



8 November 2019

## **COMMUNITIES AND RESOURCES OVERVIEW AND SCRUTINY COMMITTEE – 18 NOVEMBER 2019**

A meeting of the Communities and Resources Overview and Scrutiny Committee will be held at 6pm on Monday 18 November 2019 in Committee Room 1, Town Hall, Rugby.

Councillor Tom Mahoney  
Chair of Communities and Resources Overview and Scrutiny Committee

### **A G E N D A**

#### **PART 1 – PUBLIC BUSINESS**

1. Minutes

To confirm the minutes of the meetings held on 5 September 2019.

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;

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

***Note: Members are reminded that they should declare the existence and nature of their non-pecuniary interests at the commencement of the meeting (or as soon as the interest becomes apparent). If that interest is a pecuniary interest, the Member 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 Member does not need to declare this interest unless the Member chooses to speak on a matter relating to their membership. If the Member does not wish to speak on the matter, the Member may still vote on the matter without making a declaration.***

4. Partnerships Working: The Council's Relationship with Registered Provider Partners (report to follow)
5. Finance and Performance Monitoring 2019/20 Quarter 2 – please refer to report from Cabinet 4 November 2019 and RPMS
6. Scrutiny Review of the Special Expenses Scheme – to consider the review report
7. Overview and Scrutiny Work Programme 2019/20

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

**Membership of the Committee:**

Councillors Mahoney (Chair), Mrs A'Barrow, Mrs Allanach, Mrs Brown, Cade, Douglas, Eccleson, Leigh Hunt and Keeling

*If you have any general queries with regard to this agenda please contact Veronika Beckova, Democratic Services Officer (01788 533591 or e-mail [veronika.beckova@rugby.gov.uk](mailto:veronika.beckova@rugby.gov.uk)). Any specific queries concerning reports should be directed to the listed contact officer.*

*If you wish to attend the meeting and have any special requirements for access please contact the Democratic Services Officer named above.*

***AGENDA MANAGEMENT SHEET***

<b>Report Title:</b>	Scrutiny Review of the Special Expenses Scheme
<b>Name of Committee:</b>	Communities and Resources Scrutiny Committee
<b>Date of Meeting:</b>	18 November 2019
<b>Contact Officer:</b>	Jon Illingworth, Financial Services Manager and Deputy Chief Financial Officer, 01788 533401 or jon.illingworth@rugby.gov.uk
<b>Summary:</b>	Due to tight timescales, the attached review report was presented to and agreed by Cabinet on 4 November 2019. The Committee is asked to note the review report.
<b>Financial Implications:</b>	There are no financial implications arising from this report.
<b>Risk Management Implications:</b>	There are no risk management implications arising from this report.
<b>Environmental Implications:</b>	There are no environmental implications arising from this report.
<b>Legal Implications:</b>	There are no legal implications arising from this report.
<b>Equality and Diversity:</b>	No new or existing policy or procedure has been recommended.

**Communities and Resources Scrutiny Committee**

**18 November 2019**

**Scrutiny Review of the Special Expenses Scheme**

**Public Report of the Head of Corporate Resources and CFO**

**Summary**

Due to tight timescales, the attached review report was presented to and agreed by Cabinet on 4 November 2019. The Committee is asked to note the review report.

**1. INTRODUCTION**

A review of the Special Expenses Scheme (Council Tax) was proposed for consideration as part of process of informing the overview and scrutiny work programme. The scrutiny chairs agreed this review should be included in the work programme for 2018/19.

The timing of the review was key as the findings and recommendations of the task group would inform the council tax setting process for the ensuing year.

With the agreement of the scrutiny chairs, the review was delayed until 2019/20. The one-page strategy was agreed Brooke Overview and Scrutiny Committee on 11 April 2019. A task group was appointed and began its work in June 2019.

**2. FINDINGS AND RECOMMENDATIONS**

The task group completed its work in September 2019. The conclusions and findings are presented in the attached review report.

An update on the progress of the task group's recommendation will be presented to the Communities and Resources Overview and Scrutiny Committee in 12 months' time.

**Name of Meeting:** Communities and Resources Scrutiny Committee

**Date of Meeting:** 18 November 2019

**Subject Matter:** Scrutiny Review of the Special Expenses Scheme

**Originating Department:** Corporate Resources

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

**LIST OF BACKGROUND PAPERS**

<b>Doc No</b>	<b>Title of Document and Hyperlink</b>
1	Special Expenses Scheme Task Group Agenda and Minutes <a href="https://www.rugby.gov.uk/meetings/committee/69/special_expenses_scheme_task_group">https://www.rugby.gov.uk/meetings/committee/69/special_expenses_scheme_task_group</a>



# **REVIEW OF THE SPECIAL EXPENSES SCHEME**

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September 2019

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## TASK GROUP MEMBERSHIP

The task group consisted of the following members:

Councillor **Leigh Hunt** (Chair)  
Councillor **Tony Gillias**  
Councillor **Craig McQueen**  
Councillor **Ish Mistry**  
Councillor **Maggie O'Rourke**  
Councillor **Chris Pacey-Day**  
Councillor **Ian Picker**  
Councillor **Jerry Roodhouse**

## FOR FURTHER INFORMATION

Please contact:

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## ACKNOWLEDGEMENTS

The task group would like to thank all parish councils who took time to respond to the consultation exercise.

The task group are also thankful to the following officers who have supported them throughout the review process:

- Mannie Ketley (Head of Corporate Resources and Chief Financial Officer)
- Jon Illingworth (Financial Services Manager and Deputy Chief Financial Officer)
- Chris Worman (Parks and Grounds Manager)
- Lynsey Parkinson (Corporate Accountant)
- Democratic Services



## **CHAIR'S FOREWORD**

The Special Expenses Scheme was originally introduced to ensure parity in the costs incurred between those living in the urban and the rural areas of the borough.

Our rural areas are served by parish councils, consisting of elected representatives who live in the areas that they serve. Parish councils are responsible for the provision a wide range of services including cemeteries, playing fields and play areas, waste bins, street lighting, community halls and other amenities. In order to pay for the provision and upkeep of these facilities, parish councils charge a precept, which is collected with the Council Tax by Rugby Borough Council and then paid to the parish councils in two instalments over the year. Parish councillors are unpaid and live within the communities that they serve, so are immediately accountable to their residents. Most parish councils employ only a clerk, so the parish councillors have a lot of responsibility and tend to be very hands-on, carrying out maintenance and other tasks in order to save money for their residents.

In the urban area, services are provided by Rugby Borough Council. In order to ensure a balance between the costs in the urban and the rural areas the Special Expenses Scheme was introduced. This is the equivalent of a parish precept and is levied in the urban areas to cover the cost of those services which are provided primarily for the benefit of those living in the urban (i.e. non-parished) parts of the Borough.

The Special Expenses Scheme has not been reviewed for many years, even though the nature of both urban and rural service provision has changed. This review therefore sought to investigate service provision, costs, and who was using the services in order to ensure that residents, be they rural or urban, are paying only for services that they use.

Unfortunately, it became apparent that there is a lack of data on the use of services in the urban areas and, quite possibly in the rural areas also. Since scrutiny is supposed to be evidence-based, it was therefore not possible at this stage to carry out a meaningful review. Hopefully, what will come out of this exercise will be better monitoring of services, better recording of who is actually using those services, and better allocation of expenses to cost centres to allow a more meaningful review to take place in the future.

With the benefit of hindsight, we would certainly phrase the questionnaire that was sent to parish councils differently and would give them more time to respond rather than requiring answers when many parish councils do not meet. In this instance the timetable was driven by the Rugby Borough Council calendar rather than the realities of parish council constraints.

I would like to thank all of the parish councils who did find time to respond to the questionnaire, and officers who supported this review. I would also like to thank those members who sat on the review and who all contributed to the outcome. However, it is a great pity that, given the nature of this review, more councillors representing rural wards did not come forward as their experience would have helped enormously.

**Councillor Leigh Hunt**  
**Chair**

# 1. RECOMMENDATIONS

The task group proposes the following recommendations to Cabinet:

1.	The council to liaise with Rugby BID and local businesses more closely going forward to be able to obtain more refined data when carrying out future reviews of the Special Expenses Scheme.
2.	The Special Expenses Scheme be reviewed on a bi-annual basis.
3.	It be recommended to Cabinet that: <ul style="list-style-type: none"><li>• 4 per cent of the cost of Caldecott Park be transferred to general expenses; and</li><li>• 13.5 per cent of the CCTV and Town Centre Security cost be transferred to general expenses.</li></ul>
4.	Recommendations and related actions be uploaded to the Rugby Performance Monitoring System to allow members to monitor ongoing progress.

## 1.1 Alignment with the Corporate Strategy

The review relates to the following corporate priorities:

### OVERARCHING PRIORITIES

- To provide excellent, value for money services and sustainable growth
- Achieve financial self-sufficiency by 2020

### CORPORATE RESOURCES

- Optimise income and identify new revenue opportunities
- Prioritise use of resources to meet changing customer needs and demands
- Ensure that the council works efficiently and effectively

## 2. OBJECTIVES

### 2.1 Background

A review of the Special Expenses Scheme (Urban Area Council Tax Precept) was proposed for consideration as part of process of informing the overview and scrutiny work programme. The scrutiny chairs agreed this review should be included in the work programme for 2018/19.

The timing of the review was key as the findings and recommendations of the task group would inform the council tax setting process for the ensuing year. With the agreement of scrutiny chairs, the review was delayed until 2019/20.

The one-page strategy for this review was agreed Brooke Overview and Scrutiny Committee on 11 April 2019. A task group was appointed and began its work in June 2019.

### 2.2 The one-page strategy

The 'one-page strategy' is the name given to the scoping document for the review. It defines the task and the improvements being aimed for and how these are going to be achieved. The review's one-page strategy is as follows:

#### **What is the broad topic area?**

A review of the Special Expenses Scheme

#### **What is the specific topic area?**

The Council operates a Special Expenses scheme that ensures residents only pay for services provided in their area.

The scheme operates on the basis that certain costs of services incurred by the Borough Council are for the benefit of residents in the Town area only and that residents in the Parish areas should not meet any of these costs.

Services included in the Town area are:

- Parks and open spaces
- Cemeteries
- Town Centre Management and CCTV

The above activities can also be carried out concurrently by Parish Councils and where this occurs, the estimated costs are included within Parish precepts.

The purpose of the review is to review in time for the 2020/21 budget setting process the current composition of services within Special Expenses, to determine whether they are indeed services that solely benefit the residents within the urban area.

During the review members will also consider any alternative options to maintaining the current scheme and potential impact on council tax/special expenses/parish precepts.

**What should be considered?**

- The existing services identified as special expense activities
- If there are any additional concurrent services in the Borough and Parish Areas
- If there are potential alternatives
- If transitional arrangements should apply if the scheme is changed or discontinued

**Who shall we consult?**

- Members
- Various internal services e.g. Financial Services, Legal, Parks and Open Spaces
- Parish Councils
- Warwickshire Area of Local Councils (WALC)
- Rural Services Network

**How long should it take?**

The review and consultation can be undertaken over four months with a final report submitted to Brooke Overview and Scrutiny Committee on 24 October 2019 or earlier.

**What will be the outcome?**

Recommendations to Cabinet 4 November 2019 or earlier, on actions or alternatives to the Special Expenses Scheme.

## **3. METHODOLOGY**

### **3.1 Overview**

Firstly, the task group received an introductory briefing to set the scene. A programme of work for the review was agreed.

Secondly, the task group consulted with parish councils and meetings. A consultation questionnaire was issued to all parishes within the Borough. Parishes were encouraged to complete the questionnaire online, but it was also issued in paper format.

The results of the consultation were analysed, and the task group concluded that informing the process from the evidence gathered from the consultation responses would be difficult. The approach of an agreed percentage contribution to Special Expenses was endorsed.

Throughout the review, the task group was presented with additional information as and when requested including budgets, activity breakdowns, sensitivity analysis and publications. The Special Expenses Background Information folder is available to view on the council's website.

### **3.2 Access to evidence**

The task group review papers are available online at <https://www.rugby.gov.uk/meetings> in the section '*agendas, reports and minutes*', and can be found by selecting *Special Expenses Scheme Task Group*.

## **4. FINDINGS**

### **4.1 Introduction**

Following the review of data gathered, the task group were able to make informed conclusions on the future of spend currently allocated to the special expenses scheme. This has been summarised into key service areas.

### **4.2 Service Analysis – Currently within Special Expenses Scheme**

#### **4.2.1 Parks and Open Spaces**

Parks in the urban area of Rugby were managed by the Borough Council.

In the urban area, all parks service, play equipment maintenance, changing rooms, play buildings, etc were covered by the Special Expenses Scheme.

In the rural area, parishes were responsible for purchasing their own land for new playing fields, extending an existing play area, play equipment and maintenance.

Any new play areas or park refurbishments (urban locations only) were a general capital expense. Before requesting funding from the General Fund, officers would look at grant funding available.

#### **Caldecott Park**

Caldecott Park was the only park in Rugby with a visitor count and accurate figures were available. Annually, around half a million of people visit the park. A survey was carried out bi-annually. Based on the data collected from the last survey in May 2017, 4 per cent of visitors to Caldecott Park came from CV23 postcodes.

#### Conclusion

*4 per cent of the cost of Caldecott Park be transferred to general expenses.*

#### **4.2.3 Grass Cutting**

Rugby's position was unique as a formal agreement with the Warwickshire County Council (WCC) was in place to manage the highway verges in the villages. In the mid-2000, the formal agreement ceased but an informal arrangement has continued – the Borough Council providing the grass cutting in the town and village grass cutting in the parishes and WCC providing the grass cutting of the interconnecting roads.

With regards to the highway verge cutting, a number of cuts are paid for by the Borough Council with WCC paying for three cuts a year. These three cuts a year relate to highway safety and maintaining adequate visibility.

In the town area, there were approximately 14 grass cuts a year. The Borough Council paid for 11 (part of the Special Expenses Scheme) and WCC for three.

The responsibility of rural grass cutting was subcontracted by the Borough Council. If the Borough Council was approached by the parish council with regards to maintaining the grass in the village themselves, with the agreement of WCC, the responsibility would be transferred to the parish council. In this case, the village would become the council's subcontractor. Any interconnecting road (roads between the villages) were WCC's responsibility.

If a village wished to have more grass cuts through the year, the finances would be raised by increasing the parish precept. Similarly, if there was need for more grass cuts in the urban area, the finances would be raised by increasing the special expense.

### Conclusion

*There was equity between the urban area and rural area as the service cost was covered by special expenses and parish precept respectively. No change required.*

#### **4.2.4 Cemeteries**

The Borough Council managed five cemeteries and eight closed churchyards (urban and rural locations):

- Croop Hill Cemetery (open to new burials)
- Watts Lane Cemetery (open to new burials)
- Whinfield Cemetery (open to new burials)
- Clifton Road Cemetery (closed for new burials/open for existing family plots)
- Rainsbrook Cemetery (not yet available for burials)

Rural areas were likely to have their own burial grounds and to accommodate the Borough's growth, were required to provide necessary land to meet demand.

#### **Urban Cemeteries**

Based on the 2018/19 activity data available, nine per cent of users of the town centre area burial grounds were from CV23 postcodes.

No comparable data on users of rural burial ground was currently obtained during the review.

### Conclusion

*No change presently required.*

#### **4.2.5 CCTV and Town Centre Security**

A Town Centre management fee was paid to the Rugby Business Improvement District (BID) solely by the special expense area which included a contribution towards the cost of the CCTV. The fee was a contribution towards the cost of CCTV and subject to annual inflation.

When the BID was formed, an agreement was made where the Borough Council would continue to fund the portion of the service that it initially maintained. Prior to BID, CCTV

was a general expense, but a decision was made in 2011/12 to transfer the service to the Special Expenses Scheme.

Not all people living in the Borough come into town. People living around the periphery of the Borough were less likely to come to Rugby since they border with other towns and cities such as Coventry, Hinckley and Daventry.

No data was available to support the comment that rural area doesn't benefit from the CCTV in the town centre.

### Conclusion

*13.5 per cent of the CCTV and Town Centre Security cost be transferred to general expenses.*

## **4.3 Service Analysis – other services discussed as part of the review**

As part of the analysis, other key services were reviewed in terms of the appropriateness to be considered within the remit of the special expenses review.

### **4.3.1 Works on Trees**

The Borough Council was responsible for trees on the Borough Council's land. Trees in the urban area were a Special Expense. Some trees in the rural area (within the council's housing) were Housing Revenue Account expense. Highway trees were WCC's responsibility.

### Conclusion

No change required.

### **4.3.2 Provision of Dog Bins and Rubbish Bins**

In the parishes, the bins were purchased from the parish precept and emptied by the Borough Council.

In the urban area, the service was a general expense.

### Conclusion

No change required.



## **5. EVIDENCE**

The task group met five times between June 2019 and September 2019 building an evidence base to support its conclusions.

### **5.1 Consultation**

A consultation questionnaire was issued to all parishes within the Borough. Parishes were encouraged to complete the questionnaire online but it was also issued in paper format.

21 responses were received. The response rate was 53 per cent. The responses are summarised below.

#### **Consultation Responses Summary**

Attached as Appendix is a summary of the consultation responses that were received from the Parishes.

## 6. Conclusions

The task group drew the following conclusions from the evidence that was gathered:

1 The results of the review confirmed that there are no issues with both the Borough Council and Parish Council's charging for the same services (double taxation).

2 From the review of data gathered through the study the following conclusions were formed:

**Caldecott Park** - 4 per cent of the cost to be transferred to general expenses.

**Grass Cutting** - There was equity between the urban area and rural area as the service cost was covered by special expenses and parish precept respectively. No change required.

**Cemeteries** - Due to a lack of comparable data available, no change presently required.

**Town Centre CCTV** - 13.5 per cent of the CCTV and Town Centre Security cost be transferred to general expenses.

3 There were issues in collecting town centre activity data in the review due to there being limited footfall data available. In order to progress future reviews, the council will need to liaise with Rugby BID and local businesses more closely to be able to obtain more refined data when carrying out future reviews of the Special Expenses Scheme.

4 The task group acknowledged that the special expenses landscape is likely to change as the profile of the Borough develops. For this reason the task group concluded that it would be beneficial to review the scheme on a bi-annual basis.

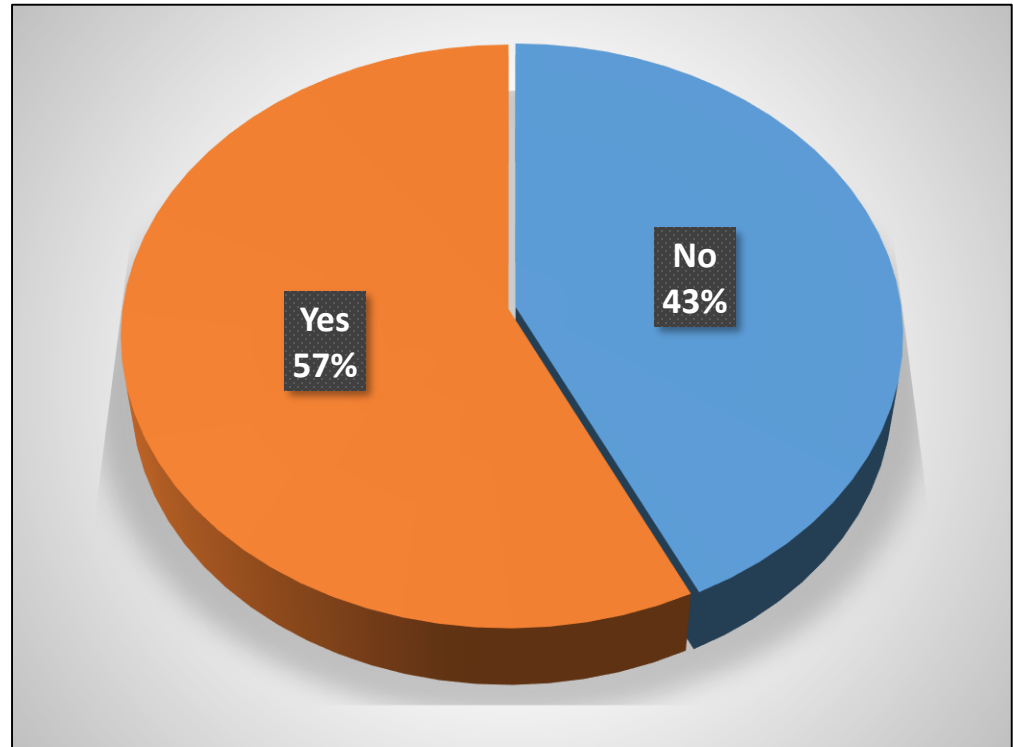
5 The recommendations and related actions from this report will be uploaded into the Rugby Performance Monitoring System to allow members to monitor ongoing progress.

# Summary of Parish Questionnaire Responses



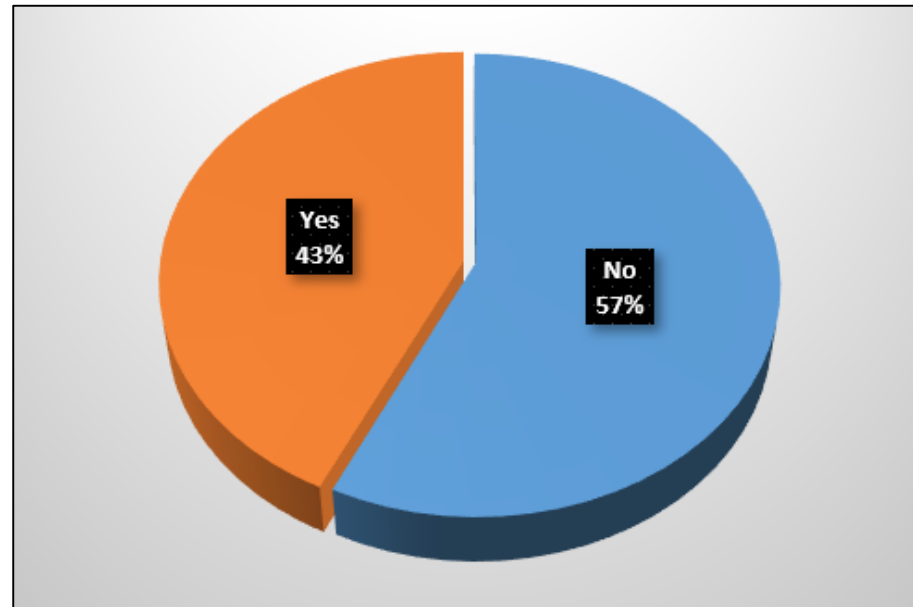
Q2: Are you aware that the Borough Council operates a Special Expenses Scheme that ensures residents only pay for services provided in their area?

Parish name	Yes / No
Ansty	Yes
Bourton & Draycote	No
Brandon & Bretford	Yes
Brinklow	Yes
Churchover	Yes
Clifton upon Dunsmore	Yes
Combe Fields	Yes
Grandborough	Yes
Harborough Magna	No
Leamington Hastings	No
Long Lawford	Yes
Monks Kirby	No
Newton and Biggin	Yes
Pailton	Yes
Princethorpe	No
Ryton on Dunsmore	Yes
Thurlaston	No
Willey	No
Willoughby	No
Wolston	No
Wolvey	Yes



### Q3: We are interested to know about certain services provided in the Parish Areas. Do you provide Cemeteries? Please list all Cemeteries in your parish area

Parish name	
Ansty	No
Bourton & Draycote	No
Brandon & Bretford	No
Brinklow	Lutterworth Road Cemetery
Churchover	No
Clifton upon Dunsmore	Newton Road
Combe Fields	No
Grandborough	No
Harborough Magna	No
Leamington Hastings	No
Long Lawford	St John's Cemetery
Monks Kirby	No
Newton and Biggin	Newton Road
Pailton	No
Princethorpe	No
Ryton on Dunsmore	St Leonard's Churchyard
Thurlaston	No
Willey	St Leonard's Church
Willoughby	St Nicholas' Church
Wolston	Dyers Lane Cemetery
Wolvey	St John the Baptist Church, Wolvey Baptist Chapel & Wolds Lane Burial Ground

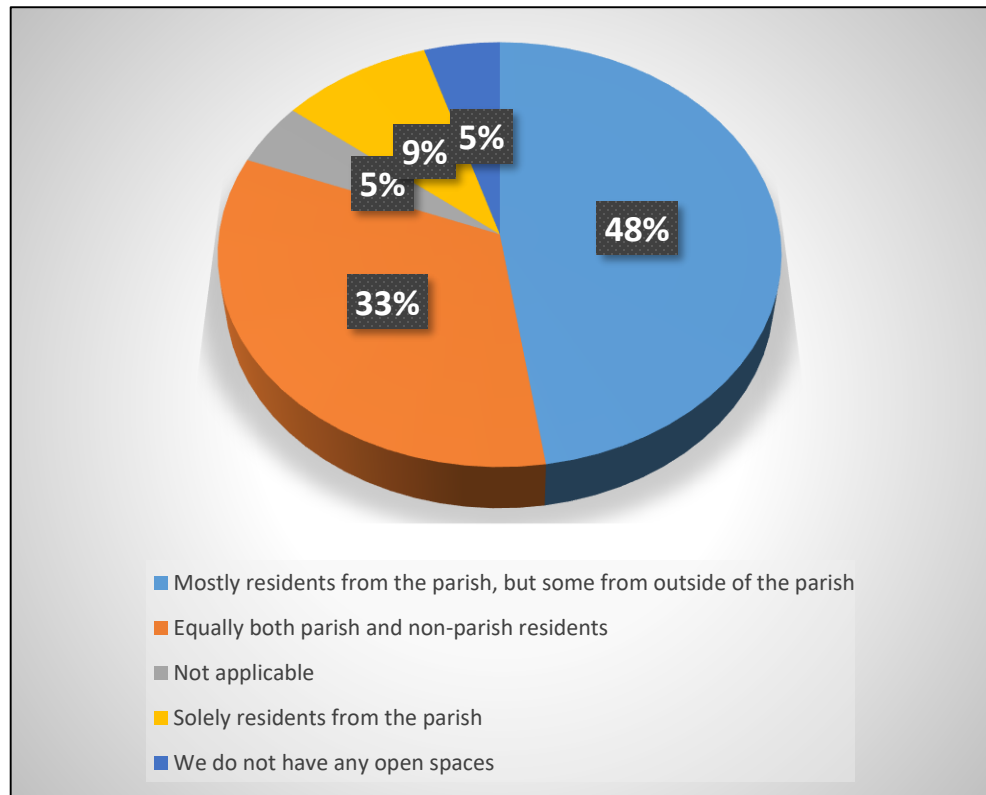


**Q4: We are interested to know about certain services provided in the Parish Areas. Do you provide parks and open spaces? Please list all parks and spaces in your parish area**

Parish name	
Ansty	Ansty Playing Field
Bourton & Draycote	No
Brandon & Bretford	Land at Brandon, Bretford Playing Field
Brinklow	Barr Lane Recreation Ground, 11 acre Norman castle site
Churchover	No
Clifton upon Dunsmore	South Road playing field, garden - main street/south road, garden - north road/main street, 2 gardens - north road/church street, allotments x 3 areas, village car park, bank along newton Road, Lion footpath
Combe Fields	No
Grandborough	Two open spaces in Sawbridge Road and Aikman Green
Harborough Magna	A playpark leased from RBC
Leamington Hastings	No
Long Lawford	King George Park, Cherwell Way Park, Lawford Heath Park, The Park Strip
Monks Kirby	Fish Ponds and Village Green
Newton and Biggin	Ellis Gardens Open Space and Play Area, Townland Gardens (allotments), Gardens of Village Hall, Funds maintenance of Five Arches Wildlife Site (owned by RBC)
Pailton	Pailton Playing Field
Princethorpe	Playing field and playground equipment
Ryton on Dunsmore	Fetherston Crescent Recreation Ground, Cedar Avenue (managed by RBC)
Thurlaston	No
Willey	No
Willoughby	Playing field with equipment
Wolston	William Cree Close play area, skate park adjacent to Wolston Leisure & Community Centre, Dyers Lane Recreation Ground - including football pitches and nets (line markers etc), trim/adventure trail, outdoor gym equipment, U10's enclosed play area, Pavilion, Scout Hut, play areas on Bluemel Park Housing Estate and Priory Manor (Bloor Homes development) - these are managed by Management committees/team
Wolvey	Wolvey Playing Fields, Wolvey Wetland Reserve

# Q5: We would like to know more about the users of your Parks & Open spaces. Which of the following most applies:

Parish name	
Ansty	Mostly residents from the parish, but some from outside of the parish
Bourton & Draycote	residents
Brandon & Bretford	residents
Brinklow	Mostly residents from the parish, but some from outside of the parish
Churchover	Not applicable
Clifton upon Dunsmore	Equally both parish and non-parish
Combe Fields	We do not have any open spaces
Grandborough	Mostly residents from the parish, but some from outside of the parish
Harborough Magna	Solely residents from the parish
Leamington Hastings	Equally both parish and non-parish
Long Lawford	Mostly residents from the parish, but some from outside of the parish
Monks Kirby	Mostly residents from the parish, but some from outside of the parish
Newton and Biggin	Equally both parish and non-parish
Pailton	Equally both parish and non-parish
Princethorpe	Equally both parish and non-parish
Ryton on Dunsmore	Mostly residents from the parish, but some from outside of the parish
Thurlaston	Mostly residents from the parish, but some from outside of the parish
Willey	Solely residents from the parish
Willoughby	Mostly residents from the parish, but some from outside of the parish
Wolston	Mostly residents from the parish, but some from outside of the parish
Wolvey	Mostly residents from the parish, but some from outside of the parish



## Q6: Do you provide grass cutting? Please provide details and if the grass cutting is undertaken by the Parish, RBC or WCC and the regularity

Parish name	
Ansty	Parish - cutting of the playing field only. Fifteen fortnightly cuts between April and October
Bourton & Draycote	No
Brandon & Bretford	Parish 2-3 visits per month April - October
Brinklow	Parish weekly
Churchover	Rugby Borough Council, monthly
Clifton upon Dunsmore	Parish pays for private contractor: playing fields, closed churchyard and Newton Road cemetery
Combe Fields	No
Grandborough	Parish fortnightly
Harborough Magna	Parish and RBC: We supplement the service provided by RBC as this service is insufficient to keep the playpark useable and other areas presentable
Leamington Hastings	No
Long Lawford	Parish grass cutting and strimming of play areas
Monks Kirby	Parish and funded by grant from RBC
Newton and Biggin	Grass cutting currently undertaken at Townlands Gardens and garden to Village Hall. Fund meadow cutting and maintenance of Five Arches Wildlife Site (owned by RBC).
Pailton	Undertaken by both the parish and RBC
Princethorpe	7 cuts a year are arranged by the Parish Council but we have a grant from RBC to do this.
Ryton on Dunsmore	Parish some small green areas in the parish and grass cutting at Fetherston Crescent open space
Thurlaston	Parish pays for private contractor for grass verges
Willey	Parish
Willoughby	Parish
Wolston	The Parish Council are responsible for cutting all grass within the village (including amenity verge) to be cut on behalf of the Parish Council owned land, WCC land and RBC land. It is cut every two weeks from March/April to October by contractors we hire. We receive a small amount of funding to cut the WCC and RBC areas but it does not cover in any way the costs. We also employ a Lengthsman who litter picks and cuts the village green.
Wolvey	Parish 14 cuts per annum



## Q7: Please provide details of any other services that are considered solely for the benefit of the residents of the Parish area

Parish name	
Ansty	Street lighting
Bourton & Draycote	Dredging of brooks and other flood alleviation measures e.g. provide sand for sandbags to help keep floodwater out of houses
Brandon & Bretford	None
Brinklow	None
Churchover	None
Clifton upon Dunsmore	None
Combe Fields	None
Grandborough	Lengthsman Scheme, maintenance of street lights, hedges and trees
Harborough Magna	None
Leamington Hastings	Dredging of brooks and other flood alleviation measures e.g. provide sand for sandbags to help keep floodwater out of houses
Long Lawford	Street lighting, litter bins, dog bins, salt bins, play equipment, bus shelters
Monks Kirby	None
Newton and Biggin	Christmas tree, carol service, village newsletter, Remembrance Day service. The Village Hall is a resource principally for the benefit of local residents but many events are attended by people from a much wider area
Pailton	War memorial upkeep, Village Hall, village fete, Currently looking into buying the Public House as a community business, Planting Committee maintaining the flowers and baskets around the village
Princethorpe	None
Ryton on Dunsmore	Street lighting, allotments, pavilion
Thurlaston	Street lighting
Willey	None
Willoughby	No response
Wolston	Flood risk management - brook clearance (removal of weeds etc). Flood prevention, PC elections, Provision of a Youth Club -we sponsor the youth club in the village which runs twice a week (including payment of salaries for youth workers, hire of hall and all weather pitch, equipment etc), Grants given to local groups and communities, pot hole filling, sign cleaning, hedge cutting (when obstructing pavements etc), ditch clearing, dog waste bins, litter bins, painting and maintenance around the village, bus stops, street furniture, drain cleaning, development of Neighbourhood Development Plan, war memorial, allotment (support give, grants, rent etc), sponsor the Luncheon Club (for over 50's), provide grants, support and funding to local groups when required
Wolvey	Street lighting, Village Hall, The Square recreation area, we run a lengthsman's scheme to tidy verges, paths, plant flowers, clean bus shelters, signage

## Q8: Please provide details of services that may be used by non-residents of the Parish area

Parish name	
Ansty	Commercial waste collection - Ansty Playing Field
Bourton & Draycote	Benches of village green for use by ramblers etc
Brandon & Bretford	Land at Brandon, Bretford Village Hall, playing field, litter bins, dog bins
Brinklow	Playing field, Castle site, Footpaths
Churchover	Street lighting
Clifton upon Dunsmore	Playing field including skate park, play area, trim trail, pavilion and football pitches, Lion Footpath, bus stops, rubbish bins, dog bins, Village Hall, car park, allotments, churchyard, all garden areas, street lighting
Combe Fields	None
Grandborough	Any of the facilities may be used
Harborough Magna	None
Leamington Hastings	Benches of village green for use by ramblers etc
Long Lawford	Play equipment in parks
Monks Kirby	None
Newton and Biggin	Five Arches Wildlife Site, street lighting, allotments, cemetery, Village Hall, play area
Pailton	All of the above
Princethorpe	None
Ryton on Dunsmore	Village Hall
Thurlaston	None
Willey	Village hall
Willoughby	No response
Wolston	Play areas, Recreation Ground - including Parish Council sponsored play scheme which is free, Wolston Leisure and Community Centre, street furniture, bus stops, litter bins, dog waste bins, football pitches (used by Brinklow FC free of charge), Sports Pavilion, allotments, skateboard park, pothole repairs, litter picking, Community Speed Watch, Woods/Spinney, dog walking areas, Safety features - we provided bollards at bus stop to make safe and additional gates at entrance to recreation ground so children cant
Wolvey	Playing field, Bowling Club, Burial Grounds, Wetland reserve

## Q9: Are any services in the Parish provided by Rugby Borough Council?

Parish name	
Ansty	Refuse collection, highways grass cutting
Bourton & Draycote	Refuse collection
Brandon & Bretford	No
Brinklow	Refuse collection
Churchover	Road gritting
Clifton upon Dunsmore	Refuse collection
Combe Fields	No
Grandborough	Road sweeper, dog bin emptying
Harborough Magna	Yes - 7 cuts of grass in the spring - autumn season
Leamington Hastings	Refuse collection
Long Lawford	Grass cutting of the verges
Monks Kirby	Refuse collections
Newton and Biggin	Planning, environmental health, housing, benefits, community safety wardens, street cleansing, refuse collection/recycling
Pailton	Grass cutting
Princethorpe	No
Ryton on Dunsmore	No
Thurlaston	Tree planting
Willey	Refuse collection, road sweeping, road repair
Willoughby	No
Wolston	Refuse collection, dog bin emptying, fly tipping, planning, environmental, housing, Neighbourhood plan support
Wolvey	Partial contribution to grass cutting and refuse service (Green paid for).

## Q10: Are any of the services you provide undertaken on a voluntary basis? Please give details

Parish name	
Ansty	No
Bourton & Draycote	Litter picking
Brandon & Bretford	No
Brinklow	Speed Aware patrols
Churchover	No
Clifton upon Dunsmore	All (except grass cutting which is contracted out) services are voluntary: Bulb planting, environmental/conservation work, running burial committee, running Village Hall, bookings for playing field/football, maintenance of equipment, tree surveys/maintenance, repairs and maintenance to street lighting, running village events, community engagement - websites/newsletters
Combe Fields	Litter picking
Grandborough	No
Harborough Magna	No
Leamington Hastings	Litter picking
Long Lawford	No
Monks Kirby	No
Newton and Biggin	Village Hall management, allotment management, litter picking, path clearance
Pailton	Yes the village hall trust, Pailton community pub committee, Pailton Village events, Baskets, planters and borders planting and maintenance, village Fete
Princethorpe	No
Ryton on Dunsmore	No
Thurlaston	No
Willey	All Grass Cutting - verges, cemetery
Willoughby	No
Wolston	Community Speed Watch, litter picking, conservation group, tending flower beds on the village green and entrance points, war memorial gardeners, Youth Project (we employ two qualified youth workers per session and the rest are volunteers), Neighbourhood Development Plan, brook clearance
Wolvey	Yes, a lot of maintenance of playing field, wetland reserve and burial grounds is voluntary, sadly ageing and diminishing in numbers.

Q11: We would like to know if you set your precept to cover your total annual expenditure? If no, can you provide details of your additional sources of income?

Parish name	
Ansty	Yes
Bourton & Draycote	Yes
Brandon & Bretford	Yes
Brinklow	No. Special projects are usually funded by grant applications, e.g. recent play equipment
Churchover	Yes
Clifton upon Dunsmo	Yes
Combe Fields	Yes
Grandborough	Additional sources of income include reclaimed VAT, interest on a lump sum for the maintenance of Aikman Green only (106 agreement), grants as appropriate
Harborough Magna	Yes. We set the Precept to cover normal services but in the past two years we have taken money from reserves to pay for special projects such as the refurbishment of our village telephone box
Leamington Hastings	Yes
Long Lawford	Additional sources of income are from 106 funds
Monks Kirby	Yes
Newton and Biggin	Yes. This is supplemented by grant aid but this cannot be budgeted for in advance
Pailton	Verges grant
Princethorpe	Yes
Ryton on Dunsmore	Yes
Thurlaston	Yes
Willey	Yes
Willoughby	Yes
Wolston	Yes
Wolvey	Yes

# Additional information

## Population split between the rural and urban area

	Based on 2017 populatiuon data	Based on 2017/18 Tax base Data	Based on 2019/20 Tax base Data
Rural Area	31.6%	37.7%	39.2%
Urban Area	68.4%	62.3%	60.8%
Grand Total	100.0%	100.0%	100.0%

## RURAL GRASS CUTTING 2019

VILLAGE	Mesaurement M2	Freqency
ANSTY	3,805.0	7
BARNACLE	1,856.0	7
BINLEY WOODS*	23,835.0	7
BIRDINGBURY*	3,114.0	7
BOURTON	1,834.0	7
BRANDON & BRETTFORD *	22,401.0	7
BRINKLOW	23,641.0	7
BROADWELL	6,718.0	7
BURTON HASTINGS	1,712.0	7
CAWSTON**	18,000.0	14
CHURCH LAWFORD	6,259.0	7
CHURCHOVER	3,445.0	7
CLIFTON UPON DUNSMORE**	7,641.0	14
DUNCHURCH**	62,852.0	14
FLECKNOE	2,630.0	7
FRANKTON & GRANDBOROUGH	7,420.0	7
GRANDBOROUGH	7,304.0	7
<b>SUB TOTAL</b>	<b>204,467.0</b>	
<b>GRAND TOTAL</b>		

VILLAGE	Mesaurement M2	Freqency
HARBOROUGH MAGNA	9,310.0	7
LEAMINGTON HASTINGS	1,453.0	7
LONG LAWFORD**	48,345.0	14
MARTON*	3,510.7	7
MONKS KIRBY*	14,587.0	7
NEWTON & BIGGIN	4,866.0	7
PAILTON	8,375.0	7
PRINCETHORPE*	9,304.0	7
RYTON ON DUNSMORE	7,254.0	7
SHILTON*	12,243.0	7
STREET ASHTON	371.0	7
STRETTON ON DUNSMORE	18,833.0	7
THURLASTON*	4,436.0	7
WILLOUGHBY	3,855.0	7
WITHYBROOK*	4,638.0	7
WOLSTON*	27,989.0	7
WOLVEY*	10,513.0	7
	<b>189,882.7</b>	
	<b>394,349.7</b>	

NB Measurements are approximate and historic

\* indicates parish own cutting in 2019

\*\* indicates old agency Urban area

Other areas

Withbrook - All Saints Close

Monks Kirby - St Ediths Close

Pailton - Brookside Ave

Flecknoe - Vicarage Road

Brinklow Churchyard ( St Johns)

Wolston Churchyard ( St Margarets)



***AGENDA MANAGEMENT SHEET***

<b>Report Title:</b>	Overview and Scrutiny Work Programme 2019/20
<b>Name of Committee:</b>	Communities and Resources Scrutiny Committee
<b>Date of Meeting:</b>	18 November 2019
<b>Contact Officer:</b>	Veronika Beckova, Democratic Services Officer, Tel: 01788 533591
<b>Summary:</b>	The report updates the Committee on the progress of reviews within its remit and details the overview and scrutiny forward work programme for 2019/20.
<b>Financial Implications:</b>	There is a budget of £500 available in 2019/20 to spend on the delivery of the overview and scrutiny work programme.
<b>Risk Management Implications:</b>	There are no risk management implications arising from this report.
<b>Environmental Implications:</b>	There are no environmental implications arising from this report.
<b>Legal Implications:</b>	There are no legal implications arising from this report.
<b>Equality and Diversity:</b>	No new or existing policy or procedure has been recommended.

**Communities and Resources Scrutiny Committee**

**18 November 2019**

**Overview and Scrutiny Work Programme 2019/20**

**Public Report of the Head of Corporate Resources and CFO**

**Summary**

The report updates the Committee on the progress of task group reviews within its remit and details the overview and scrutiny forward work programme for 2019/20.

**1. SCRUTINY REVIEWS**

**1.1 Current Reviews**

**Partnerships Working: The Council's relationship with Registered Provider Partners** – this topic has been covered by a separate item on this agenda.

**Special Expenses Scheme** – the task group has completed its work and the review report is included at item 6 to this agenda.

**Public Spaces Protection Order (PSPO) and Gating Orders** – the one-page strategy for the review was approved by Environment and Growth Overview and Scrutiny Committee on 3 October 2019. Membership of the task group is currently being sought.

**1.2 Future Review Topics**

The scrutiny committee chairs meet on a regular basis to discuss and agree the allocation of work and topics for each scrutiny committee. The current scrutiny reviews are as follows:

**Joint Overview and Scrutiny Committee – 27 January 2020**

Topic	Comments
<b><i>Leader and Executive Director</i></b>	Discussion on performance and future strategy with Leader and Executive Director

## 2. FUTURE WORK PROGRAMME

The scrutiny committee chairs meet on a regular basis to discuss and agree the allocation of work and topics for each scrutiny committee. A copy of the current work programme is attached at Appendix.

Committee members are invited to suggest items for inclusion.

### 2.1 Development of the Work Programme

Members of the public, external partners and councillors had been consulted and invited to submit suggestions for possible review topics for the 2019/20 municipal year and approximately 30 review topic suggestions have been received.

These were whittled down using the review checker and submitted to Senior Management Team for comments. Scrutiny chairs met with the Executive Director to discuss the short list and comments and agree the final work programme topics.

The review topics agreed for this committee are as follow:

Topic	Notes
Affordable Housing	Not a separate topic. To be raised with the Portfolio Holder. The topic falls under two portfolios: Corporate Resources and Growth and Investment.

## 3. FORWARD PLAN

The following topics are currently listed or scheduled for inclusion in the Forward Plan:

### 2 December 2019 – Cabinet

- Approval of a Council Tax Reduction Scheme 2020/21
- Calendar of Meetings 2020/21
- Draft Housing Revenue Account Revenue and Capital Budget 2020/21 and Medium-Term Financial Plan 2020 – 2024
- Review of Conditions of Tenancy for Council Housing
- Treasury Management Mid-Year Report 2019/20
- Update of General Fund Budget Setting 2020/21

### 17 December 2019 – Council

- Approval of a Council Tax Reduction Scheme 2020/21
- Coton Park East Supplementary Planning Document Adoption
- Willoughby Neighbourhood Plan Adoption

### 6 January 2020 – Cabinet

- Draft General Fund Revenue and Capital Budgets 2020/21 and Medium Term Financial Plan 2020 – 2024
- Endorsement of the Digitalisation Strategy 2018 – 2021
- Regulation of Investigatory Powers Act 2000 (RIPA) Policy
- Rent Collection, Arrears and Debt Recovery Policy and Procedures
- Tax Base 2020/21

### 3 February 2020 – Cabinet

- Approval of Non-Domestic Rate Return – NNDR1 2020/21
- Capital Strategy/Treasury Management 2020/21 – 2022/23
- Finance and Performance Monitoring Quarter 3 2019/20
- General Fund Revenue and Capital Budget 2020/21 and Medium Term Financial Plan 2020 – 2024

## **4. CONCLUSION**

The committee is asked to:

- note the progress in the task group reviews; and
- agree the future work programme for the committee.

**Name of Meeting:** Communities and Resources Scrutiny Committee

**Date of Meeting:** 18 November 2019

**Subject Matter:** Overview and Scrutiny Work Programme 2019/20

**Originating Department:** Corporate Resources

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

**LIST OF BACKGROUND PAPERS**

<b>Doc No</b>	<b>Title of Document and Hyperlink</b>
1	Communities and Resources Overview and Scrutiny Committee 5 September 2019 Agenda Item 7 – Overview and Scrutiny Work Programme 2019/20 <a href="https://www.rugby.gov.uk/meetings/meeting/1047/communities_and_resources_overview_and_scrutiny_committee">https://www.rugby.gov.uk/meetings/meeting/1047/communities_and_resources_overview_and_scrutiny_committee</a>

## Overview and Scrutiny Work Programme 2019/20

- *A work programme report will be a standing item on each committee agenda.*
- *Each portfolio holder will be invited to at least one committee meeting during the year to discuss performance and future strategy.*

### Environment and Growth 9 December 2019

Topic	Description
<b>Public Space Protection Order (Rainsbrook Avenue)</b>	To consider evidence and draft PSPO in relation to anti-social behaviour issues.

### Joint Overview and Scrutiny Committee 27 January 2020

Topic	Description
<b>Leader and Executive Director (Q&amp;A)</b>	Discussion on performance and future strategy with Leader and Executive Director

### Communities and Resources 6 February 2020

Topic	Description
<b>Finance and Performance Monitoring 2019/20 Q3</b>	Monitoring of finance and performance
<b>Employee Wellbeing</b>	A report summarising the information presented to date on Employee Wellbeing; the findings report from West Midlands Employers and the council's supporting action plan

### Environment and Growth 24 February 2020

Agenda to be agreed by Chairs

### Communities and Resources 19 March 2020

Topic	Description
<b>Corporate Resources</b>	Discuss performance and future strategy in relation to the portfolio
<b>Communities and Homes</b>	Discuss performance and future strategy in relation to the portfolio

### Environment and Growth 2 April 2020

Topic	Description
<b>Crime and Disorder</b>	Annual review

**ITEMS TO BE ALLOCATED****Communities and Resources**

Topic	Description
<b>Universal Credit – Vulnerable Claimants</b>	Written brief providing evidence on local cases of vulnerable claimants experiencing issues with Universal Credit following the roll out the 'Help to Claim' service in April 2019

**Environment and Growth**

Topic	Description
<b>Materials Recovery Facility</b>	Pre-decision scrutiny of options
<b>Environment and Public Realm</b>	Discuss performance and future strategy in relation to the portfolio
<b>Growth and Investment</b>	Discuss performance and future strategy in relation to the portfolio