



**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:

18TH April 2012

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 24th APRIL 2012 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, T. Crockford, G. Dulay, W.L. Gifford, B.S. Gill, D.A. Greenwood, J. Knight 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 20th February, 2012 (Report No. 4)
5. **MATTERS ARISING FROM THE MINUTES**
 - (i) **Christmas Lights Switch-on**

2012. The Committee is invited to consider suggestions which can be put forward at the Working Group Meeting on 15th May, 2012.

6. ANNUAL TOWN ASSEMBLY

To consider arrangements for future meetings of the Annual Town Assembly.

7. SOCIAL COHESION FUND – HYBRID ARTS

To consider the attached Report (Report No. 7)

8. INTERNAL RISK ASSESSMENT

To consider the attached Report (Report No.8)

9. DISSOLUTION OF WARWICK AREA COMMITTEE

To consider the attached Report (Report No 9)

10. WAR MEMORIAL

Town Clerk to report orally on progress in relation to the maintenance and upgrading of the Memorial.

11. ACCOUNTS

To consider and approve accounts arising for payment since the last Meeting.

12. EXCLUSION OF THE PRESS AND PUBLIC

To consider and, if so agreed, to Resolve 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. SHOPMOBILITY SCHEME

To consider the attached confidential Report. (Report No. 13)

MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON 20th FEBRUARY 2012 HELD AT THE TOWN HALL, PARADE, LEAMINGTON SPA

Present: Councillors Alan Wilkinson (Chairman), Sarah Boad, Tim Crockford, Gurpreet Dulay, Balvinder Gill, David Greenwood, Bill Gifford, Sue Ingleby (substituting for Cllr John Knight)

An apology was received from Councillor John Knight.

There were no members of the public present.

63. MINUTES OF PREVIOUS MEETING

RESOLVED that the Minutes of the Meeting of the Policy and Resources Committee held on 16 January 2012, are confirmed and signed as a correct record.

64. MATTERS ARISING FROM MINUTES

(i) **Warwick District Shop Mobility**

The Town Clerk reported that he had spoken informally with Mr Crowther of the Shop Mobility Board with regard to progressing a review of the Shop Mobility service. The Committee noted that in view of the Town Council's significant financial commitment to the service over the next financial year, it was essential that the governance arrangements of Shop Mobility are also reviewed and, accordingly, it was agreed that a Working Party be established to consider these aspects in discussion with the Shop Mobility Board.

RESOLVED that a Working Party comprising Councillors Boad, Gifford, Morrison, Ingleby and Crockford is established to review the governance and operation of Warwick District Shop Mobility Scheme.

65. TOWN TWINNING

Consideration was given to a report (Report No. 6) setting out a request to support the travel arrangements for two members of the Town Council and the Town Clerk to attend a Conference at Bruhl (Germany) over the period 23-25 March 2012.

It was noted that the anticipated costs could be contained within the Civic budget contingency and that the costs of accommodation would be met through hosting arrangements and would have no implications for the Town Council. The Committee noted that the primary purpose of the visit was to influence and contribute to discussions relating to the future of twinning and the town's relationship with its twin town partners.

RESOLVED that the costs associated with the attendance of the Mayor, Councillor Stevens and the Town Clerk at the meeting at Bruhl during 23-25 March 2012 are approved from the contingency within the Civic budget for 2011-12.

In accordance with the National Code of Conduct, Councillors Boad, Gifford and Wilkinson declared personal interests in the above item by reason of being Members of Leamington International Twinning Society, remained in the meeting and took part in the discussion and voting thereon.

66. SOCIAL COHESION FUND

Consideration was given to a report (Report No. 7) setting out applications for assistance under the Council's Social Cohesion Fund.

(i) Hybrid Arts

The Committee expressed concern at the relatively high expenditure on resourcing the proposal and suggested that it would be helpful, to assist understanding of the application, if further detail regarding labour costs was obtained.

RESOLVED that consideration of the application by Hybrid Arts is deferred to await submission of details of the costs.

(ii) St Paul's Church Play Group

It was noted that the objective of the proposal in extending the opening hours of the Play Group would have satisfied the eligibility criteria for funding from the North Leamington Area Forum.

Following consideration of the application it was

RESOLVED that a grant of £2,000 be made to St Paul's Church Play Group in respect of set up costs, and that the organiser is advised of the availability of the potential funding via the North Leamington Area Forum.

In accordance with the National Code of Conduct, Councillor Boad declared a personal interest in the above item by reason of being a Member of the Management Committee of Lillington Children's Centre, remained in the meeting and took part in the discussion and voting thereon.

67. WEBSITE

Members noted progress in relation to the new Website which could now be accessed at www.learningtonspatowncouncil.co.uk and commented favourably on the visual appeal and content.

A question was asked in relation to the login process for the Newsletter which the Town Clerk agreed to investigate further. It was also noted that certain aspects of the new site, such as online polls and use of social media, would be subject to further discussion through the Communications Working Group.

RESOLVED that the report is noted.

68. ALLOTMENTS SUB COMMITTEE

Consideration was given to the Minutes of the Meeting of the Allotments Sub Committee held on 8 February 2012 and the recommendation regarding grants contained therein.

RESOLVED that the following grants are approved:

Binswood Allotment Society	Improvements to water supply – installation of galvanised water troughs Removal of dilapidated buildings and creation of new plots	£1,282 £850
Old Milverton Allotment Association	Seasonal hedge trimming Purchase of ladder and wheelbarrow	£400 £160
Cliffe Allotment Association	Planting of new hedging. Hedge cutting and ditch clearance at Northern boundary	£495
Campion Hills	Water Supply Improvements Groundwork improvements to area outside Social building	£1,495 £582
	TOTAL	£5,264

69. CHRISTMAS LIGHTS

Consideration was given to a report prepared by Councillor Greenwood concerning the Christmas Lights scheme. Members noted the success of this event over several years and the positive impact it had on the town in terms of residents and visitors alike. Councillor Greenwood emphasised that the Working Group would be meeting again on 15 May 2012 to consider planning for the 2012 Switch-on and suggested that the Town Council may wish to consider options for the Switch-on events and improvements generally.

RESOLVED

- (i) that consideration of the Christmas Lights Switch-on event is included on the Agenda for the next meeting;
- (ii) that the Report is noted.

70. ACCOUNTS

A schedule of accounts arising for payment since the last meeting had been circulated and was considered.

RESOLVED that the schedule of accounts are approved and authorised for payment.

The meeting commenced at 6.30pm and ended at 7.35pm

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE
HELD ON 24th APRIL 2012**

SOCIAL COHESION FUND

1. PURPOSE OF THE REPORT

To consider an application made under the Social Cohesion Fund

2. INTRODUCTION

- 2.1 The Committee agreed at the Meeting held on 16th January to adopt criteria for allocating grant assistance under a Social Cohesion Fund. A copy of the agreed criteria is enclosed as an Appendix.
- 2.2 The Council has established a budget of £8,000 for 2012/13. Of this the sum of £1750 has been allocated to the extension of opening hours at Lillington Library.

3. HYBRID ARTS

- 3.1 Application has been made by Hybrid Arts for assistance with a Project to establish a weekly club for disadvantaged young people to obtain advice, meet in a safe environment, and develop skills in the performing and other arts. The activity will include an event aimed at bringing the wider community together. The application is included in full at Appendix 2.
- 3.2 The total cost of this Project is £24,000. It is intended to be funded through a Lottery Grant (£10,000), local fundraising £8,000 and the Town Council Social Cohesion Fund (£6,000). If the Town Council is unable to fully fund this contribution, it may be possible for the difference to be raised locally or the scale of the Project reduced. The application is supported by Councillor Alan Wilkinson.
- 3.3 Copies of the financial accounts of Hybrid Arts Ltd have been submitted and are available for inspection, both before and during the Meeting.
- 3.4 At the meeting held on 20th February, initial consideration of this application was deferred to await submission of more details concerning the labour costs associated with the Project and potential other funding sources. These details have now been obtained and are included in the Report.
- 3.5 The applicant advises that the Project is based on the leverage of several discrete funding streams. Hybrid Arts seeks to consistently apply for funding and to successfully tender for commissioned services from Warwickshire County Council when the processes are in place. In order to take the project forward post March 2013, it is proposed that a number of avenues will be investigated and/or developed including:-

- (i) Assist young people to produce items to sell on a market stall at the community event to support the on-going costs of the provision. These can be as diverse as cushions to music CD's to seedling plants to sell.
- (ii) Continue to apply for local regional and national grants
- (iii) Apply for commissioned services to deliver youth work when Warwick District Council and/or WCC announce future commissioning plans
- (iv) Re-apply to Leamington Spa Town Council social cohesion fund should the Town Council deem this pilot project a success
- (v). Apply to the Leamington Community Forums
- (vi) Train volunteers to help support staff and therefore reduce staff costs

3.6 Sustainability is built into the project through training up to 3 older young people to become peer mentors to support the project post March 2013 and reduce costs accordingly.

3.7 With the £10,000 confirmed Lottery funding and £6,000 from the Town Council it is proposed to deliver the following aspect of the Project:

**Detailed breakdown of the proposed budget
Weekly youth club 40 sessions over 10 months**

2 staff 4 hours per week = £240 per week - £960 per month

Ten months delivery - **£9600**

studio equipment wear and tear cost of consumables, cd's, stationary photo paper insurance, cleaning @ £25 per session - **£1000**

refreshments @ £10 per session - **£400**

marketing flyers - **£200**

Celebratory Event

5 Staff @ £40 per hour x 5 hours per day x 4 days

£4000

marketing and publicity - **£300**

Market stalls and equipment - **£500**

Total **£16,000**

3.8 The above funding will sustain the youth club until December 2012 and in the meantime fundraising will continue to ensure delivery in 2013 and onwards.

4. RECOMMENDATION

4.1 The Committee is recommended to consider the application and to agree an appropriate award under the terms of the Social Cohesion Fund.

Appendix 1

ROYAL LEAMINGTON SPA TOWN COUNCIL

SOCIAL COHESION FUND

The Town Council has established a Social Cohesion Fund to assist organisations delivering services within the Town of Leamington Spa.

The aim of the fund is to provide financial assistance to existing organisations that address issues of community deprivation and/or have experienced reductions in grant income from other statutory funding bodies. Applicants seeking funding must demonstrate that they are engaged in promoting social cohesion.

Decisions on applications will be made by the Policy and Resources Committee periodically until all the funding allocated in any financial year has been exhausted.

APPLICATION PROCESS

1. Application should be made in writing to The Town Clerk at the address below. The application may be made by email. Applicants should clearly describe the manner in which funding will be used to address social deprivation issues and specify a timescale for the implementation and completion of the project or scheme.
2. The application should be endorsed by a Member of the Town Council prior to its submission. Full details of the Members of the Town Council and their Wards are available at www.learmingtonspatowncouncil.gov.uk
3. Your application should be accompanied by a copy of the organisation's Constitution and a certified copy of the Accounts for the most recent year of operation. These details may be sent separately to the application letter.
4. All applications will be acknowledged. Applicants will be advised of the outcome of their application immediately following the decision by the Policy and Resources Committee.

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Appendix 2

Project Hybrid Arts Social Cohesion Project -

A weekly club for disadvantaged young people to get advice, meet in a safe environment, and develop skills in the performing and other arts. The activity will include a community event bringing the wider community together.

Background

Historically Hybrid Arts have received funding from WCC's Youth Development Fund to support our work with young people out of school hours. Due to cuts, this fund, or any replacement funds, are no longer available.

This Fund supported a Youth Club that was attended by 45 regular young people who worked together to put on a bi-monthly music performance attended by the wider community. Approximately 260 young people and 35 Volunteer Adults attended performances. Due to the nature of Hybrid Art's core work of supporting young people who have been excluded from school, a majority of the young people who attended the Youth Club, organised the event and performed were from the most deprived wards in Leamington. During the three years that we ran the performances we experienced a high level of support from the parents and sibling of the young people – this was all the more important as these adults were frequently volunteering for the first time and getting involved on a community level to support their children and community.

The performances were successful for a number of reasons

1. A disenfranchised community working together in central Leamington for the first time
2. Partnership working with Warwickshire Police to be aware and support our work whilst retaining a low profile
3. Increasing the self esteem of young people by them realising they were valued by their own and the wider Leamington Community
4. Increasing community cohesion and pride by supporting the adults of the community to get involved in volunteering to support their own children and community to have a voice
5. Reducing antisocial behaviour by young people due to disenfranchisement and boredom
6. Sustain the impact of the live performances by placing the live footage of the performances on YouTube and other social networks for it to be shared by the wider community after the events – thus sustain and building on the positive self esteem of the whole community. With the number of viewings increasing exponentially as more and more community members and peers accessed the resource, there is evidence that we were sustaining community cohesion after the live events.

Lack of funding to date has meant that we have been unable to sustain this important community development.

Project

The idea for this project has come from a group of girls aged 16 who attend Hybrid Arts daytime provision. This group of ten girls all come from very difficult backgrounds and family circumstances, and through the self confidence they have found at Hybrid Arts they want to work together to demonstrate young peoples talents, inviting their parents, guardians, siblings, peers and social workers.

The past music performances were very successful and drawing on this experience we propose we broaden the art-forms presented in a community celebration to enable all young people (not just those who want to perform music) to have a role and part to contribute.

Using our experience of the live music performance, we propose a daytime community celebration that will bring the everyone together in the planning preparation and delivery of a fashion show/ youth arts celebration, including music delivered, at the open air performance in Spencer Yard, Cultural Quarter, Leamington.

We propose a project that consists to deliver an arts based youth club 3.00pm-6.00pm that will build up to the live event in June. The youth club will then continue from September – March 2013.

This activity has been timetabled as our experience tells us that during the Summer months and light evenings young people tend not to attend a regular activity.

The live event will be a great opportunity for the young people to learn new skills including events management, marketing, technical support and enterprise skills as they work with a limited budget.

We will invite other social enterprises and Community groups to get involved

This project is designed to provide an opportunity for disadvantaged communities together in celebration of their young peoples' achievements. The project will support the communities to enable social interaction and provide an opportunity to work together to share common goals.

In the face of a reduction in Youth and Community funding, this project will provide a vital catalyst to support the most disenfranchised to help themselves.

Budget

Income

Awards for All Lottery funder £10,000 confirmed

Leamington Town Council Social Cohesion Fund £6,000

Still to fundraise £8,000 – should we be unable to raise all of this additional funding we will be able to deliver the same project on a reduced scale

Expenditure

Weekly youth club £16,000

This will pay for 2 staff and studio equipment refreshments etc

This cost will provide the facilities to meet and engage in fun practical activity whilst the young people plan the event. We anticipate 20 young people per session.

The young people will be in charge of all aspects of the event including marketing, programming and documentation and evaluation

Celebration event £5,000

This figure comprises of costs of staff coordination, insurance, preparation, equipment set up, staging, seating, PA, market stalls, marketing and publicity.

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE
HELD ON 24th APRIL, 2012**

RISK ASSESSMENT

1. PURPOSE OF THE REPORT

To consider progress in relation to the review of internal and external risks faced by the Council.

2. INTERNAL AUDIT REVIEW

- 2.1 The Council is required to maintain adequate systems for the assessment of risks and to review the adequacy of these arrangements annually. This requirement is now part of the Annual Internal Audit Report which comprises the Annual Accounting return.
- 2.2 The last review was undertaken in February 2011 and reported to and considered by the Policy and Resources Committee at its meeting on 3rd March 2011. The review was undertaken by Councillors Wilkinson, Greenwood, the Town Clerk and the Internal Auditor, Louise Best.
- 2.3 The risks faced by this Council were identified under specific categories set out in the guidance for Practitioners on Governance and Accountability published by the Audit Commission and NALC.
- 2.4 The recommendations adopted by the Policy and Resources Committee at the meeting on 3rd March were adopted into the planned work programme of Internal Audit for 2011/12 which was considered along with the Internal Auditor's Report at the Council Meeting on 27th September. This report now provides opportunity to review progress against the areas identified in the Review.

3. RISK ASSESSMENT REVIEW

- 3.1 The progress against identified areas of development is set out in Appendix 1. The Committee is invited to consider these areas and identify any potential concerns in terms of managing risks which can be drawn to the attention of the Internal Auditor or managed internally.
- 3.2 In relation to the specific recommendations arising from the last review, action remains to be taken in terms of the following areas:-

Guru Nanak Dev Trust - The recommendation of the Internal Auditor to review the inactivity of this Trust, in association with the Trustees, is presently outstanding. It is hoped that a meeting will be arranged with the Trust Sponsor in the near future to consider progress. There is limited risk to the Council as this is an external Trust to which the Council appoints Members as Trustees. The Trust is a grant awarding body and does not engage in any other financial activity.

Member Training Audit- Previously conducted in 2009 and to be reviewed after May 2011 elections. Further action is to be considered during 2012/13 in the light of the training received by Members since the election in May 2011.

4. **RECOMMENDATION**

4.1 The areas for action and development arising from the last review of the Council's management of risk are summarised at Appendix 1 together with progress since that time.

4.2 The Committee is invited to consider any remaining areas of action and potential new activities for review in accordance with the expected Standards identified in Appendix 1 of the Report.

APPENDIX 1

Expected Standard	Evidence of Achievement	Yes/No	Areas for Development	Progress
<p>Part 1 - Meeting standards</p>				
<p>Scope of internal audit</p>	<p>The Terms of reference for the Internal Audit had been last agreed by the Council in 2008 therefore would need to be re-approved. Internal audit work takes into account both the council's risk assessment and wider internal control arrangements. Internal audit work covers the council's anti-fraud and corruption arrangements.</p>	<p>Y</p>	<p>Re-approval at Council Meeting on 15.03.10</p> <p>Internal Audit to review areas within the Internal Audit Risk Assessment and recommend action to Council as appropriate</p>	<p>No substantive change to Auditor Terms of Reference identified in review – Feb 2011.</p> <p>Internal Auditor letter reported to Council 27th September 2011. Recommendations contained below</p>
<p>Independence</p>	<p>Internal audit has direct access to those charged with governance (see Financial Regulations). Reports are made in own name to management. Internal audit does not have any other role within the council/board.</p>	<p>Y</p>	<p>None</p>	<p>No action required at present time</p>
<p>Competence</p>	<p>There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.</p>	<p>Y</p>	<p>None</p>	<p>No action required at present time</p>
<p>Relationships</p>	<p>All responsible officers (Clerk and RFO) are consulted on the internal audit plan. (Evidence is on audit files).</p>	<p>Y</p>	<p>None</p>	<p>Included in Terms of Reference approved 15th March 2010</p>

Expected Standard	Evidence of Achievement	Yes/No	Areas for Development	Progress
Relationships	<p>Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter).</p> <p>The responsibilities of Council members are understood; training of members is carried out as necessary. (See Member training plan).</p>	<p>Y</p> <p>Y</p>	<p>Member Training Audit conducted November 2009. Understanding Financial Regulations identified as training need for the future. To be reassessed after Elections in May 2011</p>	<p>Member Training Audit yet to be initiated. Some financial elements covered in Induction Training by WALC. Training Audit to be revisited 2012/13</p>
Audit Planning and reporting	<p>The annual internal audit plan properly takes account of all the risks facing the Council and has been approved by the Council.</p> <p>Internal audit has reported in accordance with the plan on [date].</p>	<p>Y</p> <p>Y</p>	<p>Internal Audit Risk Report to be submitted to the Council meeting on 15 March. Actions need to be time-bound.</p> <p>Council's response to identified risks to be assessed in Internal Auditor's Report – June 2011</p>	<p>Implemented</p> <p>Approved at Meeting on 27th September 2011. Recommendation to review future of the Guru Nanak Dev Trust accepted. Item outstanding</p>

Expected Standard	Evidence of Achievement	Yes/No	Areas for Development	Progress
Part 2	Characteristics of Effectiveness			
Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the Council's needs.	Y	Emphasis on safeguarding public money and minimising opportunities for Fraud.	
Internal audit work is planned			Community Grants last reviewed June 2009 – possible candidate for further review in 2011. Town Clerk also requested to submit 3 monthly salary report to Policy and Resources Committee	Community Grants budget monitored by Cultural and Community Committee. Budget fully allocated 2011/12. Salary and Allowance expenditure against budget reported to Policy and Resources Committee on 3 monthly basis
Understanding the whole Organization, its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the Council's Annual Governance Statement.	Y	Periodic review – annually- to assess accuracy and relevance of Audit Plan	Limited scope for identifying new areas of risk. 12 month assessment considered by Internal Auditor to be adequate and relevant
Be seen as a catalyst for Change	Internal audit supports the Council's work in delivering improved services to the community.	Y	None	No action required

Expected Standard	Evidence of Achievement	Yes/No	Areas for Development	Progress
Add value and assist the organisation in achieving its objectives	The Council makes positive responses to internal audit's recommendations and follows up with action where this is called for.	Y	All Audit reports and recommended actions continue to be reported to Policy and Resources and/or Council	No action required. Recommendations continue to be reported
Be forward looking	In formulating the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	Y	Internal Auditor to consider impact of the emerging service challenges on Local Councils in terms of controls on activity and expenditure. (Localism Bill etc.)	Localism Bill enacted January 2012. Most sections in force from April 2012. Planning and Service delivery implications to be assessed as part of the 2012 Audit review
Be challenging	Internal audit focuses on the risks facing the Council. Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations.	Y	Suggested review of Mayoral transport /Civic expenditure in interests of value for money. Town Clerk to report in 2011. Risk Assessment Report to alert Members on periodic basis None	Review of Mayoral Transport conducted and concluded December 2011. Policy and Resources Committee Minute 46 On-going
Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the Council and the legal and corporate framework in which it operates.	Y		On-going – no immediate action required.

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON
24th APRIL 2012**

DISSOLUTION OF COUNTY AREA COMMITTEES

1. PURPOSE OF THE REPORT

To consider the decision by Warwickshire County Council to disband the current County Area Committees.

2. BACKGROUND

2.1 The County Council consulted approximately 12 months ago on the future of Area Committees, Community Forums and related issues. Following a Council meeting on 28th June 2011, it was agreed to establish a Member Working Group to look at the issues and make recommendations.

2.2 This Report updates the Committee on the progress made since and advises on the procedure for the formal adoption of the new structure at the Annual Meeting of the County Council on 15th May 2012.

3. PRINCIPAL DECISIONS

3.1 The County Council agreed on 13th December 2011 that the County Council's Area Committees should be dissolved with effect from the annual meeting of the Council on 15th May 2012.

3.2 A report will be considered by the Council on that date which deals with a number of issues as follows:

- a) Transferring responsibility for the exercise of the Area Committee functions
- b) Proposals concerning the allocation of community grants
- c) Retaining the current practice of holding an annual seminar to make recommendations in respect of the highways maintenance budget
- d) Suggesting on-going consultation and engagement with a wide range of partners on various matters including the implementation of those decisions that are to be made on 15th May.

3.3 A copy of the report of the Council's Member Working Group (leading up to Council on 15th May) is attached as an Appendix to this Report.

3.4 The Town Council's observations on the Report and arrangements for delivering services through the new arrangements are invited. The Committee may wish to have particular regard to the revised funding arrangements for the Area Community Forums set out in paragraph 3 of the Report (Appendix 1)

3.5 The County Council, following on from its decisions on 15th May, remains fully committed to working closely with all partners in developing appropriate terms of reference that are right for each of the Community Forums and that reflect local circumstances. The Report acknowledges that each of the Forums has its own culture and circumstances and that the terms of reference and ways of working should support this.

4. RECOMMENDATION

The Committee is invited to consider the arrangements contained in the Report prepared for consideration by the County Council and determine any observations as appropriate.

**Report of the Member Working Group
Leading to the County Council meeting on 15th May 2012**

Recommendations of the Member Working Group:

For the County Council to determine on 15th May:

1. That the Strategic Director for Resources is authorised and requested to make such changes to the Council's Constitution as are required in respect of:
 - i) The Executive and Non Executive functions formerly exercised by the Area Committees as set out in Appendix Two to the Report
 - ii) The allocation of community grants as more specifically set out in Recommendation 2 of this report
2. In respect of Community Grants:
 - a) In relation to the total amount available across the County either:
 - i) To continue to apply a formula using current population and deprivation figures equally weighted or
 - ii) To divide the total amount available without taking into account the formula
 - b) With effect from the date of the Council's Resolution, arrangements are made for the allocation of community grants in accordance with one of Options 1, 2 or 3 as set out in paragraph 3 of this report
3. That the Strategic Director for Communities arranges for the convening of an annual meeting of County Councillors by area in order to develop recommendations to Cabinet for the allocation of the highways maintenance budget

For the County Council to determine in collaboration with partners following the Council's decision on 15th May:

4. That the Strategic Directors for Resources and Communities take forward discussions with partner agencies regarding the following matters:
 - i. Enhancing the contribution of partner agencies to the administration of the Community Forums
 - ii. Combining funds between the County Council and partner agencies in relation to community grants
 - iii. Reviewing the current model terms of reference for the Community Forums in line with the approach set out in paragraph 5 of this report and the individual terms of reference applying to the 30 Community Forums
 - iv. Establishing agreed processes and criteria for the allocation of community grants to applicants
 - v. Taking forward the Council's work with district based Local Strategic Partnerships follows the approach set out in paragraph 8 of this report

1. Context and Purpose of the Report

1.1 This report takes forward the Council's decisions of 13th December 2011 when it was resolved that the County Council's Area Committees should be dissolved with effect from the annual meeting of the Council on 15th May 2012.

1.2 There are the following matters to consider and resolve:

a) Matters that require an amendment to the County Council's Constitution

These are:

- The allocation of Community Grants - This may (depending on the option that is decided) require some constitutional change / amendment. (Paragraphs 2 - 4)
- Exercising the other main functions of the Area Committees as set out in the current Constitution – largely matters that relate to Highways and Road Traffic issues including issues relating to contested and non contested Road Traffic Regulation Orders (Paragraph 6)

b) Other related issues that do not require an amendment to the County Council's Constitution

These are:

- Confirmation of arrangements previously used for the allocation of the Delegated Highways Budget (Paragraph 7)
- Future role and operation of the Community Forums including revision of the model Terms of Reference and Partner support and contributions(Paragraph 5)

c) Matters that relate to the Council's relationships with Local Strategic Partnerships

This report contains suggestions as to the County Council's future involvement with the five district based Local Strategic Partnerships as previously outlined in the report to Council dated 13th December 2011, following recent discussions with the District and Borough Council Chief Executives (Paragraph 8)

d) Proposed engagement arrangements and Timetable

A timetable has been developed that describes the proposed engagement and implementation arrangements (Paragraph 9)

2. County Council resources available for Community Grants

2.1 The resources available for Community Grants to the 5 Area Committees in 2011/12 amounted to £300,000 per year. This figure is net of the savings required by the Mid Term Financial Plan, and is likely to remain constant until the end of 2013/14.

2.2 Over the years a formula has been applied which aims to take into account population and the incidence of deprivation as measured by the Index of Multiple Deprivation. This has involved allocations being based on a formula using population and deprivation figures (equally weighted). It should be noted that the formula has not been updated for some time to reflect changes in both population and deprivation.

2.3 In 2011/12 the following amounts have been made available to the Area Committees

	£
North Warwickshire	50,000
Nuneaton & Bedworth	75,000
Rugby	57,000
Warwick	60,000
Stratford	<u>58,000</u>
	£ 300,000

2.4 It is considered that this approach has helped the Council to meet its legal responsibilities to take fully into account equality, social inclusion and community and is also consistent with the Big Society Vision and Aspirations being adopted by Cabinet on 16th June 2011 notably the aspiration to 'Give support where it is most needed'.

2.5 Following the resolution to dissolve the Area Committees, the first decision for the Council now to make is whether or not to continue to apply this formula (leading to the figures per locality as shown in Option 1 – Appendix One) or, alternatively whether community grants should be allocated through an equal division to Councillors (£5,000 per Councillor on the assumption that the total amount would for the purposes of an allocation to Councillors only be increased by £10,000).

3. Options available for allocating grants

3.1 There are the following options available to the Council.

3.1.1 Option 1 :

The total amount available for community grants (£300,000) is allocated to each of the localities. In line with the formula (50% population: 50% deprivation) This would lead to the amounts available to each Forum as shown at Option 1 in Appendix 1.

Community Grants would be awarded to successful applicants via a straightforward four stage process:

- a) Applications would be considered by a small sub group of the Forum (likely to be councillors, key partners and community representatives). The Sub Group (in most areas already in being and known as the Forum Planning Group) would check the applications for eligibility to ensure that the local criteria for funding have been met and that the applicant organisation meets minimum audit requirements (i.e. is properly constituted and has a bank account)
- b) The Planning Group then ensures that the applications are considered by the Community Forum. The Chair of the Forum leads a discussion on the applications leading to an agreed recommendation on the applications that have been received. The Localities and Partnerships Team then summarises the recommendations of the Forum
- c) The Strategic Director for Communities (or her nominee) then receives the recommendations and authorises the release of the grants in line with the Forum's recommendation. The Forum's recommendations are to be followed by the Strategic Director unless the purposes of the application contravenes either the Forum's funding criteria or is outside the Council's legal policy framework.
- d) The outcome is reported to the applicant and payments are authorised

3.1.2 **Option 2**

The total amount available for community grants (£300,000) is enhanced by £10,000 to make a county wide 'pot' of £310,000. The total amount of £310,000 is then divided between the numbers of County Councillors to establish an individual 'Councillor budget' of £5000 in line with Option 2 on Appendix 1.

A simple process is developed to enable applications to be made to the Localities and Partnerships Team on behalf of the Councillor,

The four stage process as described in Option 1 would then apply.

A variation of Option 2 is possible which would see formal decision making resting with the Councillor in the place of the Strategic Director. However, this would require a formal change in the Council's Constitution.

3.1.3 **Option 3**

As with Option 1, the total amount available for community grants (£300,000) is allocated by the formula (50% population : 50% deprivation) to each of the localities. This would lead to the amounts available to each Forum as shown at Option 1 in Appendix 1.

Discretion is then given to Councillors on an area basis to decide whether grants are allocated in line with Option 1 or Option 2.

4. **Criteria and Application Process for Community Grants**

4.1 No matter which Option is selected under paragraph 3, the decision maker would be actively encouraged to ensure that there is only one well published funding round in each year in order to:

- Reduce bureaucracy and increase efficiency
- Enhance fairness by having all applications considered together at one time

4.2 Appropriate criteria and processes will be developed shortly following the Council's decision. It would be the intention of officers to ensure that the processes across the county are not only reasonably consistent but also developed in collaboration with community organisations (to ensure that they are user friendly and introduce the minimum level of bureaucracy)

4.3 Within these proposed criteria, consideration could (depending on the views of members and partners) be given to giving priority to those applications that support or develop the local priorities identified by the respective Local Strategic Partnerships on the basis that, at a time of economic constraint, priority should be given to initiatives that are in line with acknowledged local priorities (for further information about the current LSP priorities - see paragraph 8 of this report).

5. **Future role and operation of the Community Forums**

5.1 It is necessary for amendments to be made to the model Terms of Reference for the Community Forums and, in any event, these are over three years old and are due for a refresh

5.2 It should be emphasised:

- That the Terms of Reference should be regarded as 'permissive'. Considerable opposition would result from the wholesale imposition of Terms from 'on high'
- That any revised Model document should be the subject of further engagement with partners and individual Forums (following on from the Council's decision on 15th May)

5.3 Revised model Terms of Reference could, by way of illustration, include the following:

- Provisions to encourage the introduction of a wider range of 'community intelligence' when setting local priorities rather than relying solely on the views of those that 'turn up on the night' – for example through use of local community networks and social media with the Localities and Partnerships Team 'scanning' these sources to identify key local issues that the Forums could take into account when setting priorities (currently work along these lines is being piloted in the Stratford area)
- The option for a Forum (with the agreement of Councillors) to be chaired by an individual who is not an elected member whether from County, District or Town /Parish
- Clarification regarding the processes to be used for the determination of local policing priorities and the role of the Police as a key community partner across a wide range of community issues
- New arrangements to ensure the full engagement of Clinical Commissioning Groups / GP Practices and the Police Commissioner
- (Depending on the outcome of discussions regarding the allocation of community grants) appropriate wording to help define/suggest the processes to be followed

5.4 Efforts should be made to maximize the contribution made by partners to the administration of the Forums. Council should be requested to require officers to enter into discussions with key partners (especially the Police and the District / Borough Councils) to complement the contribution of the County Council's Localities & Partnerships team.

5.5 In some areas (notably North Warwickshire and Warwick District) the Borough / District Councils makes an equal contribution to that of the County Council – whereas in some other areas Councillors have commented that they regard the contribution of the relevant District Borough Council as less than they would like to see.

5.6 It would be timely to consider similar discussions with the Police and the emerging office of the Police Commissioner.

5.7 Finally, Council should be aware of specific issues that relate to working arrangements in North Warwickshire. In North Warwickshire the constitutional arrangements regarding the four Area Forums have been in place for more than ten

years (and are formally part of the Borough Council's Constitution). It is the view of officers that this has made it more complicated for us to review and / or change the format of meetings.

- 5.8 It is suggested that the Council works collaboratively with North Warwickshire Borough Council to fundamentally review the purposes approach and governance arrangements of the Area Forums

6. Other functions currently exercised by the Area Committees

- 6.1 There is a range of options available for the re-allocation of the remaining functions currently exercised by the Area Committees. These matters require a change to the Constitution

- 6.2 It is suggested that, as a guiding principle (as with community grants) that formal decision making should not be delegated to the Forums for the following main reasons:

- The Forums have been established and grown as partnership bodies with the active engagement of District / Borough Councils, Police, Health, Police Authority, and the Town and Parish Councils in the parished areas of the county. It may disrupt the dynamics and partnership balance of the Forums if formal legally based functions are exercised by them solely on behalf of the County Council.
- The Council and its partners have made every effort to market and develop the Forums as a vehicle for 'bottom-up' community engagement with local communities raising their issues for resolution by service providers. It is felt that the introduction of formal powers / functions may adversely affect this approach and result in less time and space for the community to raise its concerns and issues.

- 6.3 Proposals for the reallocation of these responsibilities are shown in Appendix Two of this report.

7 Delegated Highways Budget and other Seminars

- 7.1 Over a number of years it has been standard practice for a Seminar to be arranged by Officers with Area Committee members in January / February in order to discuss the application of the budget and reach a series of recommendations for the allocation of the budget at a later meeting of the Cabinet.

- 7.2 It is proposed that Highways Officers, with the support of the Localities and Partnerships Team continue this practice by convening an annual meeting. As before, this will lead to recommendations for consideration by the Cabinet later in the year.

- 7.3 Where considered appropriate by Councillors within an area, officers will respond positively to requests to convene single issue 'area seminars' on matters of common concern / interest – for example educational achievement, health inequalities, regeneration, or access to services

8. Local Strategic Partnerships and the role of the County Council

- 8.1 In line with Council report dated 13th December 2011, it is suggested that the main responsibility for the servicing, support and administration of the LSP's should, in the future, be carried out by the District / Borough Councils. This reflects the practice that has now developed in each of the five areas.
- 8.2 It was recommended to Council on 13th December that the County Council should clarify the extent to which it will, in the future, engage with the LSP's. This would be more significant where LSP and County Council priorities coincide.
- 8.3 Over the past few weeks, individual discussions have taken place between the Strategic Directors for Resources and Communities and the District/ Borough Council Chief Executives. These have been positive discussions, and a consensus is emerging regarding the particular role that the LSP might play in each Area and a commitment on the part of the County Council to contribute effectively towards the definition and achievement of the small number key LSP priorities that are emerging / have been defined in area District / Borough.
- 8.4 In order to illustrate the rationalization undertaken by the LSP's over the recent past, it is worth noting that their current priorities largely relate to the priorities of both local communities and the County Council and are currently as follows:

LSP	Priorities
North Warwickshire	Educational Achievement Aspiration and Skills 1) Access to Services 2) Health Inequalities 3)
Nuneaton and Bedworth	<i>(Under Consideration)</i> Education and Skills 1) Health Inequalities 2) Regeneration in priority communities 3)
Rugby	Implementing the Regeneration Strategy (adopted by WCC Cabinet)
Warwick	Currently reviewing and rationalising priorities and structure
Stratford	Currently focusing on Transformation of Community Transport to enhance access to Services

9. Proposed Timetable and Engagement Arrangements

- 9.1 It is suggested that the following timetable is now followed:

Step Number	Action	Date
1	Consideration of this Report by the Member Working Group	27 th March 2012
2	Partner / Stakeholder engagement begins	2 nd April 2012
3	Partner / Stakeholder engagement ends	3 rd May 2012
4	Final draft of report to Council	4 th May 2012
5	Consideration by Council	15 th May 2012
6	Implementation begins	From 15 th May

9.2 It should be noted that in the recent past the Council has consulted on the issues addressed in this report on 2 separate occasions:

- The Locality Working Review 2010
- In the lead up to Council report last June

These were fully reported to Council last June and consultees advised of the outcome.

9.3 It is considered that engagement should be limited to the issues that underpin Recommendations 4 of this report, and that the focus for the engagement should be with those partners / stakeholders that actively support the administration of the Forums and use them as a key vehicle for their engagement with local people (listed in 9.4 below)

9.4 This report will be shared with the following:

- Warwickshire Police
- Warwickshire Police Authority
- District & Borough Councils
- Clinical Commissioning Groups
- The Arden Cluster
- Local Strategic Partnerships
- Community Forums via their Chairs
- Town and Parish Councils
- 3rd Sector via Warwickshire Community and Voluntary Action
- Warwickshire Association of Local Councils
- Warwickshire Local Involvement Network
- Warwickshire Race Equality Partnership

Background Papers

Report to Cabinet 14th April 2011

Report to Council 28th June 2011

Report to Council 13th December 2011

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Appendix 1

Councillors	Locality	1: Allocations based on a formula using current population and deprivation figures (equally weighted)	2: Each member has £5k allocation. Allocations reflect the number of members in each Locality
North Warwickshire		£39,671	£40,000
Fox / Shaw	North Warwickshire -	£11,306	£10,000
May / Sweet	North Warwickshire -	£10,231	£10,000
Fowler / Hayfield	North Warwickshire -	£9,937	£10,000
Lea / Moss	North Warwickshire -	£8,196	£10,000
Nuneaton & Bedworth		£88,264	£70,000
Hicks / Tandy	Abbey & Wem Brook	£17,178	£10,000
Longden / Wilson	Arbury & Stockingford	£15,129	£10,000
Chattaway / Jackson	Bede & Poplar	£14,228	£10,000
Lobbett / McCarney	Bedworth North & West	£11,882	£10,000
Foster / Tooth	Camp Hill & Galley	£13,443	£10,000
Clarke / Farnell	Weddington & St. Nicolas	£7,419	£10,000
Heatley / Ross	Whitestone & Bulkington	£8,984	£10,000
Rugby		£52,005	£55,000
Robbins / Walton	Brownsover, Benn &	£13,260	£10,000
Hazelton	Dunchurch Division	£5,009	£5,000
Timms / Watson ¹	Earl Craven	£7,147	£5,000-
Dodd / Roodhouse	Eastlands & Hillmorton	£7,038	£10,000
Morris-Jones	Fosse	£6,292	£5,000
Butlin / Vereker/Wright / Watson ¹ / Wright	Rugby Town West	£13,258	£15,000 - £20,000
Stratford-on-Avon		£54,648	£70,000
Barnes / Gittus / Hobbs ²	Alcester & Bidford	£10,011	£10,000 -
Saint / Seccombe	Shipston	£8,818	£10,000
Appleton / Stevens	Southam & Feldon	£7,800	£10,000
Balaam / Cockings / Rolfe	Stratford-upon-Avon	£10,873	£15,000
Hobbs ² / Perry / Rickhards	Studley & Henley	£9,109	£10,000 -
Hobbs ² / Johnston /	Wellesbourne & Kineton	£8,037	£10,000 -
Warwick		£65,413	£75,000
Cockburn / Shilton /	Kenilworth	£8,564	£15,000
Boad / Davis / Goode	North Leamington	£12,774	£15,000
Bould / Naylor	South Leamington	£12,473	£10,000

¹ Cllr Watson's Division is in both Earl Craven and Rugby Town West so there would need to be a method devised for allocating her £5,000 if Option 2 is selected

² Cllr Hobbs's Division is split across Alcester & Bidford, Henley & Studley and Kineton & Wellesbourne Localities so there would need to be a method devised for allocating his £5,000 if Option 2 is selected

³ Option 2 requires an additional £10k funding

Ashford / Hopkinson /	Warwick	£12,384	£15,000
Doody	Warwick Rural East	£6,209	£5,000
Caborn / Compton	Warwick Rural West	£6,919	£10,000
Kirton	Whitnash	£6,090	£5,000
Warwickshire		£300,000	£310,000³

Appendix 2

ONGOING RESPONSIBILITIES OF THE AREA COMMITTEES

A. Executive Functions

Function	Type of Function	Statutory Reference	Recommendation
To agree on behalf of the Council the district / borough wide Sustainable Communities Strategy	Executive	Section 4, Local Government Act 2000	Remove from Constitution as no longer a legal responsibility
To help the Council and its partners shape major proposals affecting the area and to advise the Council and Cabinet about the implications for the area of its objectives, plans, and policies.	Executive	Section 111 Local Government Act 1972 and any other relevant enactment	Where appropriate establish a unique seminar to address the issue
To advise on the distribution of the allocated highways maintenance budget for the area	Executive	Section 111 Local Government Act 1972	Annual Seminar (as currently) with recommendation to Cabinet
To determine the allocation of community development grants and well being grants and any other devolved funding	Executive	Section 2 Local Government Act 2000: Section 111 Local Government Act 1972	To Strategic Director on the advice of the Community Forum Or to individual County Councillors in consultation with their Community Forum
To determine Road traffic management and accident prevention schemes and road traffic regulation where objections have been received	Executive	Road Traffic Regulation Act 1984 and any other relevant enactment	Officers already have delegated authority provided that there are no objections. If there are objections to the Portfolio Holder in consultation with local members and Community Forums

A. Non Executive Functions

Function	Type of function	Statutory Reference	Recommendation
Appointments to local trusts, voluntary bodies etc	Non-executive	Any enactment conferring a power to make such appointments other than those appointments reserved to the Council or the Executive by law or other provision within this Constitution	To Regulatory Committee
Appointment of LEA Schools Governors	Non-executive	Section 36 School Standards and Framework Act 1998, Section 19 and 39(1) Education Act 2002 and any other enactment conferring a power to make such appointments	To Regulatory Committee
The diversion and stopping up of footpaths, bridleways and restricted byways	Non Executive	Sections 118 and 119, Highways Act 1980	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member
Power to create footpath or bridleway by agreement	Non Executive	Section 25 Highways Act 1980	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member
Power to create footpaths, bridleways and restricted byways	Non Executive	Section 26 Highways Act 1980	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member
Power to determine application for public path extinguishment order	Non Executive	Sections 118ZA and 118C(2) Highways Act 1980	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member

Power to extinguish certain public rights of way	Non Executive	Section 32 Acquisition of Land Act 1981	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member
Power to include modifications in other orders (i.e. to modify the definitive map as a result of other orders)	Non Executive	Section 53A Wildlife and Countryside Act 1981	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member
Power to designate footpath as cycle track	Non Executive	Section 3 Cycle Tracks Act 1984	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member
Power to extinguish public rights of way over land acquired for clearance	Non Executive	Section 294 Housing Act 1981	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member
Power to authorise stopping up or diversion of footpath or bridleway	Non Executive	Section 257 Town and Country Planning Act 1990	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member
Power to extinguish public right of way over land held for planning purposes	Non Executive	Section 258 Town and Country Planning Act 1990	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member

Power to make a rail crossing extinguishment order	Non Executive	Section 118A Highways Act 1980	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member
Powers to make special extinguishment orders	Non Executive	Section 118B Highways Act 1980	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member
Power to make a public path diversion order	Non Executive	Section 119ZA and 119C(4) Highways Act 1980	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member
Power to make a rail crossing diversion order	Non Executive	Section 119A Highways Act 1980	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member
Power to make a special diversion order	Non Executive	Section 119B Highways Act 1980	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member

Power to require applicant for an order to enter into agreement	Non Executive	Section 119C Highways Act 1980	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member
Power to make an SSSI (site of special scientific interest) diversion order	Non Executive	Section 119D Highways Act 1980	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member
Power to decline to determine certain applications	Non Executive	Section 121C Highways Act 1980	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member
Duty to assert and protect the rights of the public to the use and enjoyment of highways	Non Executive	Section 130 Highways Act 1980	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member
Duty to serve notice of proposed action in relation to obstruction	Non Executive	Section 130A Highways Act 1980	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member
Power to apply for a variation order under Section 130B Highways Act 1980	Non Executive	Section 130B(7) Highways Act 1980	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member

Power to authorise temporary disturbance of surface of footpath, bridleway or restricted byway	Non Executive	Section 135 Highways Act 1980	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member
Power to temporarily divert footpath, bridleway or restricted byway	Non Executive	Section 135A Highways Act 1980	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member
Functions relating to the making good of damage and the removal of obstructions	Non Executive	Section 135B Highways Act 1980	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member
Powers relating to the removal of things so deposited on highways as to be a nuisance	Non Executive	Section 149 Highways Act 1980	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member
Power to enter into agreements with respect to means of access	Non Executive	Section 35 Countryside and Rights of Way Act 2000	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member
Power to provide access in absence of agreement	Non Executive	Section 37 Countryside and Rights of Way Act 2000	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member

Power to permit deposit of builder's skip on highway	Non Executive	Section 139 of the Highways Act 1980	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member
Power to license planting retention and maintenance of trees etc in part of highway	Non Executive	Section 142 of the Highways Act 1980	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member
Power to authorise erection of stiles etc on footpaths or bridleways	Non Executive	Section 147 Highways Act 1980	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member
Power to grant a street works licence	Non Executive	Section 50 of the New Roads and Street Works Act 1991	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member
Power to license works in relation to buildings etc which obstruct the highway	Non Executive	Section 169 of the Highways Act 1980	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member
Power to dispense with obligation to erect hoarding or fence	Non Executive	Section 172 Highways Act 1980	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member

Power to restrict the placing of rails, beams etc over highways	Non Executive	Section 178 Highways Act 1980	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member
Power to consent to the construction of cellars etc under street	Non Executive	Section 179 Highways Act 1980	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member
Power to consent to the making of openings into cellars etc under streets and pavement lights and ventilators	Non Executive	Section 180 Highways Act 1980	Officers already have delegated authority provided there are no objections. If objections to Portfolio holder in consultation with the local member

