (HC)
 Rugby Borough Council is a responsible, effective and efficient organisation. (O)
[Corporate Strategy 2021-2024](#)
 This report does not specifically relate to any Council priorities but

Summary: An Economic Strategy Working Group be established to advise on the production of the Economic Strategy for the Borough.

Changes to the memberships of various working groups have also been requested in order that meetings are fully represented by each political group.

Financial Implications:	There are no financial implications arising from this report.
Risk Management/Health and Safety Implications:	There is a risk that the working groups detailed in the report will not be fully represented by each political group if changes to the membership are not made. There are no health and safety implications arising from this report.
Environmental Implications:	There are no environmental implications arising from this report.
Legal Implications:	There are no legal implications arising directly from this report.
Equality and Diversity:	There are no equality and diversity implications arising from this report.
Options:	To revise the membership of the working groups detailed in the report and ensure meetings are fully represented by each political group and to establish an Economic Strategy Working Group.
Recommendation:	<p>(1) The Economic Strategy Working Group be established; and</p> <p>(2) the appointments to the Economic Strategy Working Group and the changes to the memberships of various working groups, as outlined in the report, be approved for the remainder of the 2023/24 municipal year.</p>
Reasons for Recommendation:	To ensure meetings of the working groups are fully represented and ensure business can be undertaken effectively.

Cabinet - 5 February 2024

Membership of Working Groups 2023/24

Public Report of the Chief Officer - Legal and Governance

Recommendation

- (1) The Economic Strategy Working Group be established; and
- (2) the appointments to the Economic Strategy Working Group and the changes to the memberships of various working groups, as outlined in the report, be approved for the remainder of the 2023/24 municipal year.

1. EXECUTIVE SUMMARY

- 1.1. Cabinet working groups are appointed at its first meeting of each municipal year. Each political group nominates its representatives' following agreement of the composition of the working groups by all Group Leaders
- 1.2. In order that meetings of the working groups outlined in this report may be fully represented by each political group in accordance with the composition agreed at Cabinet in June 2023, some changes have been proposed.
- 1.3. There is a need to establish a Cabinet working group to consider and advise on economic strategy matters. This report also seeks to establish the terms of reference of the new working group.

2. ESTABLISHMENT OF THE ECONOMIC STRATEGY WORKING GROUP

- 2.1. It is proposed that an Economic Strategy Working Group be established. The purpose of the Group will be to consider and advise on the production of an Economic Strategy for the Borough.
- 2.2. The terms of reference for the Group are currently being drafted and will be agreed at the first meeting of the Group.
- 2.3. Group Leaders have agreed that the composition of the Group will be two Conservative, two Labour and two Liberal Democrat representatives and that the following councillors should be appointed for the remainder of the 2023/24 municipal year:

Councillors Ms Livesey, Mrs McKenzie, Picker, Mrs Robinson, Sandison and Willis.

3. MEMBERSHIP OF ASSET MANAGEMENT MEMBER WORKING GROUP

3.1. It is proposed that Councillor Mrs Sayani be appointed to the Asset Management Member Working Group to replace Councillor Moran.

4. MEMBERSHIP OF CLIMATE EMERGENCY WORKING GROUP

4.1. It is proposed that Councillor Harrington be appointed to the Climate Emergency Working Group to replace Councillor Slinger.

5. MEMBERSHIP OF CONSTITUTION REVIEW WORKING GROUP

5.1. It is proposed that Councillor Mrs Brown be appointed to the Constitution Review Working Group to replace Councillor Mrs Robinson.

6. MEMBERSHIP OF PLANNING SERVICES WORKING GROUP

6.1. It is proposed that Councillor Karadiar be appointed to the Planning Services Working Group to replace Councillor Mistry.

Name of Meeting: Cabinet
Date of Meeting: 5 February 2024
Subject Matter: Membership of Working Groups 2023/24
Originating Department: Legal and Governance

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

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

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

AGENDA MANAGEMENT SHEET

Report Title: Area Action: Benn and New Bilton

Name of Committee: Cabinet

Date of Meeting: 5 February 2024

Report Director: Chief Officer - Communities and Homes

Portfolio: Communities, Homes, Digital and Communications

Ward Relevance: Benn and New Bilton

Prior Consultation: Ward Councillors, Benn Partnership Community Association, New Bilton Community Association, Registered Providers of Social Housing, Rugby Primary Care Network, Warwickshire County Council, Warwickshire Police

Contact Officer: Mary Jane Gunn, Communities and Projects Manager. maryjane.gunn@rugby.gov.uk

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):
 Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C)
 Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E)
 Residents live healthy, independent lives, with the most vulnerable protected. (HC)
 Rugby Borough Council is a responsible, effective and efficient organisation. (O)
[Corporate Strategy 2021-2024](#)
 This report does not specifically relate to any Council priorities but

Summary: This report describes how the council will implement its approach to levelling up in the two selected pilot areas – Benn and New Bilton Wards. It should be noted that work in Benn Ward is more

advanced at this time. This is workstream 3.1 in the council's Corporate Strategy Delivery Plan 2023 – 2025. The Corporate Strategy Delivery Plan was adopted by Council on 23 October 2023. Benn and New Bilton wards are pilot areas for the council's approach to levelling up on a hyperlocal level.

Financial Implications:

There are no financial implications for the council as a result of this decision. Resource implications are set out in the report.

Risk Management/Health and Safety Implications:

This initiative will be monitored by the council's Programme Board who have approved a Project Initiation Document and have put in place a reporting structure including quarterly highlight reports, an annual report and exception reporting as necessary.

No health and safety implications have been identified, individual activities within the pilot Area Action Plans will have appropriate risk assessments as necessary.

Environmental Implications:

The Climate Change and Environmental Impact Assessment (Appendix 1) identified no specific issues.

Legal Implications:

The council has a wide power under Section 2 of the Local Government Act 2000. This is known as the "wellbeing power" and seeks to promote or improve the economic, social and environmental wellbeing of the council's area.

Equality and Diversity:

An Equality Impact Assessment has been carried out and is attached as appendix 2 to this report.

Options:

Option one: To approve the recommendation set out in this report.

Risks: There are no risks contained within this option.

Option two: To refuse the recommendation set out in this report.

Risks: That the council is unable to deliver its area action initiative or is delayed in its delivery of its area action initiative, as set out in its Corporate Strategy Delivery Plan 2023 – 2025.

Recommendation:

The Area Action Plans (attached as Appendices 3 and 4) for Benn and New Bilton wards be approved.

**Reasons for
Recommendation:**

To ensure the delivery of the area action initiative, as set out in the Corporate Strategy Delivery Plan 2023 - 2025.

Cabinet - 5 February 2024

Area Action: Benn and New Bilton

Public Report of the Chief Officer - Communities and Homes

Recommendation

The Area Action Plans (attached as Appendices 3 and 4) for Benn and New Bilton wards be approved.

1. Executive Summary

- 1.1 This report outlines how the council will implement its approach to levelling up in the two selected pilot areas – Benn and New Bilton wards. It should be noted that work in Benn Ward is more advanced at this time.
- 1.2 Attached as appendices 3 and 4 are proposed one year Area Action Plans for Benn and New Bilton wards, addressing specific localised issues such as financial exclusion, the wider determinants of public health (such as income, isolation access to suitable transport) community safety and public realm improvements.

2. Background

- 2.1 Levelling up at a national level means creating opportunities for everyone across the UK by:
- Improving jobs, pay and living standards
 - Making streets safer
 - Protecting health and wellbeing
 - Investing in high streets and town centres
 - Improving local transport
- 2.2 This approach to levelling up aligns with the findings of the Kings Fund model that describes the wider determinants of health. The wider determinants of health are the social, economic and environmental conditions in which people live that have an impact on health. They include income, education, access to green space and healthy food, the work people do and the homes they live in. It is widely recognised that, taken together, these factors are the principal drivers of how healthy people are and that inequalities in these factors are a fundamental cause of health inequality.

Addressing these wider socio – economic inequalities is therefore a crucial part of reducing health inequalities.



2.3 In addition, this initiative is aligned to the countywide approach: *Levelling Up in Warwickshire – Spreading Opportunity, Embedding Aspiration and Tackling Disparities*. This alignment is demonstrated through the focus on Benn and New Bilton, the Rugby Town Lower Super Output Area, which contains part of both Benn ward and New Bilton ward, is one of the 22 Lower Super Output Areas identified within the county wide approach. As part of the countywide approach, districts and boroughs will develop appropriate plans, such as the Area Action Plans for Benn and New Bilton to provide tailored approaches for supporting specific wards.

3. Why Benn and New Bilton Wards

3.1 This initiative is data driven and in preparation for this initiative we have prepared comprehensive area profiles for Benn and New Bilton wards (attached as appendices 5 and 6) that demonstrate the challenges that the two wards face. These challenges include:

- Fuel poverty at higher rates than the Warwickshire average
- Higher than Warwickshire average dependence on Universal Credit
- Higher than Warwickshire average of children under 16 living in families with low income
- Lower healthy life expectancy, with healthy life expectancy being 62 years in Benn and 63 in New Bilton with the average in Rugby being 66 years and in more affluent wards as high as 70 years.
- Higher rates, than other Rugby wards, of cancers, including breast and lung cancers.

3.2 During Covid it was learnt that residents in these wards were more reluctant to access vaccination and testing services, this is a potential indicator with regards to engagement with other health services including health screening and prevention initiatives.

3.3 Benn and New Bilton wards also offer opportunities, particularly their community assets and our approach will build on these assets including:

- Well established and well-regarded Community Associations, and other active community organisations that deliver local services.
- Green spaces.
- Local economy and businesses
- Schools, Rugby College and Faith organisations
- Residents with skills, knowledge and capacity

3.4 Much has already been achieved, particularly in Benn ward, where work on the ground has commenced.

4. Delivery of Area Action

4.1 Having identified Benn and New Bilton wards, work has already commenced particularly in Benn ward which has been a test bed for our area action approach. Our test bed activity has been driven by the priorities of residents and Ward Councillors have been key to identifying those priorities and reporting them to us so that we can act. Activity in Benn ward to date has included:

- Establishment of quarterly stakeholders' meetings at which we review our actions of the previous quarter and collaborate on our activity in the forthcoming quarter.
- Establishment of twice yearly Environmental Visual Audits (known as Ward Walks) The Ward Walks enable us to undertake an audit of the ward and produce an action plan to address issues. As a result of our July 2023 Benn Ward Walk 20 sites have had enforcement lines repainted on roads by Warwickshire County Council, enabling Warwickshire Police to effectively tackle illegal parking and traffic related anti-social behaviour.
- A successful bid for additional funds for improved lighting and CCTV in Millenium Green Park in Benn ward.

4.2 Collaboration is key to our approach and in Benn ward, as part of our test bed activity, working with key stakeholders including Warwickshire Police, Warwickshire County Council, and the Rugby Primary Care Network has been essential and has resulted in, for example, anti-social behaviour being identified and tackled in Millenium Green Park. In 2024/25 this will lead to a strategy being developed to make the park more attractive to girls and we hope the improvements in the park (such as the removal of a disused container) will include the establishment of a roller-skating track.

5. Planning for 2024/25

5.1 In order to be effective our area action initiatives are long term pieces of work, and we expect to develop this work over the next 5 years. However, we also

want to be focussed and therefore we propose to develop annual Area Action Plans that will provide this clear focus and will enable our actions to be monitored and evaluated.

6. Resources

- 6.1 Our current focus is on primarily delivering activity within our existing resources, working smarter and with more collaboration to make best use of the mainstream funding going into the wards. However, we are also bidding for additional funds as required and have attracted Safer Streets funding for improved lighting and CCTV at Millenium Green and intend to bid for Heart of England Inclusive Communities Fund to deliver a community event during the 2024 summer holidays in Benn Ward.

7. Evaluating Success

- 7.1 A key priority for our first year, 2024/25 will be the development of an evaluation strategy that will enable us to measure the success of our area action initiative. Our evaluation strategy will ensure we understand if we are making a difference, doing the right things and if local people are invested.
- 7.2 It should be noted however that this is a long-term initiative, will contain long term projects and impact will take time to be realised.

8. Alignment with Rugby Borough Council Corporate Strategy

- 8.1 This initiative will contribute to the following outcomes of the Corporate Strategy 2021 – 2024:
- Outcome 1 Environment “Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate changes
 - Outcome 2 Economy “Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents.
 - Outcome 3 Health and Wellbeing: “Residents live healthy, independent lives, with the most vulnerable protected”

9. Conclusion

- 9.1 In adopting the approach set out in this report, and the associated annual Area Action Plans for Benn and New Bilton wards, Cabinet will be agreeing to a suite of actions that will support delivery of the Corporate Strategy Delivery Plan.

Name of Meeting: Cabinet

Date of Meeting: 5 February 2024

Subject Matter: Area Action: Benn and New Bilton

Originating Department: Communities and Homes

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

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink
1	Climate Change and Environmental Impact Assessment (Appendix 1)
2	Equality Impact Assessment (Appendix 2)
3	Benn Ward Area Action Plan 2024/25 (Appendix 3)
4	New Bilton Ward Area Action Plan 2024/25 (Appendix 4)
5	Benn Area Profile (Appendix 5)
6	New Bilton Area Profile (Appendix 6)
7	Update on Benn Ward. Consultation with Ward Members and Portfolio Holder for Communities and Homes

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

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

Rugby Borough Council

Climate Change and Environmental Impact Assessment

Area Action: Benn and New Bilton

5 February 2024

CONTEXT

In 2019 the UK Parliament set a commitment in law to reach net zero carbon emissions by 2050. Achieving this target will require considerable effort with public bodies, private sector organisations, the third sector and individuals working together to take action. Rugby Borough Council declared a climate emergency in 2019, in doing so committed to:

- To move the Council's operations towards Carbon Neutrality by 2030.
- To establish action to tackle climate change as a key driver of all decision-making.
- To provide community leadership in reducing the impact of Climate Change.
- To take action to mitigate the impact of climate change on a Borough wide basis and beyond, through adaptation.

The Council's Corporate Strategy (2021-24) [link](#) sets ambitious outcomes in relation to Climate Change. These ambitions must now be progressed through the decisions which the Council makes.

It is therefore important that Rugby Borough Council gives due regard to climate change when making decisions. In the context of the Council's business, Climate Change includes carbon emissions, biodiversity, habitat loss and environmental destruction. When putting forward recommendations for decision, officers must assess how these recommendations are likely to influence our climate change commitments by completing the following Climate Change and Environmental Impact Assessment.

A copy of this Climate Change and Environmental Impact Assessment, including relevant data and information should be forwarded to the Deputy Executive Director.

SECTION 1: OVERVIEW

Portfolio and Service Area	Communities & Homes
Policy/Service/Change being assessed	Area Action: Benn and New Bilton
Is this a new or existing Policy/Service/Change?	Yes
If existing policy/service please state date of last assessment	Environmental Impact Assessments were introduced as standard for all decisions following the last review of the VCS
Ward Specific Impacts	This will impact Benn and New Bilton Wards
Summary of assessment Briefly summarise the policy/service/change and potential impacts.	This report describes how the council will implement its approach to levelling up in the two selected pilot areas – Benn and New Bilton Wards. It should be noted that work in Benn Ward is more advanced at this time. This is workstream 3.1 in the council's Corporate Strategy Delivery Plan 2023 – 2025. The Corporate Strategy Delivery Plan was adopted by Council on 23 October 2023. Benn and New Bilton wards are pilot areas for the council's approach to levelling up on a hyperlocal level.
Completed By	Mary Jane Gunn, Communities & Projects Manager
Authorised By	Michelle Dickson, Communities & Homes
Date of Assessment	4 January 2024

SECTION 2: IMPACT ASSESSMENT

Climate Change and Environmental Impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner	Timescales
Energy usage	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Additional measures for homeowners to reduce energy bills.		Bill Winters (Asset Management Team)	2024/25
Fleet usage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sustainable Transport/Travel (customers and staff)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Community leadership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will build the capacity of community leaders through delivery of local services		Mary Jane Gunn (Communities and Projects Team)	2024/25
Biodiversity and habitats	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Improvements to Parks and Green Spaces		John Howes (Parks and Grounds Unit)	2024/25
Adaptation/Mitigation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Impact on other providers/partners	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will support a number of partners & stakeholders to deliver local services		Mary Jane Gunn (Communities and Projects Team)	2024/25

Appendix 1

SECTION 3: REVIEW

Where a negative impact is identified, the proposal and/or implementation can be adapted or changed; meaning there is a need for regular review. This review may also be needed to reflect additional data and evidence for a fuller assessment (proportionate to the decision in question). Please state the agreed review timescale for the identified impacts of the policy implementation or service change.

Review date	January 2025
Key points to be considered through review	Has positive impact been achieved/evidenced?
Person responsible for review	Mary Jane Gunn Communities and Projects Manager
Authorised by	Michelle Dickson, Chief Officer, Communities & Homes.

Appendix 2

EQUALITY IMPACT ASSESSMENT (EqIA)

Context

1. The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sex/gender
 - sexual orientation
3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. The questions will enable you to record your findings.
6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. Once completed and signed off the EqIA will be published online.
8. An EqIA must accompany all **Key Decisions** and **Cabinet Reports**.
9. For further information, refer to the EqIA guidance for staff.
10. For advice and support, contact:

Corporate Equality & Diversity Team

Equality Impact Assessment

Service Area	Communities & Homes
Policy/Service being assessed	Area Action: Benn & New Bilton
Is this a new or existing policy/service? If existing policy/service, please state date of last assessment	New
EqlA Review team – List of members	Michelle Dickson Mary Jane Gunn
Date of this assessment	4 January 2024
Signature of responsible officer (to be signed after the EqlA has been completed)	Mary Jane Gunn

A copy of this Equality Impact Assessment report, including relevant data and information to be forwarded to the Corporate Equality & Diversity Team.

Details of Strategy/ Service/ Policy to be analysed

<u>Stage 1 – Scoping and Defining</u>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	<p>This report describes how the council will implement its approach to levelling up in the two selected pilot areas – Benn and New Bilton Wards. It should be noted that work in Benn Ward is more advanced at this time.</p> <p>This is workstream 3.1 in the council’s Corporate Strategy Delivery Plan 2023 – 2025. The Corporate Strategy Delivery Plan was adopted by Council on 23 October 2023. Benn and New Bilton wards are pilot areas for the council’s approach to levelling up on a hyperlocal level.</p>
(2) How does it fit with Rugby Borough Council’s Corporate priorities and your service area priorities?	<p>This initiative will contribute to the following outcomes of the Corporate Strategy 2021 – 2024:</p> <ul style="list-style-type: none">• Outcome 1 Environment “Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate changes• Outcome 2 Economy “Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents”• Outcome 3 Health and Wellbeing: “Residents live healthy, independent lives, with the most vulnerable protected”
(3) What are the expected outcomes you are hoping to achieve?	<p>The delivery of detailed Area Action Plans in Benn and New Bilton in 2024/25 and annual Area Action Plans in future years.</p>

<p>(4) Does or will the policy or decision affect:</p> <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	<p>The policy affects residents, employees and wider community groups in Benn and New Bilton Wards who will benefit from this focused, co-ordinated approach to service delivery.</p>		
<p><u>Stage 2 - Information Gathering</u></p>	<p>As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).</p>		
<p>(1) What does the information tell you about those groups identified?</p>	<p>The population affected are residents of Benn and New Bilton Wards and in preparing for this initiative we have prepared comprehensive area profiles which provide a wealth of information which has informed the priorities and actions within the Area Action Plans for 2024/25 and will inform future annual Action Plans.</p>		
<p>(2) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement? If yes, what were their views and how have their views influenced your decision?</p>	<p>We have consulted a wide range of stakeholders including Ward Councillors, Benn Partnership Community Association, New Bilton Community Association, Registered Providers of Social Housing, Rugby Primary Care Network, Warwickshire County Council and Warwickshire Police.</p> <p>Their views have been integral to producing our action plans.</p>		
<p>(3) If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.</p>	<p>We will continue to engage with stakeholders through quarterly meetings, engagement activities involving residents and our service level agreements with the Benn Partnership and the New Bilton Community Association.</p>		
<p><u>Stage 3 – Analysis of impact</u></p>			
<p><u>(1) Protected Characteristics</u> From your data and consultations is there any positive, adverse, or negative impact</p>	<p>RACE No adverse impact</p>	<p>DISABILITY No adverse impact</p>	<p>GENDER Positive impact on girls using Millenium Green Park</p>

<p>identified for any particular group, which could amount to discrimination?</p> <p>If yes, identify the groups and how they are affected.</p>	<p>MARRIAGE/CIVIL PARTNERSHIP No adverse impact</p>	<p>AGE No adverse impact</p>	<p>GENDER REASSIGNMENT No adverse impact</p>
	<p>RELIGION/BELIEF No adverse impact</p>	<p>PREGNANCY MATERNITY No adverse impact</p>	<p>SEXUAL ORIENTATION No adverse impact</p>
<p><u>(2) Cross cutting themes</u></p> <p>(a) Are your proposals likely to impact on social inequalities e.g., child poverty, geographically disadvantaged communities? If yes, please explain how?</p> <p>(b) Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes, please explain how?</p>	<p>Our Area Action Plans include measures to combat fuel poverty, to increase the use of parks and green spaces, particularly for girls and to continue to support our VCS in Benn and New Bilton.</p>		
<p>(3) If there is an adverse impact, can this be justified?</p>	<p>No adverse impacts have been identified.</p>		
<p>(4) What actions are going to be taken to reduce or eliminate negative or adverse impact? (This should form part of your action plan under Stage 4.)</p>	<p>N/A</p>		
<p>(5) How does the strategy/service/policy contribute to the promotion of equality? If not, what can be done?</p>	<p>This initiative promotes equality of opportunity in accessing statutory services in Benn and New Bilton Wards.</p>		

(6) How does the strategy/service/policy promote good relations between groups? If not, what can be done?	N/A
(7) Are there any obvious barriers to accessing the service? If yes, how can they be overcome?	N/A

<u>Stage 4 – Action Planning, Review & Monitoring</u>																										
<p>If No Further Action is required, then go to – Review & Monitoring</p> <p>(1) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.</p>	<p>No further action is required.</p> <p>EqlA Action Plan</p> <table border="1"> <thead> <tr> <th>Action</th> <th>Lead Officer</th> <th>Date for completion</th> <th>Resource requirements</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Action	Lead Officer	Date for completion	Resource requirements	Comments																				
Action	Lead Officer	Date for completion	Resource requirements	Comments																						
(2) Review and Monitoring State how and when you will monitor policy and Action Plan	This EqlA will be reviewed in February 2025																									

Please annotate your policy with the following statement:

An Equality Impact Assessment on this policy was undertaken on 4 January 2024 and will be reviewed in February 2025

Appendix 3 Area Action Plan: Benn 2024/25

Priorities	Actions	Who	When	Additional funding attracted	Corporate Strategy
Supporting the economic growth	Developing the skills and confidence of ward residents to secure employment/better employment i.e., an inclusive apprenticeship programme and support aimed at building confidence and boosting job-based competencies eg digital/AI	Snr Economic Development Officer	Q3 and Q4		Economy
	Targeted support to local businesses - to convene a workshop to determine the sort of support that would be useful	Snr Economic Development Officer	Q3		Economy
Restoring a sense of community, local pride and belonging	Family Weight Mgt Programme @ Northland School	RBC Sports and Recreation Team	Q1		Health and Wellbeing
	Free Play sessions/sports activities and mentoring for young people in Millenium Green & Caldecott Park	RBC Sports and Recreation Team	Q1 and Q2		Health and Wellbeing
	Additional GP Appointments	Primary Care Network	Q1, Q2, Q3, Q4		Health and Wellbeing
	Lifestyle Clinic Programme	Primary Care Network	Q1		Health and Wellbeing
	Funding agreements with WCAVA, BRANCAB and Foodbank. SLA with the Benn Partnership Centre.	RBC Communities and Projects team	Q1, Q2, Q3, Q4		Health and Wellbeing Economy
	Information about the support offered by the organisations can be found in Benn Ward Profile.				
Spreading opportunities and improving public services	Two Environmental Visual Audits (Ward Walks) pa (Winter & Summer)	The Police/RBC/All stakeholders	Q2 and Q4		Health and Wellbeing
	Development of a strategy for making Millennium Green Park more attractive to girls	Env Health & Community Safety Mgr	Q1		Health and Wellbeing
	Establishment of a Neighbourhood Watch in Benn Ward	The Police/ RBC Communities & Projects Team	Q3		Health and Wellbeing
	Utilising external funds such as the Home Upgrade Scheme to support energy efficiency in private sector housing; Together with Act on Energy, we will deliver home energy efficiency improvements under The Home Upgrade Grant (HUG) scheme	Act on Energy	Q3 and Q4		Health and Wellbeing Economy Climate
	Damp and mould - carry out a campaign to reduce the number of private sector rented properties with damp and mould problems	Env Health & Community Safety Mgr	Q4		Health and Wellbeing
	ECO 4 and ECO4 Flex - the programmes will help private tenure households, who experience fuel poverty, access energy efficiency measures	Act on Energy	Q4		Health and Wellbeing Economy Climate
	Community Safety: To identify opportunities to enhance town centre community safety	Rugby Community Safety Partnership	Q1, Q2, Q3, Q4		Health and Wellbeing
	Additional lighting to be installed in Millennium Green	Env Health & Community Safety Mgr	Q2	Safer Streets Fund	Health and Wellbeing
	Blart Place (just across the Benn Ward boundry) - project management of the construction phase	Chief Officer Communities & Homes	Q1, Q2, Q3, Q4		Health and Wellbeing Economy Climate Organisation
	Homelessness Strategy - the production of a homelessness strategy and a local action plan setting out how priority needs will be met	Housing Advice and Benefits Mgr	Q1, Q2, Q3, Q4		Health and Wellbeing Organisation
	Providing support on housing queries and respond to issues related to the cost-of-living crisis at regular drop-ins at Job Centre and Hope4	RBC Housing Advice and Benefits Team	Q1, Q2, Q3, Q4		Health and Wellbeing Economy
	Maintain Green Flag status in Millennium Green Park	RBC Parks and Open Spaces Team	Q2		Health and Wellbeing
	HMO Licensing To make recommendation regarding options to improved control of houses in multiple occupation (HMOs)	Env Health & Community Safety Mgr	Q4		Health and Wellbeing
	Development of Project Millennium Green group, using the existing Facebook page for Millennium Green, and seek funding from Heart of England Community Foundation for a community cohesion day	RBC Communities and Projects team	Q2		Health and Wellbeing
	Landlords Forum - to undertake research and determine if a Landlords Forum should be established to help stakeholders work together to undertake their respective responsibilities towards each other in full and encourage good neighbourly behaviour	Env Health & Community Safety Mgr	Q4		Health and Wellbeing Economy

Empowering local leaders and communities	Quarterly, well attended stakeholders meetings taking place using an agreed ToR	RBC Communities and Projects team	Q1, Q2, Q3, Q4		Health and Wellbeing Economy
	Quarterly communication that demonstrates what has been achieved by service providers, using channels that are accessible to the local community	RBC Communities and Projects team	Q1, Q2, Q3, Q4		Health and Wellbeing Economy
	To develop and have approved an evaluation strategy for area action(plans), so we understand if we are making a difference, doing the right things and if people are invested.	Communities and Projects Manager	Q1		Health and Wellbeing Economy
	To monitor the area action plan through the Council's Programme Board including quarterly highlight reports, an annual report and exception reporting as necessary	Communities and Projects Manager	Q1, Q2, Q3, Q4		Organisation
	To deliver an annual Area Action Plans for Benn	Communities and Projects Manager	Q4		Organisation

Appendix 4 Area Action Plan: New Bilton 2024/25

Priorities	Actions	Who	When	Additional funding attracted	Corporate Strategy
Supporting the economic growth	Developing the skills and confidence of ward residents to secure employment/better employment i.e., an inclusive apprenticeship programme and support aimed at building confidence and boosting job-based competencies eg digital/AI	Snr Economic Development Officer	Q3 and Q4		Economy
	Targeted support to local businesses - to convene a workshop to determine the sort of support that would be useful	Snr Economic Development Officer	Q3		Economy
Restoring a sense of community, local pride and belonging	Free Play sessions/sports activities and mentoring for young people in Jubilee Park	RBC Sports and Recreation Team	Q1 and Q2		Health and Wellbeing
	Additional GP Appointments	Primary Care Network	Q1, Q2, Q3, Q4		Health and Wellbeing
	Lifestyle Clinic Programme	Primary Care Network	Q1		Health and Wellbeing
	SLA with New Bilton Community Association; The objectives of the SLA include providing activities and services which support the wellbeing of the community, tackle issues of loneliness and financial exclusion, as well as recognise Rugby Borough Council's Corporate Strategy 2021-24. The organisation receives £7,500 annually.	RBC Communities and Projects team	Q1, Q2, Q3, Q4		Health and Wellbeing Economy
	The services NBCA provide include computer training, help with job search, applying for benefits, UC, the EU Settlement Scheme etc.; and signposting.				
Spreading opportunities and improving public services	Establishment of a Neighbourhood Watch	The Police/ RBC Communities and Projects Team	Q3		Health and Wellbeing
	Utilising external funds such as the Home Upgrade Scheme to support energy efficiency in private sector housing; Together with Act on Energy, we will deliver home energy efficiency improvements under The Home Upgrade Grant (HUG) scheme	Act on Energy	Q3 and Q4		Health and Wellbeing Economy Climate
	Damp and mould - carry out a campaign to reduce the number of private sector rented properties with damp and mould problems	Env Health and Community Safety Mgr	Q4		Health and Wellbeing
	ECO 4 and ECO4 Flex - the programmes will help private tenure households, who experience fuel poverty, access energy efficiency measures	Act on Energy	Q1		Health and Wellbeing Economy Climate Organisation
	Community Safety: To identify opportunities to enhance town centre community safety	Rugby Community Safety Partnership	Q1, Q2, Q3, Q4		Health and Wellbeing
	Two Environmental Visual Audits (Ward Walks) pa (Winter & Summer)	The Police/RBC/All stakeholders	Q2 and Q4		Health and Wellbeing
	Rounds Gardens: The a) demolition phase and b) masterplan / development appraisal for Rounds Gardens	Michelle Dickson	Q1, Q2, Q3, Q4		Health and Wellbeing Economy Climate Organisation
	Homelessness Strategy - the production of a homelessness strategy and a local action plan setting out how priority needs will be met	Housing Advice and Benefits Manager	Q1, Q2, Q3, Q4		Health and Wellbeing Organisation
	Play provision at Jubilee Recreation Ground Park	RBC Parks and Open Spaces Team	TBC	TBC	Health and Wellbeing
	Maintain Green Flag Community Awards at at Gladstone Green and Jubilee Street Recreation Ground	RBC Parks and Open Spaces Team	Q2		Health and Wellbeing
	'Community Orchards' - fruit trees	Communities and Projects Team RBC Parks and Open Spaces Team New Bilton Community Association	Q4	King's Coronation Fund (WCC)	Health and Wellbeing Climate
Empowering local leaders and communities	To undertake research and determine if a Landlords Forum should be established to help stakeholders work together to undertake their respective responsibilities towards each other in full and encourage good neighbourly behaviour	Env Health and Community Safety Mgr	Q4		Health and Wellbeing
	Landlords charter A review of the existing Charter and production of a new Landlords Charter, to help tenants and support landlords in ensuring a consistent approach to private rented sector homes	Env Health and Community Safety Mgr	Q4		Health and Wellbeing
	Quarterly, well attended stakeholders meetings taking place using an agreed ToR	Communities and Projects Team	Q1, Q2, Q3, Q4		Health and Wellbeing Economy
	Quarterly communication that demonstrates what has been achieved by service providers, using channels that are accessible to the local community	Communities and Projects Team	Q1, Q2, Q3, Q4		Health and Wellbeing Economy
	To develop and have approved an evaluation strategy for area action(plans), so we understand if we are making a difference, doing the right things and if people are invested.	Communities and Projects Manager	Q1		Health and Wellbeing Economy

	<p>To monitor the area action plan through the Council's Programme Board including quarterly highlight reports, an annual report and exception reporting as necessary</p> <p>To deliver an annual Area Action Plans for New Bilton</p>	<p>Communities and Projects Manager</p> <p>Communities and Projects Manager</p>	<p>Q1, Q2, Q3, Q4</p> <p>Q4</p>		<p>Organisation</p> <p>Organisation</p>
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Appendix 5

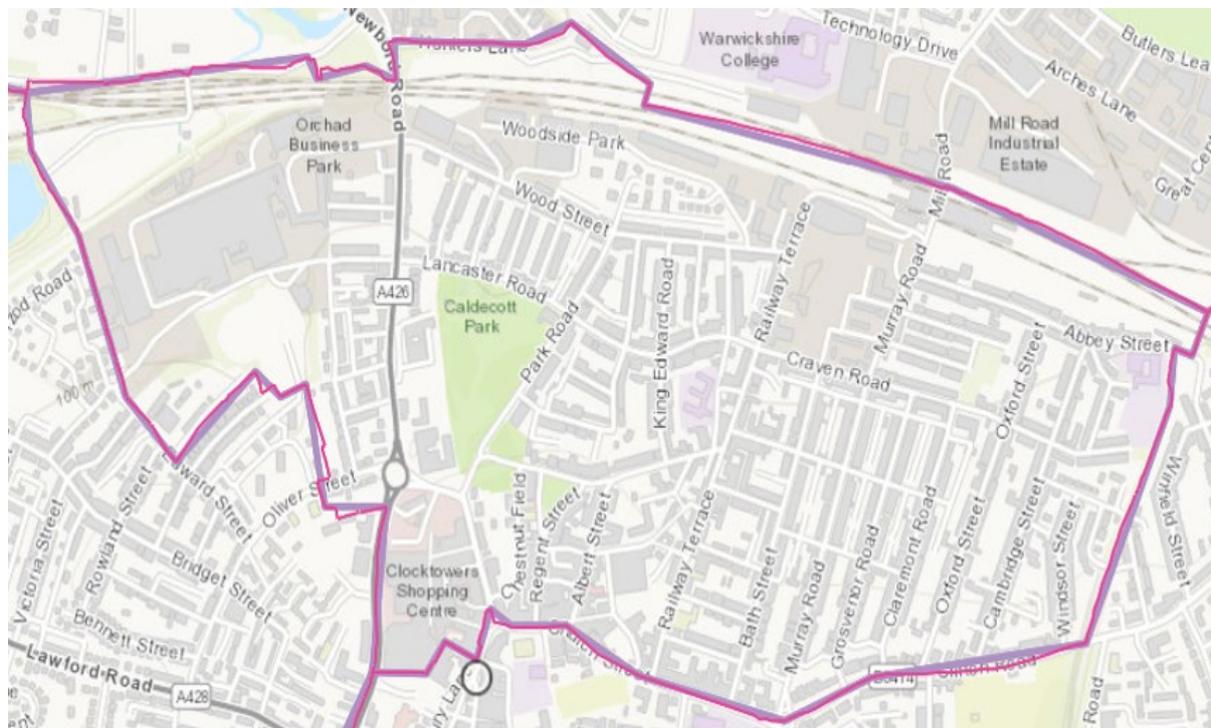
Benn Ward Profile

September 2023

Contents

Population.....	4
Religion.....	6
Health	7
Housing.....	11
Employment and skills	12
Deprivation.....	14
Education.....	16
Issues reported during the latest Environmental Visual Audit on 20 July 2023	17
Crime data	17
Report from BRANCAB.....	21
Key organisations and green spaces in the ward	22

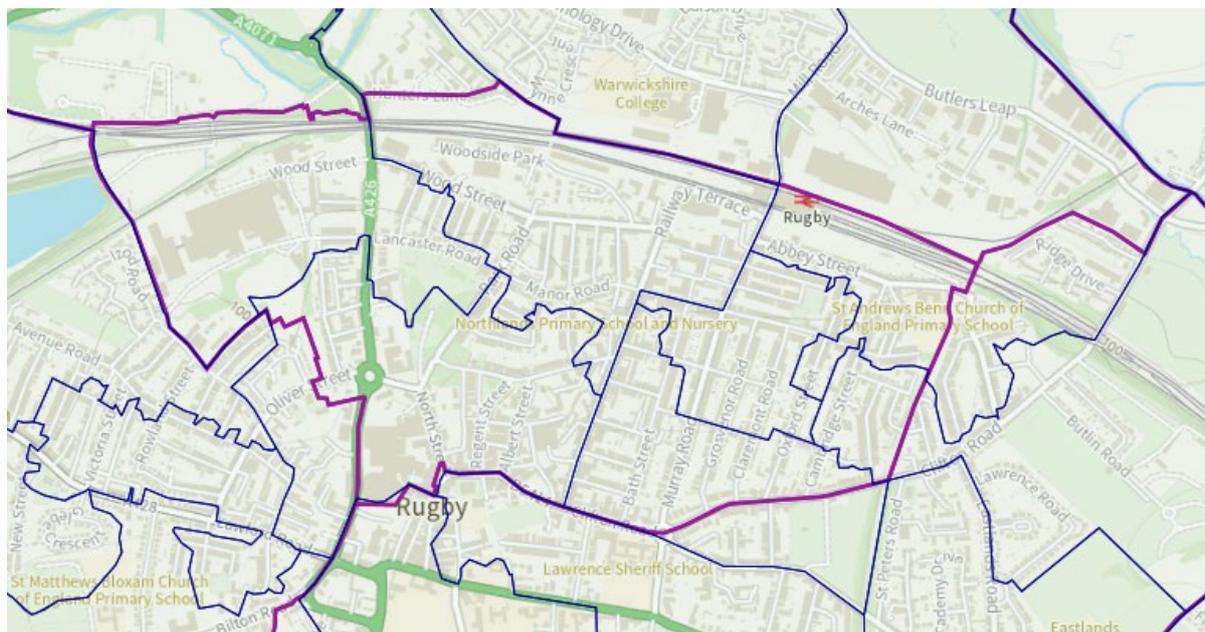
Please note - the data presented about the ward i.e., regarding crime rates, may be skewed to some extent by the fact that Benn Ward includes parts of the town centre, such as Clocktowers Shopping Centre, Market Mall and North Street:



There are 7 LSOAs in Benn Ward as listed below:

Rugby 003A	Newbold - Riverside	Benn ward /Newbold and Brownsover ward
Rugby 003C	Rugby Town Centre	Benn ward/New Bilton ward
Rugby 003D	Rugby - Cattlemarket	Benn ward/Newbold and Brownsover ward
Rugby 005A	Benn - Station	Benn ward/Newbold & Brownsover ward
Rugby 005B	Benn West	Benn ward only
Rugby 005C	Benn South	Benn ward/Eastlands ward
Rugby 005D	Whinfield Park	Benn ward/Eastlands ward

The image below shows Benn Ward (purple line) with the LSOA lines marked in blue, and how the LSOAs go outside the ward boundary.



Population

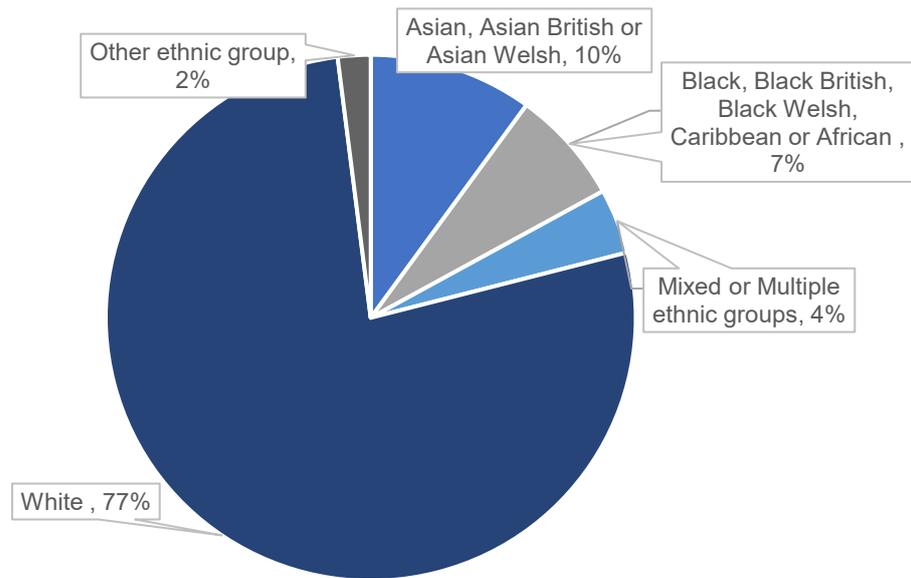
- 9,344 residents (Census 2021) – 4,892 males and 4,452 females
- Country of birth:

Country of Birth (Census 2021)	
UK	5,478
Europe	8,113
Middle East & Asia	490
Africa	478
The Americas and the Caribbean	246
British Overseas	3

The ward represents the highest concentration of non-British residents in Rugby; 41% of the population in Benn Ward was born outside the UK (Census 2021).

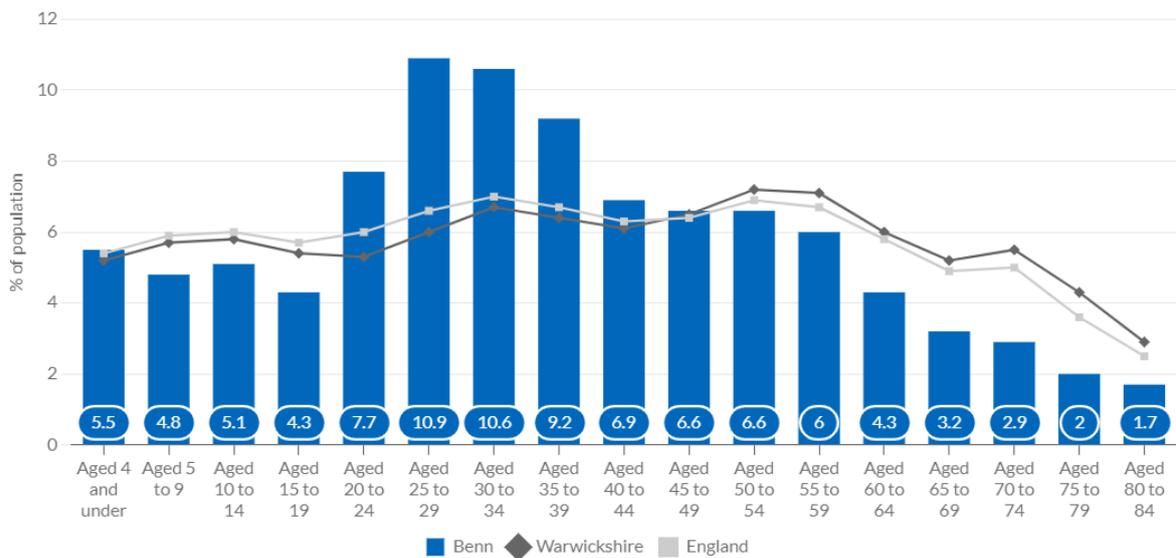
82% of people in Benn hold a passport from Europe region (Census 2021).

- Ethnicity (Census 2021):

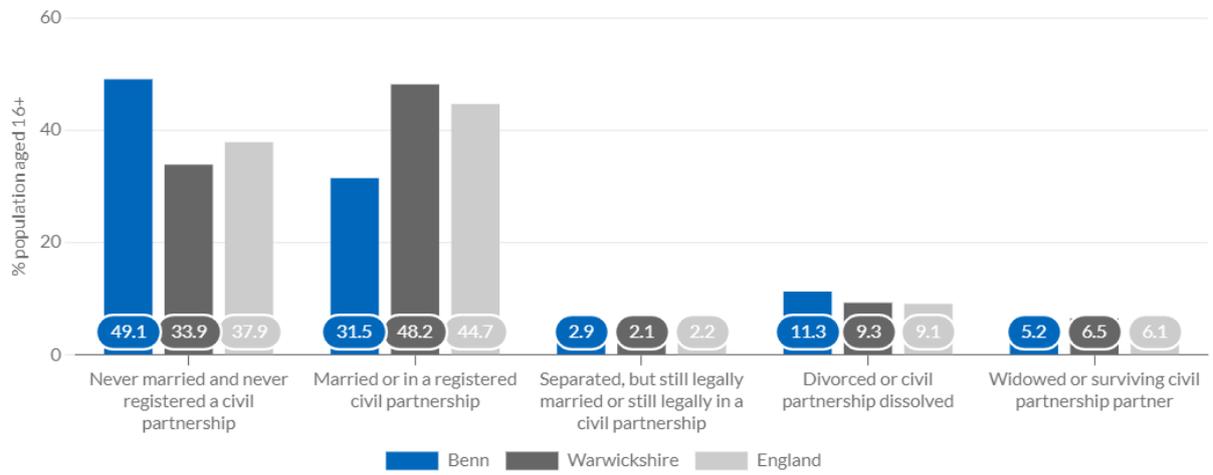


- Age (Census 2021):

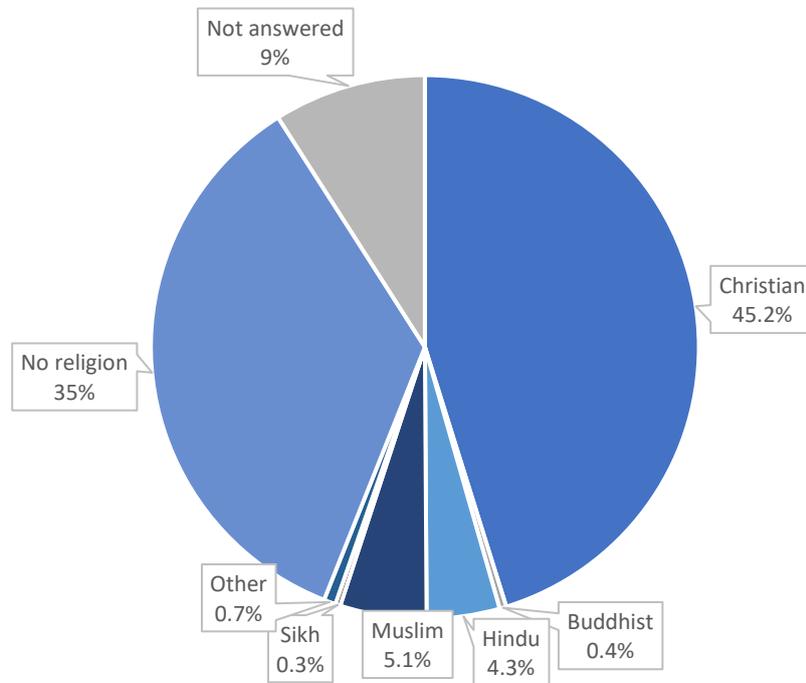
Population by five-year age groups (2021)



- Legal partnership status (Census 2021)

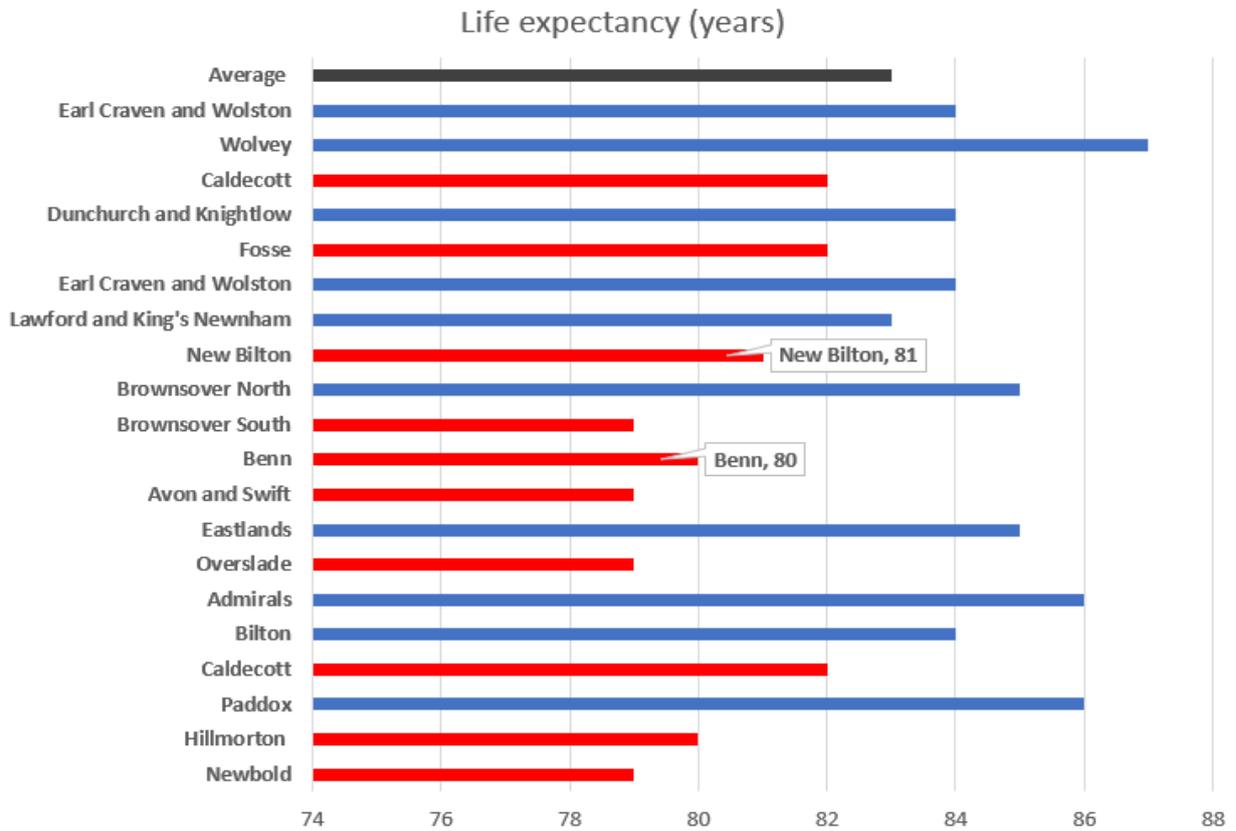


Religion



Source: ONS, Census 2021

Health

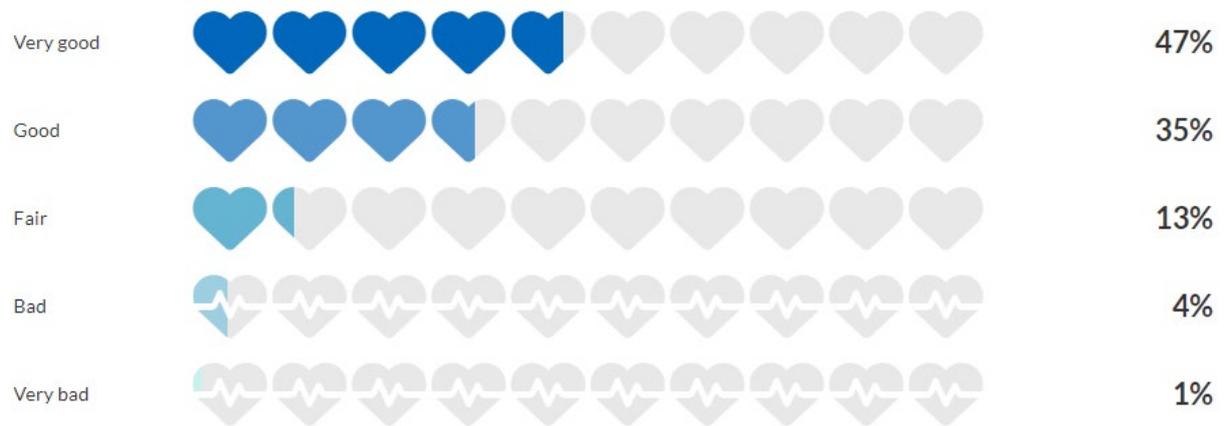


Red bars – Life expectancy is lower than the average for Rugby ([source – ONS](#))



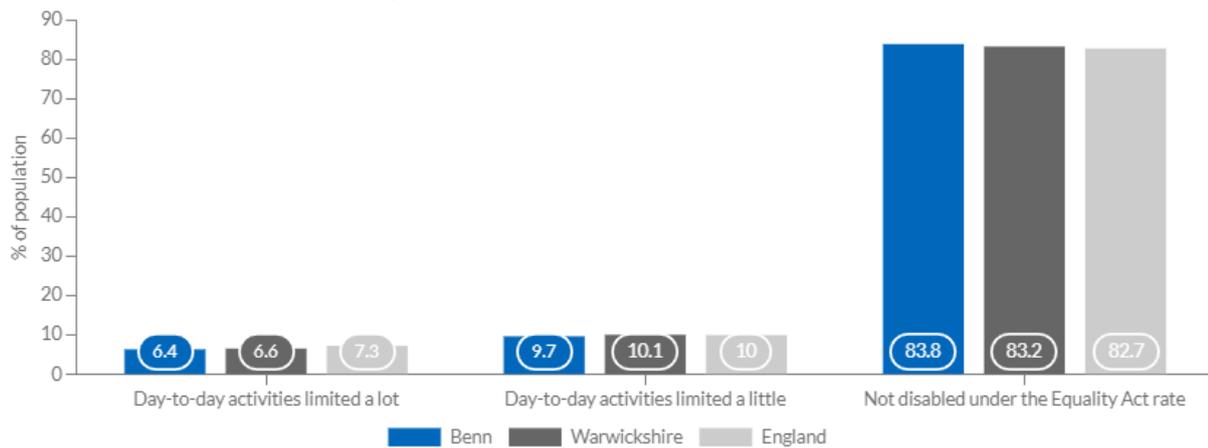
Red bars – Healthy life expectancy is lower than the average for Rugby ([source – ONS](#))

Self-reported health (Census 2021)

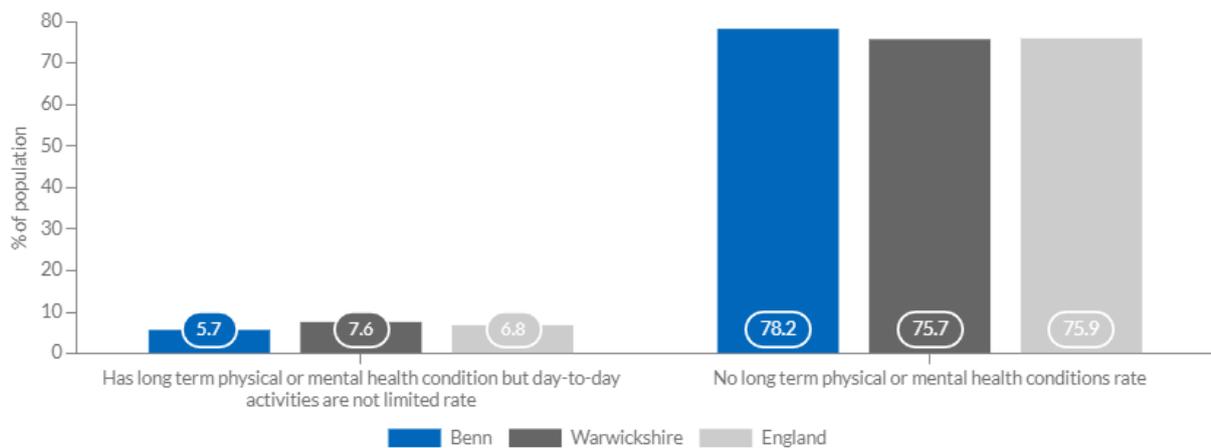


Disability (Census 2021)

a) Disabled under the Equality Act (2021)



b) Not disabled under the Equality Act (2021)



Children's weight indicators (% , 2017 to 2018, to 2019 to 2020)

Indicators	Rugby	Warwickshire (UTLA 2021)	Benn
<u>Reception: Prevalence of overweight (including obesity) (%)</u>	21.6	21.5	23.8
<u>Reception: Prevalence of obesity (including severe obesity) (%)</u>	8.9	8.8	14.3
<u>Year 6: Prevalence of overweight (including obesity) (%)</u>	34.1	33.9	42.6
<u>Year 6: Prevalence of obesity (including severe obesity) (%)</u>	19.9	20.1	29.8

Source: National Child Measurement Programme (NCMP), NHS Digital

Emergency hospital admissions: Standardised Admission Ratios (SARs), 2015 to 2016, to 2019 to 2020

Indicators	Rugby	Warwickshire (UTLA 2021)	Benn
<u>Emergency hospital admissions for all causes (SAR)</u>	96.6	91.8	123.4
<u>Emergency hospital admissions for coronary heart disease (SAR)</u>	66.0	84.1	76.7
<u>Emergency hospital admissions for stroke (SAR)</u>	81.6	87.7	108.4
<u>Emergency hospital admissions for Myocardial Infarction (heart attack) (SAR)</u>	80.0	79.7	100.8
<u>Emergency hospital admissions for Chronic Obstructive Pulmonary Disease (COPD) (SAR)</u>	76.1	79.6	119.2

Source: Hospital Episode Statistics (HES) NHS Digital

Hospital Standardised Admission Ratios (SARs) Admissions - harm and injury: 2016 to 2017, to 2020 to 2021

Indicators	Benn (ward 2021)	Rugby (LTLA 2021)	Warwickshire (UTLA 2021)
<u>Emergency hospital admissions for intentional self harm (SAR)</u>	184.1	97.6	92.7
<u>Emergency hospital admissions for hip fractures, persons aged 65 years and over (SAR)</u>	158.6	97.6	102.2
<u>Hospital admissions for alcohol attributable conditions (Broad definition) (SAR)</u>	132.9	105.4	97.2
<u>Hospital admissions for alcohol attributable conditions, (Narrow definition) (SAR)</u>	119.2	112.9	102.7

Source: Hospital Episode Statistics (HES) NHS Digital

Cancer incidence, 2015 to 2019, standardised incidence ratio (SIR)

Indicators	Benn (ward 2021)	Rugby (LTLA 2021)	Warwickshire (UTLA 2021)
<u>Incidence of all cancer (SIR per 100)</u>	100.6	97.4	93.9
<u>Incidence of breast cancer (SIR per 100)</u>	143.0	108.7	98.5
<u>Incidence of colorectal cancer (SIR per 100)</u>	83.8	93.6	92.6
<u>Incidence of lung cancer (SIR per 100)</u>	113.2	81.0	82.7
<u>Incidence of prostate cancer (SIR per 100)</u>	93.2	101.1	93.3

Source: English cancer registration data from the NHS Digital Cancer Analysis System (AV2019 CASREF01), National Statistical Postcode Lookup (May 2021)

Causes of deaths - premature mortality: 2016 to 2020, Standardised Mortality Ratios (SMR)

Indicators	Rugby	Warwickshire (UTLA 2021)	Benn
<u>Deaths from all causes, under 75 years (Standardised mortality ratio (SMR))</u>	97.2	95.4	145.1
<u>Deaths from all cancer, under 75 years (Standardised mortality ratio (SMR))</u>	99.0	96.8	111.5
<u>Deaths from circulatory disease, under 75 years (Standardised mortality ratio (SMR))</u>	99.3	98.8	179.6
<u>Deaths from causes considered preventable, under 75 years (Standardised mortality ratio (SMR))</u>	95.8	89.8	159.6

Source: Office for Health Improvement and Disparities, produced from Office for National Statistics (ONS) data, Office for Health Improvement and Disparities Annual Mortality Extracts (based on Office for National Statistics source data)

Causes of deaths - all ages, 2016 to 2020: Standardised Mortality Ratios (SMR)

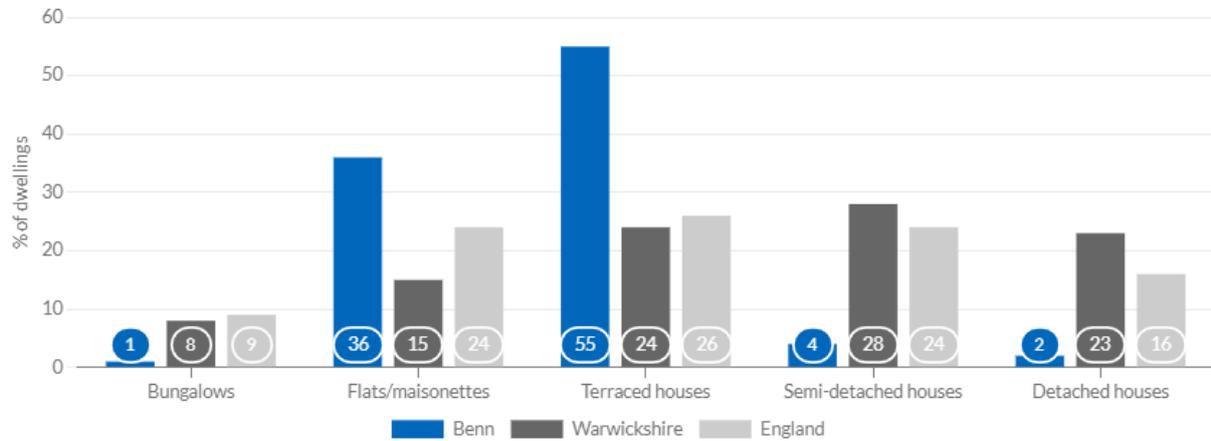
Indicators	Benn (ward 2021)	Rugby (LTLA 2021)	Warwickshire (UTLA 2021)
<u>Deaths from all causes, all ages (Standardised mortality ratio (SMR))</u>	149.0	96.1	97.7
<u>Deaths from all cancer, all ages (Standardised mortality ratio (SMR))</u>	118.8	98.9	96.8
<u>Deaths from circulatory disease, all ages (Standardised mortality ratio (SMR))</u>	153.9	95.7	96.4
<u>Deaths from coronary heart disease, all ages (Standardised mortality ratio (SMR))</u>	170.2	97.9	97.9
<u>Deaths from stroke, all ages (Standardised mortality ratio (SMR))</u>	147.4	95.2	94.3
<u>Deaths from respiratory diseases, all ages (Standardised mortality ratio (SMR))</u>	159.9	82.2	88.6

Source: Office for Health Improvement and Disparities, produced from ONS data

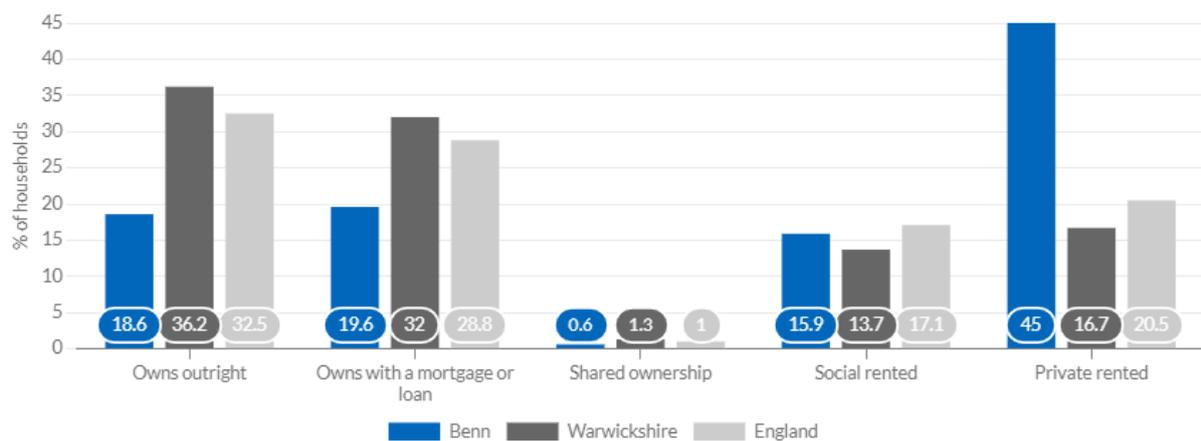
Housing

There are 4,810 properties in Benn Ward (Valuation Office Agency 2021)

Dwelling counts by type (VOA 2021)



Tenure and Ownership (Census 2021)



Household size (Census 2021)



Percentage of people aged 65 and over who are living alone (ONS 2011):

Area	Count	Value
England	2,725,596	31.5
Rugby	4,979	28.7
New Bilton	427	43.5
Eastlands	435	40.6
Benn	365	40.0
Newbold and Brownsover	268	31.7
Hillmorton	387	29.3
Paddock	404	29.1
Dunsmore	489	26.5
Bilton	480	26.0
Admirals and Cawston	189	25.6
Rokeby and Overlade	461	25.5
Wolston and the Lawfords	292	25.1
Wolvey and Shilton	123	24.5
Clifton, Newton and Churchover	108	24.2
Revel and Binley Woods	362	23.3
Leam Valley	107	20.9
Coton and Boughton	82	20.3

Source: Office for National Statistics

Employment and skills

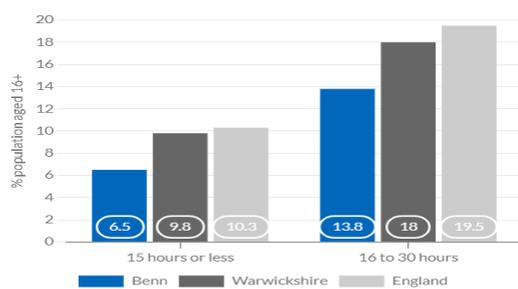
- 69% of people aged 16 and over are economically active (Census 2021)
Warwickshire 60%, England 59%

Economically active by type (2021)

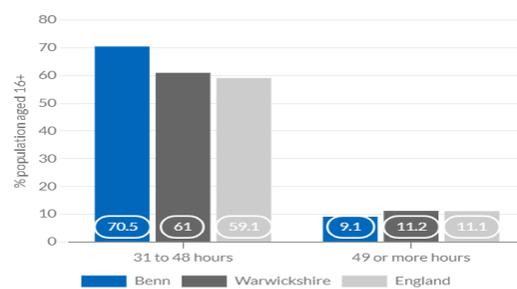


- Hours worked (Census 2021)

Hours worked: part-time (2021)

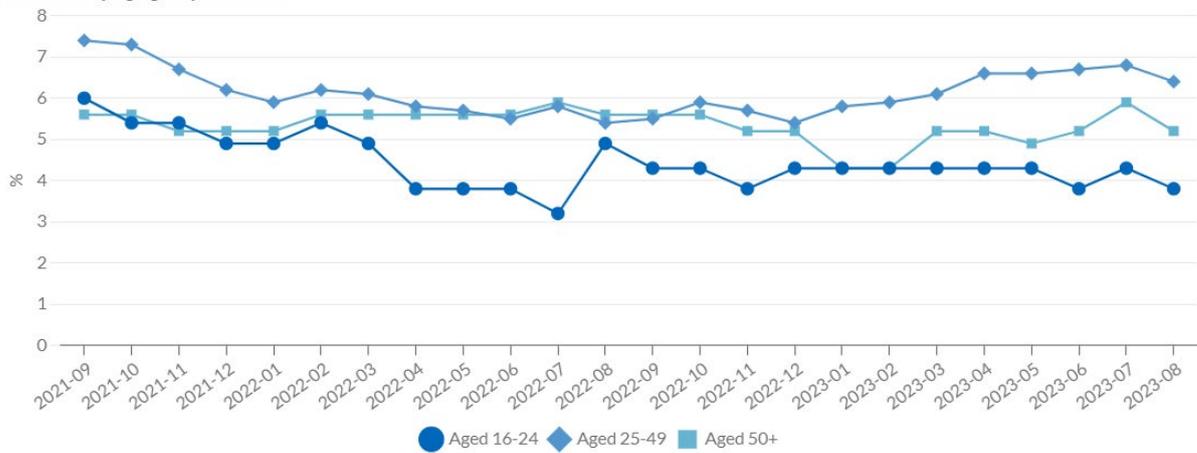


Hours worked: full-time (2021)



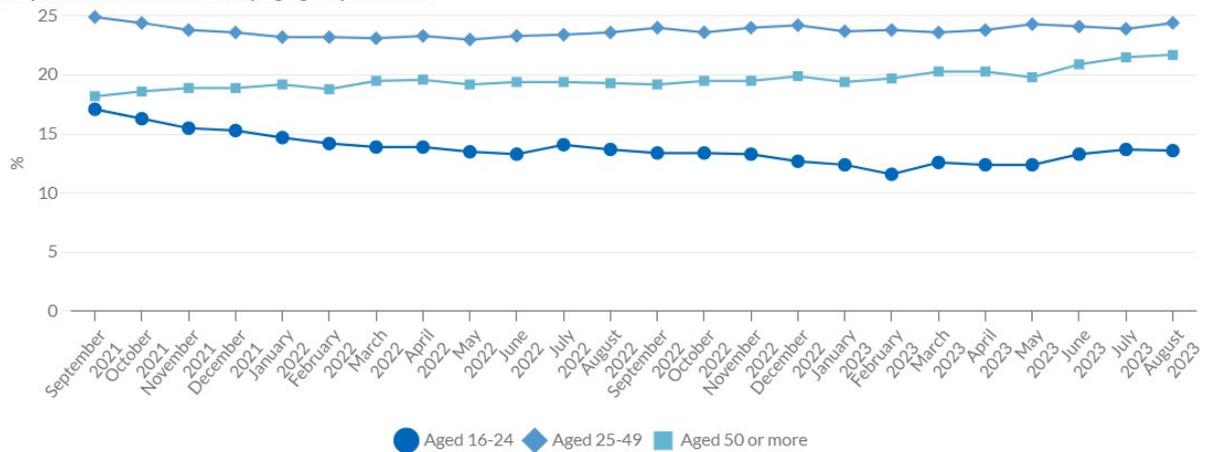
- The top 3 occupations by type (Census 2021)
 - 32% elementary occupations
 - 13% professional occupations
 - 11% process, plant and machine operatives
- 80% of people work full-time (Census 2021)
- National Statistics Socio-economic classification – the top 3 (Census 2021):
 - 30% routine
 - 15% lower managerial, administrative and professional
 - 12% semi-routine
- 5.8% (375 people) claim out-of-work benefits (ONS August 2023)
Warwickshire 2.6%, England 3.8%

Claimants by age group for Benn

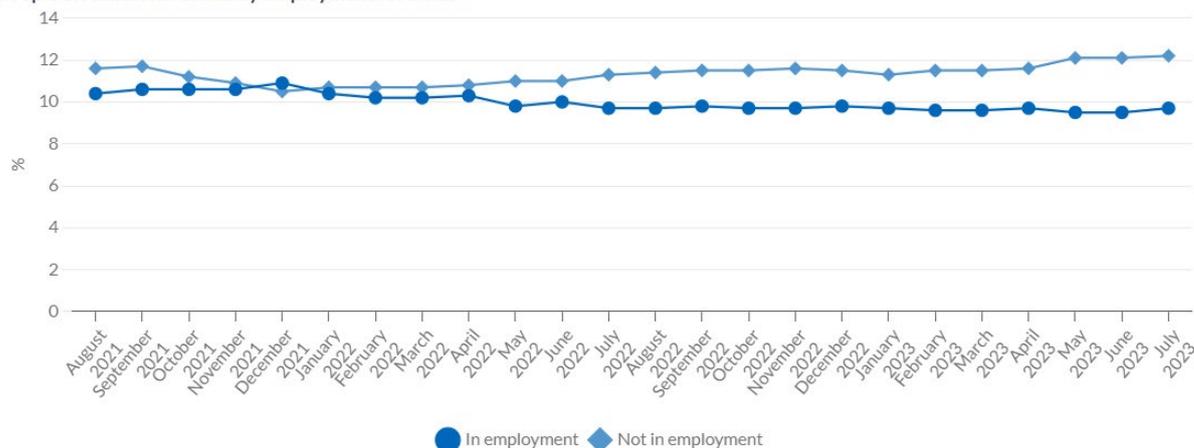


- 22% of people (1,413) are on Universal Credit (DWP August 2023).
England, 15%

People on Universal Credit by age group for Benn



People on Universal Credit by employment for Benn

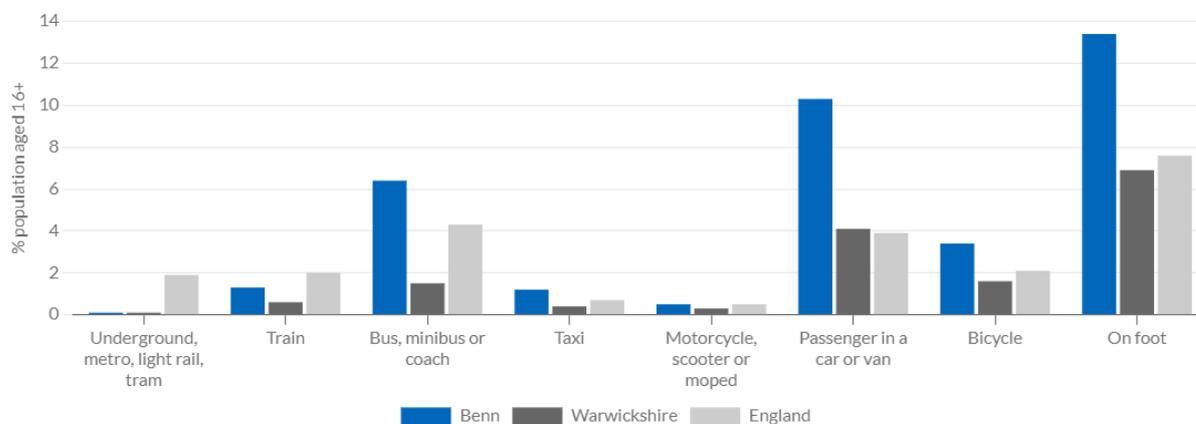


- The top 4 industries (IDBR 2021)
 - Transport and storage – 13%
 - Retail – 10%
 - Health – 10%
 - Public administration & defence – 10%

- Methods of travel to work (Census 2021)

43% of people in Benn drive a car or van to work.

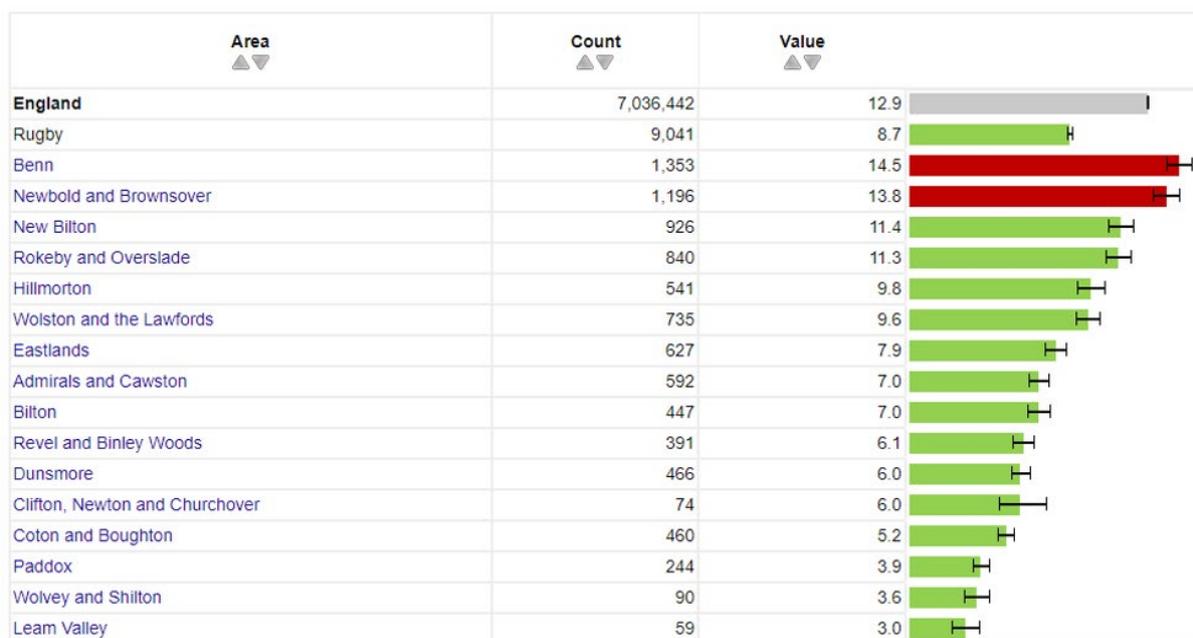
Other methods of travel to work:



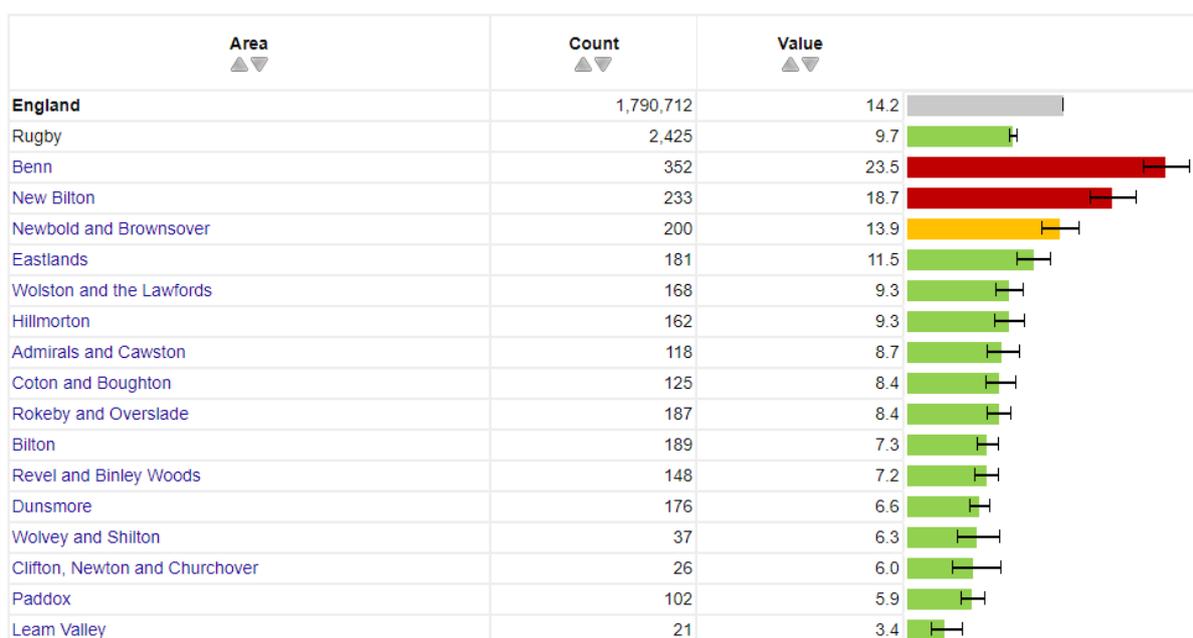
Deprivation

- 32% of children under 16 living in families with low income (DWP 2021/22)
Warwickshire 25%, England 34%
- 20% of households experience fuel poverty (BEIS 2022)
Warwickshire 14%, England 13%

Income deprivation (Ministry of Housing, Communities and Local Government 2019)



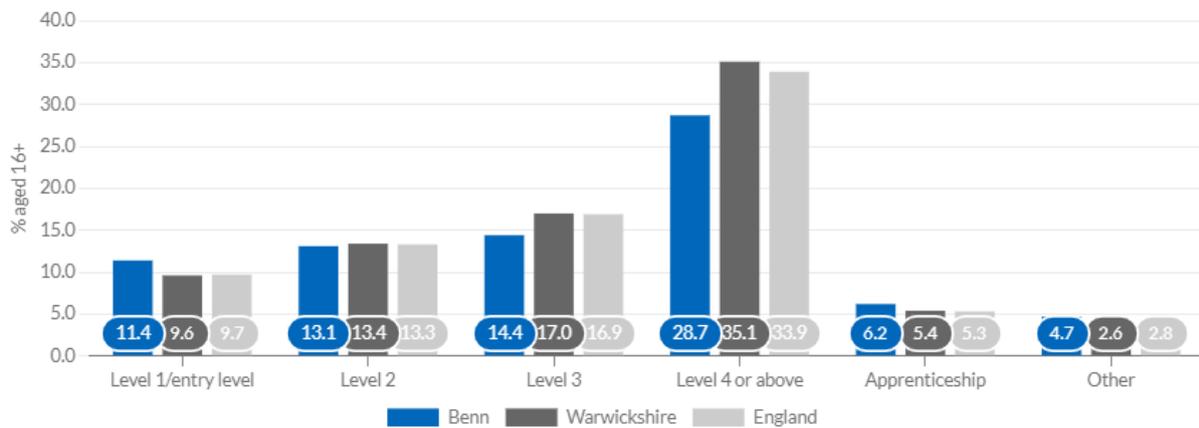
Older people in poverty, income deprivation affecting older people (Ministry of Housing, Communities and Local Government 2019)



Source: Ministry of Housing, Communities and Local Government

Education

Level of qualifications (Census 2021)



Level 1 and entry level qualifications: i.e., 1 to 4 GCSEs grade A* to C and any GCSEs at other grades

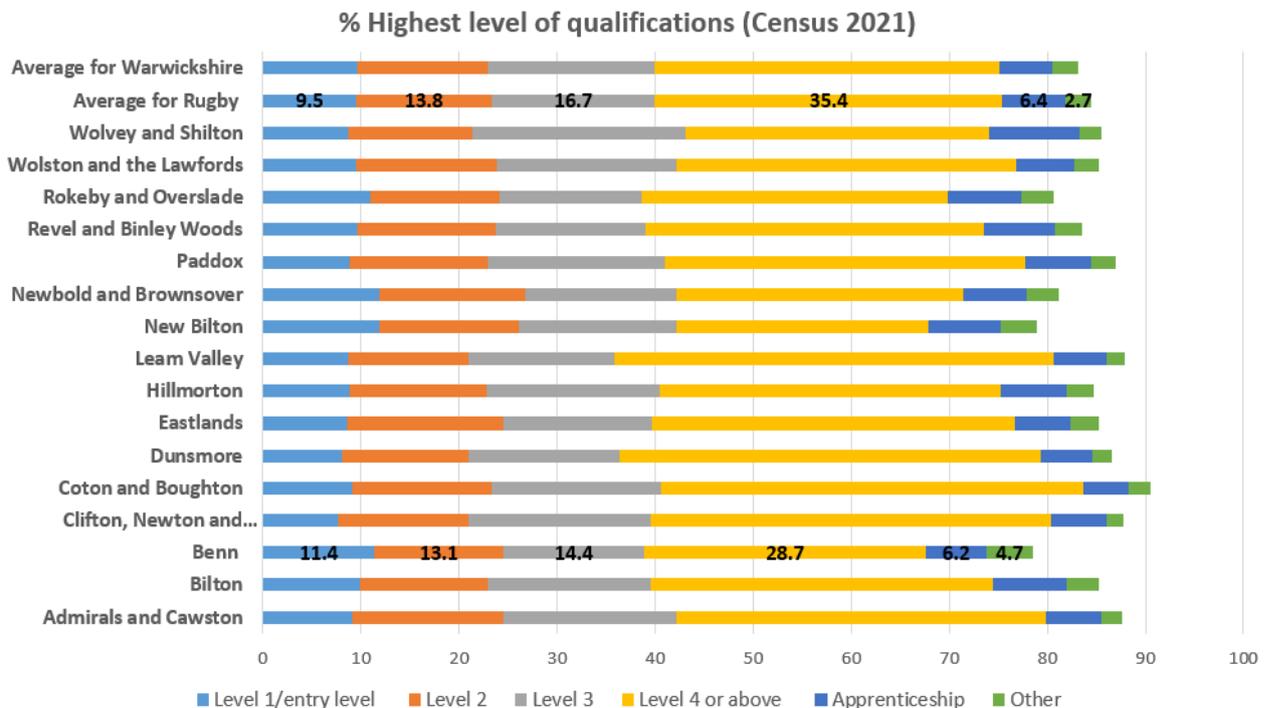
Level 2 qualifications: i.e., 5 or more GCSEs (A* to C or 9 to 4)

Level 3 qualifications: i.e., 2 or more A levels and Higher School Certificate

Level 4 qualifications or above: i.e., degree (BA, BSc), higher degree (MA, PhD, PGCE)

Other: i.e., vocational or work-related qualifications, qualifications achieved outside England or Wales

When comparing with other wards in the borough:



Issues reported during the latest Environmental Visual Audit on 20 July 2023

- Fly tipping and littering, often on private land
- Dog fouling
- Refuse bins causing obstruction on pavements
- Limited parking spaces and dangerous parking
- Too many HMOs which may contribute to issues with finding a parking space
- Drug use and selling that tend to be in certain areas in Benn
- Speeding and loud exhausts
- Weeds, overhanging bushes
- Youth gang and ASB in Millennium Green Park

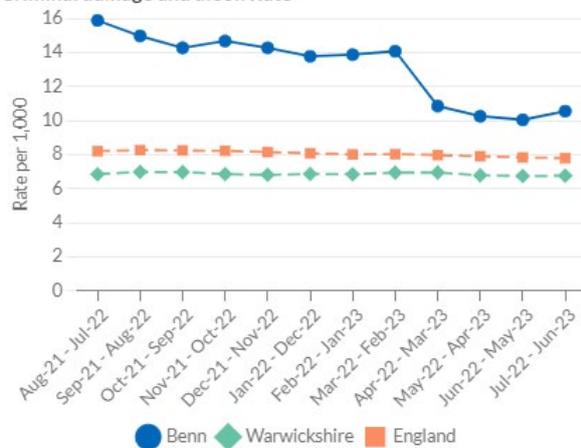
Crime data

The top 3 reported crimes in Benn Ward, July 2022 - June 2023:

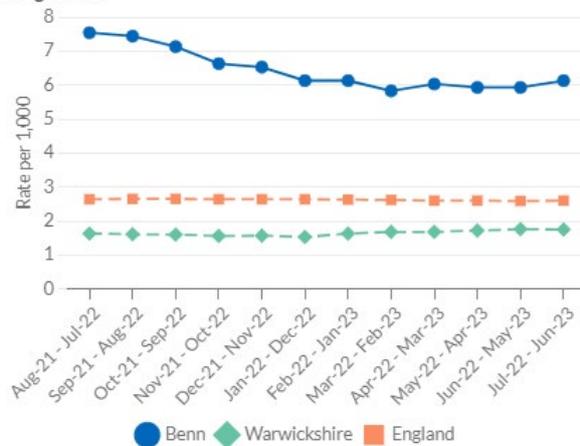
- Violence and sexual offences – 546
- Violent crime – 180
- Shoplifting - 160

Crime types above Warwickshire or England’s average (Police UK 2023)

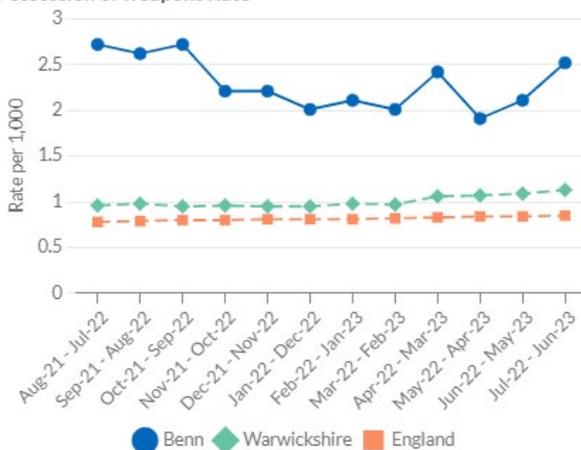
Criminal damage and arson Rate



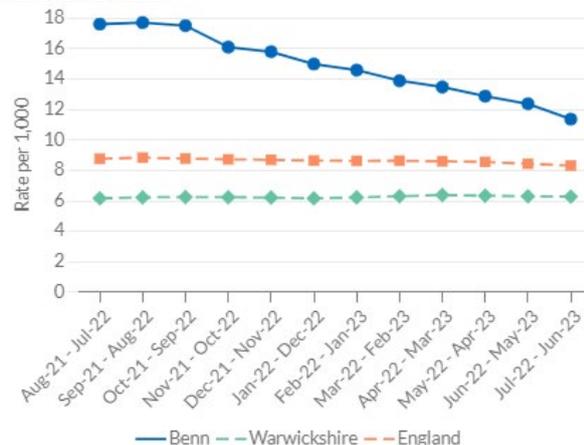
Drugs Rate

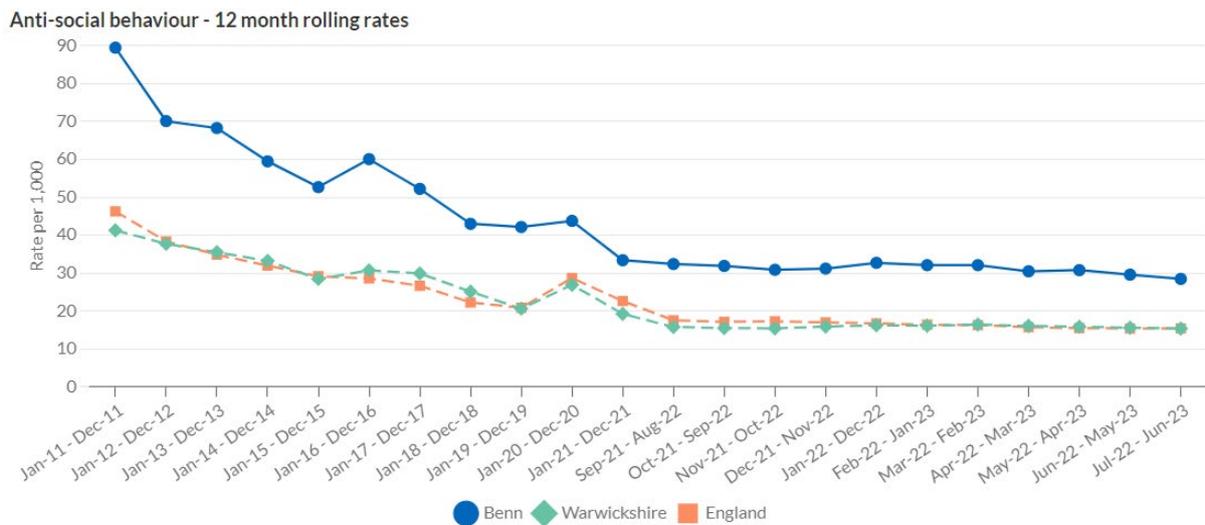
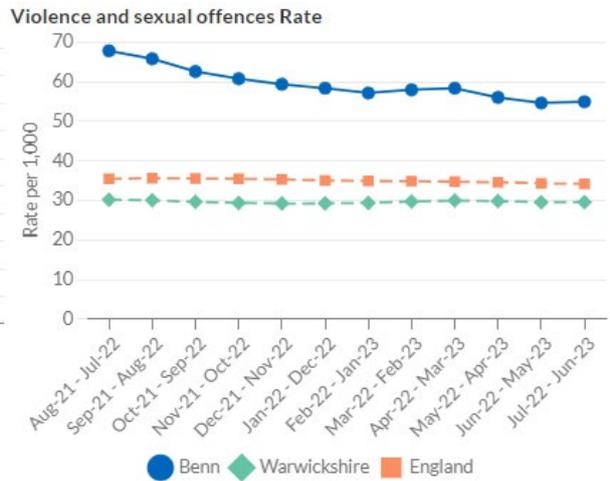
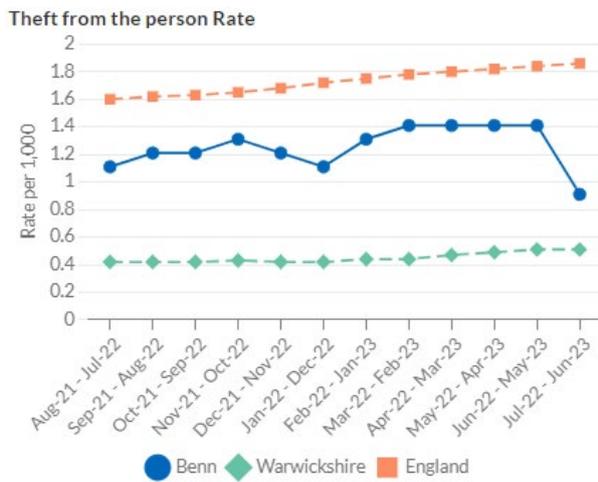
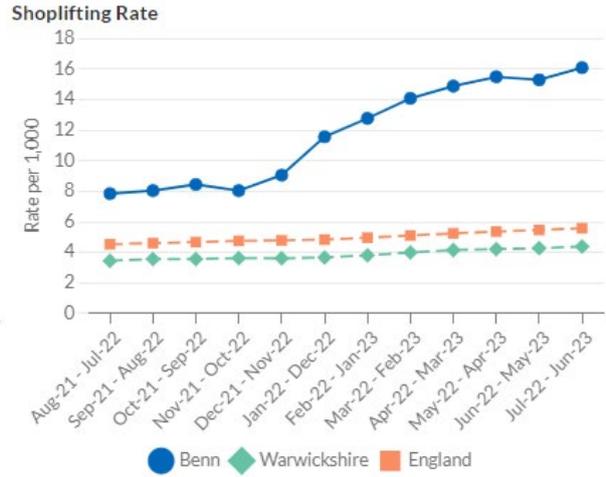
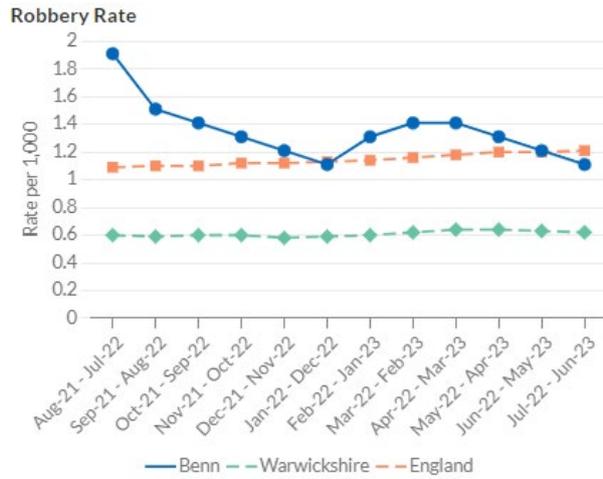


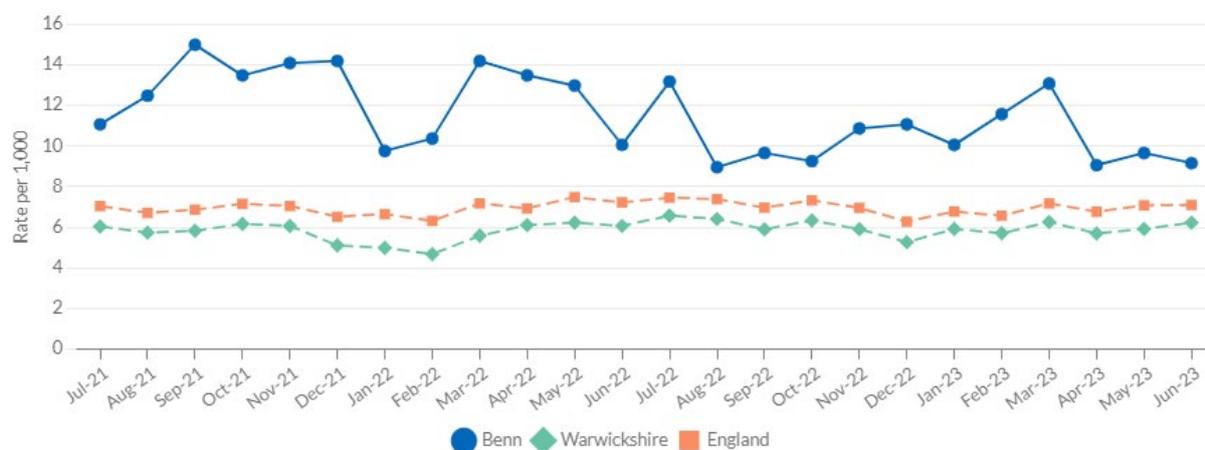
Possession of weapons Rate



Public order Rate



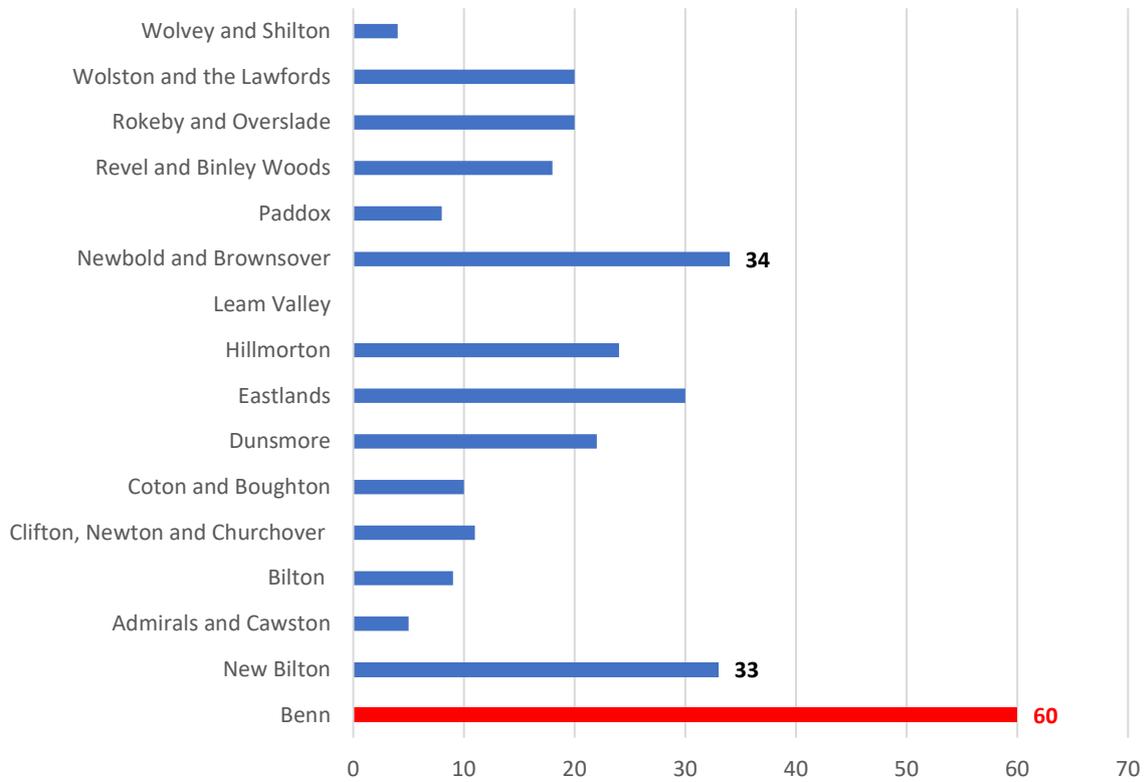


All crime – monthly rates (Police UK 2023)**January 2023 summary provided by Warwickshire Police**

Crime type	Number of offences
Assault with injury	15
Assault without injury	8
Shoplifting	13
Theft from a motor vehicle	1
Other theft	5
Malicious communications	2
Theft or unauthorised taking of a motor vehicle	1
Cruelty to children/young persons	3
Stalking	1
Burglary - business and community	2
Theft from the person	5
Attempted burglary - residential	1
Assault without injury on a constable	1
Assault with intent to cause s harm	2
Sexual assault on a female 13 or over	1
Attempt burg - bus and com	1
Total	62 (60 minus duplicates)

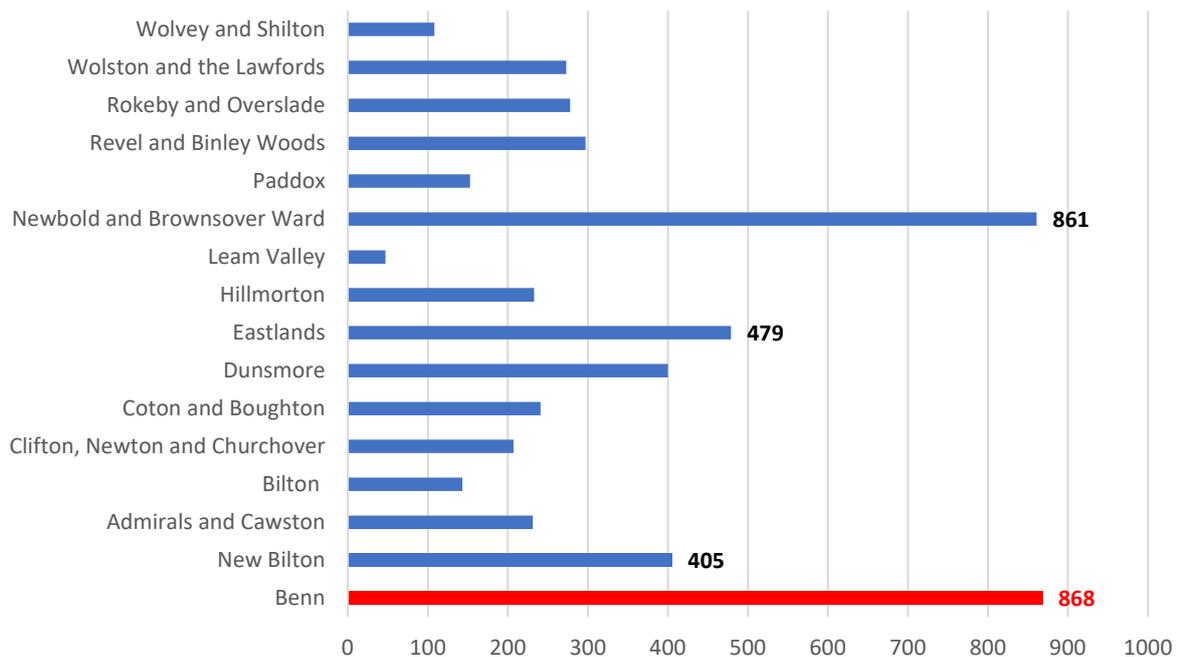
When comparing with other wards in the borough:

Total number of offences in January 2023



The number of offences in Benn Ward between January 2022 and January 2023, and how this compares with other wards in the borough (data from Warwickshire Police 2023):

Number of offences, January 2022 - January 2023

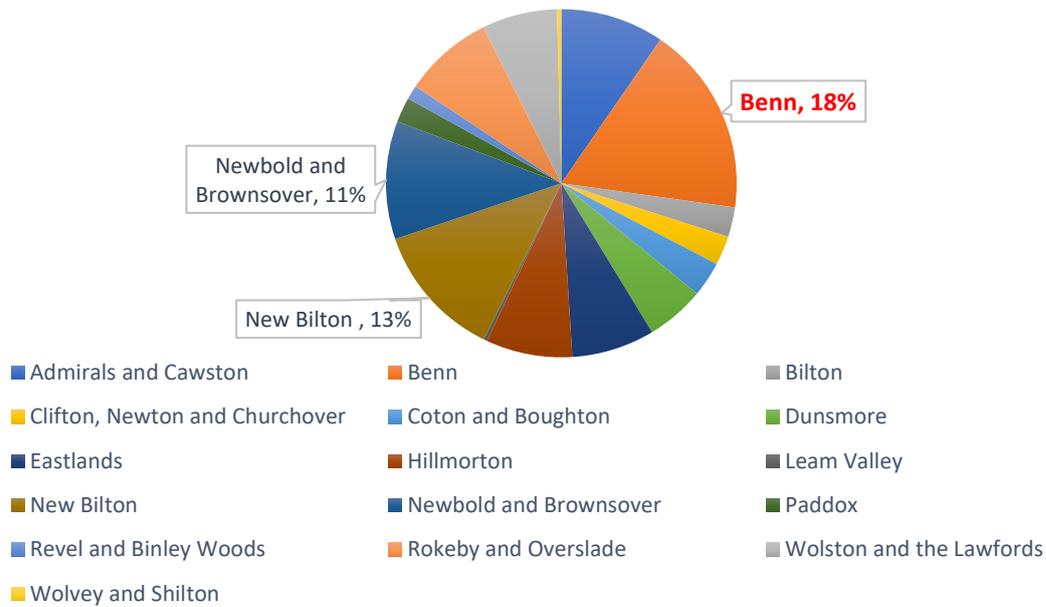


Report from BRANCAB

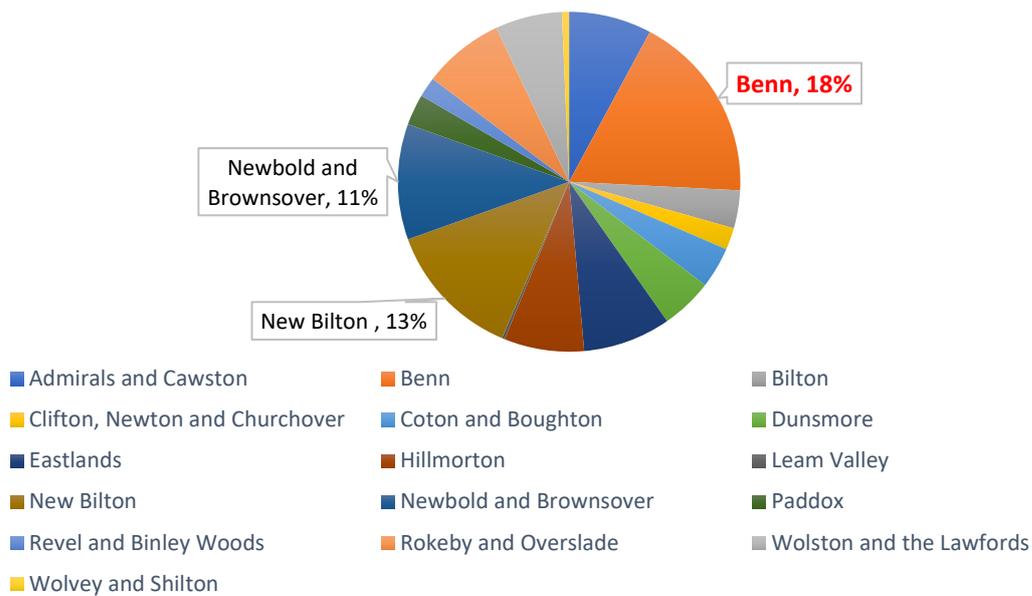
Summary for 2022/23

Benn Ward residents make up the highest percentage of issues and clients recorded in 2022/23:

a) Percentages of issues per ward



b) Percentage of clients per ward



Key organisations and green spaces in the ward

Organisation	Offer	Address and contact details
Support organisation		
Benn Partnership Centre Includes: Oasis Community Centre - Health & Well Being Centre – hall for hire	<ul style="list-style-type: none"> • BPC can help with applying for benefits, Universal Credit, the EU Settlement Scheme etc.; signposting • ESOL • Art Group • Work Club • Computer training • Walking group • OCD support group for 16 years old and over 	Railway Terrace, Rugby, CV21 3HR 01788 553033 Website: https://www.bennpartnership.org.uk Facebook Page: https://www.facebook.com/bennpartnershipcentre/ Email: info@bennpartnership.org.uk
Citizens Advice Bureau	<ul style="list-style-type: none"> • Assistance in developing a plan of action to help achieve life goals and maximise income • Debt and other money management advice • Welfare benefits claims and support to people with initial Universal Credit claims • Advice regarding energy issues • Advice to carers and MS sufferers and their family members 	Chestnut House, North Street, CV21 2AG Tel: 01788 566238 Email: adviser@brancab.org.uk https://brancab.org.uk/
Futures Unlocked	Supporting ex-prisoners in leading crime-free lives. 1 to 1 Mentoring is provided by trained volunteers or staff. It may include pre-release meetings and a gate pick up. Core mentoring lasts between 6 and 12 months	8 Newbold Road, CV21 2LJ 01788 547015 admin@futuresunlocked.org https://www.futuresunlocked.org/
Hope 4 Rugby	Helping people who are homeless, temporarily housed or in food poverty in Rugby. The centre provides the following facilities: IT access, clothing, laundry, showers, food, hairdresser	8 Newbold Road, CV21 2LJ Telephone: 01788 572456 Email: administration@hope4.org.uk

	Offered support includes help with budgeting, benefits, accommodation	
Job Centre	<ul style="list-style-type: none"> • Benefit claims • Job search • Getting new qualifications 	44 Albert St, Rugby CV21 2TD
WCAVA	Supporting volunteers, groups, organisations, charities and enterprises. This includes helping: <ul style="list-style-type: none"> • Access volunteering opportunities, • Develop a community group • Access funding • Strengthen governance 	Hill Street Youth and Community Centre, Rugby CV21 2NB 01788 574258 https://www.wcava.org.uk/
Practical Action	It is a registered charity in Benn, but they have wider national/ international remit. Helping people in poverty; their projects include: Flood Resilience Programme, Improving Water Access in Turkana, Kenya	The Robbins Building, 25 Albert Street CV21 2SD 01926 634400 https://practicalaction.org/
Young people and families		
Hill Street Centre	<ul style="list-style-type: none"> • Regular activities for children and young people, and adults with additional needs 	Hill Street, CV21 2NB 01788 576041 https://www.hillstreetcentre.org/
Claremont Children's Centre	<ul style="list-style-type: none"> • Walk in Wardrobe and Toy Library • Stay and Play sessions for children • Sessions for children with additional needs • Sessions for young parents (under 25) and their children 	The Benn Education Centre, Claremont Road CV21 3LU https://www.facebook.com/rugbychildrenscentres
Community safety		
Warwickshire Police	Police forces	Police Station, Newbold Road, CV21 2DH 01926 415 000

Rugby Street Pastors	Street Pastors is an inter-denominational Church response to urban problems, engaging with people on the streets to care, listen and dialogue. Rugby Street Pastors are out on patrol on Rugby's streets on a Friday and Saturday night from approx. 10pm until approx. 4am the next morning.	Email: Rugby@streetpastors.org.uk Tel: 07738 625547
Places of Worship		
Guru Nanak Gurdwara (Sikh Temple)	Religious activities	6 Craven Road, Rugby, CV21 3HY Phone: 01788 333396
Rugby Baptist Church	Apart from religious activities, other activities include: <ul style="list-style-type: none"> • The Brigades – activities for children • Stay and play for pre-school aged children and parents • Lunch Club and Craft Club • Rugby Street Pastors 	Rugby Baptist Church, Regent Place, CV21 2PJ 01788 570410 office@rugbybaptist.org.uk
The Terrace Church - Rugby Evangelical Free Church	Religious activities	54 Railway Terrace, CV21 3EX https://www.theterracechurch.org.uk/
Rugby Mosque Society	Religious activities	Rugby Mosque, CV21 3LE info@rugby-mosque.org https://rugby-mosque.org/home-page
Rugby Elim Church	Apart from religious activities, other activities include: <ul style="list-style-type: none"> • Young Adults group (for 18-25) • Toddler group 	46 Cambridge Street, CV21 3NQ 01788 544608 connect@rugbyelim.org.uk https://www.rugbyelim.org.uk/
Education		
Northlands Primary School		Pinders Lane, Rugby, CV21 2SS Julian Davoile (Head) Phone: 01788542440 Email: admin2417@welearn365.com
St Andrews Benn Church of England Primary School		32 Chester Street, CV21 3NX https://www.standrewsbennprimary.co.uk/

Social		
Rugby West Indian Association	Social Club	102 Railway Terrace, Rugby, CV21 3HE Website: https://rugbywestindianassociation.co.uk/ Phone: 01788 542895
Benn Hall	<p>The BENN Hall is Rugby's premier entertainment venue, with a busy programme of music, comedy and the performing arts.</p> <p>The venue is also available for commercial meetings and sales conferences, and is a perfect setting for private celebrations, receptions and parties.</p>	The BENN Hall, Newbold Road, CV21 2LN Email: bennhall@rugby.gov.uk Telephone: (01788) 533719 Visit: http://www.bennhall.com
Parks		
Caldecott Park	The park contains two new play areas, a multi-use sports area and a cafe.	Evreux Way, Rugby CV21 2DT talkinthepark@rugby.gov.uk
Millennium Green Park	Facilities include: -Seating -Shrubs and beds -Play area (St. Andrew's Millennium Green Play Area) -Informal pitches (no booking required) -Tarmac ball area -Informal recreation	56 Graham Road, Rugby CV21 3LD Project Millennium Green group https://www.facebook.com/groups/527801533998489



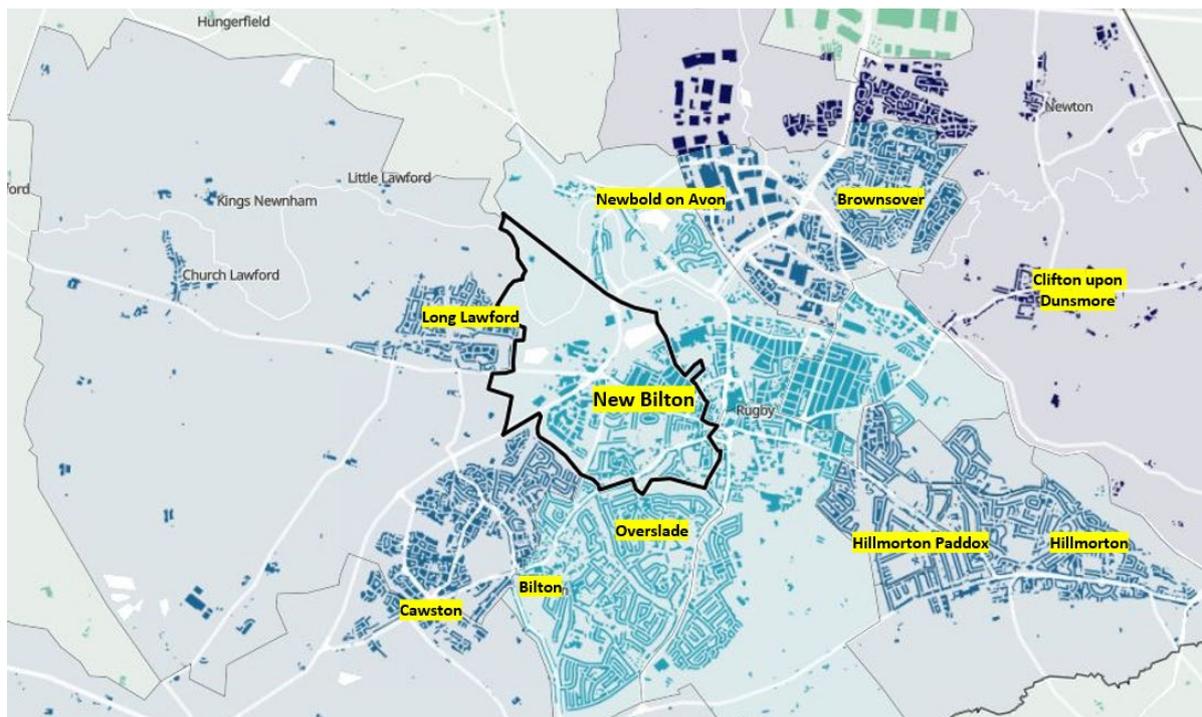
Appendix 6

New Bilton Ward Profile

September 2023

Contents

Population.....	3
Religion.....	5
Health.....	5
Housing.....	10
Employment and skills.....	11
Deprivation.....	14
Education.....	15
Crime.....	17
Community organisations in the ward.....	21
Green spaces.....	22
Report from Rugby Citizens Advice Bureau 2022/23.....	23



Population

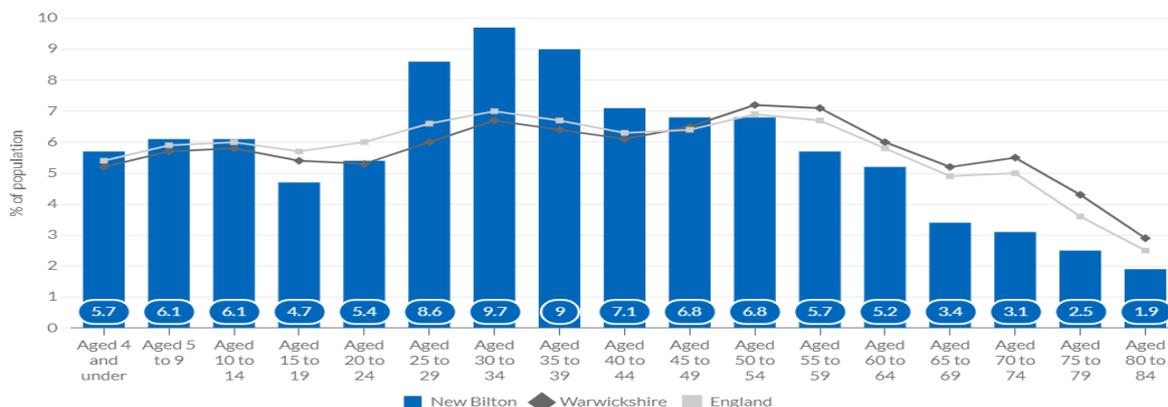
- 8,169 residents – 4,029 females and 4,140 males (Census 2021)
- Country of birth:

Country of Birth (Census 2021)	
UK	5,608
EU	1,636
Europe (other)	134
Middle East & Asia	403
Africa	265
Other country	123

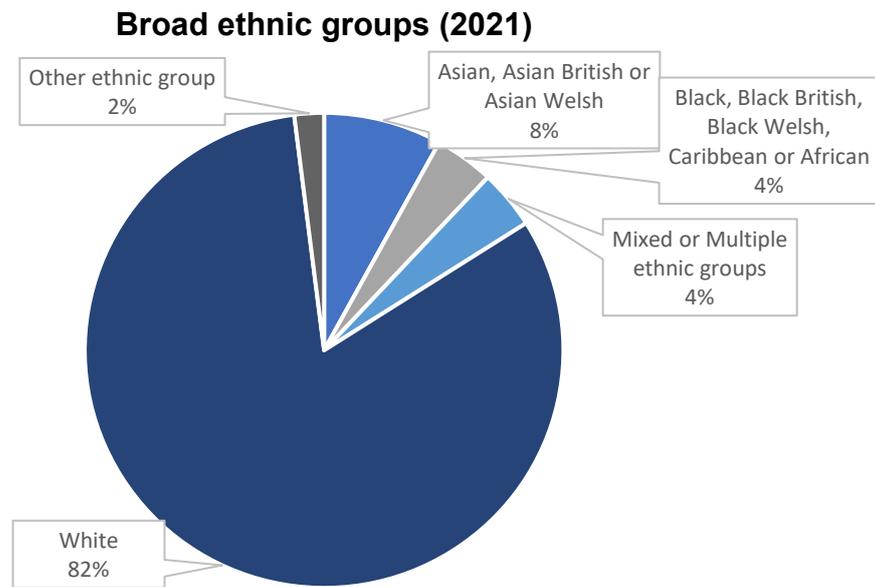
82% of people in New Bilton hold a passport from Europe region (Census 2021).

- Age (Census 2021)

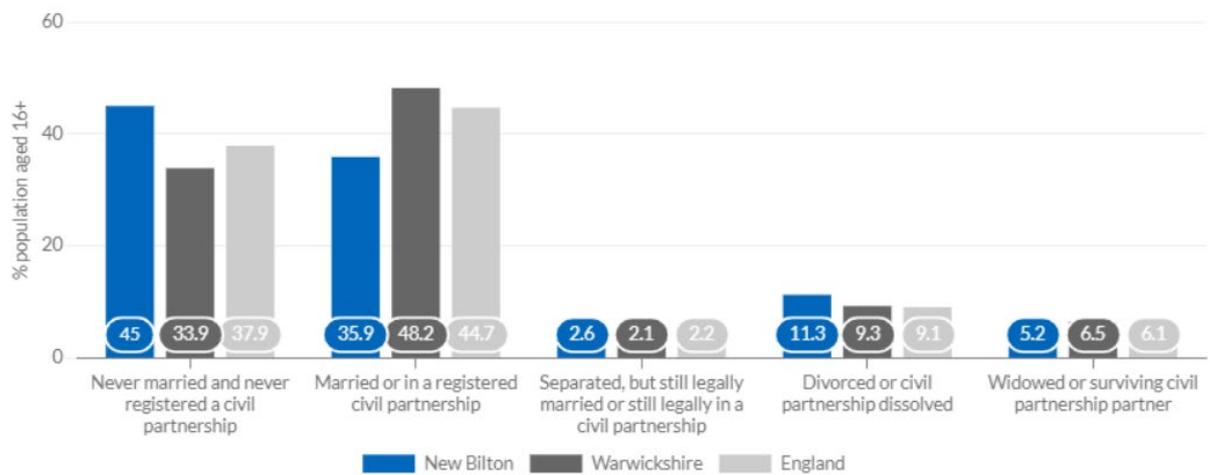
Population by five-year age groups (2021)



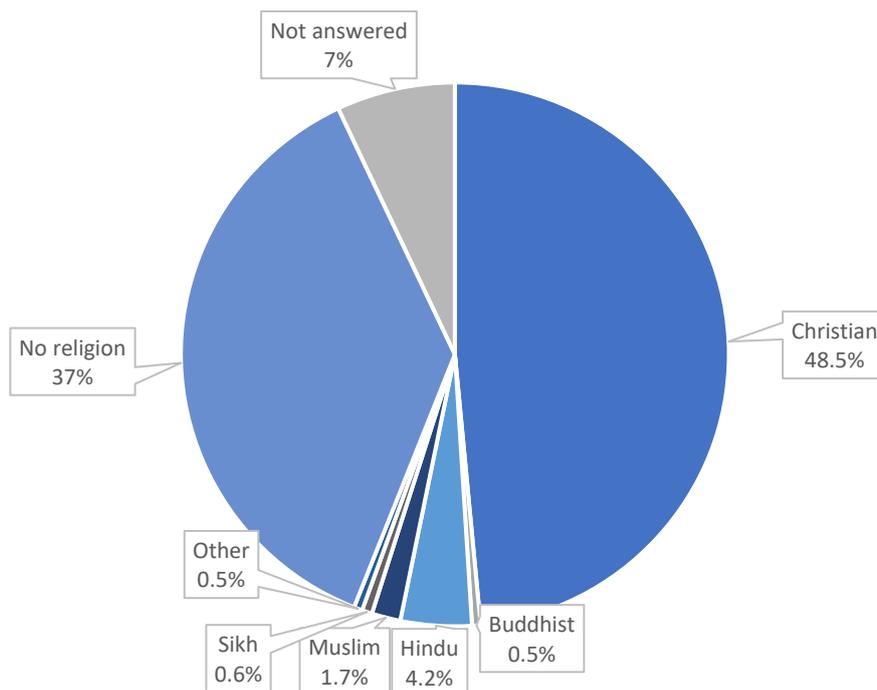
- Ethnicity (Census 2021)



- Legal partnership status (Census 2021)

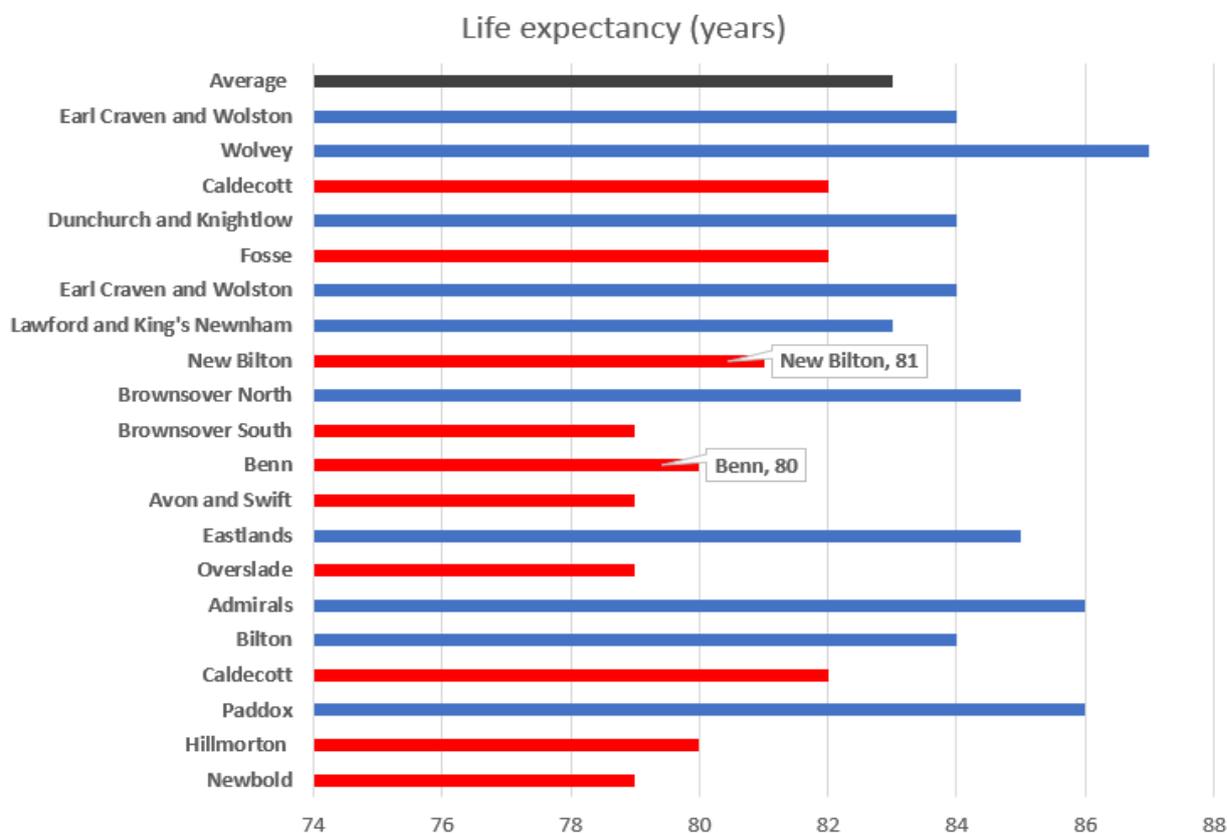


Religion



Source: ONS, Census 2021

Health

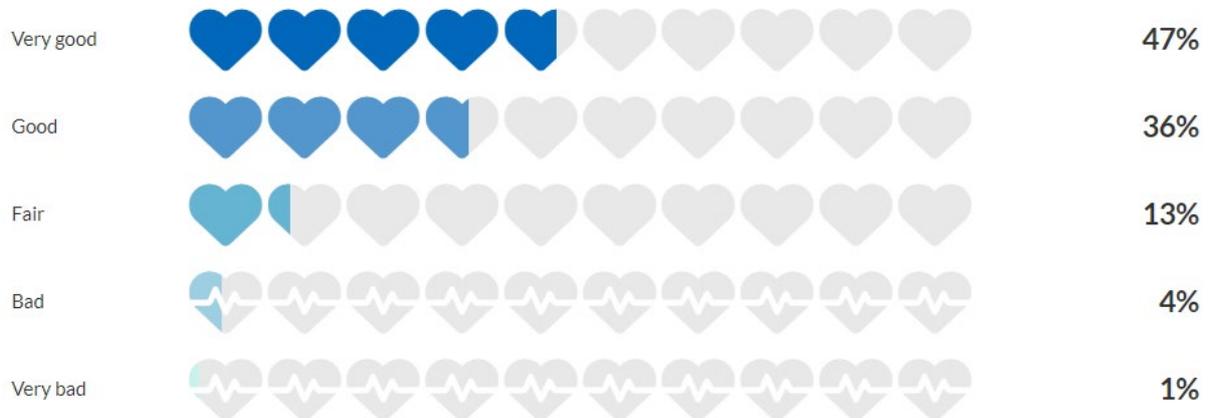


Red bars – Life expectancy is lower than the average for Rugby ([Source – ONS](#))



Red bars – Healthy life expectancy is lower than the average for Rugby ([Source – ONS](#))

Self-Reported Health (Census 2021)

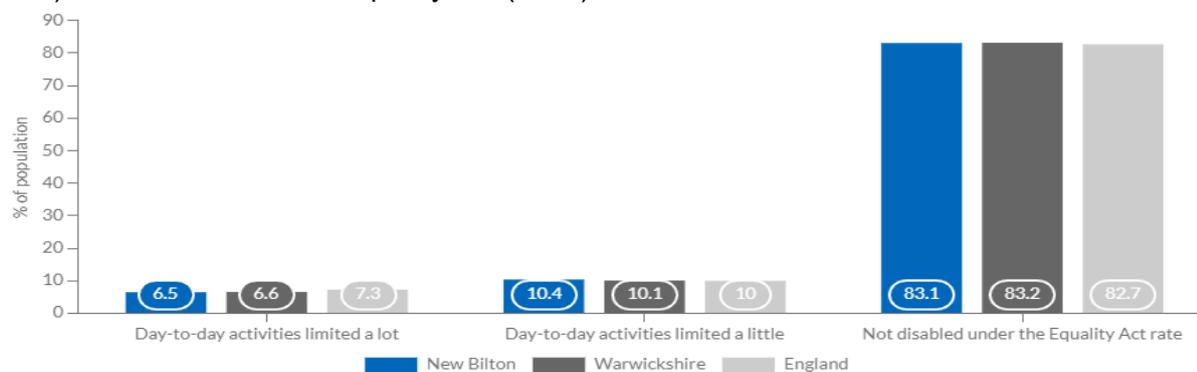


Disabled under the Equality Act: Day-to-day activities limited a lot (ONS – Census 2021)

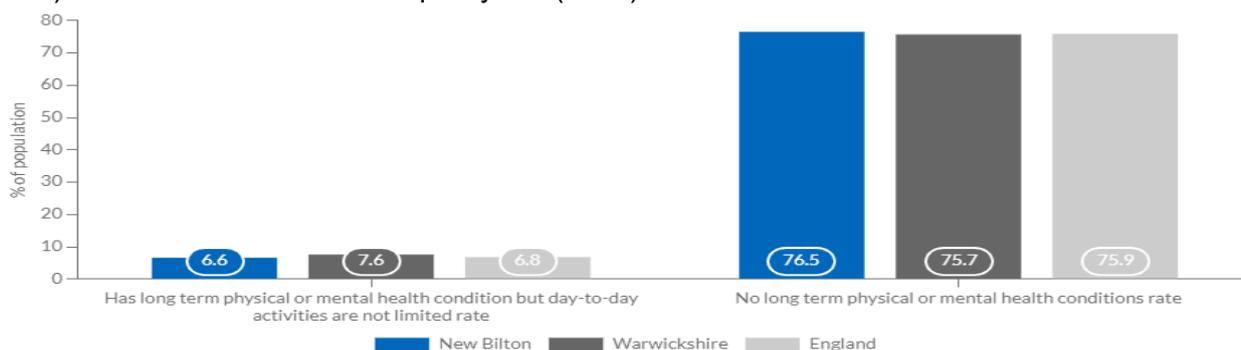


Disability (Census 2021)

a) Disabled under the Equality Act (2021)



b) Not disabled under the Equality Act (2021)



Children's weight indicators (% , 2017 to 2018, to 2019 to 2020)

Indicators	New Bilton	Rugby (LTLA 2021)	Warwickshire (UTLA 2021)
<u>Reception: Prevalence of overweight (including obesity) (%)</u>	18.4	21.6	21.5
<u>Reception: Prevalence of obesity (including severe obesity) (%)</u>	8.2	8.9	8.8
<u>Year 6: Prevalence of overweight (including obesity) (%)</u>	40.4	34.1	33.9
<u>Year 6: Prevalence of obesity (including severe obesity) (%)</u>	21.1	19.9	20.1

Source: National Child Measurement Programme (NCMP), NHS Digital

Emergency hospital admissions: Standardised Admission Ratios (SARs), 2015 to 2016, to 2019 to 2020

Indicators	New Bilton	Rugby (LTLA 2021)	Warwickshire (UTLA 2021)
<u>Emergency hospital admissions for all causes (SAR)</u>	98.4	96.6	91.8
<u>Emergency hospital admissions for coronary heart disease (SAR)</u>	88.8	66.0	84.1
<u>Emergency hospital admissions for stroke (SAR)</u>	101.2	81.6	87.7
<u>Emergency hospital admissions for Myocardial Infarction (heart attack) (SAR)</u>	93.5	80.0	79.7
<u>Emergency hospital admissions for Chronic Obstructive Pulmonary Disease (COPD) (SAR)</u>	134.0	76.1	79.6

Source: Hospital Episode Statistics (HES) NHS Digital

Hospital Standardised Admission Ratios (SARs) Admissions - harm and injury: 2016 to 2017, to 2020 to 2021

Indicators	New Bilton	Rugby (LTLA 2021)	Warwickshire (UTLA 2021)
<u>Emergency hospital admissions for intentional self harm (SAR)</u>	104.1	97.6	92.7
<u>Emergency hospital admissions for hip fractures, persons aged 65 years and over (SAR)</u>	75.7	97.6	102.2
<u>Hospital admissions for alcohol attributable conditions (Broad definition) (SAR)</u>	127.8	105.4	97.2
<u>Hospital admissions for alcohol attributable conditions, (Narrow definition) (SAR)</u>	155.9	112.9	102.7

Source: Hospital Episode Statistics (HES) NHS Digital

Cancer incidence, 2015 to 2019, standardised incidence ratio (SIR)

Indicators	New Bilton	Rugby (LTLA 2021)	Warwickshire (UTLA 2021)
<u>Incidence of all cancer (SIR per 100)</u>	87.0	97.4	93.9
<u>Incidence of breast cancer (SIR per 100)</u>	55.6	108.7	98.5
<u>Incidence of colorectal cancer (SIR per 100)</u>	76.7	93.6	92.6
<u>Incidence of lung cancer (SIR per 100)</u>	100.1	81.0	82.7
<u>Incidence of prostate cancer (SIR per 100)</u>	98.5	101.1	93.3

Source: English cancer registration data from the NHS Digital Cancer Analysis System (AV2019 CASREF01), National Statistical Postcode Lookup (May 2021)

Causes of deaths - premature mortality: 2016 to 2020, Standardised Mortality Ratios (SMR)

Indicators	New Bilton	Rugby (LTLA 2021)	Warwickshire (UTLA 2021)
<u>Deaths from all causes, under 75 years (Standardised mortality ratio (SMR))</u>	138.9	97.2	95.4
<u>Deaths from all cancer, under 75 years (Standardised mortality ratio (SMR))</u>	98.8	99.0	96.8
<u>Deaths from circulatory disease, under 75 years (Standardised mortality ratio (SMR))</u>	167.7	99.3	98.8
<u>Deaths from causes considered preventable, under 75 years (Standardised mortality ratio (SMR))</u>	166.7	95.8	89.8

Source: Office for Health Improvement and Disparities, produced from Office for National Statistics (ONS) data, Office for Health Improvement and Disparities Annual Mortality Extracts (based on Office for National Statistics source data)

Causes of deaths - all ages, 2016 to 2020: Standardised Mortality Ratios (SMR)

Indicators	New Bilton	Rugby (LTLA 2021)	Warwickshire (UTLA 2021)
<u>Deaths from all causes, all ages (Standardised mortality ratio (SMR))</u>	116.8	96.1	97.7
<u>Deaths from all cancer, all ages (Standardised mortality ratio (SMR))</u>	91.7	98.9	96.8
<u>Deaths from circulatory disease, all ages (Standardised mortality ratio (SMR))</u>	144.7	95.7	96.4
<u>Deaths from coronary heart disease, all ages (Standardised mortality ratio (SMR))</u>	176.4	97.9	97.9
<u>Deaths from stroke, all ages (Standardised mortality ratio (SMR))</u>	158.8	95.2	94.3
<u>Deaths from respiratory diseases, all ages (Standardised mortality ratio (SMR))</u>	86.3	82.2	88.6

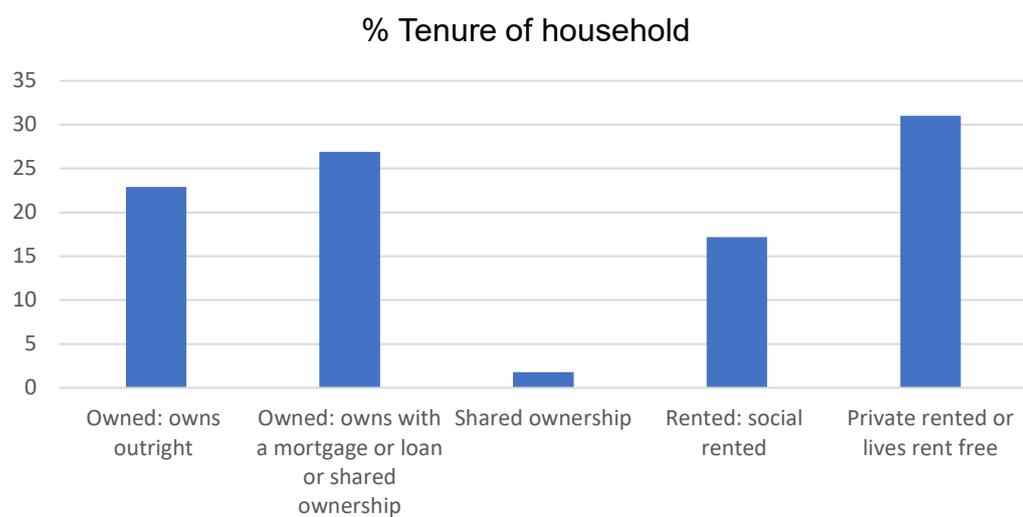
Source: Office for Health Improvement and Disparities, produced from ONS data

Housing

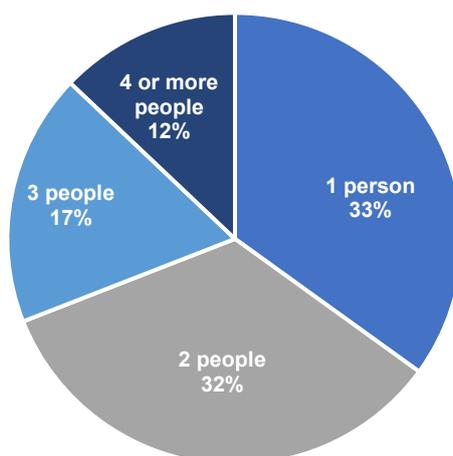
There are 3,540 properties in New Bilton (VOA 2023):

- Terraced – 1,780
- Flats/ maisonettes – 790
- Semi-detached – 760
- Detached – 150
- Bungalows - 100

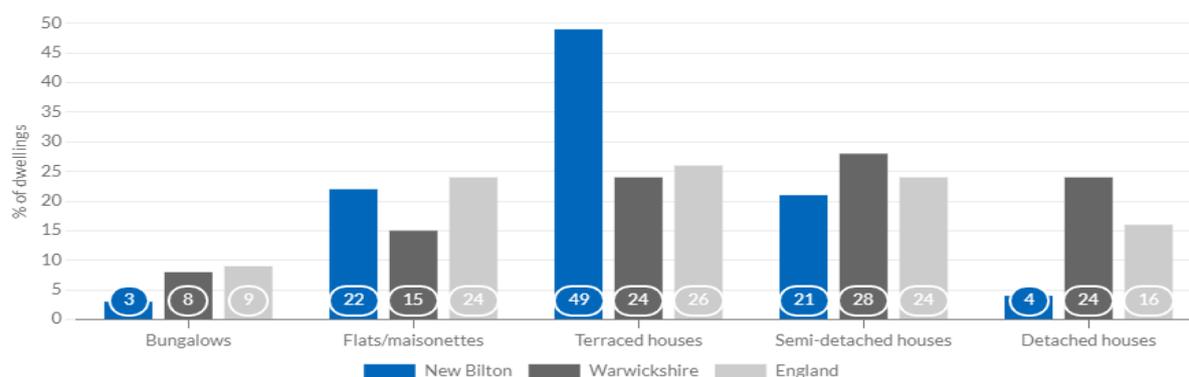
Tenure (ONS - Census 2021):



Household size (Census 2021):



Dwelling counts by type (VOA 2023)



Percentage of people aged 65 and over who are living alone (ONS 2011):

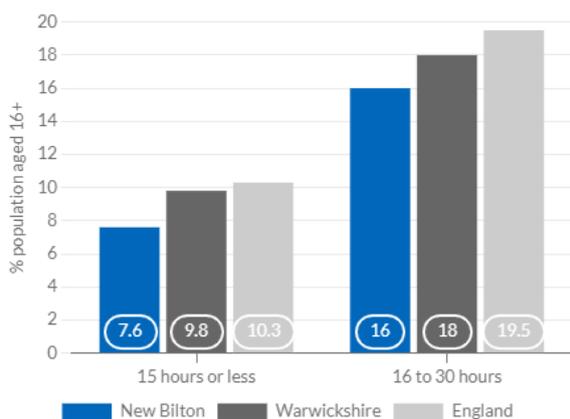
Area	Count	Value
England	2,725,596	31.5
Rugby	4,979	28.7
New Bilton	427	43.5
Eastlands	435	40.6
Benn	365	40.0
Newbold and Brownsover	268	31.7
Hillmorton	387	29.3
Paddock	404	29.1
Dunsmore	489	26.5
Bilton	480	26.0
Admirals and Cawston	189	25.6
Rokeby and Overslade	461	25.5
Wolston and the Lawfords	292	25.1
Wolvey and Shilton	123	24.5
Clifton, Newton and Churchover	108	24.2
Revel and Binley Woods	362	23.3
Leam Valley	107	20.9
Coton and Boughton	82	20.3

Source: Office for National Statistics

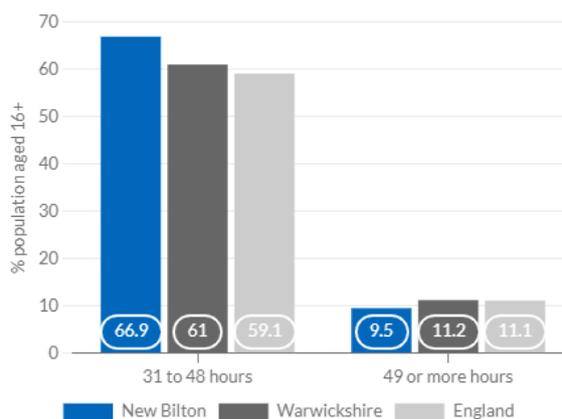
Employment and skills

- 69% of people aged 16 years and over are economically active (Census 2021)
Warwickshire 60%, England 59%
- 24% of people aged 16 years and over are working part-time (30 hours or less)
76% are working full-time (Census 2021)

Hours worked: part-time (2021)

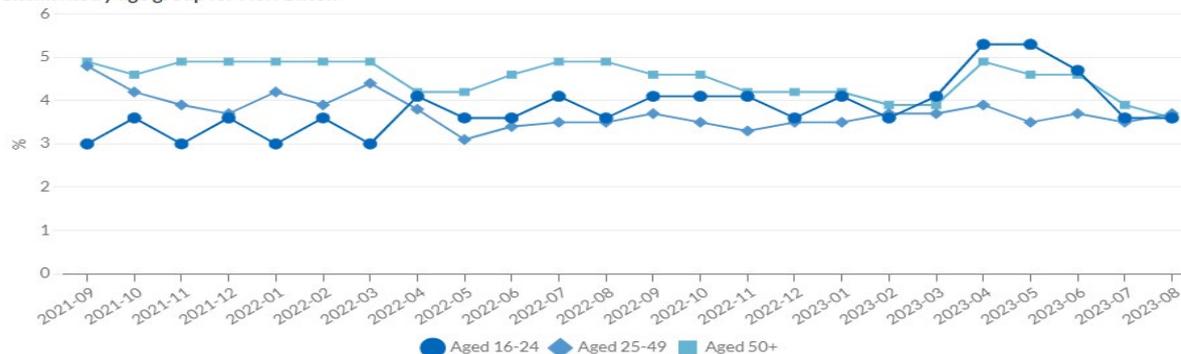


Hours worked: full-time (2021)



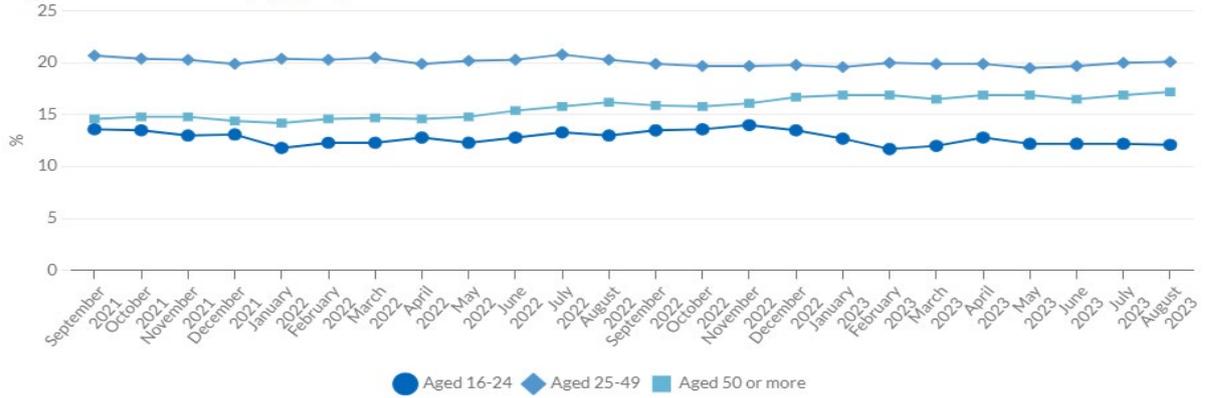
- The top 4 employment industries (IDBR 2021)
 - Manufacturing – 17.5%
 - Construction – 17.5%
 - Business admin & support services – 10%
 - Wholesale – 10%
- National Statistics Socio-economic classification – the top 3 (Census 2021)
 - 27% Routine
 - 17% Lower managerial, administrative and professional
 - 13% Semi-routine
- The top 3 occupations by type (Census 2021)
 - 27% Elementary occupations
 - 12% Professional occupations
 - 11% Process, plant and machine operatives
- 3.6% of people claim out of work benefits (ONS Claimant Count August 2023)
 2.6% Warwickshire, 3.8% England

Claimants by age group for New Bilton

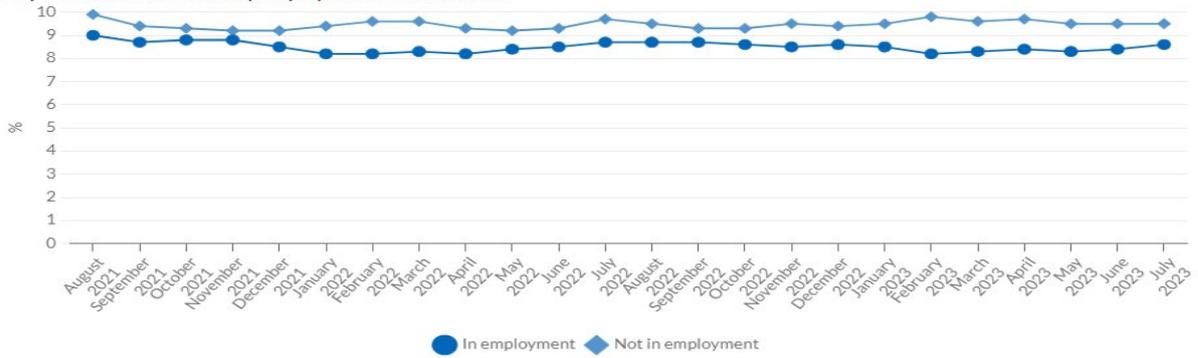


- 18% of people (1,103) aged 16-65 are on Universal Credit (DWP August 2023)
 England, 15%

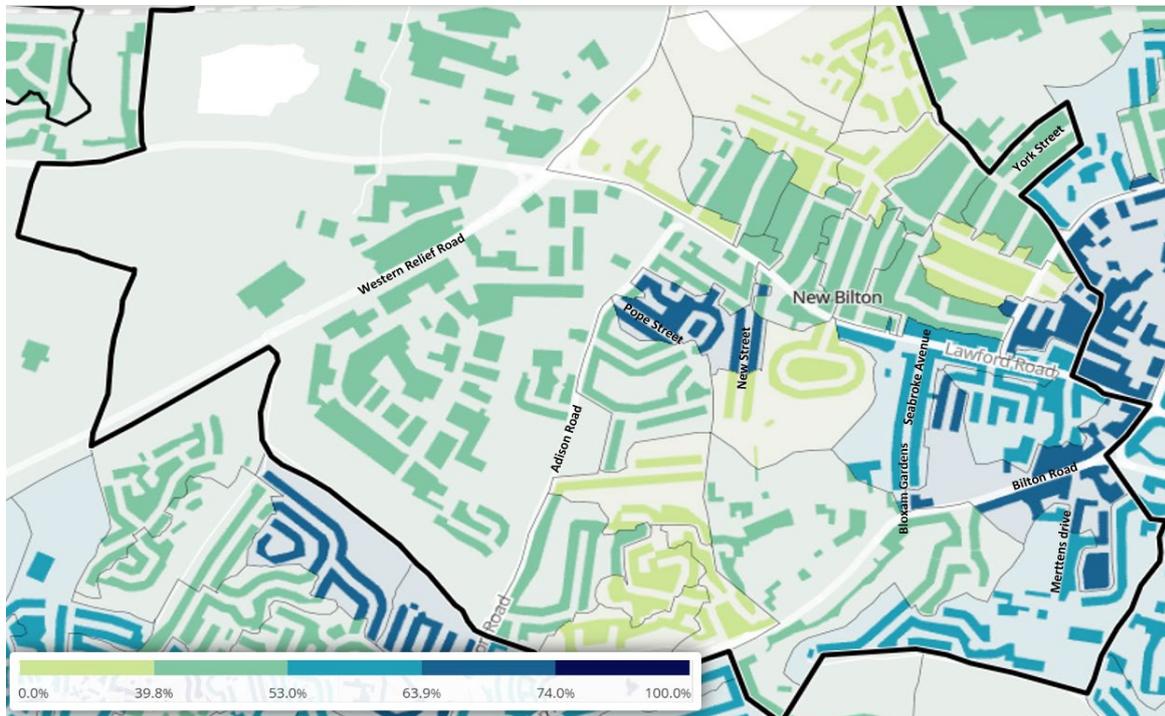
People on Universal Credit by age group for New Bilton



People on Universal Credit by employment for New Bilton

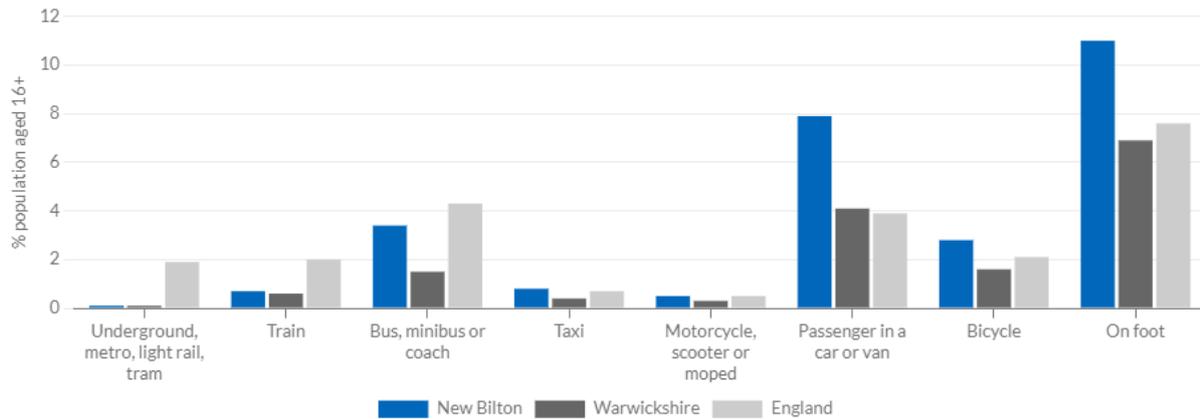


Economically inactive (ONS – Census 2021)



Methods of travel to work (Census 2021)

53% of people in New Bilton drive a car or van to work
 Other methods of travel:



Deprivation

- 19.4% of houses in fuel poverty (BEIS 2020)
14.3% in Warwickshire and 13.2 in England
- 30% of children under 16 are living in families with low income (DWP 2021/22)
- 35.3% of households in New Bilton are deprived in one dimension (ONS – Census 2021)

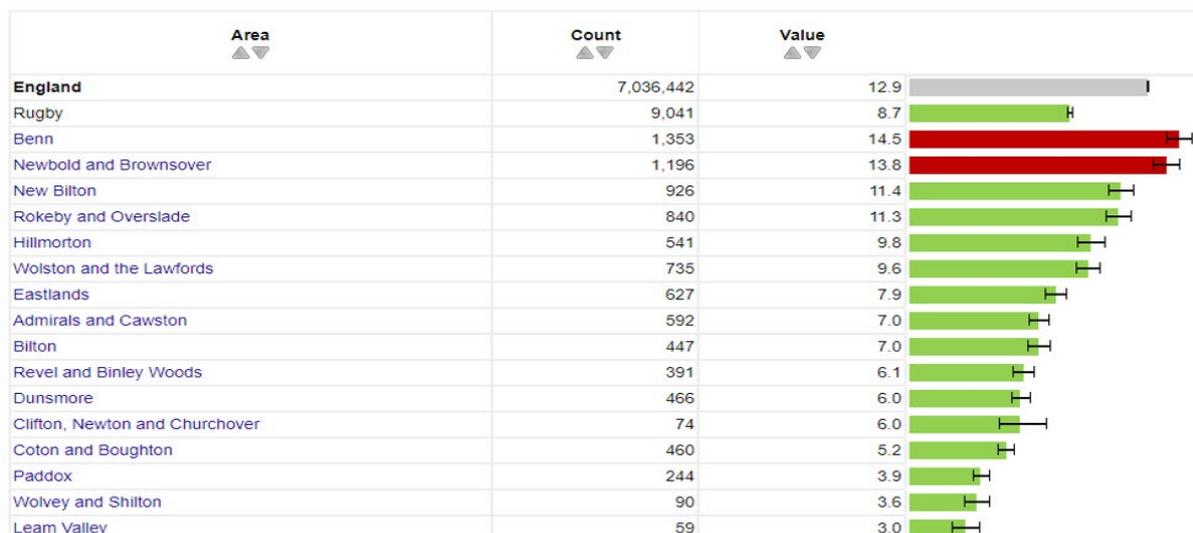


Households deprived in one dimension:

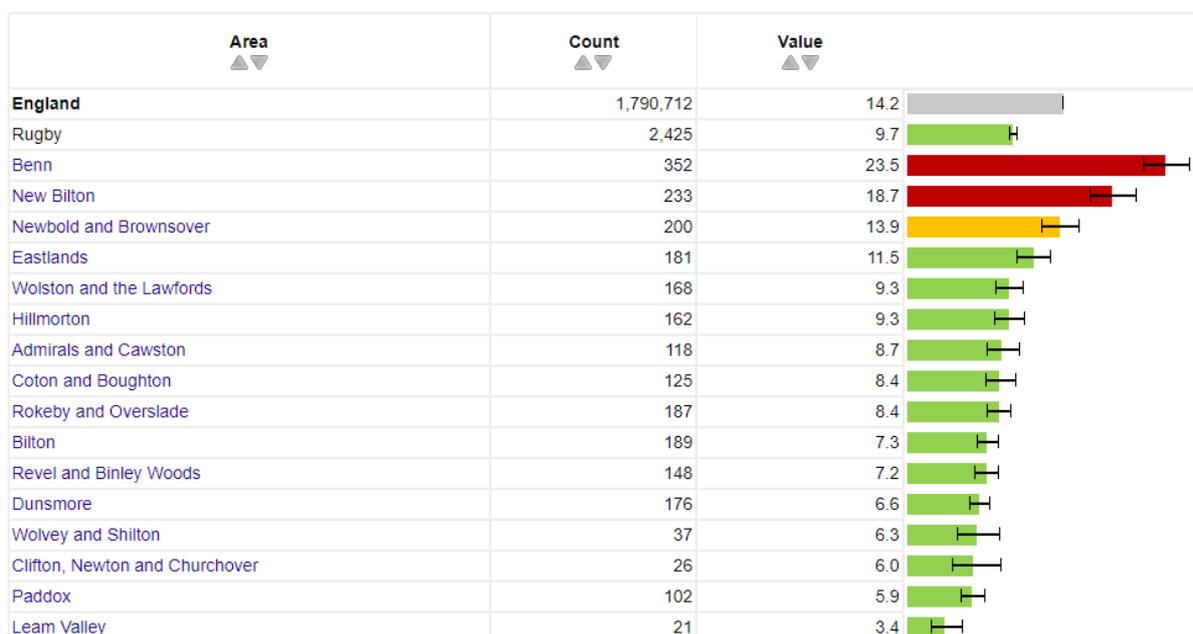
- Education – if no one has at least level 2 education and no one aged 16-18 years is a full-time student.
- Employment – if any person in the household has general health that is bad or very bad or is identified as disabled.
- Health – If any person in the household has general health that is bad or very bad or is identified as disabled. People who have assessed their day-to-day activities as limited by long-term physical or mental health conditions or illnesses are considered disabled.

- Housing – If the household's accommodation is either overcrowded, in a shared dwelling, or has no central heating.

Income deprivation (Ministry of Housing, Communities and Local Government 2019)



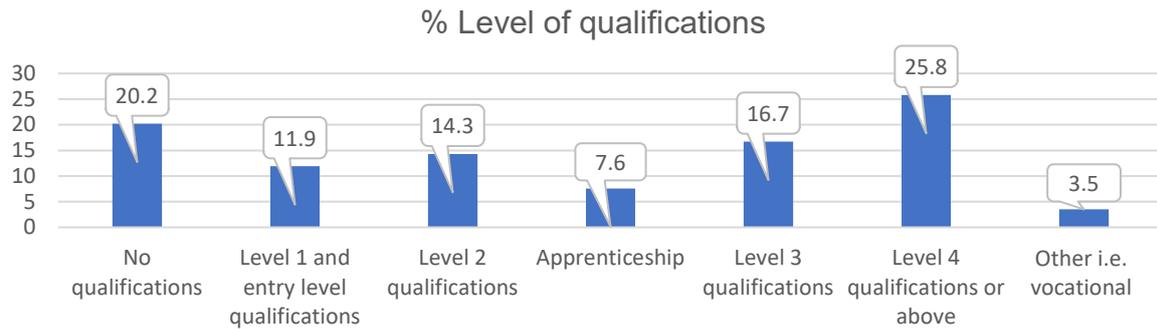
Older people in poverty, income deprivation affecting older people (Ministry of Housing, Communities and Local Government 2019)



Source: Ministry of Housing, Communities and Local Government

Education

- 18.2% of people aged five years and over in New Bilton are a full-time student
- 81.8% of people aged five years and over in New Bilton are not a full-time student



Source: Census 2021

Level 1 and entry level qualifications: i.e., 1 to 4 GCSEs grade A* to C and any GCSEs at other grades

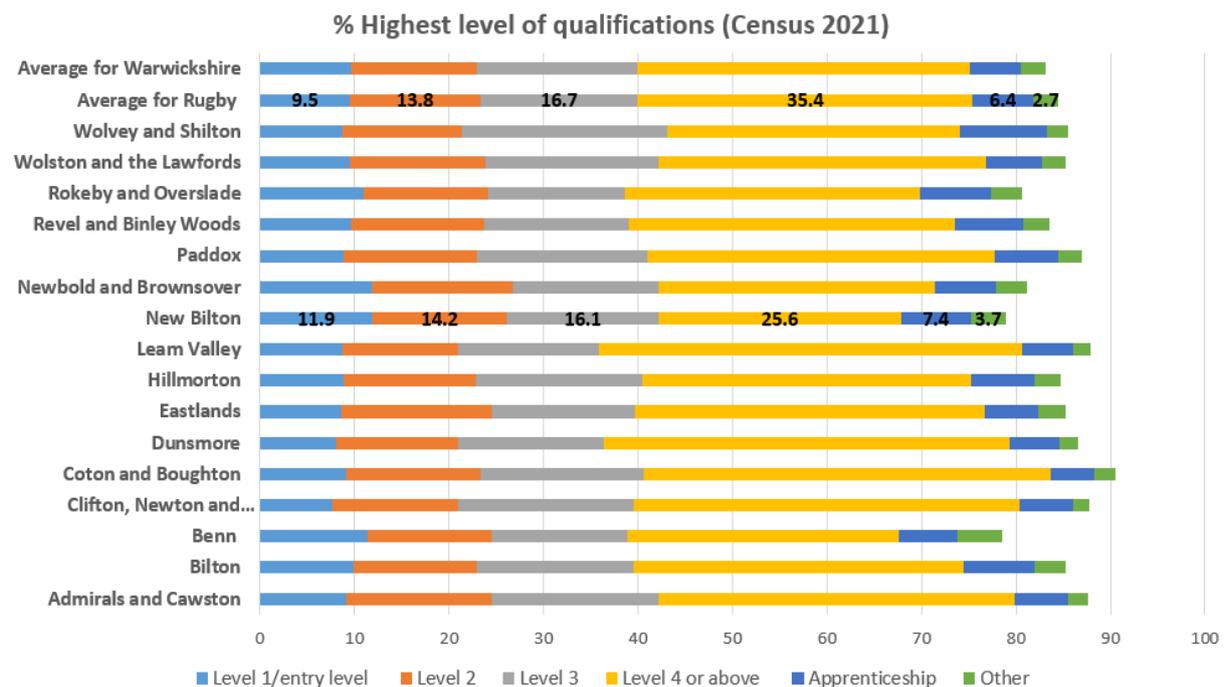
Level 2 qualifications: i.e., 5 or more GCSEs (A* to C or 9 to 4)

Level 3 qualifications: i.e., 2 or more A levels and Higher School Certificate

Level 4 qualifications or above: i.e., degree (BA, BSc), higher degree (MA, PhD, PGCE)

Other: i.e., vocational or work-related qualifications, qualifications achieved outside England or Wales

When comparing with other wards in the borough:



Crime

The top 3 reported crimes in New Bilton, July 2022 – June 2023:

- Violence and sexual offences - 284
- Violent crime - 87
- Public order – 70

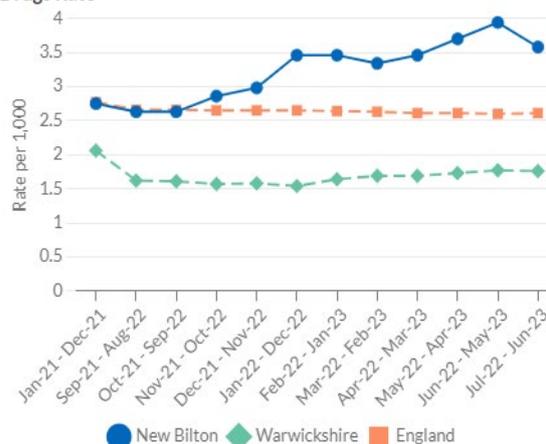
Crimes above the Warwickshire's or England's average:

Criminal damage and arson Rate



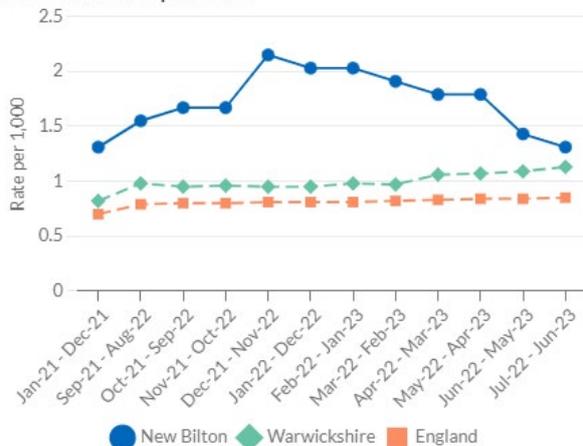
Source: data.police.uk

Drugs Rate



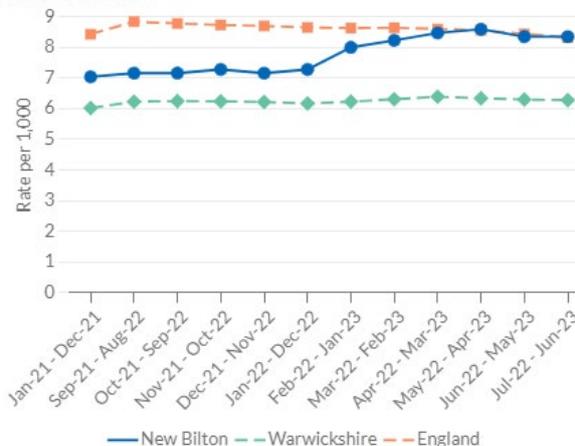
Source: data.police.uk

Possession of weapons Rate



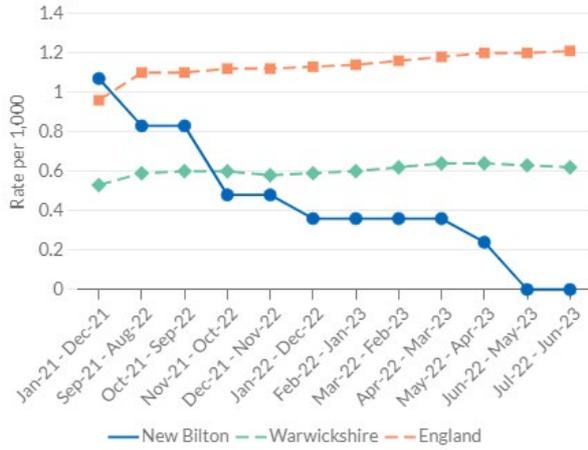
Source: data.police.uk

Public order Rate



Source: data.police.uk

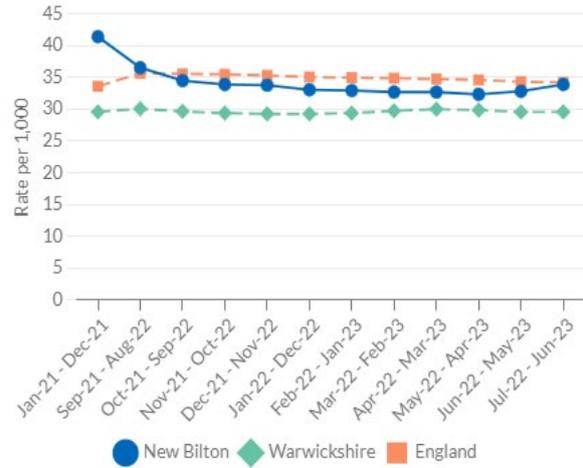
Robbery Rate



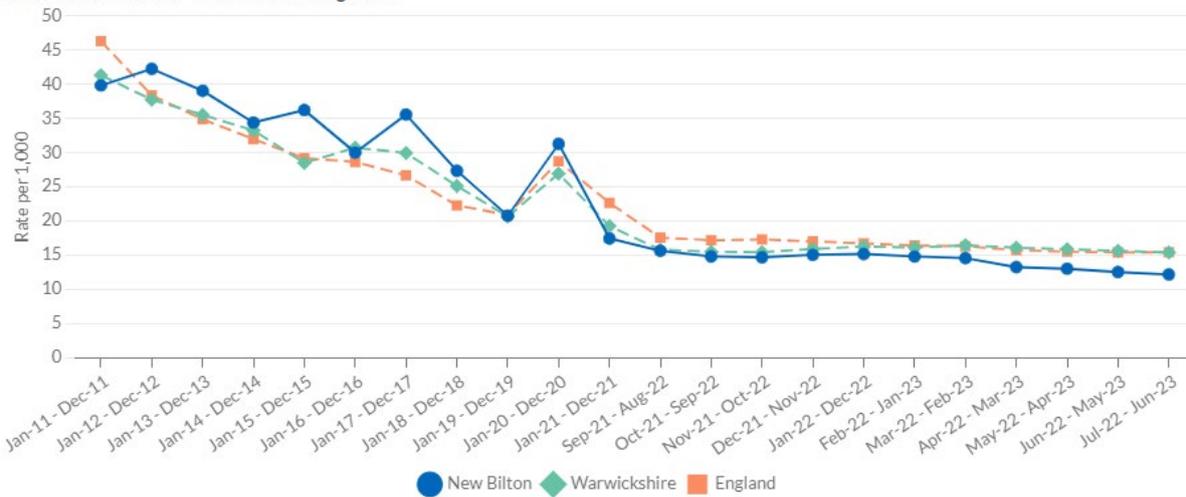
Source: data.police.uk



Violence and sexual offences Rate



Anti-social behaviour - 12 month rolling rates



Source: data.police.uk



All crime - monthly rates



Source: data.police.uk

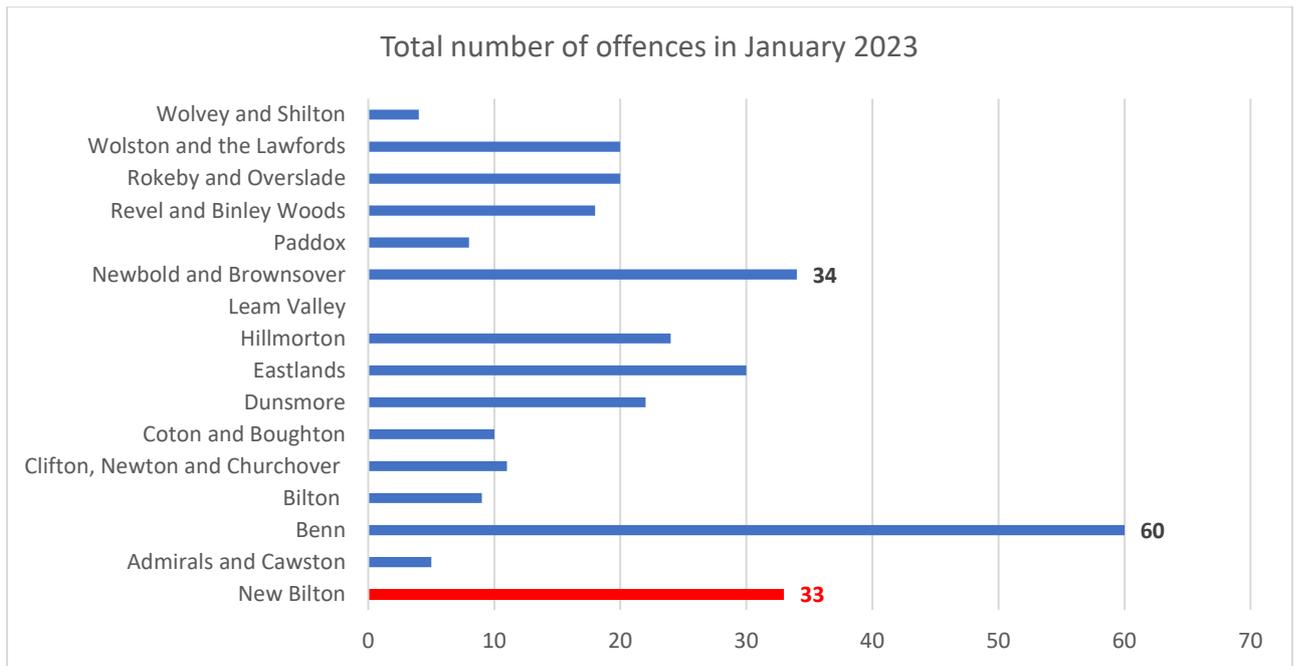




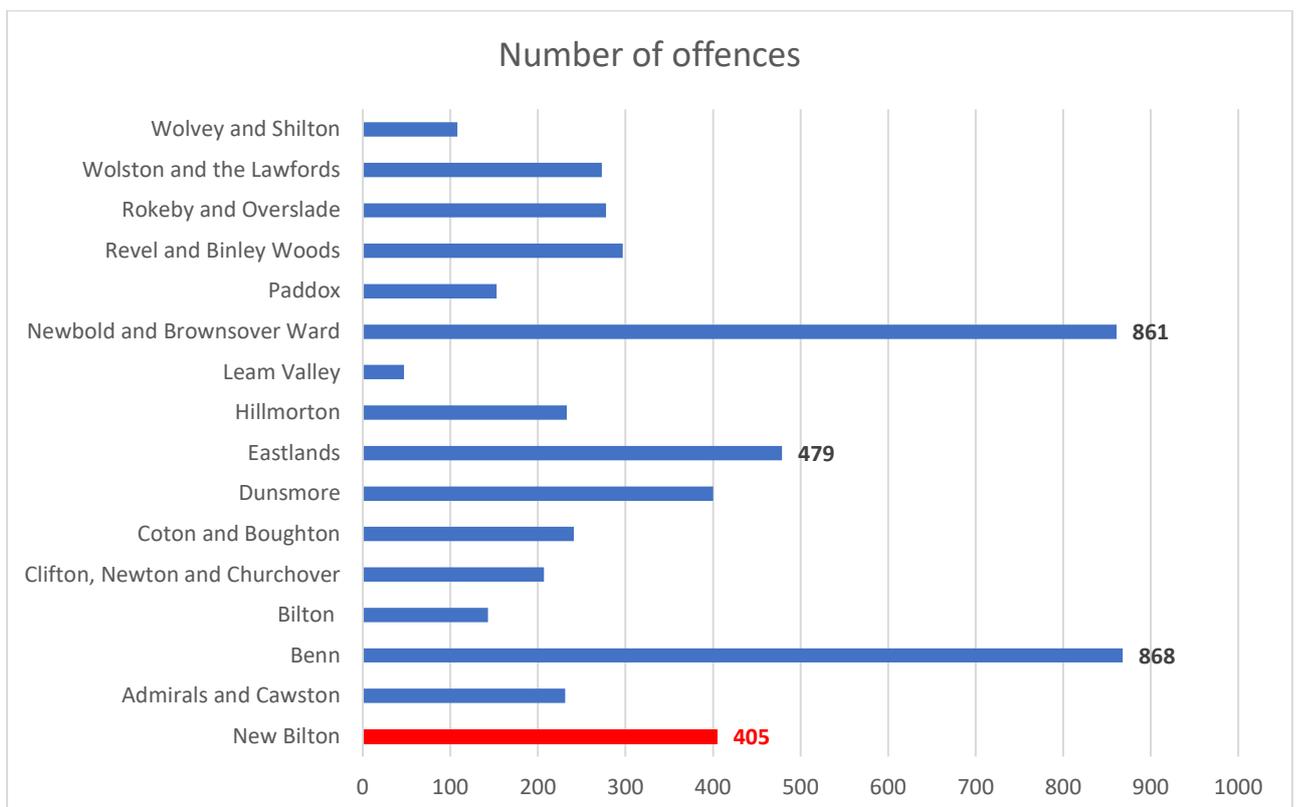
January 2023 summary provided by Warwickshire Police

Crime type	Number of offences
Assault with injury	3
Assault without injury	3
Shoplifting	2
Theft from a motor vehicle	4
Other theft	2
Malicious communications	4
Theft or unauthorised taking of a motor vehicle	4
Cruelty to children/young persons	6
Stalking	2
Harassment	1
Rape of a female aged 16 and over	1
Modern slavery	1
Total	33

When comparing with other wards in the borough:



The number of offences in New Bilton between January 2022 and January 2023, and how this compares with other wards in the borough (data from Warwickshire Police 2023):



Community organisations in the ward

New Bilton Community Association

We have a Service Level Agreement with New Bilton Community Association (NBCA). The objectives of the SLA include providing activities and services which support the wellbeing of the community, tackle issues of loneliness and financial exclusion, as well as recognise Rugby Borough Council's Corporate Strategy 2021-24.

The organisation receives £7,500 annually.

The services NBCA provide include:

- Help with IT
- Support with applying for benefits, UC, the EU Settlement Scheme etc.; signposting
- Help with job search and applying for jobs
- Warm Hub on Wednesdays at Rugby Quaker, 28 Regent Place – offering tea and biscuits, access to computers and the Internet
- 'Edible gardens' - Jubilee and Gladstone Green
- Facebook group for residents of New Bilton:
<https://www.facebook.com/groups/6840558146>

New Directions Rugby

The organisation supports learning disabled people.

The services they provide include:

- home care and modern supported living
- holiday breaks and short stay,
- community support,
- flexible activities and opportunities,
- reablement support,
- residential services

Address: New Directions (Rugby) Ltd, 27 Bilton Road

Friends of New Bilton Rugby

The group has a Facebook group where they share information, as well as organise litter picking <https://www.facebook.com/groups/463902521754681/>

Green spaces

New Bilton Recreation Ground

Address: Lawford Road, Rugby

Facilities:

- Informal Pitches: Football (no booking required)
- Play Area
- Informal Recreation
- Footpaths
- Seating

Jubilee Recreation Ground

Address: Bridle Road, Rugby

Facilities:

- Open Space
- Facilities for Young People: half court MuGA
- Informal Recreation
- Community Development

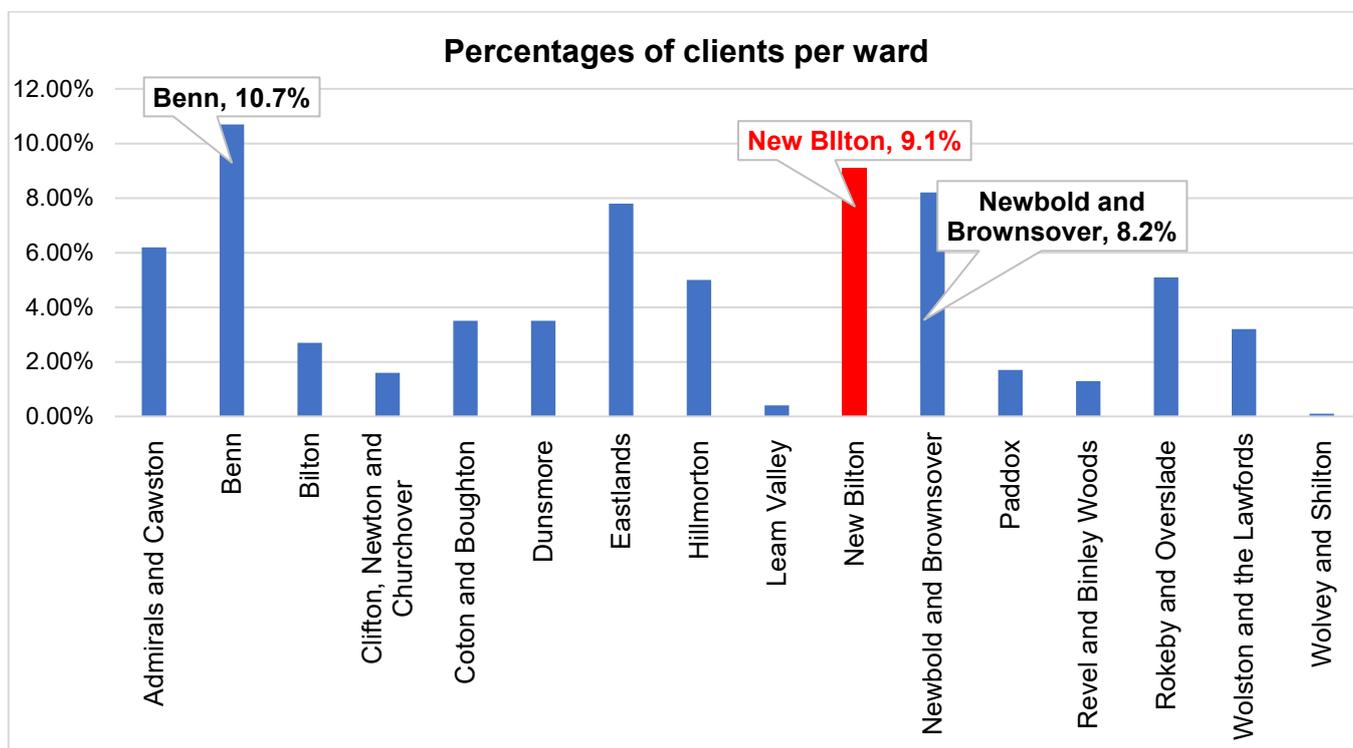
Report from Rugby Citizens Advice Bureau 2022/23

Top issues in the last quarter (3 January 2023 – 31 March 2023)

- Benefits and tax credits
- Debt
- Utilities and communications
- Charitable Support and Food Bank
- Financial services and capability

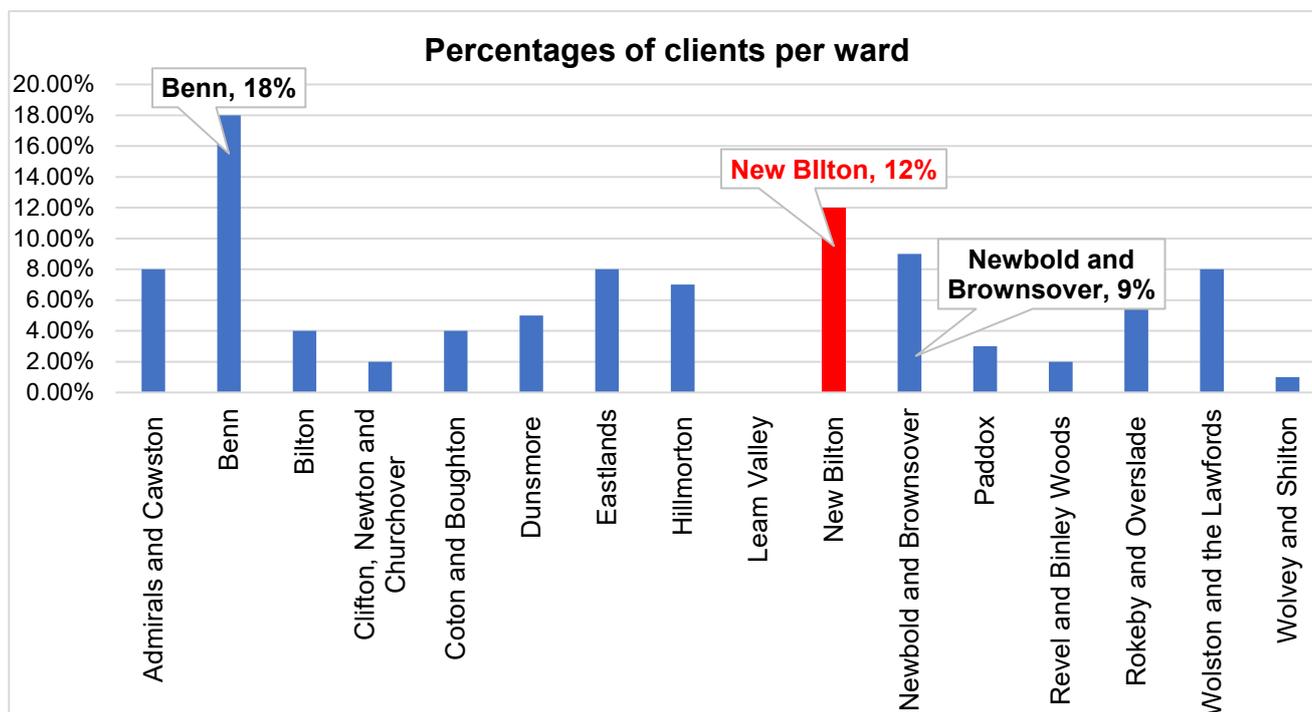
Quarter 1

From 1 April 2022 to 30 June 2022



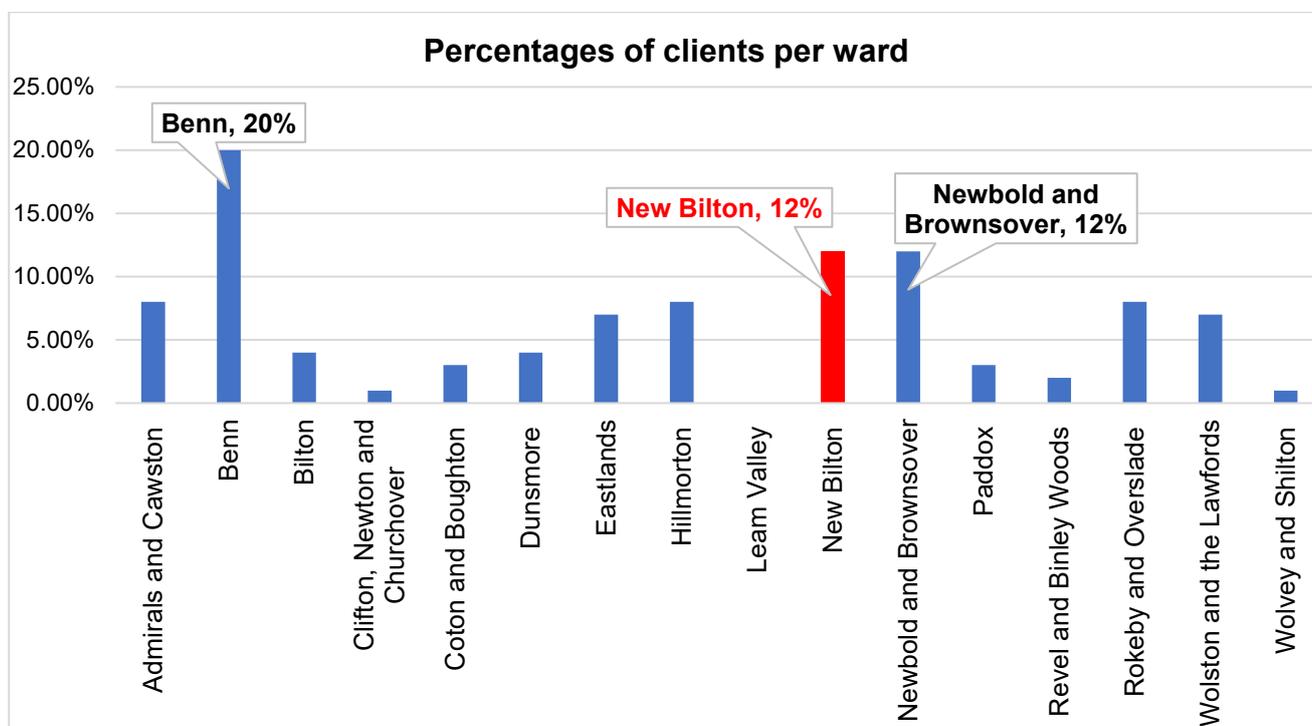
Quarter 2

From 1 July 2022 to 30 September 2022



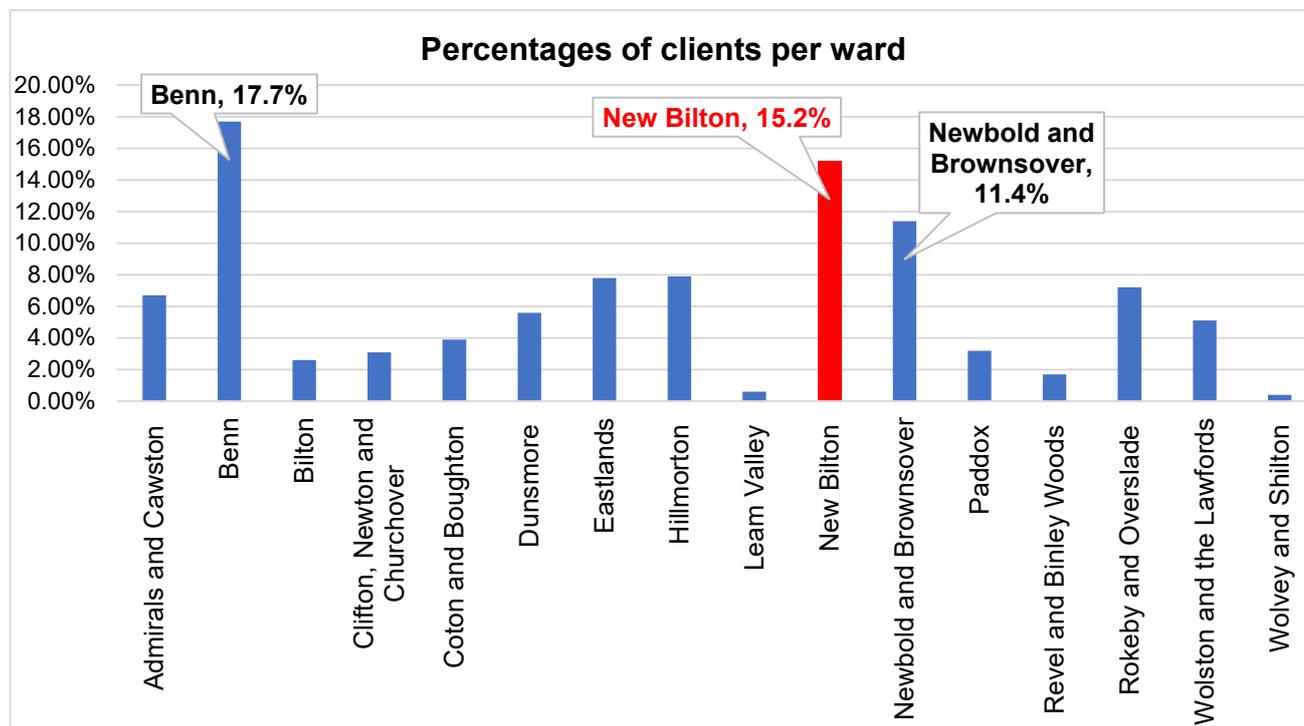
Quarter 3

From 1 October 2022 to 31 December 2022

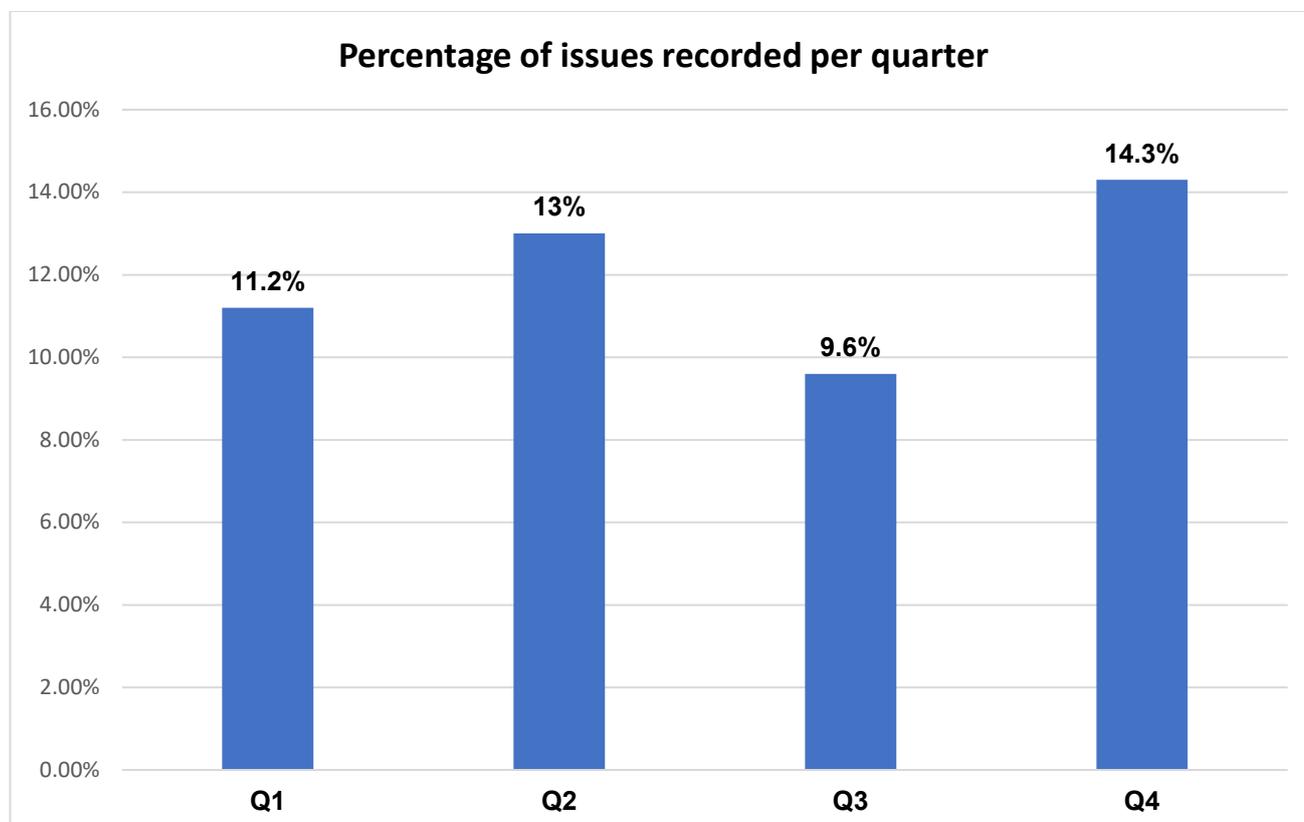


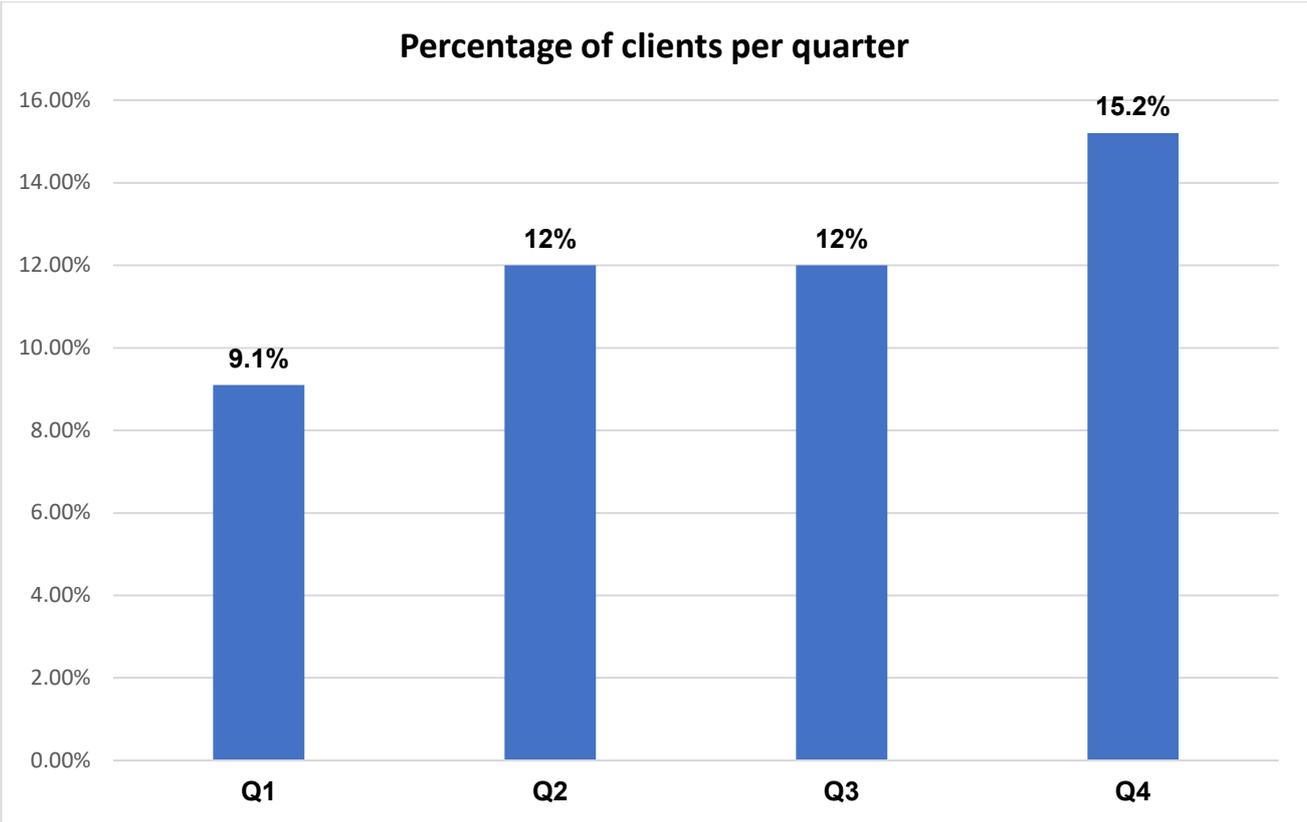
Quarter 4

From 1 January 2023 to 31 March 2023



Summary for New Bilton





AGENDA MANAGEMENT SHEET

Report Title: Asylum Seeker Support from Warwickshire County Council

Name of Committee: Cabinet

Date of Meeting: 5 February 2024

Report Director: Chief Officer - Communities and Homes

Portfolio: Communities, Homes, Digital and Communications

Ward Relevance: N/A

Prior Consultation: Portfolio Holder and opposition group representatives

Contact Officer: Mary Jane Gunn (Communities & Projects Manager) maryjane.gunn@rugby.gov.uk

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):
 Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C)
 Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E)
 Residents live healthy, independent lives, with the most vulnerable protected. (HC)
 Rugby Borough Council is a responsible, effective and efficient organisation. (O)
[Corporate Strategy 2021-2024](#)
 This report does not specifically relate to any Council priorities but

Summary: The report sets out proposals to utilise a Home Office funding allocation of £192,750 received by the council for in respect of the support of asylum seekers living in contingency accommodation in the borough as at 1 April 2023.

Financial Implications:	These are outlined in section 5.0 of the report.
Risk Management/Health and Safety Implications:	<p>The councils have worked closely together to support asylum seekers in the borough. However, Warwickshire County Council has not received any of this funding allocation as it has been paid, in full to the borough.</p> <p>There is a risk that without receiving any of the funding, they may have to withdraw anything over and above honouring their statutory duties. This is likely to have a detrimental impact on the council, who will potentially have to intervene and there are obvious potential impacts on the well-being of the cohort.</p>
Environmental Implications:	There are no identified environmental implications
Legal Implications:	<p>The Council has a wide power within section 2 of the Local Government Act 2000. This is known as the “wellbeing power” and seeks to promote or improve the economic, social, and environmental wellbeing of the Council’s area. This includes the power to provide financial assistance to achieve this purpose.</p> <p>In addition to the “wellbeing power” the council is also able to utilise the General Power of Competence under the Localism Act 2011. This represents a more recent statutory power and further strengthens the ability of the Council to provide financial assistance as set out within this report.</p>
Equality and Diversity:	An equality impact assessment has been completed and forms appendix A to this report
Options:	<ol style="list-style-type: none"> 1) To pay Warwickshire County Council half of the grant received: <p>This is in recognition of the collaborative work that has taken place at both a county and a borough level to support a very vulnerable cohort within the community. The county has incurred substantial costs in delivering support services to the cohort (more detail is covered in section 4.0 of the report).</p> <ol style="list-style-type: none"> 2) For the borough council to retain the grant in full:

There are risks associated with this as Warwickshire County Council could legitimately withdraw the non-statutory support that they are currently providing for the well being of this vulnerable cohort.

The impact of this would be an expectation that the borough council would have to intervene, bringing with this both operational and reputational risks.

Such a decision would also likely undermine the successful collaborative relationship of the two organisations going forward.

Recommendation:

IT BE RECOMMENDED TO COUNCIL THAT:

- 1) a supplementary General Fund revenue budget of £96,375 be established to enable the transfer of funding to Warwickshire County Council;
- 2) the remaining funding be held as a reserve to support any financial pressures arising from increased homelessness within the cohort during 2024/25;
- 3) delegated authority be given the Chief Officer for Communities and Homes to utilise this funding, in consultation with the Portfolio Holder for Communities, Homes, Digital and Communication; and
- 4) any unutilised funding, as at 31 March 2025, be returned to balances.

Reasons for Recommendation:

This is an opportunity to ensure that Warwickshire County Council benefits from a proportion of the grant, to cover some of the costs that they have incurred in supporting this cohort and reflects the value attached to partnership working.

Cabinet - 5 February 2024

Asylum Seeker Support from Warwickshire County Council

Public Report of the Chief Officer - Communities and Homes

Recommendation

IT BE RECOMMENDED TO COUNCIL THAT:

- 1) A supplementary General Fund revenue budget of £96,375 be established to enable the transfer of funding to Warwickshire County Council
- 2) The remaining funding be held as a reserve to support any financial pressures arising from increased homelessness within the cohort during 2024/25.
- 3) Delegated authority be given the Chief Officer for Communities and Homes to utilise this funding, in consultation with the Portfolio Holder for Communities, Homes, Digital and Communication
- 4) Any unutilised funding, as at 31 March 2025, be returned to balances

1.0 Executive Summary

Both the borough council and Warwickshire County Council have provided support to the asylum seeker cohort resident in contingency accommodation in the borough during 2023/24.

This report sets out a proposal to share with Warwickshire County Council an allocation of £192,750 un-ringfenced funding received by the borough council from the Home Office during 2023/24 in respect of Asylum Seekers living in contingency accommodation within the borough. The funding was granted in recognition of the impact on local services due to supporting asylum seekers.

The allocation was calculated based on the number of asylum seekers resident in contingency accommodation in the borough as at 1 April 2023.

2.0 Introduction

2.1 During the 2023/24 financial year, the council received a funding allocation from the Home Office. This one-off un-ringfenced funding was allocated on the basis of £750 for each asylum seeker resident in contingency accommodation in the borough as at 1 April 2023. The total funding allocation was £192,750.

- 2.2 The funding is intended to address concerns raised by local authorities in relation to pressures on local services associated with supporting asylum seekers.
- 2.3 Whilst the funding was paid directly by the Home Office to the borough council, Warwickshire County Council have also had a significant role to play in supporting our guests.

3.0 The different models of asylum seeker accommodation provided by the Home Office

- 3.1 Contingency accommodation is the initial accommodation provided to asylum seekers if they are destitute, until their application for longer term accommodation and subsistence is decided. The provision of such accommodation forms part of the statutory duty of the Home Office to provide accommodation and subsistence of all destitute asylum seekers whilst their asylum claims are being decided.
- 3.2 If asylum support is granted then the household will be eligible for dispersed accommodation until a final decision is made on their asylum claim. This tends to be smaller properties, dispersed in communities, again procured by the Home Office's appointed contractors – locally this is Serco.
- 3.3 Since April 2022, all local authorities are now defined as dispersal areas. As part of this they work in regional partnerships to agree how their regional allocation of dispersal numbers can be allocated. The resulting local authority funding for each bedspace arising in 2023/24 is to be £3,500. As yet, there has been no confirmed financial allocation for Rugby in respect of this. It is anticipated that funding will be confirmed early in 2024/25.

4.0 Support to asylum seekers living in contingency accommodation

- 4.1 In addition to the day-to-day operational impact of such accommodation being in the borough, the main role of the borough council has been to leading and co-ordinating the multi-agency response to ensure the health, wellbeing and safety of our guests. This has included working closely with public health, the police and Serco, the contractor appointed by the Home Office to manage contingency accommodation in the borough.
- 4.2 However, the practical day-to-day support for guests has been co-ordinated by the Warwickshire County Council's (WCC) Youth and Targeted Support Team' migration support project. They have:
- employed workers to work within the hotels to provide advice and support to guests to ensure that they have access to education, health and social care;
 - directly commissioned support from the Coventry Refugee and Migrant Centre to support caseworker arrangements;
 - been working with local charities to support access to clothing and school uniforms.

4.4 At the time of writing, WCC are working closely with EQUIP to identify further proposals for the support of this cohort and hope to have a model in place for 1 April 2024.

5.0 Financial proposal

5.1 In recognition of the collaborative working of both the Council and WCC, and the costs incurred by the county, for which no recompense has been made via the allocated funding, it is proposed that the 2023/24 financial allocation of £192,750 be split 50/50 between both councils.

5.2 This is in recognition of the cost and resource implications impacting on both organisations in support of the cohort living in contingency accommodation.

5.3 As the funding is not ringfenced, it is proposed that the borough allocation will be used to create a reserve to offset the potential costs (for example translation support and temporary accommodation) associated with households presenting as homeless during 2024/25.

6.0 Conclusion

6.1 Both the borough and WCC have worked collaboratively, and continue to do so, to support the asylum seeker community living in contingency accommodation in the borough.

6.2 It just happens that the resulting funding allocation was paid in full to the borough council.

6.3 Had the funding been paid exclusively to WCC, the council would have expected them to have made a similar decision to split the funding with the borough council.

Name of Meeting: Cabinet

Date of Meeting: 5 February 2024

Subject Matter: Asylum Seeker Support from Warwickshire County Council

Originating Department: Communities and Homes

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

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

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

EQUALITY IMPACT ASSESSMENT (EqIA)

Context

1. The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sex/gender
 - sexual orientation
3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. The questions will enable you to record your findings.
6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. Once completed and signed off the EqIA will be published online.
8. An EqIA must accompany all **Key Decisions** and **Cabinet Reports**.
9. For further information, refer to the EqIA guidance for staff.
10. For advice and support, contact:

Corporate Equality & Diversity Team

Equality Impact Assessment

Service Area	Communities & Homes
Policy/Service being assessed	Asylum Seeker support from Warwickshire County Council
Is this a new or existing policy/service? If existing policy/service, please state date of last assessment	New
EqlA Review team – List of members	Michelle Dickson Mary Jane Gunn
Date of this assessment	07 December 2023
Signature of responsible officer (to be signed after the EqlA has been completed)	

A copy of this Equality Impact Assessment report, including relevant data and information to be forwarded to the Corporate Equality & Diversity Team.

Details of Strategy/ Service/ Policy to be analysed

<u>Stage 1 – Scoping and Defining</u>	
(1) Describe the main aims, objectives, and purpose of the Strategy/Service/Policy (or decision)?	Both Rugby Borough Council and Warwickshire County Council have provided support to the asylum seeker cohort resident in contingency accommodation in 2023/24. It is proposed that the borough share with Warwickshire County Council an allocation of £192,750 un-ring-fenced funding received by the borough from the Home Office during 2023/24 in respect of asylum seekers living in contingency accommodation within the borough.
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	The support of asylum seekers in contingency accommodation relates to the following corporate priority <ul style="list-style-type: none"> - Residents live healthy, independent lives with the most vulnerable protected.
(3) What are the expected outcomes you are hoping to achieve?	The appropriate utilisation of a Home Office funding allocation of £192,750 received by the council in respect of asylum seekers living in contingency accommodation in the borough in 2023/24.
(4) Does or will the policy or decision affect: <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	This policy/decision affects: <ul style="list-style-type: none"> - Asylum seekers living in contingency accommodation and funds appropriate support from the borough and Warwickshire County Council - Rugby residents who benefit from appropriate support being in place for asylum seekers in contingency accommodation. - Warwickshire County Council
<u>Stage 2 - Information Gathering</u>	
(1) What does the information tell you about those groups identified?	The population most affected are asylum seekers living in contingency accommodation and Warwickshire County Council.

<p>(2) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement? If yes, what were their views and how have their views influenced your decision?</p>	<p>We have consulted with Warwickshire County Council on the correct apportionment of the Home Office grant to reflect the costs and resource requirements of both Warwickshire County Council and the borough.</p>		
<p>(3) If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.</p>	<p>The funding provided to the borough is on the basis of a set amount for each asylum seeker in contingency accommodation in the borough on 1 April 2023. The funding formula is defined by the Home Office.</p>		
<p><u>Stage 3 – Analysis of impact</u></p>			
<p><u>(1) Protected Characteristics</u> From your data and consultations is there any positive, adverse, or negative impact identified for any particular group, which could amount to discrimination? If yes, identify the groups and how they are affected.</p>	<p>RACE No adverse impact</p>	<p>DISABILITY No adverse impact.</p>	<p>GENDER No adverse impact</p>
	<p>MARRIAGE/CIVIL PARTNERSHIP No adverse impact</p>	<p>AGE No adverse impact.</p>	<p>GENDER REASSIGNMENT No adverse impact</p>
	<p>RELIGION/BELIEF No adverse impact</p>	<p>PREGNANCY MATERNITY No adverse impact</p>	<p>SEXUAL ORIENTATION No adverse impact</p>

<p><u>(2) Cross cutting themes</u> (a) Are your proposals likely to impact on social inequalities e.g., child poverty, geographically disadvantaged communities? If yes, please explain how?</p> <p>(b) Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes, please explain how?</p>	<p>Our proposals assist the borough, and Warwickshire County Council in working collaboratively to support the asylum seeker community living in contingency accommodation in the borough.</p>
<p>(3) If there is an adverse impact, can this be justified?</p>	<p>No adverse impacts have been identified.</p>
<p>(4) What actions are going to be taken to reduce or eliminate negative or adverse impact? (This should form part of your action plan under Stage 4.)</p>	<p>N/A</p>
<p>(5) How does the strategy/service/policy contribute to the promotion of equality? If not, what can be done?</p>	<p>This</p>
<p>(6) How does the strategy/service/policy promote good relations between groups? If not, what can be done?</p>	<p>This proposal ensures that appropriate support is provided to the asylum seeker cohort living in contingency accommodation within the borough.</p>
<p>(7) Are there any obvious barriers to accessing the service? If yes, how can they be overcome?</p>	<p>N/A</p>

<u>Stage 4 – Action Planning, Review & Monitoring</u>																														
<p>If No Further Action is required, then go to – Review & Monitoring</p> <p>(1) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.</p>	<p>No further action is required.</p> <p>EqlA Action Plan</p> <table border="1" data-bbox="875 461 2116 692"> <thead> <tr> <th data-bbox="875 461 1122 539">Action</th> <th data-bbox="1122 461 1368 539">Lead Officer</th> <th data-bbox="1368 461 1615 539">Date for completion</th> <th data-bbox="1615 461 1861 539">Resource requirements</th> <th data-bbox="1861 461 2116 539">Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="875 539 1122 576"></td> <td data-bbox="1122 539 1368 576"></td> <td data-bbox="1368 539 1615 576"></td> <td data-bbox="1615 539 1861 576"></td> <td data-bbox="1861 539 2116 576"></td> </tr> <tr> <td data-bbox="875 576 1122 612"></td> <td data-bbox="1122 576 1368 612"></td> <td data-bbox="1368 576 1615 612"></td> <td data-bbox="1615 576 1861 612"></td> <td data-bbox="1861 576 2116 612"></td> </tr> <tr> <td data-bbox="875 612 1122 649"></td> <td data-bbox="1122 612 1368 649"></td> <td data-bbox="1368 612 1615 649"></td> <td data-bbox="1615 612 1861 649"></td> <td data-bbox="1861 612 2116 649"></td> </tr> <tr> <td data-bbox="875 649 1122 692"></td> <td data-bbox="1122 649 1368 692"></td> <td data-bbox="1368 649 1615 692"></td> <td data-bbox="1615 649 1861 692"></td> <td data-bbox="1861 649 2116 692"></td> </tr> </tbody> </table>					Action	Lead Officer	Date for completion	Resource requirements	Comments																				
Action	Lead Officer	Date for completion	Resource requirements	Comments																										
<p>(2) Review and Monitoring State how and when you will monitor policy and Action Plan</p>	<p>This EQIA will be reviewed as required.</p>																													

Please annotate your policy with the following statement:

An Equality Impact Assessment on this policy was undertaken on 7 December 2023 and will be reviewed if required.

AGENDA MANAGEMENT SHEET

Report Title: Agency Workers Policy and Dignity At Work Policy

Name of Committee: Cabinet

Date of Meeting: 5 February 2024

Report Director: Chief Executive

Portfolio: Change & Transformation

Ward Relevance: All wards

Prior Consultation: Legal services, JUCF

Contact Officer: Human Resources Manager

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: No

Forward Plan: No

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

(C) Climate Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C)

(E) Economy Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E)

(HC) Health and Communities Residents live healthy, independent lives, with the most vulnerable protected. (HC)

(O) Organisation Rugby Borough Council is a responsible, effective and efficient organisation. (O)

[Corporate Strategy 2021-2024](#)

This report does not specifically relate to any Council priorities but

Summary: The purpose of the report is to inform Members that the Council is seeking to adopt two new policies for use across the council. The Agency Workers Policy will ensure that the Council meets its legal obligations under the Agency Workers Regulations 2010 and the Employment Rights Act 1996 and will provide a framework for dealing with all matters relating to agency workers and the council's partnership with WM Temps and Opus People Solutions.

The Dignity At Work Policy will ensure that the Council meets its legal obligations under the Equality Act 2010 and its wider responsibilities under the provision of Equality Act 2010 (section 149) relating to the public sector equality duty. The Council is therefore required to have due regard to foster good relations, promote equality of opportunity when carrying out its public sector functions.

Financial Implications: None

Risk Management/Health and Safety Implications: None

Environmental Implications: None

Legal Implications: The policies will ensure the Council meets its legal obligations, that the council is compliant and adopting best practice relating to Agency Workers Regulations 2010 and Equality Act 2010. The Dignity At Work Policy will further ensure that the Council is able to fulfil its employer duty to prevent sexual harassment of employees required under the Worker Protection (Amendment of Equality Act 2010) Act 2023

Equality and Diversity: The Dignity At Work Policy refers to and adheres to the Equality Act 2010 and will ensure all reasonable adjustments are put in place where required. An Equality Impact assessment has been completed and is attached.

The Agency Worker Policy will ensure that all Agency Workers are managed in accordance with the council's legal obligations and in adherence to the equality & diversity policy.

Options: Not applicable

Recommendation:

The Agency Workers Policy and the Dignity At Work Policy, 2023, as set out in appendix 1 and appendix 2, be approved.

Reasons for Recommendation:

The Agency Workers Policy is critical to ensure that the Council is adhering to the Agency Worker Regulations 2010 and following best practice with regard to the management of agency workers. In addition, the policy will provide clarity and clear expectations relating to working with WM Temps and Opus People Solutions as the council's provider of agency workers, with effect from 15th January 2024.

Adopting and implementing a Dignity At Work Policy will ensure that Rugby Borough Council continues to be legally compliant and is following best practice concerning our obligations to ensure a safe, respectful and supportive work environment for all employees, workers and contractors.

Cabinet - 5 February 2024

Agency Workers Policy and Dignity At Work Policy

Public Report of the Chief Executive

Recommendation:

The Agency Workers Policy and the Dignity At Work Policy, 2023, as set out in appendix 1 and appendix 2, be approved.

1.0 Background

1.1 The Council is currently undertaking a review of all its HR policies. This review has identified the requirement to create two new policies; the Dignity At Work Policy and the Agency Workers Policy.

1.2 The remaining HR policies are currently under review, with a view to completion in time for the start of the 2024/25 municipal year.

2.0 Policy Development Process and Consultation

2.1 The policies that are proposed to be recommended have undertaken a detailed process which has been in accordance with support from the Council's key stakeholders such as WM Temps and its recently appointed agency partner WM Temps. Internally there has been input from the Council's HR team, Legal Team and Service Managers.

2.2 The draft policies have been circulated in advance to members of the Joint Union Consultation Forum (JUCF).

2.3 The Agency Workers Policy is set out at Appendix 1 and the Dignity At Work Policy is set out in Appendix 2. The policies are designed to provide a framework for consistent, fair practice and to give clear direction to line managers and the Human Resources team relating to the management of employees, workers and contractors. It will also ensure clarity of expectations and process as well as providing a clear stated purpose, roles and responsibilities for the employee/worker, the employing service, Human Resources and Trade Unions.

3.0 Conclusion

3.1 The Agency Workers Policy and The Dignity At Work Policy will ensure the Council is adopting best practice, is legally compliant by adhering to all relevant legislation including; Employment Rights Act 1996, Equality Act 2010, Workers Protection

(Amendment Equality Act 2010) Act 2023 and the Agency Workers Regulations 2010. The new policies will provide the Council with consistent and detailed policies to support all managers, employees, Human Resources officers and contractors.

Name of Meeting: Council

Date of Meeting: 5 February 2024

Subject Matter: Dignity At Work Policy and Agency Workers Policy

Originating Department: Human Resources

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

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

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A



Appendix 1

AGENCY WORKER POLICY 2023

CONTENTS

1	INTRODUCTION.....	4
2	SCOPE.....	4
3	WHAT IS AN AGENCY WORKER?	4
4	WHO CAN REQUEST AN AGENCY WORKER.....	6
5	MAXIMUM DURATION OF A BOOKING	6
6	EXTENSION OF A BOOKING.....	6
7	REQUESTING A SPECIFIC AGENCY WORKER.....	6
8	RECRUITING AN AGENCY WORKER TO A COUNCIL VACANCY (TEMP TO PERM)...	6
9	ENGAGING MANAGER RESPONSIBILITIES	7
10	PRE-ENGAGEMENT CHECKS	7
11	SAFEGUARDING.....	8
12	INDUCTION	9
13	DAY TO DAY MANAGEMENT OF AGENCY WORKERS	9
14	ATTENDANCE AND PERFORMANCE ISSUES.....	9
15	HEALTH AND SAFETY.....	10
16	EXPENSES.....	10
17	MONITORING	10
18	FURTHER INFORMATION	10

Version Control

Version	Approved by	Date
Draft v1.1	HR and Leadership Team	29 th August 2023
Draft v1.2	HR Team	4 th December 2023

POLICY STATEMENT

1 INTRODUCTION

- 1.1 We recognise that the use of agency workers may sometimes be necessary to cover periods of high workload or employee absence. We have formed a partnership with Opus People Solutions to source all agency workers. This managed approach to agency workers ensures that we obtain value for money. We have a duty of care to all children, young people and vulnerable adults. Adherence to this policy will ensure that agency workers have had the necessary pre-employment checks before they start a placement with us - this will minimise the risk of an unsuitable person gaining access to any vulnerable group through a temporary placement.

2 SCOPE

- 2.1 This policy covers the use of agency workers across Rugby Borough Council. A person who has a contract for service is self-employed, payments are made via invoice and the individual is responsible for declaring and paying appropriate tax / NI.

3 WHAT IS AN AGENCY WORKER?

- 3.1 Agency workers do not have a contract of employment with us. In an employment relationship there is a mutuality of obligation and control i.e. the employee is paid to undertake work in exchange for an agreed salary. An agency worker does not have this mutuality of obligation – i.e. agency workers are not paid directly by us and are not subject to the same degree of control.
- 3.2 Agency workers do not have statutory employment rights with us – it is therefore important to be clear that there is no employment relationship. An agency worker is on a contract for services with their agency – all statutory rights are with the employment agency.

The Agency Worker Regulations which came into force in October 2011 introduced the principle of equal treatment among agency workers and brings their rights in line with those of our own employees. However, it is important to remember that even with these rights, agency workers are still not our employees and must not be treated as such.

It is important to manage agency workers appropriately as detailed in this policy as this will avoid potentially costly employment rights claims.

Agency workers are only used on a temporary basis – see Maximum duration of a booking below.

- Acting up arrangement
- Special responsibility allowance
- Secondment arrangement
- Reallocation of work

ALTERNATIVES TO AGENCY WORKERS

- 3.3 Before requesting an agency worker a manager must determine whether it is possible.
- 3.4 The Agency Worker Regulations which came into force in October 2011 introduced the principle of equal treatment among agency workers and brings their rights in line with those of our own employees. However, it is important to remember that even with these rights, agency workers are still not our employees and must not be treated as such.
- 3.5 It is important to manage agency workers appropriately as detailed in this policy as this will avoid potentially costly employment rights claims
- 3.6 Agency workers are only used on a temporary basis – See maximum duration of a booking, below

OBTAINING AN AGENCY WORKER

- 3.7 Managers must obtain all agency workers from Opus People Solutions and must not approach an agency directly to obtain an agency worker, use an agency that is not signed up to provide to OPUS People Solutions
- 3.8 Procuring agency workers by any other means could result in higher costs and expose us to unacceptable risks, e.g. of employment claims and of using workers who have not been adequately vetted.

In the event that OPUS People Solutions are unable to provide a suitable agency worker then an Exemption Request from the Contract Procedure Rules must be completed and approved prior to seeking an agency worker via an alternative provider.

Details of the procurement exemption process are available here [SharePoint](#). This can only be done after a discussion has taken place with Opus People Solutions. Engaging Managers should note that OPUS People Solutions can add additional suppliers as and when required.

Obtaining an agency worker by an unapproved route may be regarded as a failure to follow contract procurement processes.

4 WHO CAN REQUEST AN AGENCY WORKER

- 4.1 Any manager with responsibility for salary budgets may request an agency worker.
- 4.2 An up-to-date Job Description and Person Specification must accompany your request. This will ensure that the OPUS People Solutions can deliver the most suitable candidates for your consideration.

5 MAXIMUM DURATION OF A BOOKING

- 5.1 The maximum length of an agency worker placement is 12 weeks.

6 EXTENSION OF A BOOKING

- 6.1 Agency workers should not be used as long-term substitutes for recruitment – this is not a cost-effective approach. Opus People Solutions will notify the engaging manager 4 weeks before the placement is due to end. It may be necessary to extend a placement for a further period of 13 weeks only where there is a justifiable business reason for doing this.
- 6.2 Approval for all extensions must be obtained from the relevant Chief Officer.

7 REQUESTING A SPECIFIC AGENCY WORKER

- 7.1 A manager may request a specific agency worker; however by doing this he/she may possibly exclude a better or more cost-effective worker.
- 7.2 There is no guarantee that a specific agency worker will be available. Managers may encourage agency workers that they have previously worked.

8 RECRUITING AN AGENCY WORKER TO A COUNCIL VACANCY (TEMP TO PERM)

- 8.1 An agency worker who has been used by the Council and wishes to be considered for a Council vacancy must apply through the normal recruitment process – it is not possible to slot an agency worker into a vacant role. All such jobs must be advertised and treated like any other vacancy, in accordance with the Council's recruitment and selection policy.
- 8.2 Any manager considering appointing an agency worker on a permanent or fixed term contract must contact OPUS People Solutions prior to taking any action in order to understand any commission fees that may be payable to the Agency by the engaging

manager. Generally, a fee will not be payable after the agency worker has been engaged by the Council for a period of 12 weeks, but this must be discussed with OPUS People Solutions prior to proceeding.

9 ENGAGING MANAGER RESPONSIBILITIES

9.1 Once a temporary worker has been appointed, it is the Engaging Manager's responsibility to do the following:

- Request that the agency worker is set up on ERP
- Request IT and Buildings access for the agency worker
- If the agency worker has staff reporting to them, please inform your HR Business Partner so iTrent access can be configured accordingly.

10 PRE-ENGAGEMENT CHECKS

10.1 Pre-engagement checking must be undertaken in line with the standards outlined in the Recruitment and Selection Policy. Engaging managers must be aware that agency workers will not commence in a role before the appropriate pre-engagement checks have been completed and must therefore build this into their timescales. The agency is responsible for obtaining evidence of the following:

1. Eligibility to work in the UK (in line with Home Office requirements)
2. Explore gaps in employment information
3. The candidate's identity
4. Satisfactory references (see below)
5. Medical fitness
6. Confirmation of qualifications where appropriate
 - DBS check if required (see below)

References

Minimum of two most recent employment references covering minimum the last 3 years. In addition for roles in regulated services (i.e. services regulated by Ofsted or The Care Quality Commission), in accordance with safer recruitment practices, the agency will undertake a thorough verification for each reference received. The aim is to confirm that the individual has worked for the organisation in the role they have specified and to ensure they have not misrepresented their role, or aspects of their employment.

DBS Checks

All agencies used by OPUS People Solutions are required to comply with the Council's Disclosures Policy.

The level of DBS check that is required for a position is determined when a job is evaluated. Further details are available from HR. The engaging manager must advise Opus People Solutions of the level of DBS check required for a position.

For roles requiring an Enhanced Barred level check, the barred list check undertaken must be for the appropriate workforce (DBS children's barred list for roles working with children or the DBS adults' barred list for roles working with vulnerable adults).

For all roles requiring a DBS check the agency will provide written assurance that the agency worker has a clear and up to date DBS check prior to placement. The DBS check must have been undertaken by the agency or on behalf of the agency - the Council will not accept a DBS check that has been undertaken by an agency worker's previous employer unless the individual has signed up to the DBS update service.

Where an agency worker has lived overseas a satisfactory Certificate of Good Conduct will normally be required in addition to the appropriate DBS check.

Assessing a DBS Trace

Where an agency worker has a trace on their DBS check the agency will alert the engaging manager. The agency will advise the individual to contact the engaging manager direct in order to show them (the engaging manager) their DBS certificate.

The engaging manager must then undertake an objective assessment, following the process outlined in the Council's DBS Policy. This will determine if the worker is suitable for engagement. A worker cannot start a placement until this assessment has been completed.

- 10.2 All compliance information is held by OPUS People Solutions on Bullhorn and is available for the Engaging Manager to request. (Bullhorn is the online system used by Opus).
- 10.3 Engaging Managers should recognise that DBS checks are not conclusive proof that an individual is suitable to work with children or adults considered vulnerable.

All agency workers that work with vulnerable groups will need to be given continuing support and guidance in relation to conduct towards such groups – e.g. be told what behaviour is expected of them.

11 SAFEGUARDING

- 11.1 We are responsible for ensuring that any agency worker that is placed to undertake work with vulnerable groups is suitable to undertake this work. Stringent safeguarding standards will be applied to all agency workers placed with us to minimise the risk of an unsuitable person gaining access to any vulnerable group.

Conduct with vulnerable groups should be monitored to ensure that safeguarding standards are adhered to.

- 11.2 If an agency becomes aware of any information that may indicate that an agency worker may be a risk to children or vulnerable adults, or worker has been banned or disqualified from working with the specified vulnerable group, OPUS People Solutions will contact the manager overseeing the placement immediately by

telephone and confirm by email.

OPUS People Solutions will ensure that agency workers who work with vulnerable groups have had appropriate, good quality, up-to-date child and/or adult protection training.

12 INDUCTION

- 12.1 Agency workers are not our employees and therefore do not require the same level of induction. Each agency worker will be provided with an appropriate induction giving an overview of the Council, Health and Safety practices and guidelines about expected behaviour. A Health and Safety Form need to be completed by the engaging manager, signed by the agency worker and submitted to OPUS People Solutions by email within three days of the agency worker commencing work.
- 12.2 Engaging Managers must give clear instruction to agency workers on the tasks that they are required to complete and be clear about what they are/are not expected/authorised to do.
- 12.3 Engaging Managers must not book an agency worker on the Council's corporate induction, e-induction or carry out probation review meetings.

13 DAY TO DAY MANAGEMENT OF AGENCY WORKERS

- 13.1 It is important that an agency worker is treated appropriately and not managed as if he/she is a Council employee – this will reduce the risk of any potential employment rights claim by the worker against us.
- 13.2 Holiday is recorded on Intime but is not chargeable against your budget code. It will appear as a zero amount when taken.
- 13.3 Sickness is recorded on Intime. If an Agency Worker is working under a PAYE basis (tax and National insurance deductions taken at source) they are eligible to claim for Statutory Sick Pay.
- 13.4 All hours will be approved by the Engaging Manager via Intime. Hours need to be approved by 12pm on a Monday to ensure prompt payment to the Agency Worker. It is important to remember that by approving the workers timesheet that you are committing to that money coming from your budget code. Hours worked should not exceed 37 hours per week. The Engaging manager is responsible for checking the total hours that are claimed before they approve them.
- 13.5 Engaging Managers are also required to regularly sense check the Agency Worker information in their budget reports and query any discrepancies.

14 ATTENDANCE AND PERFORMANCE ISSUES

- 14.1 Engaging Managers must monitor the agency worker's performance/output. The engaging manager should contact OPUS People Solutions if there are any performance or conduct issues – these will be highlighted to and addressed by the employment agency.
- 14.2 If an agency worker is supplied who is not suitable the engaging manager should contact OPUS People Solutions. OPUS People Solutions will then work with you to find a suitable alternative.

15 HEALTH AND SAFETY

- 15.1 Engaging Managers have a duty of care for an agency worker while he/she is placed with us. Safe working practices should be explained to the agency worker at the beginning of the placement. A Health and Safety induction will be sent to the Engaging Manager for completion at the start of the Agency Worker's assignment. This should be returned to admin@Opuspeoplesolutions.co.uk.

16 EXPENSES

- 16.1 Any expenses accrued by the agency worker should be added onto the timesheet.

Engaging Managers should agree with the worker about these expenses before these are added.

17 MONITORING

- 17.1 The use of agency workers will be monitored quarterly with the relevant Chief Officer and HR Business Partner to ensure that they represent good value for money.

18 FURTHER INFORMATION

- 18.1 Managers with questions about the use of Agency Workers should speak to OPUS People Solutions:

Telephone – 03301 242800

Email – recruitment@opuspeoplesolutions.co.uk

Website – OpusPeopleSolutions.co.uk



Appendix 2

DIGNITY AT WORK POLICY 2023

CONTENTS

1	INTRODUCTION
2	KEY PRINCIPLES OF DIGNITY AT WORK
3	DEFINITIONS
4	ROLES AND RESPONSIBILITIES
5	PROCEDURES FOR DEALING WITH DIGNITY AT WORK ISSUES
6	COMMUNICATION
7	TRAINING
8	REACHING OUT FOR SUPPORT
9	MONITORING AND REVIEW
10	EQUALITY & DIVERSITY

Version Control

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Draft v1	WME and HR team	November 2023
Draft v2	HR Manager	December 2023
Final Draft		
Approved version		
For Review		

DIGNITY AT WORK PROCEDURE

1 INTRODUCTION

1.1 Rugby Borough Council (“the Council”) are committed to working towards creating a working environment in which all employees & contractors/third parties are treated fairly, with dignity and respect, and where a zero-tolerance approach to harassment, discrimination, bullying, or victimisation is taken.

1.2 The aims of this policy are to ensure the following:

- All employees workers and contractors understand their roles and responsibilities.
- All employees are aware and can follow the key principles of the Dignity at Work policy.
- All employees’ workers and contractors have an understanding of what constitutes harassment, discrimination, bullying or victimisation in line with the Equality Act 2010.
- All employees’ workers and contractors have an understanding of how to tackle Dignity at Work issues informally.
- All employees’ workers and contractors know that there are mechanisms of support available for Dignity at Work related issues and feel confident that the organisation will treat them fairly and equally.

1.3 This policy should be read in conjunction with the following:

- Absence Management Procedure
- Capability Procedure
- Disciplinary Procedure
- Equal Opportunity Policy Statement
- Grievance Policy
- Induction Process
- Learning and Development Policy
- Social media Policy
- Corporate Values Framework – C.A.N.D.O

2 KEY PRINCIPLES OF DIGNITY AT WORK

2.1 Rugby Borough Council expects all employees to recognise their responsibilities in relation to Dignity at Work and:

- Behave in a way that respects the rights and dignity of others.
- Treat others fairly.
- Value differences in others and the contribution they make.
- Be open and constructive in all communications.

- Demonstrate a commitment to upholding the Council's policies on equality and diversity.
- 2.2** The Council will not tolerate bullying, harassment, discrimination, or victimisation. Complaints in relation to these types of behaviour will be managed effectively and confidentially.
 - 2.3** The Council will promote an environment in which people who are subject to, or witness inappropriate behaviour, feel able to raise complaints without fear of victimisation.
 - 2.4** All employees are encouraged to bring to the attention of managers and/or HR any examples of any unfair treatment they have witnessed or strongly suspect is taking place.
 - 2.5** The Council encourages employees to deal with any harassment, discrimination, bullying or victimisation through informal resolution where appropriate. Seeking to address the situation informally can lead to a quicker resolution that causes minimal disruption to relationships.
 - 2.6** On occasion, individual perceptions of behaviour may differ, perhaps due to differences in attitude, values, experience, or culture, and what one person would consider acceptable behaviour may be unacceptable to another. The defining factor in determining if behaviour amounts to harassment is that the behaviour is unacceptable to the recipient and could 'reasonably be considered' to amount to harassment.
 - 2.7** If, at any time, there is evidence that allegations of harassment, discrimination, bullying or victimisation have been made vexatiously* or maliciously, or that false information has been provided or that the complainant has otherwise acted in bad faith, then disciplinary action may be taken in accordance with the Disciplinary Policy and Procedure.

* Vexatiously – an accusation made without sufficient grounds and serving only to cause annoyance to someone.
 - 2.8** Any allegation of harassment, discrimination, bullying or victimisation will be treated seriously and will be investigated. Anyone found to have behaved unacceptably may be subject to disciplinary action.
 - 2.9** The Council will support all parties involved in the process, including those who have had allegations made against them.

3. DEFINITIONS

3.1 The Council ultimately wishes to see all situations and behaviours which could be perceived or amount to harassment, bullying, discrimination, and victimisation removed from the organisation. In addition to this the organisation has a specific legal responsibility under the Equality Act 2010 to safeguard the individuals with protected characteristics from harassment, bullying and discrimination and victimisation relating to those said characteristics which are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. The procedures set out the process by which all those unwanted behaviours are addressed for the benefit of all employees, workers, and contractors.

3.2 Under the provision of the Equality Act 2010 (section 149), all public authorities are subject to the Public Sector Equality Duty. The Council is therefore required to have due regard to foster good relations, promote equality of opportunity and to ensure prohibited conduct is removed when carrying out its public sector functions.

3.3 Definition of Harassment

3.3.1 Harassment is unwanted conduct relating to a protected characteristic that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.

3.3.2 Harassment can be between two individuals, or it may involve groups of people. It might be obvious, or it might be insidious*. It may be persistent or an isolated incident. Harassment is not necessarily face to face, it may occur through written communications, visual images, email, and telephone.

* Insidious - proceeding in a gradual, subtle way, but with very harmful effects

3.3.3 Examples of harassment may include spreading rumours, ridiculing, or demeaning, undermining a competent worker, making unwelcome sexual advances, touching, standing too close, display of offensive materials or of a sexual nature, making decisions on the basis of and sexual advances being accepted or rejected.

3.4 Definition of Bullying

3.4.1 Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power to undermine, humiliate, denigrate, or injure the recipient.

3.4.2 In addition, the Council recognises that bullying does not need to be deliberate; someone may demonstrate bullying behaviour, without intending to. Bullying may be obvious, or it may be more covert. Whichever form it takes, it is unwarranted and

unwelcome to the individual and will often cause embarrassment, fear, humiliation, or distress to an individual or group of individuals.

Obvious Signs	Less Obvious Signs
Open aggression, threats, abuse and obscenities, shouting and uncontrolled anger triggered by trivial situations.	Excessive supervision and monitoring and being excessively critical about minor things with malicious intent.
Humiliating, ridiculing, or belittling in front of others, persistent criticism, or sarcasm.	Taking the credit for the other person's work and/or never the blame when things go wrong.
Personal insults and name-calling, spreading malicious rumours.	Overruling an individual's authority without warning or proper discussion.
Freezing out, ignoring, excluding to isolate victim.	Setting impossible objectives or changing targets without telling a person.
Never listening to other's point of view, always cutting across people.	Finishing people's sentences

3.5 Witnesses

An employee can submit a claim that behaviour amounts to bullying or harassment even if the behaviour is not directed at the employee who complains, but the behaviour creates an environment that any individual who witnesses the behaviour finds intimidating, hostile, degrading, humiliating or offensive.

3.6 Harassment by a Third Party

3.6.1 Harassment by a third party is when employees are harassed by people who are not employed by the Council e.g. customers or contractors.

3.6.2 This type of harassment should be reported to the employees' line manager and HR.

3.6.3 Harassment of this nature will be dealt with in the same way as an internal allegation.

3.7 Definition of Victimisation

Victimisation is where a person is treated less favourably than other people because, for example, that person has brought proceedings, given evidence, or complained about the behaviour of someone who has been bullying, harassing, or discriminating against them.

3.8 Electronic Bullying/ Harassment and the use of Social Networking Sites

3.8.1 Electronic bullying/harassment can take place through electronic media, for example, email, instant messaging, social networking websites (e.g. Facebook, Twitter, blogs), or text messages. When sending emails and all digital media, all employees should consider the content, language, and appropriateness of such communications.

3.8.2 If instances of what might be online harassment or bullying are reported they will be dealt with in the same way as if they had taken place in a face-to-face setting.

3.9 Definition of Unlawful Discrimination and the Law

3.9.1 Unlawful discrimination, as legally set out by the Equality Act 2010, means treating a person or group of people less favourably based on a protected characteristic. The protected characteristics are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. It can be either direct or indirect.

3.9.2 Direct discrimination is treating someone less favourably because of one or more of the previously mentioned protected characteristics and is determined through comparisons with how others have been treated in similar circumstances.

3.9.3 Indirect discrimination happens when there is a policy or a rule or a way of doing things that might appear on the surface to be fair or neutral, but which has an unequal effect on certain groups of people.

3.9.4 The legal position in terms to bullying is more complex and there is no separate legislation which deals with workplace bullying in isolation. Bullying might be part of discriminatory behaviour or related to different legal principles. Employees who bully or harass a colleague may find, where a claim is proven, that their actions break criminal as well as civil/ employment law and become personally liable to pay compensation.

4 ROLES AND RESPONSIBILITIES

4.1 *It is the responsibility of all employees and contractors to: -*

- Report to an appropriate person, Line Manager, Senior Manager or HR any issues relating to Dignity at Work.
- Report any incidents relating to Dignity at Work they may have witnessed, and participate in any further investigation.
- Understand the Key Principles of Dignity at Work and work with the Council to promote zero tolerance of harassment, discrimination, bullying or victimisation.
- Attend training related to Dignity at Work and any other pertinent training.

4.2 *It is the responsibility of anyone in a supervisory role to: -*

- Ensure that all employees understand the Key Principles of Dignity at Work,

and work with the Council to promote zero tolerance of harassment, discrimination, bullying or victimisation.

- Ensure the fair and consistent application of the Dignity at Work Policy.
 - Work with employees to resolve issues fairly, quickly, and consistently when raised,
- and seek support from Human Resources if required.

4.3 *It is the responsibility of the Human Resources Department to: -*

- Advise and support line managers and those in supervisory roles in a consistent and timely way, in cases where further action may be required.
- Provide specialist advice and training to those in supervisory roles to assist them to manage Dignity at Work.
- Advise line managers and employees on the policy, procedure and relevant legislation and how it should be applied.

4.4 *It is the responsibility of Chief Officers/ Service Managers /Elected Members to:*

- Attend training related to Dignity at Work and any other relevant training.
- Ensure the fair and consistent application of the Dignity at Work Policy/ Guidance.
- Support and communicate the Key Principles and policy/guidance to the organisation.
- Ensure that all employees understand the Key Principles of Dignity at Work, and work with the Council to promote zero tolerance of bullying and harassment.

5 PROCEDURES FOR DEALING WITH DIGNITY AT WORK ISSUES

5.1 Informal Stage (please see flow chart on page 15)

5.1.1 Employees and their managers should aim to settle any complaint informally as soon as the issue has been identified, before implementing the formal procedure, as an informal approach can often resolve matters quickly and effectively. Where this is not possible, the formal process should be followed.

5.1.2, If possible, the complainant should make it clear to the person against whom the complaint is being made that their behaviour is inappropriate and ask him/her/them to stop. If the employee feels unable to do this, they may ask their manager, colleague, or trade union representative to act on their behalf, or to accompany them. Alternatively, they may prefer to contact HR to address the issue. It is also worth noting that counselling support is available to run in parallel with this process.

5.1.3 It is recognised that due to the nature of the harassment, an employee may prefer to speak to someone else, especially if an issue lies with the immediate manager or if they are unavailable. In these cases, the matter should be reported to an HR Business Partner or Trade Union representative (if a current member), Senior Manager or a Chief Officer.

5.1.4 Initial steps should be taken to resolve the matter through face-to-face discussion and mediation (more details on mediation below), if necessary, to determine the most appropriate course of action.

5.1.5 Where complainants wish to attempt to resolve the issue informally, they should be supported in this wherever possible. However, if the investigation shows that an informal approach is inappropriate, due to the seriousness of the allegations, or fear that the complainant may be at risk, formal action should be considered.

5.1.6 There is no obligation on an employee to take matters further if they do not wish to do so.

5.1.7 The informal stage will not result in any formal investigation, but it may progress under the formal procedure.

5.2 Mediation

5.2.1 The purpose of mediation is to find a solution acceptable to each party. Mediation is a voluntary process, and both parties must agree to it. Either party may choose to withdraw at any point. The mediator is impartial and cannot impose a decision – the resolution must be reached by voluntary agreement between the two parties.

5.2.2 Mediation is most successful when both parties:

- understand what is involved,
- enter the process voluntarily,
- are prepared to attempt to repair the working relationship.

5.2.3 It can be particularly helpful in cases where the person against whom the allegation has been made is unaware of the impact of their actions and in situations where, whether the allegation is proven or not, there is a need to restore the employment relationship.

5.3 Formal Procedure

5.3.1 Formal procedures will be appropriate where the informal route proves ineffective, for more serious instances of harassment and where an individual prefers to use the formal procedure or where employees feel that the harassment needs to be reported formally and be on record.

5.3.2 A formal complaint should be made in writing to the relevant Manager and/or if the employee feels uncomfortable with this, to the HR Business Partner or Trade Union representative (if the employee is a current member).

5.3.3. An investigating officer will be appointed who has no connection with the allegation made. An HR Business Partner will assist this person.

- 5.3.4 If a complaint of harassment is made against a member of Leadership or Management Team, the Chief Executive Officer will appoint an investigating officer, who will be assisted by an HR Business Partner.
- 5.3.5 Where a complaint is made against a CEO or Deputy CEO, not less than three elected members appointed by the leader will conduct a preliminary investigation with the assistance of the HR Manager.
- 5.3.6 If a complaint of harassment is made by an employee against an elected member, this should be reported to the CEO who will raise the matter with the Monitoring Officer and the HR Manager. This may result in the complaint being dealt with under the Council's Protocol on Councillor/Officer Relations or under its Confidential Reporting Code.

5.4 General Principles

- 5.4.1 All complaints, either informal or formal will be taken seriously.
- 5.4.2 An investigation will be conducted in an independent and objective manner.
- 5.4.3 Investigations will be carried out with sensitivity and with due respect for both the complainant and the alleged harasser.
- 5.4.4 All those interviewed will be permitted to be accompanied by their trade union representative or a work colleague.
- 5.4.5 Those interviewed should be aware of the importance of confidentiality and they will be required not to discuss the complaint with colleagues and friends, apart from the individual(s) agreed as supporting the complaint. A breach of confidentiality may give rise to disciplinary action.
- 5.4.6 That said, the investigation will, wherever possible, be instigated within one week of the complaint being made and will be completed within a reasonable timeframe by agreement by those involved. Where it is necessary to extend this, the investigator must inform the complainant and explain the reasons behind the extension.
- 5.4.7 Complaints should be backed up by relevant information where possible. Verification of the information and facts provided will be obtained.
- 5.4.8 External assistance may be sought where necessary.

5.5 The Investigation

- 5.5.1 The investigating officer will arrange to interview separately the complainant and the person against whom the complaint has been made by sending a formal invite. (See flow chart on page 15 for the investigations procedure). Both interviewees may be accompanied at the investigation interview by a colleague or a trade union representative.

- 5.5.2** It is not always appropriate for the alleged harasser and complainant to continue to work together whilst the investigation is proceeding. Consideration should be given to a temporary relocation of one or the other, or it may be appropriate to offer the complainant and/or alleged harasser a period of paid special leave. If the complaint is of a severe nature, the alleged harasser may be suspended with pay, pending the outcome of the investigation. This will however be seen as a last resort, where other solutions are not considered appropriate.
- 5.5.3** All meetings conducted under this procedure will be recorded using a recording device and a transcript will be produced. If an individual does not give consent for the meeting to be recorded, typed summary notes will be taken and made available to those in attendance. The employee, or any person acting on the employee's behalf, are not permitted to record electronically any meeting that the Council hold under this procedure.
- 5.5.4** If an employee is found to have engaged in any form of harassment, this will be regarded as a disciplinary matter and will be addressed under the Council's disciplinary procedure and a disciplinary hearing may be held. The information gathered from an investigation under this procedure would be used as the basis of the disciplinary investigation. The alleged offender will be given notification of the date of the hearing and provided with copies of all witness statements. The hearing must be chaired by a nominated appropriate Senior Officer independent of the investigation. Internal witnesses should be available for the hearing in case they are required to attend.
- 5.5.5** The complainant will be kept informed, where appropriate in writing, whether the complaint has been upheld or not with an explanation of the findings (if the employee concerned is not dismissed and/or are facing any other disciplinary action).

5.6 After the Investigation

- 5.6.1** Training and/or counselling may be offered to the complainant and/or the harasser.
- 5.6.2** The manager of a complainant will meet with him/her/them on a regular basis following the complaint to check on their well-being and monitor the effectiveness of the resolution(s) unless it is the manager whom the complaint was made against, in which case another Senior Officer will carry out these checks.
- 5.6.3** Where a complaint is upheld, it may be necessary to transfer one party to other work, role, or Service. Wherever practicable, the complainant should be given first choice whether he/she/they wish to be transferred or alternative working arrangements may be offered.
- 5.6.4** Even when a complaint is not upheld, for example when the evidence is inconclusive, consideration will be given to putting in place arrangements which will enable both parties not to continue to work together against the wishes of either party.

5.6.5 When a complaint is found to be unsubstantiated and of a malicious nature, appropriate disciplinary action may be taken against the complainant in accordance with the Council's disciplinary procedure. Again, the investigation under this procedure may be used as the basis for the disciplinary investigation.

6 COMMUNICATION

6.1 All employees will be informed of the Dignity at Work Procedure. They must be reassured regarding:

- Fear that others will consider the behaviour trivial and not take complaints of harassment seriously.
- Fear that no action will be taken against a person guilty of harassment.
- Fear of retaliation or victimisation in registering a complaint either informally or formally through the Grievance Procedure.
- The Dignity at Work Policy and Procedure will be in employee departmental induction programmes.

7 TRAINING

7.1 Training and/or guidance will be provided for those employees who have a specific responsibility for implementing the Procedure or who may be involved in dealing with complaints which arise.

8 REACHING OUT FOR SUPPORT

There are several internal and external contacts you can talk through any issues with in the first instance.

8.1 Internal Contacts

NOTE: Whilst it will always be the aim to maintain confidentiality during any discussion that takes place on any of these matters, it may be the view of the internal contact that you are speaking to that the issue is so serious that an investigation should be instigated, this will include any safeguarding issues. It will be the role of the contact chosen to inform you of this at the outset of any discussion.

8.1.1 Line Manager/ Supervisor

Employees can talk to their supervisor if they have experienced or observed harassment, bullying, discrimination, or victimisation, or if a complaint is made

against them. If the issue is about their line manager, they may wish to talk to one of the other contacts in the first instance.

8.1.2 Colleague

Sometimes discussing the issue with a colleague will help, they may be aware of the issue, they may be subjected to the same behaviours, and they may even have witnessed the issue. They should be aware however that they may not wish to discuss the issue and should not be made to do so outside of a formal process.

8.1.3 Human Resources or Union Representatives

Employees have the right at any time to discuss the issues with a Human Resources or Union representative.

8.1.4 Mental Health First Aiders

Employees have access to a number of mental health first aiders who can have an initial conversation through to supporting the person to get appropriate help.

8.2 External Contacts

8.2.1 Equality and Human Rights Commission

The Equality and Human Rights Commission challenge discrimination and protect and promote human rights.

8.2.2 Citizen Advice Bureau (<https://www.citizensadvice.org.uk/>)

The Citizen Advice Bureau provides free, independent, confidential, and impartial advice to everyone on their rights and responsibilities. They value diversity, promote equality and challenge discrimination.

8.2.3 Stonewall (<https://www.stonewall.org.uk/>)

Stonewall is an organisation that are working for equality and justice for LGBTQIA+ people.

9 MONITORING AND REVIEW

- 9.1 In order to assess the effectiveness of the Procedure, cases will be monitored in respect of the complaints of harassment. Strict confidentiality will be maintained, and the monitoring process will comply with the Data Protection Act 2018.
- 9.2 The Human Resources team will be responsible for reviewing the Policy and Procedure every 3 years.

10 EQUALITY & DIVERSITY

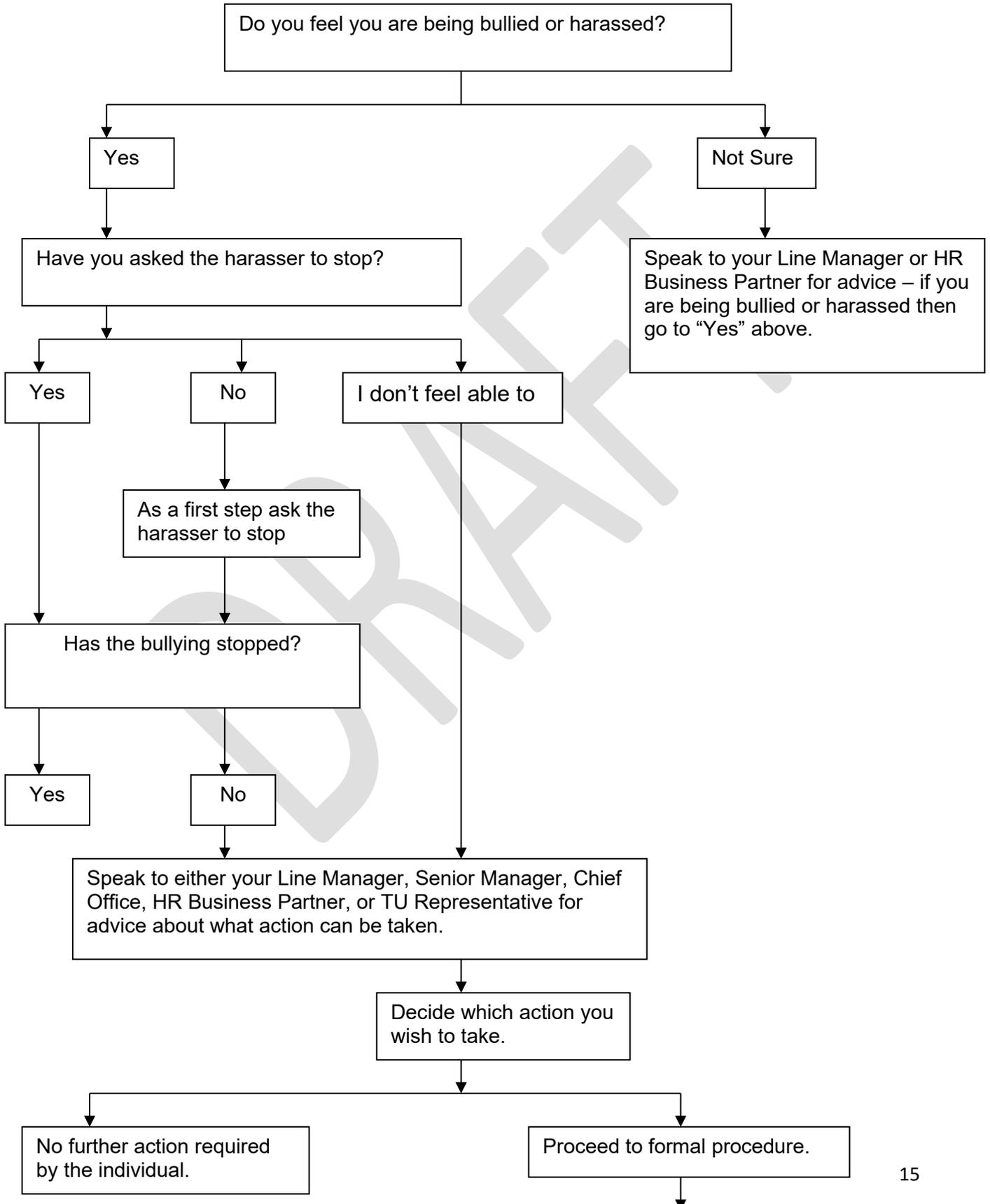
- 10.1 Measures will be taken to ensure employees understand, and can participate in, the process e.g., employees with speech, hearing, or visual impairments, learning difficulties or whose first language is not English.

RELATED DOCUMENTS

- Absence Management Procedure
- Capability Procedure
- Disciplinary Procedure
- Equal Opportunity Policy Statement
- Grievance Policy
- Induction Process
- Learning and Development Policy
- Social media Policy
- Corporate Values Framework C.A.N.D.O

Latest revision date:	20/12/2023
Next review due:	3 years

Informal Action for dealing with Dignity at Work issues.



Procedure for Carrying Out an Investigation

A formal complaint in writing must be made to your Chief Officer and/or, if preferable to the HR Manager or your Trade Union Representative

Step 1:

Begin the investigation promptly.
Gather all the relevant facts.

Step 2:

Interview any witnesses and where possible take statements.
(Witnesses should be given an opportunity to correct their statements)

If using Anonymous Witness Statements, then the investigator should:

Ensure the Statement is in writing.

Consider whether to proceed if the witness will not appear.

Make the statement available to the employee.

Interview the informant.

Step 3:

Collect all the relevant evidence.

Step 4:

Keep a written record of the investigation.
Give the report to the manager concerned.

It is not the task of the investigator to decide what the disciplinary action should be. However, the report should place the manager in a better position to take that decision.

EQUALITY IMPACT ASSESSMENT (EqIA)

Context

1. The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sex/gender
 - sexual orientation
3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. The questions will enable you to record your findings.
6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. Once completed and signed off the EqIA will be published online.
8. An EqIA must accompany all **Key Decisions** and **Cabinet Reports**.
9. For further information, refer to the EqIA guidance for staff.

Equality Impact Assessment

Service Area	Human Resources
Policy/Service being assessed	Agency Workers Policy Dignity At Work Policy
Is this is a new or existing policy/service? If existing policy/service please state date of last assessment	New Policies
EqlA Review team – List of members	Judith Hicks Rachael Ward Christelle Evaert Amanda Service Miranda Fair Martin North
Date of this assessment	21/12/2023
Signature of responsible officer (to be signed after the EqlA has been completed)	<i>J Hicks</i>

A copy of this Equality Impact Assessment report, including relevant data and information to be forwarded to the Corporate Equality & Diversity Advisor or Chief Office Legal & Governance.

Details of Strategy/ Service/ Policy to be analysed

<u>Stage 1 – Scoping and Defining</u>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	<ul style="list-style-type: none"> • The aim of the Agency Workers policy and procedure is to provide a framework for dealing with all matters relating to the management of agency workers and the framework for managing the partnership with WM Temps and Opus People Solutions within the Council. • The main aim and purpose of the Dignity At Work policy is to ensure that all employees recognise their responsibilities to behave in a way that respects the rights and dignity, value differences in others and be open and constructive in all communications.
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	<ul style="list-style-type: none"> • This fits with CANDO values in particular Nurture People, Act with Respect, Own It and Driving Excellence • Corporate Strategy – Outcome 4: Organisation
(3) What are the expected outcomes you are hoping to achieve?	<ul style="list-style-type: none"> • Retains the right people, with the right behaviours and skills in the right roles. • Maintains consistency, fairness and equality • Promotes good employee relations and equal opportunities in line with our current policies and the relevant employment law. • To streamline all HR policies to ensure single point of truth • To define roles and responsibilities and for Managers, HR Officers and employees/workers and Trade Unions
(4) Does or will the policy or decision affect: <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	<ul style="list-style-type: none"> • Employees • Trade Unions • Workers

<u>Stage 2 - Information Gathering</u>	As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).
(1) What does the information tell you about those groups identified?	<ul style="list-style-type: none"> • Information in developing this policy has been gathered from sessions with Chief Executive, West Midlands Employers and leadership team • Looked at through the lense of corporate priorities and values.
(2) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement? If yes, what were their views and how have their views influenced your decision?	<ul style="list-style-type: none"> • Presented at Leadership Team, Management Team and Joint Union Committee Forum (JUCF) • As no changes have been requested, no further consultation has taken place.
(3) If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.	Not Applicable
<u>Stage 3 – Analysis of impact</u>	<p>The aim of the Agency Workers Policy is to ensure the law is applied regarding the management of agency workers, the partnership with WM Temps and Opus and adherence to the Agency Workers Regulations.</p> <p>The aim of the Dignity At Work Policy is to ensure all employees, workers and contractors understand their role and can follow the key principles of the policy. That all employees understand what constitutes harassment, discrimination bullying or victimisation. That all parties understand how to resolve Dignity At Work issues informally and that there are mechanisms to ensure support is available. If an individual has a particular need due to a relevant protected characteristic, then reasonable adjustments will be made which will ensure that the principles and process as outlined in both policies can be fully applied.</p>

<p><u>(1) Protected Characteristics</u> From your data and consultations is there any positive, adverse or negative impact identified for any particular group, which could amount to discrimination?</p> <p>If yes, identify the groups and how they are affected.</p>	<p>RACE Positive impact expected</p>	<p>DISABILITY Positive impact expected</p>	<p>GENDER Positive impact expected</p>
	<p>MARRIAGE/CIVIL PARTNERSHIP Positive impact expected</p>	<p>AGE Positive impact expected</p>	<p>GENDER REASSIGNMENT Positive impact expected</p>
	<p>RELIGION/BELIEF Positive impact expected</p>	<p>PREGNANCY MATERNITY Positive impact expected</p>	<p>SEXUAL ORIENTATION Positive impact expected</p>
<p><u>(2) Cross cutting themes</u> (a) Are your proposals likely to impact on social inequalities e.g. child poverty, geographically disadvantaged communities? If yes, please explain how?</p> <p>(b) Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes, please explain how?</p>	<p>(a) No impact likely (b) Individual employee circumstances will dictate if there is likely to be an impact</p>		
<p>(3) If there is an adverse impact, can this be justified?</p>	<p>N/A</p>		
<p>(4) What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.)</p>	<ul style="list-style-type: none"> Ensuring standards of behaviour are fair and equitable and aren't dependant on who you are, unless extra support is required to be provided. 		
<p>(5) How does the strategy/service/policy contribute to the promotion of equality? If not what can be done?</p>	<ul style="list-style-type: none"> The policy sets out the principles against which we apply a consistent and supportive approach to the management of agency workers and ensuring Dignity At Work. Decision-making is designed to both minimise the potential to discriminate and to promote equality of opportunity. 		

(6) How does the strategy/service/policy promote good relations between groups? If not what can be done?	<ul style="list-style-type: none"> • A standard consistent framework for dealing with all matters relating to agency workers and Dignity at Work for services, teams or individuals within the Council.
(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?	<ul style="list-style-type: none"> • No Obvious barriers

<u>Stage 4 – Action Planning, Review & Monitoring</u>																														
<p>If No Further Action is required then go to – Review & Monitoring</p> <p>(1) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.</p>	<p>EqlA Action Plan</p> <table border="1" data-bbox="875 831 2114 1396"> <thead> <tr> <th data-bbox="875 831 1122 911">Action</th> <th data-bbox="1122 831 1368 911">Lead Officer</th> <th data-bbox="1368 831 1615 911">Date for completion</th> <th data-bbox="1615 831 1861 911">Resource requirements</th> <th data-bbox="1861 831 2114 911">Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="875 911 1122 986">Launch policies</td> <td data-bbox="1122 911 1368 986">Judith Hicks</td> <td data-bbox="1368 911 1615 986">March 2024</td> <td data-bbox="1615 911 1861 986">N/A</td> <td data-bbox="1861 911 2114 986"></td> </tr> <tr> <td data-bbox="875 986 1122 1098">Deliver training to all People Managers</td> <td data-bbox="1122 986 1368 1098">Judith Hicks supported by Miranda Fair</td> <td data-bbox="1368 986 1615 1098">April 2024</td> <td data-bbox="1615 986 1861 1098">N/A</td> <td data-bbox="1861 986 2114 1098"></td> </tr> <tr> <td data-bbox="875 1098 1122 1246">Employee Briefings for Dignity At Work policy</td> <td data-bbox="1122 1098 1368 1246">Judith Hicks supported by Frankie O’Neil</td> <td data-bbox="1368 1098 1615 1246">June 2024</td> <td data-bbox="1615 1098 1861 1246">N/A</td> <td data-bbox="1861 1098 2114 1246"></td> </tr> <tr> <td data-bbox="875 1246 1122 1396">Brief all Hiring Managers re: Agency Workers Policy</td> <td data-bbox="1122 1246 1368 1396">Judith Hicks supported by Martin North</td> <td data-bbox="1368 1246 1615 1396">February 2024</td> <td data-bbox="1615 1246 1861 1396"></td> <td data-bbox="1861 1246 2114 1396"></td> </tr> </tbody> </table>					Action	Lead Officer	Date for completion	Resource requirements	Comments	Launch policies	Judith Hicks	March 2024	N/A		Deliver training to all People Managers	Judith Hicks supported by Miranda Fair	April 2024	N/A		Employee Briefings for Dignity At Work policy	Judith Hicks supported by Frankie O’Neil	June 2024	N/A		Brief all Hiring Managers re: Agency Workers Policy	Judith Hicks supported by Martin North	February 2024		
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(2) Review and Monitoring

State how and when you will monitor policy and Action Plan

- The policies will be reviewed in 3 years

Please annotate your policy with the following statement:

'An Equality Impact Assessment on this policy was undertaken on (date of assessment) and will be reviewed on (insert review date).'