



**THE TOWN COUNCIL
OF
ROYAL LEAMINGTON SPA**
TOWN HALL, THE PARADE,
ROYAL LEAMINGTON SPA
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ROBERT NASH ACIS DMS
Clerk to the Town Council

Our Ref: RN/

Your Ref:

24th July 2013

Dear Councillor,

A meeting of the **POLICY AND RESOURCES COMMITTEE** will be held in Meeting Room 5A, Town Hall, Parade, Royal Leamington Spa on **TUESDAY 30th JULY, 2013 at 6.30 pm.**

The business will be as set out below.

Yours faithfully,

CLERK TO THE TOWN COUNCIL

To Councillors: Mrs S.E. Boad, W.L. Gifford, D.A. Greenwood, S. Ingleby, J. Knight, A. Morrison and A. Wilkinson

(All other Members of the Town Council – Agenda for information only)

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**
Members of the Committee are invited to declare any interest they may have in items identified for discussion at the Meeting.
3. **PUBLIC FORUM**
To receive representations from members of the public in accordance with the Council's Standing Orders.
4. **MINUTES**
To consider and approve the Minutes of the Meeting held on 4th June, 2013 (Report No. 4)
5. **MATTERS ARISING FROM THE MINUTES**
6. **OLD TOWN "PORTAS" BID**
To consider a progress report in relation to the Old Town "Portas Pilot" (Report No.6)

The meeting will be attended by a representative of the Executive Board of the Portas Team.

7. WARWICKSHIRE CHILDREN'S CENTRES

To consider a response to the consultation exercise on the review of services based at Children's Centres undertaken by Warwickshire County Council. (Report No.7)

8. COMMUNITY GOVERNANCE REVIEW

To consider the attached Report (Report No 8)

9. WARWICK DISTRICT SHOPMOBILITY LTD

To consider progress in relation to the Shopmobility Service. (Report No. 9)

10. BUDGET MONITORING REPORT

To consider the attached Report (Report No. 10)

11. WAR MEMORIAL – INSURANCE

Town Clerk to report orally on the cost of providing insurance for the War Memorial

12. ACCOUNTS

To approve a schedule of accounts for payment

MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON 4th JUNE 2013 HELD AT THE TOWN HALL, PARADE, LEAMINGTON SPA

Present: Councillors Ann Morrison, (Chairman), Judith Clarke (substituting for Cllr A. Wilkinson), David Greenwood, Sue Ingleby, John Knight, Simon Lytton (substituting for Cllr B. Gifford) and Yvonne Moore (substituting for Cllr S. Boad).

Apologies for absence were received from Councillors Sarah Boad, Tim Crockford, Bill Gifford and Alan Wilkinson.

1. ELECTION OF CHAIRMAN

It was proposed and seconded that Councillor Ann Morrison is appointed Chairman of the Policy and Resources Committee for the Municipal year 2013/14. There being no other nominations, it was

RESOLVED that Councillor Ann Morrison is appointed Chairman of the Policy and Resources Committee for the Municipal year 2013/14.

2. ELECTION OF VICE-CHAIRMAN

It was proposed and seconded that Councillor Sue Ingleby is appointed Vice-Chairman of the Policy and Resources Committee for the Municipal year 2013/14. There being no other nominations, it was

RESOLVED that Councillor Sue Ingleby is appointed Vice-Chairman of the Policy and Resources Committee for the Municipal year 2013/14.

3. DECLARATIONS OF INTEREST

Councillor David Greenwood declared a pecuniary interest in Agenda item 10 – Warwick District Citizens Advice Bureau- as a member of the Board of Trustees.

Councillor Yvonne Moore declared a non-pecuniary interest in Agenda item 10 as she was an appointee to the Board of Trustees by Royal Leamington Spa Town Council.

4. PUBLIC FORUM

There were no Members of the public present.

5. MINUTES

RESOLVED that the Minutes of the Meeting of the Policy and Resources Committee held on 8th April, 2013 are confirmed and signed as a correct record.

6. MATTERS ARISING FROM THE MINUTES

(i) ELECTORAL REVIEW FOR WARWICK DISTRICT (Minute 73)

The Town Clerk reported that the District Council had confirmed that in response to the recommendations of the Local Government Boundary Commission, a Governance Review would be commenced in the next few months following a meeting of an Internal Review Working Group. A further report would be made to the Committee in due course.

RESOLVED that the Report is noted.

7. ANNUAL TOWN ASSEMBLY

Consideration was given to a Report (Report No.8) concerning the meeting of the Annual Town Assembly recently held on 11th April, 2013.

The Town Clerk indicated that the meeting had affirmed two resolutions relating to collecting waste, one of which had been largely addressed by the Town Council's resolution at the meeting on 21st May concerning waste collection arrangements at Portland Street. The second resolution related to seeking more frequent collection arrangements from litter receptacles on the Parade and Pump Room Gardens. In the absence of any complaints about this matter or evidence of a need to improve the present service, it was considered that this part of the resolution should be left lie on the table.

It was noted that the Business Improvement District had recently received an affirmative vote in the ballot of businesses and a new mandate had been approved for a further five years. In view of the relevance of matters promoted by the BID within the Town Centre, it was considered opportune to invite the Manager of BID Leamington to a future meeting of the Committee.

RESOLVED that the Manager of BID Leamington is invited to a future meeting of the Committee.

8. TOWN PLAN/AREA ACTION PLAN

Consideration was given to the Minutes of a meeting held between Members of the Town Council and Officers of Warwick District Council on 8th May, 2013 to discuss the way forward in relation to a Town Plan or Area Action Plan.

The Chairman provided the Committee with a brief summary of progress in relation to the discussions emphasising that the District Council had been notified of the Town Council's wish to be an active rather than passive partner in any planning exercise that might be conducted in Leamington. Whilst it was recognised that the District Council's resources would be initially dedicated to a Plan focused upon the Town Centre, it was hoped that a similar exercise could be extended to other areas of the Town in time. It was hoped that a further meeting would take place after publication of the draft Local Plan.

RESOLVED that the Report and Minutes of the Meeting are noted.

9. WARWICK DISTRICT CITIZENS ADVICE BUREAU

Consideration was given to a Report (Report No. 10) concerning an application from Warwick District Citizens Advice Bureau for financial support of £4,000 to maintain an outreach service at the Children Centres in Leamington and Warwick.

The Committee noted that the grant application to this Council represented a relatively small part of the total Project cost of £37,000. The Council funding would be used to employ a case support worker at the main CAB site in Leamington to be a point of contact for field referrals and enable initial assessments of client needs.

RESOLVED

- (i) that a grant in the sum of £4,000 is made to Warwick District Citizens Advice Bureau as a contribution to the costs of employing a case support worker in connection with the extension of outreach services;
- (ii) that the grant is made from the Social Cohesion Fund being authorised under Sections 137 and 139 of the Local Government

Act 1972, as expenditure that is in the interests of the area and its inhabitants that will benefit them in a manner commensurate with the expenditure.

Note: In accordance with the Council's Code of Conduct, Councillor David Greenwood, having earlier declared a prejudicial interest in the above item of business, left the meeting and took no further part in the discussion or voting.

Councillor Yvonne Moore, having earlier declared a non-prejudicial interest in the above item of business, remained in the meeting and took part in the discussion and voting.

10. WARWICK DISTRICT SHOPMOBILITY LTD

The Chairman provided the Committee with a progress Report on the development of the Shopmobility service which had been the subject of considerable focus by the Council over a period of the last eighteen months.

The Trust had held its first Annual General meeting from some time on 28th May which had witnessed the election of four new Trustees. This number, together with the existing Trustees and the appointed Members of the Town Council would ensure a more robust and effective governing body better able to take the Trust forward and implement changes such as those recommended by the recent service review Working Group.

RESOLVED that the Report is noted.

11. ACCOUNTS

Consideration was given to a schedule of accounts arising for payment since the last meeting had been circulated at the meeting and a copy is filed with the Minutes.

RESOLVED that the schedule of accounts is approved for payment.

12. EXCLUSION OF PRESS AND PUBLIC

RESOLVED that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded from the Meeting and they are instructed to withdraw".

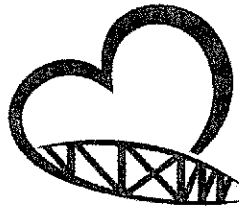
13. HIRE OF GARAGE PREMISES

Consideration was given to a confidential report (Report no. 14) concerning terms for the hire of garage premises in Leamington for use by the Mayoral Car.

RESOLVED that

- (i) the Garage rental payable in respect of the premises presently leased is increased with effect from June 2013 from £20 to £22 per week;
- (ii) application is made to Warwick District Council to obtain a garage tenancy at the earliest opportunity.

The meeting commenced at 6.30pm and ended at 7.45 pm



Portas Project Progress Report Leamington Old Town Team

We are one year from the bid win and 8 months from the deposition of the funding.

Development stages of the project in this critical first year have been:

- Establishing stakeholder relationships
- Establishment of delivery structure
- Re-evaluation of bids goals and objectives
- Defining project terms of reference
- Project timescales and teams

In addition to this operational activity, we have undertaken community engagement events. The project has also started and managed conversations to stimulate innovation, project understanding, and growth with a wide range of stakeholders both as individuals and groups.

Community engagement events.

The Big Bid Summer Thank You! this seminal event took place as a thank you to the Old Town community; artists, residents, businesses and shop owners, councillors and council officers, for their enthusiasm support and dedication to the bid.

A full day event - the locality saw diverse cultural food from Old Town's local businesses, vintage arts and crafts, Pimms refreshments tent, drama and performance workshops for children aged between 2 to 75(!) and fairground rides & bouncy castles coordinated through our project team.

The day platformed cultural music events by community performance groups including the innovative Sambassadors of Groove who created a finale parade with an audience of over 70 more people brought into the festival from shopping streets in the wider Old Town. An extensive line up of local music talent was showcased creating a party atmosphere, allowing new connections to be made between community and visitors.

The Winter Festival in Regent Place and Clemens Street brought together live theatre, creative workshops for families and children, trading market stalls, artisan foods and live music featuring prominent Old Town artists. This event was successful despite harsh weather conditions attracting up to 700 people across the day. The Project team undertook counts of activities throughout the day noting families participating in workshops, audiences watching the live music and visiting the stalls. Additional audiences were attracted by All Saints brass band who performed impromptu carols and Christmas songs throughout the day. The Salvation Army also performed as part of this event. The live theatre offering came through the existing artist networks in the Old Town and featured an award winning young playwright and an innovative promenade performance experience.

Outcome Summary

These events were targeted at new audiences who are unfamiliar with the shopping experience of Old Town Leamington. The events generated opportunities to connect the Old Town Community with visitors to the area.

Throughout the event, members of the Portas team received enthusiastic feedback from the public, notably surprise and delight that a place they had taken for granted had been transformed by the showcasing of talent and craft that was previously invisible.

The events worked by making visitors actually stop and see the area from a different viewpoint instead of just passing through.

At both events pinboards were placed in a central location and pens and post it notes encouraged the public to add their comments and feedback without prompting. These were captured in photos and have been published on the facebook page.

We also received the support of professional photographers who captured the event on a voluntary basis - generating useful evaluation and promotional material.

Marketing and Communication

Creating an environment and feeling of change and investment.

Sustained PR, facebook, radio debates and appearances, TV and internet media reports and local newspaper support has kept up a regular impression of investment, change, passion and support. Since the bid was agreed, ten units have been filled in addition to the operations hub. These have been stimulated either by landlords agreeing with the ethos of the bid and managing their tenants accordingly or by other direct support as below.

Branding identity, font and logo has been established for the Old Town and Leamington Old Town Team.

There is a strong logo identity communicated through Facebook profile image, on posters displayed in the Operations Hub (see below). This will be extended by sign-writing this property.

Comment:

Original plans to promote and define the Old Town area using promotional lamp post flags were proposed and agreed by the team, and borrowing of lamppost flag brackets agreed with Town Centre Management.

Strong signals from the conservation department that these would be considered in breach of overall town recommendations led to the project being put on hold.

The team is working to achieve more robust buy-in by conservation and planning so that initiatives like these can be managed in partnership with these departments.

Managerial and Operational Activity

OTBA Restructure and reinvigoration

As a result of stakeholder evaluation, it was evident that a refresh of the operational style, ethos and action orientation of the Old Town Business Association was fundamental to the success of delivery of the bid. The team supported and mentored the OTBA members to achieve

- o strong membership buy-in
- o increase the membership eightfold
- o to re-establish action-oriented management and meeting style
- o to establish a visible high street presence for the organisation in the early stages of the bid.
- o To begin to establish OTBA as an active fund raising and income generating association to allow sustainability into the future.
- o Provide strong administrative and legal support to markets, events and street trading in the area.

Establish visible presence on the High Street

The project team has established an operations base in a visible Old Town location at 26 High Street. Sign writing will further establish the Old Town brand.

We have made an agreement with a local business, Member Services Limited to staff the shop and provide IT support and telecoms to support Portas activity including desk space for Portas Project staff.

The premises is staffed from 1-5pm each day minimum. Additionally Severn Trent have been staffing a works information desk at the site on Thursdays all day.

Window space has been used to promote the Portas bid, and to publicise parking initiatives.

Hours of operation

The premises is staffed from 1-5 each day minimum. Additionally Severn Trent have been staffing a works information desk at the site on Thursdays all day. Window space has been used to promote the Portas bid, and to publicise parking initiatives.

Outcome Summary

This base is becoming a busy drop in for people wishing to find out about the Portas bid, and the activities of Old Town Business Association as we move forward.

As an operations base it is also a centre for visible planning and activity on the bid.

Future

Long term this site can be refreshed into an operational retail unit for a new, revitalising business with a strong visual presence on the main high street.

Retail Landscape (Direct Influence on Empty Units)

1. Thrift and Vintage Browsing Unit - Canalside

A Retailer came to one of the originator businesses and asked for help with a lease end tailout on an non-viable bookshop.

Café furniture was sourced from unused stock and a temporary antique/thrift store and café was established in the store to add to the recreational offer of the canalside area.

After several months trading, an offer was made on the unit by another retailer wishing to establish a long term business, also supplying Thrift and Vintage goods with a strong brand identity and marketing strategy. This business has additional local presence due to early branding of their delivery van.

The business 'Sometime in the Past' adds a clear browsing offer to the canalside area – itself a tourist gateway to Leamington as a whole.

2-4 Browsing Corner - addition of Sourceress and Antique Shops (2) on corner Court Street/High Street.

These units (two medium term empty at the submission of the bid, one at lease end with no replacement) were filled with shops filling our criteria of browsing, creative and 'arty'.

In addition they fitted the plan to connect two main Old Town car parks (Court Street and Packington Place) with a walking circuit that encourages browsing and showcases creative businesses.

Several conversations with the independent landlord of these properties generated agreement on the appropriate retail offer of incoming tenants which was adhered to in the selection of tenants.

5. Leamington Physiotherapy Centre

The project team had an approach from this company asking for support and information on empty units. As the business is a therapy centre and not one encouraging browsing as such we advised that it would be unlikely to score highly in our support scheme but application was nonetheless encouraged as well as information as to appropriately sized units. Approaches were made to landlords by the proprietor and this led to a deal that has filled a further empty unit.

Other Units filled

Several other empty units have been filled since strong publicity was generated about the revitalisation of the area. Promotional support through our social media networks has been given where businesses have an online presence

These include:

1. Short-term lease sandwich shop - Clemens Street
2. Short-Term Lease Mini Market - Clemens Street
3. Poundland + - Independent FMCG/ Pound Discount Shop
4. Ei8ht Bar and Bistro

Outcome Summary

Whilst it is excellent that these local independent businesses are filling empty units, there still remains difficulty in addressing long-term 'eyesore' empty premises and with the overall tenant mix.

One long term empty, (circa 20 years) has a current planning application in for refurbishment of the unit. Contact with the Freeholder has been made. The team is expects that once this unit is refreshed that it will be included in our business start-up scheme.

Ceramics Project

We worked closely with a team who aimed to establish a ceramics workshop, kiln and operational facility for the town's artist community.

We reimagined the project with their team to include a retail and showroom area to showcase artists' work and to provide an additional browsing and attraction offer.

The plan was to relocate the original premises location to locate in the Creative Arches in order to a shopping and creative walking loop with other vintage retailers and creative businesses. This was to encourage productive

foot traffic in a circuit connecting with Old Town car parks, the new 'Comme-Ci Comme Ca' french patisserie, incorporating the Browsing Corner (see above) and Vintage Retailers towards and on Clemens Street.

Outcome Summary

We were unable to reach an agreement on the lease with WDC (Althope Business Centre) at the price needed for project success.

Without an appropriate building in a location strong enough to generate the retail income and visitor footfall needed, many gains for Portas revitalisation, including the stimulation of a walk-around retail circuit were lost. The Arts Council felt unable to support the project in this form.

The project is again being reimagined to include renovation of a derelict council property, subject again to WDC agreement in the Old Town/Portas Zone, and failing that a location outside the Portas/retail zone, Neither of these options, regrettably will include the retail and showroom elements and will not, therefore meet Portas objectives effectively.

Comment

Whilst it has not come to fruition, this project has established strong cooperative working practices with pivotal members of the local artistic communities, and allowed us to evaluate the strength of stakeholder support for the overall Portas project.

Leamington Town Team gave strong support, encouragement, mentoring and support within some frustrating negotiations over key properties, which was noted by the ceramics workshop team as being a key motivator in continuing with the project in its lesser form.

Car Parking

A proposal was made by the team that WDC consider a 'three for 10p' parking offer to stimulate parking in the Old Town, encourage walk-through behaviour for people visiting the main town and main tourist attractions and river attractions.

The aim of this was to establish familiarity with the Old Town retail area, encourage new visits and to better promote the Old Town as open for business.

Estimates by the council that the cost of this would be £60,000 meant that we could not cover the loss within budget, however an initiative to allow two hours free parking during Severn Trent works will allow some understanding of what free parking can do to stimulate demand.

Outcome Summary

This initiative though stalled, will be revisited during the Severn Trent road closures. Original WDC estimates were not evidenced, and the Portas Team will seek to obtain detailed information as to the 'normal operation'

revenues of the separate car parks at Court Street, Packington Place and Bath Place to assess the likely real costs of this initiative.

The steer by WDC officers is that a cost –benefit analysis will not be considered:

1. The Portas Team, in consultaion with businesses through the OTBA feel that the administrative burden of adding a revenue increase assessment to receipts in the Old Town is impractical and unlikely to generate certainties as to the effect of the parking initiative. Without this component, it is difficult to model financial benefits
2. WDC costs will not be offset in one financial year by any increase in trade, long term business growth or increased footfall.

The team considered a consultancy approach where real credit card payment data (anonymised) is analysed by a consultancy and compared throughout the project – The Portas team, based on consultation with OTBA members noted that cash payments dominate in the majority of businesses in the Old Town, and additional cash business would not show up in figures with this type of approach.

The team have agreed that once actual costs are investigated by WDC officers, an evaluation of whether or not this initiative can be covered by existing Portas budgets or whether support is needed from elsewhere.



FACING THE CHALLENGE

Children's Centres

(Part of Warwickshire's Early Years Offer)

Warwickshire County Council • June 2013

Facts

- All councils must reduce their costs as part of the Government's savings plan.
- Warwickshire County Council has to save nearly £70 million from its budget by next year.
- Children's Centres have to achieve a savings target of £2.3m, reducing the current budget of £7.5m to £5.2m by 2014/15.



Is there an alternative?

Saving money from council budgets is not a matter of choice. Children's services are under increased financial pressures as a result of:

- Reductions in central government grants e.g. Early Intervention Grant
- Increases in unavoidable spending e.g. inflation, social care demands, number of recipients of statutory services
- New education policies e.g. academies and free schools and increased spending on education for two-year olds



Our aims

- Reduce back office costs
- Ensure all children are ready for school and ready to learn
- Target support to most vulnerable families
- Make best use of nursery education funding
- Intervene early to support children with special educational needs
- Maximise use of children's centre premises
- Introduce charges for selected services, facilities, and support for childcare providers

We propose

- Streamlined staff and management structures
- Introduction of a new 'Early Years Offer' – a model that considers all pre-school services in the county
- A range of options to enable children's centres to operate as single centres, groups or collaborations
- A full review of how services are offered
- A 9 week public consultation (June-August 2013) to allow people to have their say



Working for Warwickshire



**Warwickshire County
Councillor Heather
Timms, Portfolio
Holder for Children and
Schools:**

"We have to rethink how we work and prioritise our more vulnerable families, so will be reviewing the way we provide children's centre services and considering a wider early years offer to holistically promote school readiness and reduce the local impact of savings."

"This requires a number of decisions to be made around how services can be delivered in sustainable ways in the future. We will review different models which will involve reorganisation of the county's 39 children's centres' governance and operation. We will proactively target those in greatest need and, through strong partnership working, maintain a level of support networks for all in local communities."

What is a children's centre?

According to a Department for Education report published in July 2012:

Children's centres are intended to be one of the main vehicles for ensuring that integrated and good quality family services are located in accessible places and are welcoming to all. They aim to support young children and their families, particularly the most disadvantaged, to reduce inequalities in child development and school readiness.

The mechanism for achieving this is through supporting children's personal, social and emotional development, improving parenting aspirations and skills, providing access to good early education, and addressing family health and life chances.

Facilities vary but can include: nurseries or pre-schools, toddler groups, classes and activities, support groups and specialist advice sessions, and information about childcare, health and family services.

"The best children's centres help families access the services they need to help young children make a good start in life. It is vital that inspection focusses on what makes the greatest difference to those families most in need of support and assures the quality of services for all young children and families who use children's centres."

Ofsted National Director, Education, Susan Gregory

Statutory Duty

Local authorities are required by the Childcare Act 2006 to make 'sufficient provision' of children's centres. The Act makes clear that provision should respond to 'local need' - the needs of parents, prospective parents and young children under the age of five in the local area.

Individual local authorities decide what constitutes sufficient provision for their area. In doing so they need to consider local factors - such as population make-up and income levels - and to focus on the needs of different communities, particularly the most deprived.

Councils can commission other providers to run children's centres - such as voluntary and community organisations or social enterprises with a track record of supporting families and young children.

Warwickshire Children's Centres

- There are 39 designated children's centres across Warwickshire.
- Ofsted has inspected just over half of them so far and standards are high - 95% are rated good or outstanding.
- Partner organisations work together to provide children's centre services.
- The county council directly manages 10 centres. Management of the rest is 'outsourced' to a combination of schools, local and national charities, health and community interest groups.

What does a children's centre look like?

- A children's centre provides a hub but it is more than just a building, in reality many services are delivered directly in the community.
- Activities often happen in local community venues. This is called 'outreach' - taking services to where people need them.
- Centres are a delivery point for a range of health and family learning services
- Quite often, communities using children's centres may need to establish self-managed groups e.g. Stay and Play sessions, trips and outings etc.

Making the savings

Savings on this scale require a radical rethink. Services will have to be reshaped for maximum benefit on a much smaller budget but the needs of families who require extra support will not be compromised. Our ideas will be open to public consultation over the summer.

Structural changes

We will look at the way Warwickshire children's centres are organised - and inspected. There is a real risk that, operating individually, some children's centres might not be able to offer a sufficiently wide range of services to meet Ofsted's standards. We will explore options for:

Groups - a number of children's centres offering integrated services, managed together and inspected by Ofsted as one.

Collaborations - a number of separately-run children's centres that collaborate to provide 'core' services - Ofsted inspected as a single entity but with separate grades and reports provided for each centre

Single Centres - individual centres that continue to operate on a stand-alone basis - these could form part of a 'locality' inspection but still get their own separate Ofsted grade and report

We will also explore a range of options including: staff and management savings, administrative and business support savings, and possibilities of offering fewer activities or courses, and reduced opening hours.

In this review, we will use a set of measures covering population, deprivation, health and education, service take-up and costs and carefully assess the impact of each option on local families.

Could there be closures?

Closing some children's centres cannot be ruled out but this is not a preferred option and we would hope to find alternative solutions.

The Early Years Offer

We believe a revised approach, which coordinates all services for Warwickshire's under-5s, will allow us to make the required savings and continue to deliver the same quality services in a smarter way. This will enable us to continue to do the very best we can to help all children be well-prepared for school - we call this our Early Years Offer.



Health visitors

All children's centres offer health services and have named health visitors linked to the centre. The government is making extra investment in health visiting and a national recruitment campaign is underway. Expanding health visiting at children's centres will make this funding go further and offer shared benefits to both services.

Children's Centre services

Work will take place to ensure consistency in services offered and fees applied at children's centres across the county.

We will consider opportunities to generate income such as venue hire for community groups which support the children's centre core offer. We can explore how we could deliver a traded support service to local childcare and early years providers to offer business support services such as training and quality assurance.

Children's centres are ideally placed as venues for community learning courses. Strong links should be maintained with the county's Adult and Community Learning Service following its redesign to bring wider learning opportunities to families using children's centre. This would complement family learning and boost employability.

For all families

The introduction of fees for some services is being considered where this isn't an obstacle to access for families

For families who will benefit from extra support

Core services and enhanced support will be targeted to vulnerable families to improve health, education and lifestyle outcomes.

Early Education

There is an opportunity to offset the impact of savings by looking at how free early education sessions for 2-4 year olds are provided at children's centres as these sessions are funded with a government grant.

Sessions are offered to vulnerable two year olds and to all children aged 3-4 years. The county council is responsible for targeting the funding it receives for two year olds so this can be directed in areas where the need for this support is greatest. Qualifying factors include income levels, as well as experience of emotional, health and child development issues.

Accessing support

Professional referral or self-referral will ensure families get the support appropriate to them when, and how they need it.

What happens next?

We will consult local people between 25 June and 27 August 2013 to find out what they think!

We particularly want to hear from people who already use children's centres services or who have children under 5.

We need to know how they would be affected by the proposals.

The consultation will run for 9 weeks.

Everyone will be welcome to have their say.

The feedback we get will help councillors to make decisions about the future of children's centres and the early years offer.



Tough decisions - we need your help

- Tough decisions for hard times cannot be avoided
- That is why public consultation is so important
- So please get involved when the time comes
- These are your local services - so have your say

More information

Respond to the consultation online from 25 June at www.warwickshire.gov.uk/consultation, or email childrenscentres@warwickshire.gov.uk or attend a public meeting - for dates call **01926 742597**

Public computers are available in all local libraries and offer free access to online information for Warwickshire library members.

We try to produce less paper nowadays but please contact Customer Services on **01926 410410** if you need printed information.

Customer Services can also help if you need information in another language or format.

More information about WCC services - and how we are *facing the challenge* of spending cuts on an unprecedented scale - can be found on the website at www.warwickshire.gov.uk/facingthechallenge

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 30TH JULY 2013

COMMUNITY GOVERNANCE REVIEW

1. PURPOSE OF THE REPORT

To consider the methodology to be adopted by this Council in considering its response to the announcement of the commencement of a Community Governance Review.

2. WARWICK DISTRICT WARDING REVIEW

2.1 The Committee will recall that the District Council has recently completed a review of its own electoral warding arrangements. This review was confirmed by the Local Government Boundary Commission in March 2013 resulting in changes to both District Ward Boundaries and District electoral arrangements, together with consequential changes to Parish Ward boundaries (but not the boundaries between Parishes).

2.2 This Review has created particularly anomalous results in terms of the Ward boundaries in Leamington Spa and the other Towns in the District which are Warded. Both this Council and Warwick Town Council has requested the District Council to conduct a review of these arrangements as quickly as possible to ensure that the Ward boundaries and any other consequential electoral changes are made in readiness for the next local government elections in May 2015.

2.3 The District Council has therefore announced the commencement of a Community Governance Review to consider the electoral arrangements of existing Parish and Town Councils. A community governance review (also known as a Parish Review) enables the District Council to review and put in place or make changes to community governance systems and structures – for example by creating, merging or abolishing a Parish Council or amending Parish or Town Council boundaries or increasing/decreasing the number of members on a Parish or Town Council.

The aim of a review is to bring about improved community engagement, more cohesive communities, better local democracy and result in more effective and convenient delivery of local services.

2.4 The closing date for submissions to the District Council on this review is 4th October, 2013.

3. TOWN COUNCIL CONSIDERATIONS

3.1 The principle issues for consideration by this Council will be:-

- the boundary of the Parish
- the number of councillors to be elected to the Council;

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- the division (or not) of the parish into wards for the purpose of electing councillors;
 - the number and boundaries of any such wards;
 - the number of Councillors to be elected for any such ward;
 - the name of any such ward
- 3.2 The District Council wishes to ensure that as far as practicable the electoral area boundaries at all levels of local government are co-terminus.
- 3.3 The Committee may wish to consider these matters informally through a Working Group prior to a formal decision on either 3rd September (Policy and Resources Committee) or 17th September (Council).
- 3.4 The consideration of the Committee is requested.

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE
HELD ON 30TH JULY 2013**

WARWICK DISTRICT MOBILITY LTD

1. PURPOSE OF THE REPORT

To provide the Committee with a progress Report on the development of the Shopmobility Service in Leamington Spa and seek support for the allocation of funding from within the Mayor's Reserve Charity Account.

2. WARWICK DISTRICT MOBILITY LTD

- 2.1 Since 2012, the Town Council is the principal funding body of the Charitable Trust Warwick District Mobility Ltd. The Trust is responsible for delivering the Shopmobility service from its current base at the Royal Priors Centre. The Town Council funding contribution in 2013/14 is £22,000.
- 2.2 At present the service is delivered by a Company- Leamington Shopmobility (Trading) Ltd, an arrangement which has existed for several years. As part of the agreement to secure continued funding, the Town Council undertook, in partnership with the Trustees of Warwick District Mobility Ltd, a review of the current service, including comparison with other Mobility Schemes locally. The final recommendations of the review Working Group were adopted by the Council at its meeting on 14th January 2013.
- 2.3 This Report provides the Committee with progress on developments since April 2013.

3. PROGRESS REPORT

- 3.1 The initial task to be addressed in developing the Shopmobility service was to review the Constitution of the Trust and to assist it in renewing and supplementing membership of the Board. Prior to the Town Council's involvement, the Trust comprised only three Trustees which limited its ability to undertake those specific tasks required of it.
- 3.2 Following public advertisement and invitations through the voluntary sector body Warwickshire CAVA, 4 new Trustees have been recruited. Together with the nominations of Councillors Morrison and Greenwood as Town Council appointed Trustees, the Board has therefore expanded to 9 members. Recruitment of a further 2 Members is anticipated through the appointment by CAVA and Warwick District Council.
- 3.3 The Trust held its first AGM for some time on the 28th May, 2013, the meeting being attended by 8 Trustees, 1 Member and Officers. All key business regarded by Company and Charitable law was transacted.

- 3.4 The principal recommendations of the Town Council Review Working Group have been accepted and a Work programme commenced to investigate the following areas:-

Fund raising and income generation

Promotion

Volunteering and Operations

A Working Group for each of the above has been formed and met on at least one occasion.

- 3.5 The Town Clerk has been appointed as Secretary to the Board of Trustees and is providing administrative support to the Trust and undertaking tasks allocated by the Fundraising Working Group.
- 3.6 A calendar of monthly meetings of the Trust has been agreed to the end of 2013.

4. FUNDING ISSUES

- 4.1 The Committee will be aware that the main challenge facing the Trust is the difficult financial situation it faces, both in terms of generating operational revenue and funding to replace its ageing stock of equipment. Priority has therefore been placed on identifying immediate sources of funding.

- 4.2 The Trust has therefore adopted a number of initial recommendations as follows:-

Mayor to be asked to consider promoting one additional fundraising event during the Mayoral year on behalf of Shopmobility

One jointly sponsored event with the Rotary Club – possibly an evening at a local Theatre (currently under consideration)

Quiz evening

Fundraising event at the Royal Priors – (To be discussed with Manager of Royal Priors Centre)

Explore the option of Shopmobility being chosen by the Mayor as a recipient Charity during his Mayoral year in 2014/15.

Explore the availability of funding from within a reserve account held by the Mayor's Charity Fund.

The potential for income through sponsorship by local business of wheelchairs and scooters is investigated

- 4.3 In addition the opportunity to bid to local Funding sources is being assessed.
- 4.4 In relation to the above, the Mayor's Charity Fund is principally used to generate funding within a civic year from various activities with the purpose of benefitting those

Charities selected by the incumbent Mayor. This results in all funding within the Charity account being withdrawn leaving a nil balance on the account.

- 4.5 Within the Mayor's Charity account is a sub-account that was transferred to the Town Council following the abolition of the former Charter Trustees in 2002. This account was raised from donations with the aim of assisting elderly persons. Much of the funding was used by the Charter Trustees to pay persons of pensionable age a nominal cash sum at Christmas. This policy was dispensed with following the creation of the Town Council. The balance on this reserve account is currently £5050.
- 4.6 In view of the current financial position of Warwick District Mobility, the charitable nature of its operation and the purpose for which funding within the Mayor's Charity reserve account was originally raised, it is suggested that a financial donation is made to Warwick District Mobility Ltd to assist with the purchase of new equipment.
- 4.7 A further report on progress in relation to the project will be made to subsequent Meetings of the Committee.

5. RECOMMENDATION

- 5.1 The Shopmobility service is being assisted by the Town Council through direct financial assistance as part of its revenue budget. This funding is used exclusively to meet the operating costs of the Charity.
- 5.2 In order to maintain the current service it is essential that new items of equipment are purchased as the current stock is ageing and some items are now well beyond their normal replacement date. A contribution of £3,000 from the Mayor's Charity fund would help to acquire 3 new mobility scooters.
- 5.3 The Committee is requested to endorse the award of £3,000 to Warwick District Mobility Ltd.

Budget Head	Members Allowances	Salaries	Mayoral Transport	Civic Expenses	Administrative Expenses	Buildings	Mayor's Annual Award	Twinning	Grants and Projects	Allotments	Elections	Income	Less Balances	Total
Budget	18100	94800	6690	5715	13282	20205	150	4070	145550	5400	10000	5000	5030	313932
Expenditure at 30.06.13 (cash book)	4347	23755	1248	444	3127	9088	0	1070	17124	5733	10000	2559		73377
adjustments (see Notes)	1030.66	1870.16			-3142					-1533				-1774.2
Budget remaining	14,784	72,915	5,442	5,271	7,013	11,117	150	3,000	128,426	1,200	0	2,441		238,781
% unspent or - overspent	82	77	81	92	53	55	100	74	88	22	0	49		76
Explanatory Notes				(1)	(2)					(3)				
Adjustments relate to expenditure or income within the accounts for 2013/14 which are budgeted in the previous financial year.														
1) Administrative Expenses - Includes WALC subscription and whole year insurance Premium														
2) Buildings - includes renovation of War Memorial														
3) Allotment Rental income to be credited														

