



27 September 2024

CABINET – 7 OCTOBER 2024

A meeting of Cabinet will be held at 6.00pm on Monday 7 October 2024 in the Council Chamber at the Town Hall, Rugby.

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

Mannie Ketley
Chief Executive

A G E N D A PART 1 – PUBLIC BUSINESS

1. Minutes.

To confirm the minutes of the meeting held on 16 September 2024.

2. Apologies.

To receive apologies for absence from the meeting.

3. Declarations of Interest.

To receive declarations of –

(a) non-pecuniary interests as defined by the Council's Code of Conduct for Councillors;

(b) pecuniary interests as defined by the Council's Code of Conduct for Councillors; and

(c) notice under Section 106 Local Government Finance Act 1992 – non-payment of Community Charge or Council Tax.

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

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

4. Question Time.

Notice of questions from the public should be delivered in writing or by e-mail to the Chief Executive at least three clear working days prior to the meeting (no later than Tuesday 1 October 2024).

Growth and Investment, Digital and Communications Portfolio

5. Local Development Scheme Update.
6. Creation of an Economic Development Manager Post.
7. Establishing principles governing the usage of Artificial Intelligence at Rugby Borough Council.

Partnerships and Wellbeing Portfolio

Nothing to report to this meeting.

Finance, Performance, Legal and Governance Portfolio

Nothing to report to this meeting.

Communities, Homes, Regulation and Safety Portfolio

Nothing to report to this meeting.

Operations and Traded Services Portfolio

Nothing to report to this meeting.

Organisational change Portfolio

Nothing to report to this meeting.

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

Nothing to report to this meeting.

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

To consider the following resolution:

“under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item on the grounds that it involves the likely disclosure of information defined in paragraphs 1, 2 and 3 of Schedule 12A of the Act.”

PART 2 – EXEMPT INFORMATION

Growth and Investment Portfolio

Nothing to report to this meeting.

Leisure and Wellbeing Portfolio

Nothing to report to this meeting.

Finance, Performance, Legal and Governance Portfolio

Nothing to report to this meeting.

Communities, Homes, Digital and Communications Portfolio

Nothing to report to this meeting.

Regulation and Safety Portfolio

Nothing to report to this meeting

Change and Transformation Portfolio

Nothing to report to this meeting

Operations and Traded Services Portfolio

1. Waste Services Reorganisation.

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

2. Write Offs.

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

The Reports of Officers are attached.

Membership of Cabinet:

Councillors Moran (Chair), Brown, C Edwards, Livesey, Mistry, O'Rourke and Robinson.

CALL-IN PROCEDURES

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

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

AGENDA MANAGEMENT SHEET

Report Title: Local Development Scheme Update

Name of Committee: Cabinet

Date of Meeting: 7 October 2024

Report Director: Chief Officer - Growth and Investment

Portfolio: Growth and Investment and Digital and Communications

Ward Relevance: All

Prior Consultation: Planning Services Working Group 12 September 2024

Contact Officer: Neil Holly, Development Strategy Manager
neil.holly@rugby.gov.uk

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: No

Forward Plan: Yes

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

Summary: The report seeks cabinet's recommendation to Council that it adopt the amended Local Development Scheme (LDS) attached as appendix 1.

Financial Implications:	The cost of local plan preparation is met within the Development Strategy budget.
Risk Management/Health and Safety Implications:	A project risk register for the Local Plan is attached as Appendix 2.
Environmental Implications:	Adopting a new local plan will have significant environmental implications for the borough. It represents an opportunity to update our policies on a wide variety of issues with environmental implications, such as climate change policy and the identification of development site allocations.
Legal Implications:	<p>Under s15 of the Planning and Compulsory Purchase Act 2004 the council is required to prepare and maintain a local development scheme specifying the local development documents which are to be development plan documents it intends to prepare and the timetable for their preparation.</p> <p>It is no longer a legal requirement to include local development documents which are not to be development plan documents – such as supplementary planning documents – within a local development scheme.</p>
Equality and Diversity:	An Equality Impact Assessment has been undertaken and is provided as Appendix 3 to this report.
Options:	No alternative options were considered.
Recommendation:	<p>IT BE RECOMMENDED TO COUNCIL THAT -</p> <ol style="list-style-type: none"> (1) the amended Local Development Scheme (LDS) attached at Appendix 1, be adopted; (2) delegated authority be given to the Chief Officer for Growth and Investment to make minor amendments as necessary to the Local Development Scheme; and (3) delegated authority be given to the Chief Officer for Growth and Investment in consultation with the Leader and Portfolio Holder for Growth and Investment to amend the timetable for a period of up to 12 weeks in the event that the consultation falls within a purdah period.

**Reasons for
Recommendation:**

To update the Local Development Scheme timetable for preparation of the new Local Plan. The new Local Development Scheme timetable would provide opportunities to reflect on consultation comments received and prepare supporting evidence to increase the likelihood of the council submitting a plan that will be found sound. The new timetable is also set to enable the plan to reflect forthcoming changes to national planning policy.

Cabinet – 7 October 2024

Local Development Scheme update

Public Report of the Chief Officer - Growth and Investment

Recommendation

IT BE RECOMMENDED TO COUNCIL THAT -

- (1) the amended Local Development Scheme (LDS) attached at Appendix 1, be adopted;
- (2) delegated authority be given to the Chief Officer for Growth and Investment to make minor amendments as necessary to the Local Development Scheme; and
- (3) delegated authority be given to the Chief Officer for Growth and Investment in consultation with the Leader and Portfolio Holder for Growth and Investment to amend the timetable for a period of up to 12 weeks in the event that the consultation falls within a purdah period.

EXECUTIVE SUMMARY

The current Local Development Scheme (LDS) was adopted by Council on 25 October 2023. Since then, there have been changes at both local and national government level and the new national government has consulted on changes to national planning policy.

It is necessary to amend the LDS to respond to those changes. The new LDS timetable would provide opportunities to reflect on consultation comments received and prepare supporting evidence to increase the likelihood of the council submitting a plan that will be found sound. The new timetable is also set to enable the plan to reflect forthcoming changes to national planning policy. The Council will continue to review the timetable set out within the LDS to allow the Council to react to changes in national planning policy and any other local factors.

1. Background

- 1.1. The Council has a legal duty to maintain an up-to-date local development scheme (LDS). The LDS is a project plan for producing local development documents, including the Local Plan. It sets out the local development documents which are to be development plan documents that the Council intends to produce and the timescale for their preparation.
- 1.2. In December 2022 Council agreed to proceed with a full update to the Local Plan.

- 1.3. Between 30 October 2023 and 2 February 2024 an 'Issues and Options' consultation under Regulation 18 of The Town and Country Planning (Local Planning) (England) Regulations 2012 was undertaken to support preparation of the new Local Plan.
- 1.4. That consultation was approved by Cabinet at its meeting on 23 October 2023 and by Council at its meeting on 25 October 2023. That meeting was also the last update to the LDS. Details of the cabinet meeting can be accessed [here](#).

2. Changes to the LDS

- 2.1. In comparison with the LDS adopted by Council on 25 October 2023, the updated LDS makes the following changes:
 - The preferred options (Regulation 18) consultation did not take place in July 2024 and will instead begin in March 2025.
 - The pre-submission (Regulation 19) consultation is moved from January 2025 to January 2026.
 - Submission of the plan is moved from June 2025 to June 2026.
 - Adoption would likely be mid 2027 rather than the end of 2026.

3. Reasons for the changes to the LDS

- 3.1. The LDS adopted on 25 October 2023 was prepared in the context of a proposal by the previous Government that a cut-off date of 30 June 2025 would apply to the submission of plans for examination under the current plan-making system, prior to implementation of the changes to plan-making in the Levelling Up and Regeneration Act 2023.
- 3.2. The timetable set to meet that deadline was always going to be challenging to meet and the project risk register of October 2023, which accompanied the cabinet report, identified a high likelihood of not meeting that cut-off date.
- 3.3. Notwithstanding that risk, Council decided in October 2023 that the best option was to continue to advance plan-making.
- 3.4. Since October 2023 there have been significant changes:
 - The issues and options consultation, which was stated in the LDS October 2023 to take place between November and December 2023 was extended following an amendment to instead finish in February 2024
 - A new local administration was formed following the May 2024 local election.
 - A new national government took office following the July 2024 general election.

- A consultation on proposals for changes to national planning policy was held between 30 July 2024 and 24 September 2024, with a new National Planning Policy Framework (NPPF) expected to be in force by the end of the year, including a new standard method for calculating local housing need.
 - Within that consultation, the current Government stated its intention that the cut-off-date for submitting plans for examination under the current system will be the end of December 2026 rather than 30th June 2025.
- 3.5. The new LDS timetable has been set in response to these changes. The new timetable is less truncated, increasing opportunities to reflect on consultation comments and prepare supporting evidence, and thereby increasing the likelihood of the Council submitting a plan that will be found sound. The new timetable is also set to enable the new plan to reflect changes to national planning policy.
- 3.6. The timing of the Regulation 18 preferred options consultation in early 2025 should allow the contents of that that consultation to reflect the changes to national planning policy in the new National Planning Policy Framework.
- 3.7. The timing of the Regulation 19 consultation and submission of the plan should allow the examination of the local plan to commence comfortably before the proposed cut-off date for submitting plans under the current system.

4. Conclusion

- 4.1 The Council has a statutory responsibility to maintain an up to date LDS following changes at a local and national level the LDS has been updated to reflect the new timetable to review the Local Plan.

Name of Meeting: Cabinet
Date of Meeting: 7 October 2024
Subject Matter: Local Development Scheme update
Originating Department: Growth and Investment

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

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

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

Appendix 1 – Local Development Scheme



RUGBY BOROUGH COUNCIL
LOCAL DEVELOPMENT
SCHEME
OCTOBER 2024

1. INTRODUCTION

- 1.1. The council must prepare a Local Development Scheme (LDS) which sets out the local development documents which are to be development plan documents it intends to procure and the timetable for their preparation. The LDS helps local communities and interested parties keep track of progress and must be kept up to date.
- 1.2. The main development plan document for Rugby Borough is the Rugby Borough Local Plan 2011-2031 which was adopted on the 4 June 2019 which sets the overall development strategy for the borough until 2031.
- 1.3. This LDS covers the period in which the Council expects to adopt a new local plan.

2. THE PREVIOUS LDS

- 2.1. The previous LDS was published in October 2023.

3. DEVELOPMENT PLAN DOCUMENTS

- 3.1. Development Plan Documents (DPDs) are defined in the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) and are used to guide the determination of applications for planning permission. They regulate the use of land in the public interest. They must be prepared in accordance with legal requirements, must be underpinned by evidence, and are tested at an examination in public run by a government appointed planning inspector. Only when found 'sound' by the Inspector can they be adopted.
- 3.2. It is a legal requirement for DPDs to be subject to a Sustainability Appraisal (SA) incorporating Strategic Environmental Assessment (SEA).
- 3.3. The council intends to produce a new DPD, the updated Rugby Borough Local Plan. A timetable for a review of the Local Plan is set out below. Once adopted the new Local Plan will replace the current Rugby Borough Local Plan 2011-2031.

Stage	Date
Issues and options consultation (Regulation 18)	Complete
Preferred options consultation (Regulation 18)	March 2025
Pre-submission consultation (Regulation 19)	January 2026
Submission for examination	June 2026
Adoption by	By June 2027

4. NEIGHBOURHOOD PLANS

- 4.1. Neighbourhood plans are prepared by parishes or designated neighbourhood forums. They are subject to a statutory preparation procedure and are required to be independently examined before they can be 'made'. Once made, neighbourhood plans become part of the development plan for the area.
- 4.2. A list of made neighbourhood plans can be found on the council's website: <https://rugby.gov.uk/neighbourhood-planning>
- 4.3. The following areas do not yet have a made neighbourhood plan but have been designated as neighbourhood areas for the purposes of preparing a neighbourhood plan:

Clifton-upon-Dunsmore Parish
Dunchurch Parish
Grandborough Parish
Newton and Biggin Parish
Wolston Parish

5. COMMUNITY INFRASTRUCTURE LEVY CHARGING SCHEDULE

- 5.1. Rugby Borough Council's Community Infrastructure Levy (CIL) charging schedule came into force on 1 April 2024.
- 5.2. CIL is a charge on new developments to support the provision of local infrastructure to support development.

6. SUPPLEMENTARY PLANNING DOCUMENTS

- 6.1. Supplementary Planning Documents (SPDs) add detail to the policies of the local plan but are not development plan documents. They are a material consideration in the determination of planning applications. They are required to be prepared in accordance with a statutory process and in consultation with the public. SPDs are not required to be examined before they can be adopted.
- 6.2. It is no longer a requirement to detail SPDs and the timetable for their preparation within the LDS. A full list of adopted SPDs can be found on the council's website: <https://rugby.gov.uk/w/supplementary-planning-documents>
- 6.3.

7. MONITORING AND REVIEW

- 7.1. Local planning authorities are required to produce an annual authority monitoring report to assess the implementation of the LDS and the extent to which policies in local development documents are being achieved. The authority monitoring report is based upon the period 1st April to 31st March in each year.

8. CONTACT DETAILS

- 8.1. For more information about any of the issues raised in this Local Development Scheme please contact:-

Email: Localplan@rugby.gov.uk

Development Strategy
Rugby Borough Council
Town Hall
Evreux Way
Rugby
CV21 2RR

- 8.2. This document together with all other local development documents produced by Rugby Borough Council will be made available on the Council's web site:
<https://rugby.gov.uk/development-strategy>

Appendix 2 – Project Risk Register (updated October 2024)

RUGBY BOROUGH COUNCIL PROJECT RISK REGISTER

Project: updated Local Plan (October 2024)

Objective: to prepare and adopt a new local plan for the borough

		Likelihood			
Impact	4	M	H	H	H
	3	L	M	H	H
	2	L	M	M	H
	1	L	L	M	M
		1	2	3	4

Risk	Opportunities	Consequences	Controls	Responsibility	Assessment of Risk		
					Likelihood	Impact	Risk Score
					2	4	6
1. Potential finding of an inspector that the new Local Plan is not legally compliant or is not sound..		<ul style="list-style-type: none"> - Delay as potential need to re-consult on modifications, go back and re-do parts of the process or even withdraw the plan - Reputational damage. - Stakeholder concerns/complaints - Adverse media coverage - Risk of legal challenge - Delay in getting a plan adopted, leading to loss of appeals 	<ul style="list-style-type: none"> - Compliance with the Town and Country Planning (Local Planning) (England) Regulations 2012 and the Planning and Compulsory Purchase Act 2004. - Compliance with national policy and guidance. - Effective joint working with duty to cooperate partners. - Holding two Regulation 18 public consultations. - Careful consideration of representations made. - Preparation of proportionate evidence to support the plan's policies. - Consideration of reasonable alternatives through the sustainability appraisal process. - Potential for a legal review prior to plan submission (if deemed to be required). 	Chief Officer Growth and Investment/ Development Strategy Manager			

Risk	Opportunities	Consequences	Controls	Responsibility	Assessment of Risk		
					Likelihood	Impact	Risk Score
2. Loss of team members / inadequate resourcing / inability to fill posts		<ul style="list-style-type: none"> - Lack of continuity, loss of institutional knowledge - Delay - Increased costs through need to use consultants 	<ul style="list-style-type: none"> - Prioritisation and effective time management to maximise the resources we have - Communication - Effective recruitment - Flexible use of resources within the planning department to assist - Potential use of consultants if necessary 	Chief Officer Growth and Investment/ Development Strategy Manager	4	3	7
3. Delay to the local plan process due to changes to government policy	Opportunities to reflect new national policy.	<ul style="list-style-type: none"> - Increased or wasted costs - Delay - Public perception 	<ul style="list-style-type: none"> - Monitoring and responding to government policy, including responding to consultations - Keeping the local development scheme under review 	Chief Officer Growth and Investment/ Development Strategy Manager	4	3	7
4. Change of political party/control of the council results in policy or financial changes impacting project delivery	Review of project	<ul style="list-style-type: none"> - Delay - Increased or wasted costs - Reputational damage 	<ul style="list-style-type: none"> - Use of Planning Services Working Group to seek cross-party support. - Council decision making at relevant stages. 	Chief Officer Growth and Investment/ Development Strategy Manager	3	3	6
5. Political disagreement with neighbouring authorities/ ineffective cooperation		<ul style="list-style-type: none"> - Failure to meet duty to cooperate (see risk 1 above) - Reputational damage - Delay 	<ul style="list-style-type: none"> - Joint working through the Coventry, Warwickshire and Solihull Association of Planning Officers (CSWAPO) - Preparation of statements of common ground 	Chief Officer Growth and Investment/ Development Strategy Manager	2	4	6

Risk	Opportunities	Consequences	Controls	Responsibility	Assessment of Risk		
					Likelihood	Impact	Risk Score
					6. Delays in consultants providing evidence/ poor quality evidence		<ul style="list-style-type: none"> - Delay - Increased cost if need to re-do evidence
7. Cost overruns		<ul style="list-style-type: none"> - Reputational damage - Budgetary pressures 	<ul style="list-style-type: none"> - Focussing evidence tightly on justifying policies - Joint commissioning of evidence with neighbouring authorities - Effective project management 	Chief Officer Growth and Investment/ Development Strategy Manager	3	2	5

EQUALITY IMPACT ASSESSMENT (EqIA)

Context

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

Equality Impact Assessment

Service Area	Development Strategy
Policy/Service being assessed	Local Development Scheme update
Is this is a new or existing policy/service? If existing policy/service please state date of last assessment	<p>This is an update to the Local Development Scheme adopted by Council on 25 October 2023. An EqlA was undertaken for that report.</p> <p>The Local Development Scheme sets out the timetable for producing a new local plan. The new local plan will eventually replace the existing local plan.</p>
EqlA Review team – List of members	Neil Holly – Development Strategy Manager
Date of this assessment	9 September 2024
Signature of responsible officer (to be signed after the EqlA has been completed)	Neil Holly

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

If you require help, advice and support to complete the forms, please contact Aftab Razzaq, Chief Officer – Legal and Governance via email: aftab.razzaq@rugby.gov.uk or 01788 533521

Details of Strategy/ Service/ Policy to be analysed

<u>Stage 1 – Scoping and Defining</u>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	<p>The report seeks approval for adopting an updated Local Development Scheme.</p> <p>The Local Development Scheme sets out the council’s timetable for producing new planning policies.</p>
(2) How does it fit with Rugby Borough Council’s Corporate priorities and your service area priorities?	<p>It primarily fits in with priorities on:</p> <ul style="list-style-type: none"> • Rugby Borough Council is a responsible, effective and efficient organisation. • Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents.
(3) What are the expected outcomes you are hoping to achieve?	<p>The Local Development Scheme aims to set a realistic programme for preparing planning policies.</p>
(4) Does or will the policy or decision affect: <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	<p>Updating the Local Development Scheme doesn’t affect customers, employees or wider community or groups directly. The new local plan will, when prepared, affect all of these groups. However, this will be subject to a separate EqIA when prepared.</p>
<u>Stage 2 - Information Gathering</u>	
(1) What does the information tell you about those groups identified?	<p>No specific groups identified.</p>

(2) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement? If yes, what were their views and how have their views influenced your decision?

A public consultation on local plan issues and options was undertaken between the end of October 2023 and the start of February 2024.

In line with the regulations and established practice, there has been no public consultation on the update to the LDS.

(3) If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.

The LDS details the two further formal public consultation stages that will be undertaken as part of plan-making.

Stage 3 – Analysis of impact

(1) Protected Characteristics
From your data and consultations is there any positive, adverse or negative impact identified for any particular group, which could amount to discrimination?

If yes, identify the groups and how they are affected.

RACE No impact	DISABILITY No impact	GENDER No impact
MARRIAGE/CIVIL PARTNERSHIP No impact	AGE No impact	GENDER REASSIGNMENT No impact
RELIGION/BELIEF No impact	PREGNANCY MATERNITY No impact	SEXUAL ORIENTATION No impact



<p><u>(2) Cross cutting themes</u> (a) Are your proposals likely to impact on social inequalities e.g. child poverty, geographically disadvantaged communities? If yes, please explain how?</p> <p>(b) Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes, please explain how?</p>	<p>No.</p> <p>No.</p>
<p>(3) If there is an adverse impact, can this be justified?</p>	<p>N/A</p>
<p>(4) What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.)</p>	<p>N/A</p>
<p>(5) How does the strategy/service/policy contribute to the promotion of equality? If not what can be done?</p>	<p>When the new Local Plan is produced, this will be done with the objective of promoting equality.</p>
<p>(6) How does the strategy/service/policy promote good relations between groups? If not what can be done?</p>	<p>Not at this stage, when new policies and site allocations are developed at a later stage, they will represent the opportunity to promote good relations.</p>
<p>(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?</p>	<p>N/A</p>

<u>Stage 4 – Action Planning, Review & Monitoring</u>																														
<p>If No Further Action is required then go to – Review & Monitoring</p> <p>(1)Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.</p>	<p>No further action is required.</p> <p>EqlA Action Plan</p> <table border="1" data-bbox="887 459 2139 692"> <thead> <tr> <th data-bbox="887 459 1133 536">Action</th> <th data-bbox="1133 459 1379 536">Lead Officer</th> <th data-bbox="1379 459 1626 536">Date for completion</th> <th data-bbox="1626 459 1872 536">Resource requirements</th> <th data-bbox="1872 459 2139 536">Comments</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Action	Lead Officer	Date for completion	Resource requirements	Comments																				
Action	Lead Officer	Date for completion	Resource requirements	Comments																										
<p>(2) Review and Monitoring State how and when you will monitor policy and Action Plan</p>	<p>This EqlA will be reviewed again when the next stage of the plan is presented to Cabinet, probably in spring 2025.</p>																													

Please annotate your policy with the following statement:

‘An Equality Impact Assessment on this policy was undertaken on 19/06/2024 and will be reviewed periodically in light of planning applications to which the Shopfronts Design Guide is applicable.’

Appendix 4 – Climate Change and Environmental Impact Assessment

Rugby Borough Council

Climate Change and Environmental Impact Assessment

Local Development Scheme Update – October 2024

CONTEXT

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

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

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

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

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

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

SECTION 1: OVERVIEW

Portfolio and Service Area	Growth and Investment
Policy/Service/Change being assessed	<p>The report seeks approval for adopting an updated Local Development Scheme.</p> <p>The Local Development Scheme sets out the council's timetable for producing new planning policies.</p>
Is this a new or existing Policy/Service/Change?	<p>This is an update to the Local Development Scheme adopted by Council on 25 October 2023.</p> <p>The Local Development Scheme sets out the timetable for producing a new local plan. The new local plan will eventually replace the existing local plan.</p>
If existing policy/service please state date of last assessment	October 2023.
Ward Specific Impacts	All.
Summary of assessment Briefly summarise the policy/service/change and potential impacts.	<p>The Local Development Scheme sets out the timetable for plan-making. It does not itself set out policies for the use or development of land. Therefore, there are no environmental or climate change impacts.</p> <p>The local plan itself will contain policies that have environmental and climate change impacts and these will be assessed when these are published.</p>
Completed By	Neil Holly, Development Strategy Manager
Authorised By	Nicola Smith, Chief Officer – Growth and Investment
Date of Assessment	9 September 2024

SECTION 2: IMPACT ASSESSMENT

Climate Change and Environmental Impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner	Timescales
Energy usage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adopting an updated Local Development Scheme does not have any impact on climate change or the environment. During plan preparation, when policies are proposed, an assessment of their environmental impact can be made.			
Fleet usage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None at this stage			
Sustainable Transport/Travel (customers and staff)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None at this stage			
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None at this stage			
Community leadership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None at this stage			
Biodiversity and habitats	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None at this stage			
Adaptation/Mitigation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None at this stage			
Impact on other providers/partners	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None at this stage			

SECTION 3: REVIEW

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

Review date	Next stage of the local plan preparation process – preferred options public consultation.
Key points to be considered through review	No negative impacts have been identified at this stage.
Person responsible for review	Neil Holly, Development Strategy Manager
Authorised by	Nicola Smith, Chief Officer – Growth and Investment

AGENDA MANAGEMENT SHEET

Report Title: Creation of an Economic Development Manager Post

Name of Committee: Cabinet

Date of Meeting: 7 October 2024

Report Director: Chief Officer – Growth and Investment

Portfolio: Growth & Investment and Digital & Communications

Ward Relevance: All

Prior Consultation: Human Resources, Finance and Performance and Legal and Governance

Contact Officer: Nicola Smith Chief Officer Growth and Investment

Public or Private: Public

Report Subject to Call-In: No

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):
 Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C)
 Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E)
 Residents live healthy, independent lives, with the most vulnerable protected. (HC)
 Rugby Borough Council is a responsible, effective and efficient organisation. (O)
[Corporate Strategy 2021-2024](#)

Summary: The purpose of this report is to seek approval for improving the staffing resource within the Economic Development Team. The resource is needed to ensure the Council delivers the aims of its new Corporate Strategy along with the Town Centre Regeneration Strategy and the emerging

Economic Strategy to meet the Council's growth, economic and equality aspirations.

Financial Implications:

The financial implications are set out in section 4 of this report.

Risk Management/Health and Safety Implications:

Creation of the new post and budget is a key action towards delivering on the new corporate strategy priorities. If the new post and budgets are not agreed, there will be an increased risk that the Council's new corporate strategy objectives, particularly around the economy not being achieved.

Environmental Implications:

None arising directly from this report however the post holder would focus on engagement with local businesses to encourage promotion of net zero and decarbonisation actions within the individual business environment. More detail is in the Climate Change and Environmental Impact Assessment (Appendix 1).

Legal Implications:

The Council is under an obligation to appoint on merit pursuant to the Local Government and Housing Act 1989.

Equality and Diversity:

The post will be recruited within the Borough Council's Recruitment & Selection procedures. The postholder will lead the economic development function and work with businesses to encourage them to tackle the barriers to employment from disadvantaged communities by addressing skills, training and other issues that maybe preventing residents from accessing these jobs. More detail is in the Equality Impact Assessment (Appendix 2).

Options:

Option 1

Approve the formation of a new permanent Economic Development Manager post.

Option 2:

Do not approve the formation of a new permanent Economic Development Manager post.

Recommendation:

IT BE RECOMMENDED TO COUNCIL THAT -

- 1) the post of Economic Development Manager be created and added to the permanent establishment; and
- 2) a supplementary budget of £59,186 be approved and added to the 2025/26 Budget onwards.

Reasons for Recommendation: To enable the Borough Council to deliver the aims of its new Corporate Strategy, Town Centre Regeneration Strategy and Economic Strategy and the levelling up agenda.

Cabinet- 7 October 2024

Creation of an Economic Development Manager Post

Public Report of the Chief Officer Growth and Investment

Recommendation

IT BE RECOMMENDED TO COUNCIL THAT -

- 1) the post of Economic Development Manager be created and added to the permanent establishment; and
- 2) a supplementary budget of £59,186 be approved and added to the 2025/26 Budget and future years.

EXECUTIVE SUMMARY

The purpose of this report is to seek approval for improving the resources within the Economic Development Team to enable it to deliver the aims of the new Corporate Strategy and emerging Economic Strategy to meet the Council's growth, economic and equality aspirations. Such aims include:

- Encourage and support sustainable economic growth;
- Help businesses thrive and provide jobs for our residents;
- Ensure our residents have the necessary skills

The Council is progressing with the creation of an Economic Strategy the delivery of this strategy is central to the Council's ambitions. The Council's aspirations for Town Centre Regeneration and Economic Development has become too significant to be managed by one team and therefore the Major Projects and Economic Development Team will be spilt creating the need for this post.

1. INTRODUCTION

- 1.1 The purpose of this report is to seek approval for the creation of a permanent Economic Development Manager which will improve the capacity of the Economic Development Service to deliver the economic outcomes set out in the new Corporate Strategy and emerging Economic Strategy.

2. BACKGROUND

- 2.1 The Council report of the 19th July 2022 sought permission to strengthen the economic development service as part of a wider review of Growth and

Investment to ensure the service has the resources to meet the needs of the Council, drive economic growth and implement the changes required for the benefits of the residents of Rugby. It was agreed to form the Major Projects and Economic Development Team comprising two small teams, one focused on delivering some of the Council's major projects and the other focusing on delivering the Council's economic outcomes as set out in the Corporate Strategy.

- 2.2 To deliver an economic development function two economic development officer posts were approved.
- 2.3 Since 2022 the Council's desire to focus on town centre regeneration has increased significantly and is likely to increase further in the next year. The Major Projects and Economic Development Team is responsible for leading on town centre regeneration. When the Economic Strategy, which is proposed to be adopted in April 2025, is in place there will be significant senior resource required to lead on the delivery of that strategy. There is insufficient capacity for the existing Major Projects and Economic Development Manager to delivery on these two significant corporate priorities. It is therefore proposed to separate the team into two separate teams. Major Projects and Regeneration headed up by the existing Major Projects and Economic Development Manager now called the Major Projects and Regeneration Manager who is responsible for town centre regeneration, South West Rugby, Houlton and other large and complex planning applications. The new Economic Development Manager would then manage the Economic Development function.

3. ECONOMIC DEVELOPMENT SERVICE

- 3.1 The key functions of the economic development team are to
 - Lead the production and implementation of the Rugby Economic Strategy by working in partnership with the private sector, voluntary and community groups and other public sector bodies.
 - Be the main point of contact for economic development and to provide specialist advice to potential clients and existing businesses, representing the Council on partnerships and networks whose aim is to generate growth in Rugby's economy.
 - Lead the diversification of the Rugby economy by attracting inward investment, supporting businesses to innovate and positioning Rugby to take advantage of growth sectors.
 - Work proactively with Coventry and Warwickshire Growth Hub, Warwickshire County Council, the Chamber of Commerce and other partners to develop and deliver an effective business support system to ensure that local businesses from micro/start-up businesses to the most strategic companies in the Borough have the benefit of high-quality business support.
 - Engage and work with local businesses to ensure that they have access to the most effective package of support to meet their business need.

- Work with public and private sector partners to identify and deliver the opportunities from the approved Local Visitor Economy Partnership for Coventry and Warwickshire.
- Work with schools, college, universities, and the private sector to develop the workforce with the required skills in line with the Economic Strategy.
- Work with partners to develop packages of support to tackle the barriers that prevent residents securing good quality employment and to address economic inequalities in the Borough.
- Ensure that there is an effective portfolio of sites and premises suitable to support business expansion, start-up and inward investment.

3.2 The key responsibilities of the new role are:

- Providing strategic leadership on the Council's economic and cultural Strategies, working with other internal services and external partners to formulate creative solutions and long-term approaches to ensure that there is a strong local economy in the borough.
- Lead on developing and implementing an effective Economic Development Strategy and underpinning sub-strategies, providing strategic direction to the Council to ensure local business community secures maximum access to opportunities to support their growth and which seeks to bring a more diversified and inclusive approach whilst ensuring a people and place centred focus and reflecting the needs of businesses and residents.
- Design an economic action plan and monitoring system in conjunction with elected members, strategic partners and other potential delivery organisations that reflects a mix of local and strategic initiatives aimed to deliver short term, medium- and longer-term outcomes.
- Work with strategic partner organisations across Warwickshire to ensure county wide economic programmes are designed to most appropriately meet the needs of Rugby businesses, communities and residents.
- In conjunction with businesses, strategic partners and other relevant organisations, develop a robust business engagement and partnership plan to identify synergies, opportunities and barriers to business growth.
- Develop and maintain a local system of economic support in collaboration with relevant partners and agencies for business and residents that is proactive, comprehensive and easily accessible to meet their needs.
- Actively seek inward investment opportunities and promoting Rugby Borough as an investment location of choice. Where appropriate act in

partnership to achieve joint outcomes. Lead on developing a narrative of place for Rugby Borough to attract skills and investment.

- Work in conjunction with WCC and other relevant partners to deliver grant funded business and skills projects and programmes.
- Manage the performance of the partner organisations such as the Growth Hub in line with service level agreements and with a focus to support companies who are scaling their activities.
- Lead on the identification and bidding for external funding to deliver the above objectives.

3.3 If the new post is not created there will be insufficient capacity to deliver the Economic Strategy and other key economic development functions.

4. FINANCIAL IMPLICATIONS

4.1 The new post will increase the 2025/26 budget by £59,186.

4.2 This post intended to be a growth item in the 2025/26 budget however due to the time taken to recruit to manager posts and role being central to the delivery of the economic strategy it is prudent to seek approval now to enable the Manager to be in post as soon as the Economic Strategy is adopted so they can oversee and shape its delivery.

5. OPTIONS AVAILABLE

5.1 Taking the above into account, two options are proposed for the consideration of Councillors, namely:

Option 1

To approve the creation of a new permanent Economic Development Manager post for the Economic Development team.

Option 2

To not approve the creation of a new permanent Economic Development Manager post for the Economic Development team.

6. CONCLUSION

6.1 It is recommended that the creation of new permanent post detailed in the above report, is approved. This will enable the Council to deliver the aims of its Corporate Strategy, Town Centre Regeneration Strategy and Economic Strategy to meet the Council's growth, economic and equality aspirations.

Name of Meeting: Cabinet

Date of Meeting: 7 October 2024

Subject Matter: Creation of a Economic Development Manager Post

Originating Department: Growth and Investment

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

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

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

Rugby Borough Council

Climate Change and Environmental Impact Assessment

CONTEXT

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

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

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

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

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

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

SECTION 1: OVERVIEW

Portfolio and Service Area	Growth and Investment
Policy/Service/Change being assessed	Economic Development
Is this a new or existing Policy/Service/Change?	New service
If existing policy/service please state date of last assessment	
Ward Specific Impacts	All
Summary of assessment Briefly summarise the policy/service/change and potential impacts	The proposal is to recruit an new Economic Development Manager who would particularly focus on engagement with local businesses and to deliver the new Economic Strategy.
Completed By	Nicola Smith
Authorised By	Nicola Smith Chief Officer Growth and Investment
Date of Assessment	27.05.24

SECTION 2: IMPACT ASSESSMENT

Climate Change and Environmental Impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner	Timescales
Energy usage	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Post holder will work with partners and businesses to implement actions to consider and adopt alternative energy sources		Growth and Investment	On-going
Fleet usage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sustainable Transport/Travel (customers and staff)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Post holder will work with partners and businesses to implement actions to adopt to sustainable transport policies and practices		Growth and Investment	On-going
Sustainable procurement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Post holder will work with partners and businesses to implement actions to adopt to sustainable procurement policies and practices.		Growth and Investment	On-going
Community leadership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Post holder will work with partners and businesses to implement actions to adopt to net zero/decarbonisation processes and practices		Growth and Investment	On-going
Biodiversity and habitats	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Post holder will work with partners and businesses to implement actions to		Growth and investment	On-going

Appendix 1

Climate Change and Environmental Impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner	Timescales
				reduce the impact of a business on the environment.			
Adaptation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Impact on other providers/partners	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Post holder will work with partners and businesses to implement actions to adapt to net zero/decarbonisation processes and practices		Growth and Investment	On-going

SECTION 3: REVIEW

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

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

EQUALITY IMPACT ASSESSMENT (EqIA)

Context

1. The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sex/gender
 - sexual orientation
3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. The questions will enable you to record your findings.
6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. Once completed and signed off the EqIA will be published online.
8. An EqIA must accompany all **Key Decisions** and **Cabinet Reports**.
9. For further information, refer to the EqIA guidance for staff.
10. For advice and support, contact:
Aftab Razzaq
Chief Officer for Legal and Governance
aftab.razzaq@rugby.gov.uk
01788 533521

Equality Impact Assessment

Service Area	Growth and Investment
Policy/Service being assessed	Economic Development
Is this a new or existing policy/service? If existing policy/service please state date of last assessment	New Service
EqlA Review Team – List of members	Nicola Smith
Date of this assessment	27th September 2024
Signature of responsible officer (to be signed after the EqlA has been completed)	Nicola Smith Chief Officer Growth and Investment

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

Details of Strategy/ Service/ Policy to be analysed

Stage 1 – Scoping and Defining	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	The proposal is to employ a Manager whose focus will be to engage and work with local businesses to support their resilience and expansion. This presents an opportunity to encourage businesses to adopt processes and practices to tackle barriers to employment for our residents where there are higher levels of deprivation and to encourage good working practices.
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	The post holder would be part of the lead the economic development service which is core outcome 2: <ul style="list-style-type: none"> • To help businesses thrive and provide jobs for our residents. • Promote the borough of Rugby as a place to do business. • Develop and promote our town centre as a place to live, socialise and work.
(3) What are the expected outcomes you are hoping to achieve?	Our businesses are more informed and engaged so that we can influence their actions to create more jobs for local people and that barriers to accessing these jobs by local people are removed.
(4) Does or will the policy or decision affect: <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	The post holder will work with businesses, communities and other partners to ensure a more collaborative approach to tackling barriers to employment.
Stage 2 - Information Gathering	As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, e.g. service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).
(1) What does the information tell you about those groups identified?	Rugby has two wards that are in the highest 20% of deprivation areas in England. ONS data suggests that male residents earn 10% than their counterparts who travel to the Borough to work.

Appendix 2

<p>(2) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement? If yes, what were their views and how have their views influenced your decision?</p>	<p>No</p>		
<p>(3) If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.</p>	<p>Consultation will be part of developing the Rugby economic strategy which it is anticipated to be consulted on in the early part of 2024.</p>		
<p>Stage 3 – Analysis of impact</p>			
<p>(1) <u>Protected Characteristics</u> From your data and consultations is there any positive, adverse or negative impact identified for any particular group, which could amount to discrimination? If yes, identify the groups and how they are affected.</p>	<p>RACE HR advice has been sought and RBC policies and procedures will be followed to ensure sensitivity and fairness is applied throughout the recruitment process</p>	<p>DISABILITY HR advice has been sought and RBC policies and procedures will be followed to ensure sensitivity and fairness is applied throughout the recruitment process</p>	<p>GENDER HR advice has been sought and RBC policies and procedures will be followed to ensure sensitivity and fairness is applied throughout the recruitment process</p>
	<p>MARRIAGE/CIVIL PARTNERSHIP HR advice has been sought and RBC policies and procedures will be followed to ensure sensitivity and fairness is applied throughout the recruitment process</p>	<p>AGE HR advice has been sought and RBC policies and procedures will be followed to ensure sensitivity and fairness is applied throughout the recruitment process</p>	<p>GENDER REASSIGNMENT HR advice has been sought and RBC policies and procedures will be followed to ensure sensitivity and fairness is applied throughout the recruitment process</p>



Appendix 2

	<p style="text-align: center;">RELIGION/BELIEF</p> <p>HR advice has been sought and RBC policies and procedures will be followed to ensure sensitivity and fairness is applied throughout the recruitment process</p>	<p style="text-align: center;">PREGNANCY MATERNITY</p> <p>HR advice has been sought and RBC policies and procedures will be followed to ensure sensitivity and fairness is applied</p>	<p style="text-align: center;">SEXUAL ORIENTATION</p> <p>HR advice has been sought and RBC policies and procedures will be followed to ensure sensitivity and fairness is applied throughout the recruitment process</p>
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Appendix 2

<p>(2) <u>Cross cutting themes</u> (a) Are your proposals likely to impact on social inequalities e.g. child poverty, geographically disadvantaged communities? If yes, please explain how?</p> <p>(b) Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes, please explain how?</p>	<p>The post holder will work with businesses to encourage them to tackle the barriers to employment from disadvantaged communities by addressing skills, training and other issues that maybe preventing residents from accessing these jobs.</p> <p>No</p>
<p>(3) If there is an adverse impact, can this be justified?</p>	
<p>(4) What actions are going to be taken to reduce or eliminate negative or adverse impact? (This should form part of your action plan under Stage 4.)</p>	
<p>(5) How does the strategy/service/policy contribute to the promotion of equality? If not, what can be done?</p>	<p>The post holder will work with businesses and partners to promote equality through the provision of business support targeted to promote good working practices and tackling barriers to employment.</p>
<p>(6) How does the strategy/service/policy promote good relations between groups? If not, what can be done?</p>	<p>Part of the role of the post holder will be to work with businesses, residents, communities and other public sector partners to ensure a collaborative approach to securing deliverable solutions.</p> <p>HR advice has been sought and RBC policies and procedures will be followed to ensure sensitivity and fairness is applied throughout the recruitment process.</p>

Appendix 2

<p>(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?</p>	<p>There is much silo working across organisations and the post holder will work with partners to ensure a more collaborative approach. This should improve the accessibility to services as it is intended to make it simpler and more transparent to access the variety of services on offer. There needs to be more engagement, communication, marketing, visibility and collaborative working. Proposals are underway to pilot an innovative approach to address these issues and the post holder will play an important part of the team.</p>
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Appendix 2

<p>Stage 4 – Action Planning, Review and Monitoring</p>																					
<p>If No Further Action is required then go to – Review and Monitoring</p> <p>(1) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.</p>	<p>EqlA Action Plan</p> <table border="1"> <thead> <tr> <th data-bbox="875 496 1093 531">Action</th> <th data-bbox="1133 496 1323 531">Lead Officer</th> <th data-bbox="1375 496 1547 568">Date for completion</th> <th data-bbox="1626 496 1827 568">Resource requirements</th> <th data-bbox="1877 496 2040 531">Comments</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Action	Lead Officer	Date for completion	Resource requirements	Comments															
Action	Lead Officer	Date for completion	Resource requirements	Comments																	
<p>(2) Review and Monitoring State how and when you will monitor policy and Action Plan</p>	<p>To be reviewed as part of the Rugby economic strategy and action plan which will be finalised in 2025.</p>																				

Please annotate your policy with the following statement:

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

AGENDA MANAGEMENT SHEET

Report Title: Establishing principles governing the usage of Artificial Intelligence at Rugby Borough Council.

Name of Committee: Cabinet

Date of Meeting: 7 October 2024

Report Director: Chief Officer Digital and Communications

Portfolio: Growth & Investment, Digital & Communications

Ward Relevance: None

Prior Consultation: None

Contact Officer: Dr. Thomas David Griffiths
Chief Officer – Digital & Communications
Thomas.Griffiths@rugby.gov.uk

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: No

Forward Plan: No

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

Summary: The purpose of this report is to include a copy of the new Artificial Intelligence tooling and generative models Policy, outlining the governance processes to ensure the tools are used responsibly and data is kept secure.

Financial Implications:	There are no Financial Implications arising directly from this report.
Risk Management/Health and Safety Implications:	There are no risk management implications arising directly from this report.
Environmental Implications:	There are no environmental implications arising directly from this report.
Legal Implications:	There are no legal implications arising directly from this report.
Equality and Diversity:	There are no Equality and Diversity implications arising directly from this report.
Options:	
Recommendation:	IT BE RECOMMENDED TO COUNCIL THAT the 'Governing the use of Artificial Intelligence tooling and generative models policy be approved and adopted across Rugby Borough Council to ensure prompt and effective governance of AI-assisted technologies.
Reasons for Recommendation:	To ensure the secure and managed usage of AI across Rugby Borough Council.

Cabinet - 7 October 2024

Establishing principles governing the usage of Artificial Intelligence at Rugby Borough Council

Public Report of the Chief Officer Digital and Communications

Recommendation

IT BE RECOMMENDED TO COUNCIL THAT the Artificial Intelligence tooling and generative models policy be approved and adopted across Rugby Borough Council to ensure prompt and effective governance of AI-assisted technologies.

1. INTRODUCTION

1.1 With the increased usage of Artificial Intelligence across both the public and private sectors, Rugby Borough Council will establish a risk-based governance framework, encouraging usage of AI-assisted technology across the Council.

1.2 Artificial Intelligence is a broad term which can be used to describe a range of software systems and technologies. For this paper, and the associated Artificial Intelligence Usage Policy, the following definitions and scope are provided.

1.2.1 **Artificial Intelligence (AI) assisted technology** – Any system which is able to make decisions based on data without the explicit involvement of a human user and/or receives input from, is modified by or utilises data which has been generated by a Large Language Model (LLM), Generative Adversarial Network (GAN), Neural Network (NN) or other similar structures will be considered to be AI-assisted technology.

1.2.1.1 Examples of this include popular online tools such as *OpenAI ChatGPT*, *Google Gemini* and the *Microsoft Co-Pilot* system.

1.3 The effective management and security of data is paramount to the adoption of any technology. The Rugby Borough Council Information Governance Group (IGG) will monitor and assess all proposed and actual usages of AI-assisted technology to ensure adherence to Council data protection policies.

1.3.1 **Information Governance Group** – The IGG is responsible for ensuring the Council is compliant and operates in accordance with relevant data and information policies, these include:

- Data storage and governance
- Data retention
- Data protection (GDPR)
- Data usage and processing
- Data sharing and 3rd Party usage.

The IGG meets on a monthly cadence chaired by the Chief Officer for Digital and Communications with representatives from Legal, Communications, IT services, DPO, and Transformation.

1.4 The governance framework will take a risk-based approach to the adoption of technology, reviewing all challenges, risks, issues and potential areas of concern ensuring that an informed decision can be made by all parties.

2. THE ROLE OF THE INFORMATION GOVERNANCE GROUP

2.1 All individuals accessing Council data, using Council systems, or operating Council devices or bring your own device (BYOD) personal device on the Council network are subject to this policy and are referred to as 'users'.

2.1.1 This includes all Council employees, contractors employed directly by the Council or by a third party working on behalf of the council, vendors, temporary and interim staff, consultants, elected members or any other individual working in pursuit of council activities.

2.2 Users must not access or utilise AI-assisted technology for council activities without the explicit and prior approval of the IGG.

2.2.1 Users can request authorisation from the IGG to access or utilise AI-assisted technology, a copy of this authorisation request is provided in Appendix 1 of this report.

2.2.2 If successful, the IGG will authorise the usage of AI-assisted technology and set the agreed scope and limitations of use. These must be adhered to at all times when utilising AI-assisted technologies in the pursuit of Council activities.

2.2.2.1 The user(s) listed on the authorisation request will then be permitted to access and utilise AI-assisted technologies within the agreed scope and limitations of use.

2.3 The IGG will keep a record of all individuals and teams who have been given authorisation or submitted a request to use AI-assisted tooling across the Council.

2.4 The IGG will monitor adherence to Council policy moving forwards, providing assurance that all data is being used within statutory limits and ethical standards.

3. ARTIFICIAL INTELLIGENCE USAGE POLICY

3.1 A copy of the Governing the use of Artificial Intelligence tools, generative models and LLMs at Rugby Borough Council policy is provided in Appendix 1 of this report.

Name of Meeting: Cabinet

Date of Meeting: 7 October 2024

Subject Matter: Establishing principles governing the usage of Artificial Intelligence at Rugby Borough Council.

Originating Department: Growth & Investment, Digital & Communications

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

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

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

**Rugby Borough Council
Corporate Policy**

	Name	Role	Date
Author	Dr. Thomas David Griffiths	Chief Officer Digital and Communications, Senior Information Risk Officer (SIRO)	21/03/24
Consultation	Aftab Razzaq	Chief Officer Legal and Governance, Monitoring Officer (MO)	15/04/24
	Dan Green	Deputy Chief Executive	15/04/24
	Stuart Mewes	IT and Digital Services Manager	10/04/24
	Matthew Deaves	Communication and Information Manager	10/04/24
	Judith Hicks	Human Resources Manager	15/04/24
	Martin North	HR Data & Analytics Lead	15/04/24
	Joanna McCrea	Customer Services Manager	10/04/24
Approval	Information Governance Group		25/04/24



Governing the use of Artificial Intelligence tools, generative models and LLMs at Rugby Borough Council

Rugby Borough Council

August 2024

1. Purpose

The purpose of this policy document is to provide a framework and guidance for the use of Artificial Intelligence (AI) tools by council employees, contractors, vendors, temporary staff, consultants or other third parties engaging in the pursuit of council activities, hereinafter referred to as 'users'.

This policy is designed to ensure that the use of AI, specifically the use of Generative Models and Large Language Models (LLMs), is ethical, complies with all applicable laws, regulations and existing council policies.

This policy outlines the current list of approved AI tools agreed by the Rugby Borough Council (RBC) Information Governance Group (IGG). The management of approvals and assessment of the suitability of AI tools is subject to regular review by the IGG.

2. Use

This policy applies to all users, whether through the use of a council owned device or a bring your own device (BYOD) personal device, being used in the pursuit of council activities.

The use of AI for work-related purposes must be carefully managed to ensure a positive and equitable outcome for all individuals involved. It's usage must promote fairness and transparency and avoid bias as far as reasonably practical. This is essential to avoid direct or indirect discrimination and positively contribute to Rugby Borough Councils goals to promote equal treatment.

Users may use AI tools, specifically Generative models and LLMs such as ChatGPT and Gemini to generate text for content for reports, emails and presentations. However, particular attention should be given to the accuracy, efficacy and correctness of any generated content.

3. Governance

Before accessing AI tools, Generative models or LLMs users must notify the IGG.

A copy of the notification form is attached to this policy in Appendix 1.

The IGG will keep a record of all individuals who have given notice for future reference and monitoring of adherence to council policy.

3.1 Confidentiality

Under no circumstances should any user upload confidential data to an AI tool, or use an AI tool to alter, analyse, review, summarise or otherwise generate content arising from confidential data without the explicit prior approval of the IGG.

Confidential data includes, but is not limited to, the following:

- Commercially sensitive information
- Non-public Council Information

- Financial data
- Non-pseudonymised Personal Information
- Medical information
- Exempt information (as defined in paragraph 1,2 and 3 of Schedule 12A of the Local Government Act 1972)
- Special Category Data (as defined in Article 4(13) of the UK GDPR)

Pseudonymisation is the process by which all directly personal identifying information has been removed from a data source.

If you are unsure about the classification of data or have any questions, contact the Chief Officer, Digital and Communications:
Dr. Thomas David Griffiths | Thomas.Griffiths@rugby.gov.uk

3.2 Copyright & Intellectual Property

All users must adhere to copyright laws and legislation when utilising AI tools, RBC does not allow the use of AI tools to alter or generate content which may infringe upon the intellectual property rights of others.

3.3 Risk Assessment

The use of AI tools in Council Activities carries a level of inherent risk. A User or their appropriate line manager **must** carry out a risk assessment, with the resultant risks added to the respective risk registers as necessary.

A copy of the risk assessment form is attached to this policy in Appendix 2.

The risk assessment should encompass all areas of risk, specifically including:

- Data security
- Reputational Impacts
- UK GDPR
- Data Protection
- Bias and Discrimination

4. Disclosure

All users must be open and transparent in their usage of AI tools, generative models and LLMs in the pursuit of council activities. All work product that has arisen, either in-part or fully, through the use of AI tools must be declared as such.

The following declaration **must** be included in the document or generated output.

This document was created with the assistance of Artificial Intelligence tools. The content contained within the document may have been written, generated, analysed, reviewed or otherwise assisted by the use of AI. The author has checked and assured this content for accuracy and has edited/revised as necessary.

5. Accuracy

All data and information which is created with the assistance of AI must be reviewed and checked for accuracy **prior** to use. The User utilising the AI tool is responsible and accountable for checking the accuracy of content.

If a user experiences difficulty in determining the accuracy or correctness of generated content and information they **should not utilise AI tools** in their work and contact the **IGG** for further guidance.

6. Acknowledgement

I confirm that I have read and agree to the terms laid out in the policy contained within this document.

I agree to work collaboratively and transparently with the Information governance Group to develop the responsible, ethical, and lawful use of AI tools, generative models, and LLMs at Rugby Borough Council.

Full Name _____
(block capitals)

Signed _____

Date _____

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Appendix 1

Information Governance Group Notification Form

The Information Governance Group (IGG) is responsible for the management and oversight of AI tooling at Rugby Borough Council (RBC).

The purpose of this form is to inform the IGG of your intention to utilise AI tooling in the execution of your work duties at RBC.

Upon receipt of this form you will be invited to an upcoming IGG meeting to discuss the potential risks, benefits and responsibilities associated with the usage of AI tooling.

Employee Name _____

Reporting Chief Officer _____

Proposed use case for AI tooling:

Have you attached a risk assessment?

Yes

No, I wish to discuss the risks with the IGG

Proposed Start Date ___/___/____

Proposed End Date ___/___/____

Open-ended

Completed forms should be emailed to IGG@rugby.gov.uk

