

# MINUTES OF CABINET

31 JULY 2023

## PRESENT:

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

Councillors Mistry and Roodhouse were also in attendance.

## 20. MINUTES

The minutes of the meeting held on 26 June 2023 were approved and signed by the Chair.

## 21. APOLOGIES FOR ABSENCE

Apologies for absence from the meeting were received from Councillors Miss Dumbleton and Moran.

## 22. DECLARATIONS OF INTERESTS

There were no declarations of interest.

## 23. QUESTION TIME

There were no questions.

### *Growth and Investment Portfolio*

## 24. AMENDED COMMUNITY INFRASTRUCTURE LEVY (CIL) DRAFT CHARGING SCHEDULE – AGREEMENT TO UNDERTAKEN PUBLIC CONSULTATION

Cabinet considered the report of the Chief Officer – Growth and Investment (Part 1 – agenda item 5) concerning a request to undertake consultation on the amended Community Infrastructure Levy (CIL) draft charging schedule.

### **RESOLVED THAT –**

- (1) the amended Rugby Community Infrastructure Levy Draft Charging Schedule (Appendix 1 to this report) be approved for four weeks' public consultation in accordance with Regulation 16 of the Community Infrastructure Levy Regulations 2010 (as amended);
- (2) the following supporting documents that underpin the CIL draft charging schedule be published as part of the consultation: CIL Viability Assessment undertaken by BNP Paribas (Appendix 2), Infrastructure Funding Position Statement (Appendix 3) and Interim Spending Strategy (Appendix 4); and

- (3) delegated authority be given to the Chief Officer for Growth and Investment to make minor grammatical and presentational amendments as necessary to the consultation documents before they are published for public consultation.

***Communities, Homes, Digital and Communications Portfolio***

**25. COMMUNICATIONS AND ENGAGEMENT STRATEGY**

Cabinet considered the report of the Chief Officer – Digital and Communications (Part 1 – agenda item 6) concerning the adoption of a communications and engagement strategy for the Council.

**RESOLVED THAT** – this item be deferred to a future meeting of Cabinet.

***Regulation and Safety Portfolio***

**26. CAPITAL PROJECTS FOR MEMORIAL GROUNDS AND AUTOMATIC DOORS AT RAINSBROOK CREMATORIUM**

Cabinet considered the report of the Chief Officer – Regulation and Safety (Part 1 – agenda item 7) concerning proposed funding for the completion of the memorial gardens and the installation of automatic doors at Rainsbrook Crematorium.

**RESOLVED THAT** –

- (1) a General Fund supplementary budget of £10,000 for the existing Memorial capital scheme for the completion of the memorial gardens at Rainsbrook Crematorium to be funded from Crematorium earmarked reserves be approved; and
- (2) a General Fund budget of £13,000 for a new scheme to be added to the capital programme for the installation of automatic doors in both the Avon room and Drayton room at Rainsbrook Crematorium to be funded from Crematorium earmarked reserves be approved.

*Note: this decision is not subject to call-in.*

**27. MOTION TO EXCLUDE THE PUBLIC UNDER SECTION 100(A)(4) OF THE LOCAL GOVERNMENT ACT 1972**

**RESOLVED THAT** - under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of information defined in paragraphs 1, 2 and 3 of Schedule 12A of the Act.

***Finance, Performance, Legal and Governance Portfolio***

**28. ELECTORAL SERVICES RESOURCES**

Cabinet considered the private report of the Chief Officer – Legal and Governance (Part 2 – agenda item 1) concerning resources within the Electoral Services team.

**RESOLVED THAT - IT BE RECOMMENDED TO COUNCIL THAT -**

- (1) the creation of a new Senior Electoral Services Officer as detailed within the report be approved;
- (2) the title of the post of Electoral Services Team Leader be amended to Electoral Services Manager;
- (3) delegated authority be granted to the Chief Officer for Legal and Governance to make a payment to the Electoral Services Manager and undertake further market analysis as detailed within the report;
- (4) a temporary General Fund revenue budget of £23,900 be established for 2023/24 and £40,900 for 2024/25 for the new post, to be funded via IER grant, be approved; and
- (5) from 2025/26, the permanent costs of £40,900 associated with this role be considered as part of the annual budget setting process.

***Communities, Homes, Digital and Communications Portfolio***

**29. IT AND DIGITAL SERVICES RESTRUCTURE**

Cabinet considered the private report of the Chief Officer – Digital and Communications (Part 2 – agenda item 2) concerning a restructure of the IT and Digital services team.

**RESOLVED THAT - IT BE RECOMMENDED TO COUNCIL THAT -**

- (1) the proposed new structure as detailed in Appendix 1 to the report, be approved; and
- (2) delegated authority be granted to the Chief Officer – Digital and Communications to implement the new structure and such implementation shall include any redundancy implications as detailed in the report.

*Note: this decision is not subject to call-in.*

***Item considered en bloc***

**30. WRITE OFFS**

Cabinet considered the private report of the Chief Officer – Finance and Performance (Part 2 – agenda item 3) concerning write offs.

**RESOLVED THAT** – the schedule of write offs, as at Appendix 1 to the report, be approved.

**CHAIR**