



29 January 2024

RUGBY BOROUGH COUNCIL

A special meeting of Rugby Borough Council will be held in the Council Chamber at the Town Hall, Rugby at 7.00pm on Tuesday 6 February 2024.

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. Apologies for absence.
2. Minutes.
To approve the minutes of the ordinary meeting held on 13 December 2023.
3. Declaration of Interests.
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.
4. To receive the Mayor's Announcements.

5. Questions pursuant to Standing Order 10.
6. To receive the reports of Cabinet and Committees which have met since the last meeting of the Council and to pass such resolutions and to make such orders thereon as may be necessary:
 - (a) Cabinet – 8 January 2024**
 - (1) Corporate Peer Challenge – Leader of the Council.
 - (2) Parks and Open Spaces Section 106 projects – Leisure and Wellbeing Portfolio.
 - (b) Cabinet – 5 February 2024**
 - (1) Draft Housing Revenue Account Capital and Revenue Budgets 2024/25 and Medium Term Financial Plan 2024-28 – Communities and Homes Portfolio.
 - (2) Corporate Peer Challenge – Action Plan – Leader of the Council.
 - (3) Approval of Community Infrastructure Levy Charging Schedule – Growth and Investment Portfolio.
 - (4) Finance and Performance Monitoring 2023/24 – Quarter 3 – Finance, Performance, Legal and Governance Portfolio.
 - (5) Asylum Seeker Support from Warwickshire County Council – Communities and Homes Portfolio.
7. To receive and consider the reports of officers.
 - (a) Urgent Decisions under Delegated Powers – report of the Chief Executive.
 - (b) Dunsmore Ward by-election – 18 December 2023 – report of the Returning Officer.
8. Notices of Motion pursuant to Standing Order 11 - in accordance with the Council's Constitution, there are no motions on notice for consideration.
9. 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 items on the grounds that they involve the likely disclosure of information defined in paragraphs 1 and 3 of Schedule 12A of the Act.”

PART 2 – EXEMPT INFORMATION

1. To receive the reports of Cabinet and Committees which have met since the last meeting of the Council and to pass such resolutions and to make such orders thereon as may be necessary:
 - (a) Cabinet – 8 January 2024**
 - (1) Election of Mayor and Appointment of Deputy Mayor 2024/25 – Finance, Performance, Legal and Governance Portfolio.

(b) Cabinet – 5 February 2024

(1) Rainsbrook Cemetery - Regulation and Safety Portfolio.

QUESTIONS AT COUNCIL

A Councillor may ask a question at the meeting by giving notice in writing of the question to the Chief Executive no later than midday on Wednesday 31 January 2024. The rules relating to Questions are set out in Part 3a of the Council's Constitution.

REPORT OF CABINET

8 January 2024

PRESENT:

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

Councillor Roodhouse was also in attendance.

1. CORPORATE PEER CHALLENGE

Cabinet considered a report concerning the outcomes and proposed recommendations following the Local Government Association's Corporate Peer Challenge in October 2023. The report is available here:

<https://www.rugby.gov.uk/documents/20124/6922113/Agenda+item+5+Corporate+Peer+Challenge.pdf/b7f4b1b1-8d54-3d88-6049-27bfbce6f5b9?version=1.0&t=1704792762620>

Recommendation of Cabinet

Cabinet recommended to Council that –

- (1) the final report of the Local Government Association team that undertook a Corporate Peer Challenge for the Council in late October 2023 be noted;
- (2) an action plan to address the recommendations set out in the Corporate Peer Challenge report be produced and published by 12 March 2024; and
- (3) it be noted that the Local Government Association will be undertaking a "Six Month Check-In" in 2024 to update on the Council's progress against the action plan and discuss next steps.

Recommended that – the recommendation of Cabinet be approved.

2. PARKS AND OPEN SPACES SECTION 106 PROJECTS

Cabinet considered a report concerning capital and revenue budget requests for the use of Section 106 funding for parks and open spaces projects as confirmed within approved legal agreements. The report is available here:

<https://www.rugby.gov.uk/documents/20124/6922113/Agenda+item+7++Park+s+and+open+spaces+Section+106+projects.pdf/dd49c725-6a8d-2163-e892-6b6d2704294a?version=1.0&t=1704792794025>

Recommendation of Cabinet

Cabinet decided to recommend to Council that –

- (1) a 2024/25 capital budget of £44,350 for green gym equipment replacement at Cawston NEAP to be fully funded through section 106 funding, be approved;
- (2) a capital budget of £80,200 for Brindley Road/Lennon Close Play Areas and Hillmorton Recreation Ground as per legal agreement, to be fully funded through Section.106 income for 2024/25 be approved;
- (3) a capital budget of £70,800 for the development of community allotments at Centenary Park, Newbold, to be fully funded through Section.106 income, be approved for 2024/25;
- (4) a capital budget of £93,000 for the required refurbishment and installation of the Betony Road Play Area following transfer from the developer as per the planning permission to be funded through section 106 income for 2024/25 be approved;
- (5) a capital budget request for play equipment refurbishment and youth provision of £50,000 from 2024/25 and onwards annually to be funded from section 106 income be approved; and
- (6) a capital budget of £70,000 for accessibility improvements to footpaths as part of the Park Connector Scheme from 2024/25 to be funded from section 106 income be approved.

Recommended that – the recommendation of Cabinet be approved.

**COUNCILLOR D POOLE
CHAIR**

REPORT OF CABINET

5 February 2024

PRESENT:

To be confirmed after Cabinet on 5 February 2024.

1. DRAFT HOUSING REVENUE ACCOUNT CAPITAL AND REVENUE BUDGETS 2024/25 AND MEDIUM TERM FINANCIAL PLAN 2024 - 28

Cabinet is due to consider a report concerning the Council's draft Housing Revenue Account capital and revenue budgets for 2024/25 alongside the Medium Term Financial Plan for 2024-28. The report is available here:

<https://www.rugby.gov.uk/documents/20124/7078207/AGENDA+ITEM+12+Draft+HRA+Capital+and+Revenue+Budgets+2024-25+and+MTFP+2024+-+28.pdf/69814ee1-4ef7-f345-5b0d-dc1fd93efafe?version=1.0&t=1706630495178>

Recommendation of Cabinet

Cabinet is due to recommend to Council that –

- (1) the draft revenue budgets for 2024/25 and the updated medium term financial plan in Appendices A and C be approved inclusive of 7.7% increase in rent and service charges based on estimated costs and the pitch fees at Woodside Park;
- (2) the approved capital budget in Appendix B be noted; and
- (3) the contribution to the Transformation reserve as set out in paragraph 9.4 of the report be approved.

Recommended that – the recommendation of Cabinet be approved.

2. CORPORATE PEER CHALLENGE – ACTION PLAN

Cabinet is due to consider a report concerning an action plan arising from the recommendations and outcomes of the Corporate Peer Challenge. At the time of publication of this agenda, the report was yet to be published.

A supplementary report will be circulated to all Members once the report has been published.

3. APPROVAL OF COMMUNITY INFRASTRUCTURE LEVY CHARGING SCHEDULE

Cabinet is due to consider a report concerning the proposed approval of the Community Infrastructure Levy Charging Schedule. The report is available here:

<https://www.rugby.gov.uk/documents/20124/7078207/AGENDA+ITEM+6+Approval+of+CIL+Charging+Schedule.pdf/21cf7e71-c937-33c2-8925-775a2f69e192?version=1.0&t=1706630493738>

Recommendation of Cabinet

Cabinet is due to recommend to Council that -

- (1) the Community Infrastructure Levy (CIL) charging schedule be approved;
- (2) delegated authority be given to the Chief Officer for Growth and Investment to publish the charging schedule in accordance with the Regulations to come into effect on 1 April 2024;
- (3) delegated authority be given to the Chief Officer for Growth and Investment in accordance with Regulation 26 of the Regulations to correct any minor errors in the charging schedule which come to light within 6 months of its approval; and
- (4) charging CIL commences from 1 April 2024 in accordance with the CIL Charging Schedule.

Recommended that – the recommendation of Cabinet be approved.

4. FINANCE AND PERFORMANCE MONITORING 2023/24 – QUARTER 3

Cabinet is due to consider a report concerning the anticipated 2023/24 financial and performance position for the Council based on data at 30 December 2023 (Quarter 3) together with proposed 2023/24 budget adjustments for approval as required by Financial Standing Orders. The report and supplementary report are available here:

<https://www.rugby.gov.uk/documents/20124/7078207/AGENDA+ITEM+9+Finance+and+Performance+Monitoring+2023-24+-+Q3.pdf/85a2dddd-2628-a1cd-e764-f4c9ca51d2da?version=1.0&t=1706630491803>

Recommendation of Cabinet

Cabinet is due to recommend to Council that 2023/24 Budget Virements as detailed in section 5 of the report be approved.

Recommended that – the recommendation of Cabinet be approved.

5. ASYLUM SEEKER SUPPORT FROM WARWICKSHIRE COUNTY COUNCIL

Cabinet is due to consider a report concerning proposals to utilise a Home Office funding allocation of £192,750 received by the Council in respect of the support of asylum seekers living in contingency accommodation in the borough as at 1 April 2023. The report is available here:

<https://www.rugby.gov.uk/documents/20124/7078207/AGENDA+ITEM+13+Asylum+seeker+support+WCC.pdf/43616f4e-7281-2c6e-5d0d-2fd8e3864878?version=1.0&t=1706630490559>

Recommendation of Cabinet

Cabinet is due to recommend to Council that –

- (1) a supplementary General Fund revenue budget of £96,375 be established to enable the transfer of funding to Warwickshire County Council;
- (2) the remaining funding be held as a reserve to support any financial pressures arising from increased homelessness within the cohort during 2024/25;
- (3) delegated authority be given the Chief Officer for Communities and Homes to utilise this funding, in consultation with the Portfolio Holder for Communities, Homes, Digital and Communication; and
- (4) any unutilised funding, as at 31 March 2025, be returned to balances.

Recommended that – the recommendation of Cabinet be approved.

**COUNCILLOR D POOLE
CHAIR**

AGENDA MANAGEMENT SHEET

Report Title:	Urgent Decisions under Delegated Powers
Name of Committee:	Special Council
Date of Meeting:	6 February 2024
Report Director:	Chief Executive
Portfolio:	Legal and Governance
Ward Relevance:	As detailed in the attached appendices
Prior Consultation:	Leader of the Council, relevant Portfolio Holders, opposition Group Leaders and the Chair or Vice Chair of Scrutiny Committee
Contact Officer:	Aftab Razzaq, Chief Officer – Legal and Governance Aftab.razzaq@rugby.gov.uk
Public or Private:	Public
Report Subject to Call-In:	No
Report En-Bloc:	No
Forward Plan:	No
Corporate Priorities:	This report relates to the following priority(ies): <input checked="" type="checkbox"/> Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C) <input type="checkbox"/> Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E) <input checked="" type="checkbox"/> Residents live healthy, independent lives, with the most vulnerable protected. (HC) <input checked="" type="checkbox"/> Rugby Borough Council is a responsible, effective and efficient organisation. (O) Corporate Strategy 2021-2024 <input type="checkbox"/> This report does not specifically relate to any Council priorities but
(C) Climate	
(E) Economy	
(HC) Health and Communities	
(O) Organisation	
Summary:	This report details urgent decisions that have recently been taken.
Financial Implications:	The financial implications are detailed in the Appendices to the report.

Risk Management/Health and Safety Implications:	The risk management/health and safety implications are detailed at the Appendices to the report.
Environmental Implications:	A Climate Change and Environmental Impact Assessment has been included at Appendix 1 to the report.
Legal Implications:	The legal implications are detailed in the Appendices to the report.
Equality and Diversity:	An Equality Impact Assessment has been included at Appendix 1 to the report.
Options:	N/A
Recommendation:	The report be noted.
Reasons for Recommendation:	To comply with the Council's Constitution.

Special Council - 6 February 2024

Urgent Decisions under Delegated Powers

Public Report of the Chief Executive

Recommendation

The report be noted.

1. EXECUTIVE SUMMARY

1.1. In accordance with the Council's urgent decision procedure under delegated powers, two items have been determined.

2. LESLEY SOUTER HOUSE

2.1. Lesley Souter House is an independent living housing scheme comprising 30 self-contained flats accessed off internal corridors, along with a community room, communal ground floor WCs, kitchen, office and guest bedroom. The hot water and heating provision is provided by two Potterton Derwent Prestige boilers that were installed when the site was constructed in 1983.

2.2. The two boilers alternate and each one provides back up for the other, should a component fail.

2.3. Despite regular servicing and planned maintenance being carried out as per the council's compliance duties, a catastrophic failure of a heat exchanger has meant that the site is now operating on just one boiler. Generic parts are no longer available.

2.4. The boiler is operated remotely via a PC at the Town Hall, controlling operating times and temperatures. This system is now proving to be outdated with its current software unable to be updated to current Windows operating systems.

3. ITEM DETERMINED UNDER EMERGENCY POWERS

3.1. To replace the existing obsolete boilers with three wall mounted 100kW Vaillant Ecotec high efficiency boilers, along with all associated pumps, valves, wiring, chemical cleaning and filtration provision.

3.2. To also provide a new, cloud-based building management system that can control the system remotely and also proactively identify faults.

3.3. This is to be funded by the Housing Revenue Account Major Repairs Reserve.

3.4. A copy of the report is attached at Appendix 1.

4. CONSULTATION

4.1. Consultation was undertaken with the Leader of the Council, the Portfolio Holder for Communities, Homes, Digital and Communications, the Main Opposition Group Leader, the Opposition Group Leader and the Vice Chair of Scrutiny Committee.

5. DECISION

5.1. Following the consultation, the Chief Executive approved the following recommendation:

A supplementary capital budget of £116,000 be established for the replacement of the boilers (£91,000) and building management system (£25,000) at Lesley Souter House.

6. COUNCIL TAX REDUCTION SCHEME

6.1. On 4 December 2023 Cabinet considered a report concerning the adoption of the Council Tax Reduction Scheme for 2024/25 and resolved that the Council Tax Reduction Scheme for 2023/2024 be adopted as the Council's Local Council Tax Reduction Scheme for 2024/2025.

6.2. Since the meeting of Cabinet, it came to light that a recommendation to Full Council was required as it forms part of the budget and policy framework, but the report was not included on the agenda of the last meeting of Full Council in December.

6.3. A copy of the report is attached at Appendix 2.

7. CONSULTATION

7.1. Consultation was undertaken with the Leader of the Council, Main Opposition Group Leader, the Chair of Scrutiny Committee and the Portfolio Holder for Communities, Homes, Digital and Communications.

8. DECISION

8.1. Following the consultation, the Chief Executive approved the following recommendation:

The Council Tax Reduction Scheme for 2023/2024 be adopted as the Council's Local Council Tax Reduction Scheme for 2024/2025.

Name of Meeting: Council

Date of Meeting: 6 February 2024

Subject Matter: Urgent Decisions under Delegated Powers

Originating Department: Chief Executive's Office

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

Agenda No

AGENDA MANAGEMENT SHEET

Report Title: Lesley Souter House – replacement boiler and building management system

Name of Committee: Council

Date of Meeting: 6 February 2024

Report Director: Chief Officer – Communities and Homes

Portfolio: Communities and Homes

Ward Relevance: Eastlands Ward

Prior Consultation: None

Contact Officer: Jason Husain – Housing Maintenance Specialist
Jason.husain@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.

Summary: In recent days, a catastrophic failure of a major part (heat exchanger) has meant Lesley Souter House (an independent living scheme in the town centre), is now operating with only one commercial boiler, rather than the usual two.

Due to the age of the boilers, the parts for repair are no longer readily available in the event of breakdown.

In keeping with our obligations as a responsible landlord, and protecting our most vulnerable residents, this report sets out proposals for the boilers to be replaced, as a matter of urgency, ahead of the worst of the winter weather setting in.

For context, the boilers provide heating and hot water for 30 self-contained flats, corridors and communal facilities including the laundry, community room and office. When replacing the boilers it will also be necessary to replace the building management system to safely enable the remote operation of the system, in response to prevailing temperatures.

Financial Implications:

A supplementary budget of £116,000 is required for the boiler replacement (£91,000) and the replacement building management system (£25,000).

This is to be funded by the Housing Revenue Account Major Repairs Reserve.

Risk Management/Health and Safety Implications:

A potential risk of no heating or hot water provision for the independent living scheme, which houses elderly residents.

Should this happen, there may be a need to arrange the urgent decanting of the most vulnerable residents. In addition to the distress and inconvenience for residents, there will be reputational and financial risks for the council.

Environmental Implications:

There will be a reduced negative impact on the environment due to replacing two 40-year-old boilers with 3 x A rated, high efficiency and low carbon producing boilers. The environmental impact assessment forms appendix 1 to this report.

Legal Implications:

The tenancy conditions set out the council's obligations to its tenants. Specifically, section 1.4 sets out the obligation to *keep in repair and working order installations for the supply of water, gas, electricity and sanitation, including basins, sinks and sanitary appliances for space and water heating.*

Equality and Diversity:

The equality impact assessment is at appendix 2

Options:

1. To approve the required budget for the replacement of the boilers:
 - To provide the budgets means the council can fulfil its landlord obligations to residents.
 - Removes the risk of leaving vulnerable residents without basic amenities.
2. To decline the required budget for the replacement of the boilers:
 - Will have a potentially significant and adverse impact on tenants, should the remaining boiler break down
 - leaves the council at risk of reputational and financial loss.

Recommendation:

A supplementary capital budget of £116,000 be established for the replacement of the boilers (£91,000) and building management system (£25,000) at Lesley Souter House.

Reasons for Recommendation:

To enable the council to discharge its duties as a responsible landlord, through the continued provision of heating and hot water.

To be able to remotely monitor and adjust the system for correct operation.

Agenda No

6 February 2024

Lesley Souter House – replacement boiler and building management system

Public Report of the Chief Officer – Communities and Homes

Recommendation

A supplementary capital budget of £116,000 be established for the replacement of the boilers (£91,000) and building management system (£25,000) at Lesley Souter House.

1.0 EXECUTIVE SUMMARY

This report sets out the budgetary requirements to urgently replace the boilers and building management system at Lesley Souter House. This will ensure the ongoing provision on hot water and heating to 30 individual flats, communal areas and the laundry, as well as ensuring the continued ability to control the system to take account of fluctuations in external temperatures.

The total cost of the required works is £116,000 and the proposal is for this to be financed from the Housing Revenue Account Major Repairs Reserve.

1.0 INTRODUCTION

- 2.1 Lesley Souter House is an independent living housing scheme comprising 30 self-contained flats accessed off internal corridors, along with a community room, communal ground floor WCs, kitchen, office and guest bedroom.
- 1.2 Hot water and heating provision is provided by two Potterton Derwent Prestige boilers that were installed when the site was constructed in 1983, making them 40 years old.

3.0 CURRENT ISSUE

- 3.1 The two boilers alternate and each one provides back up for the other, should a component fail.
- 3.2 Despite regular servicing and planned maintenance being carried out as per the council's compliance duties, a catastrophic failure of a major part (heat exchanger) has meant that the site is now operating on just one boiler.
- 3.3 By having two boilers operating in tandem, there has always been a back-up second boiler to provide resilience. This allows time for the failed boiler to be repaired, ensuring the council is back to a position of providing resilience. To run just one boiler is not sustainable.

- 3.4 Parts to replace the heat exchanger are not available as this particular model of boiler was discontinued to be manufactured back in 2003.
- 3.5 Generic replacement parts are not available.
- 3.6 The boiler is also operated remotely via a PC at the Town Hall, controlling operating times and temperatures.
- 3.7 This system is now proving to be outdated with its current software unable to be updated to current Windows operating systems.

4.0 **PROPOSED REMEDY**

- 4.1 To replace the existing obsolete boilers with three wall mounted 100kW Vaillant Ecotec high efficiency boilers, along with all associated pumps, valves, wiring, chemical cleaning and filtration provision.
- 4.2 The new boilers are A-rated and exceed Part L of the building regulations which sets out energy efficiency standards that promote low-carbon building practices and sustainable construction. Energy efficiency is stated as 92% and it is a low NOx burner, meaning reduced nitrogen dioxide is being produced
- 4.3 To also provide a new, cloud-based building management system that can control the system remotely and also proactively identify faults.
- 4.4 It is intended to systematically add other communal sites to this building management system such as Albert Square complex and the Town Hall, all of which are currently operated by the outdated software system.
- 4.5 The required works will be procured via a framework which has already been through the process of establishing both competency and value for money.
- 4.6 This will ensure that the works, subject to approval of the budgets, can be commissioned to commence in January 2024.
- 4.7 The work will be funded by the Housing Revenue Account Major Repairs Reserve, which currently has a balance of 5.061m

5.0 **CONCLUSION**

- 5.1 Without replacing the current working boiler and current obsolete boiler, there is a high risk that the complex could be without heating and hot water provision going into the remaining winter months.
- 5.2 With potentially high risk and vulnerable residents living in this complex, the reliance on one working boiler is a significant risk and offers no continued back up facilities, to keep them with basic amenities.

Name of Meeting: Council

Date of Meeting: 6 February 2024

Subject Matter: Lesley Souter House New Boiler and Building Management System Provision

Originating Department: Asset Maintenance

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

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:
Minakshee Patel
Corporate Equality & Diversity Advisor
minakshee.patel@rugby.gov.uk
Tel: 01788 533509

Equality Impact Assessment

Service Area	Communities and Homes
Policy/Service being assessed	The boilers and building management system replacement at Lesley Souter House complex
Is this is a new or existing policy/service?	New
If existing policy/service please state date of last assessment	
EqlA Review team – List of members	Jason Husain
Date of this assessment	12 December 2023
Signature of responsible officer (to be signed after the EqlA has been completed)	Jason Husain

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 Minakshee Patel, Corporate Equality & Diversity Advisor via email: minakshee.patel@rugby.gov.uk or 01788 533509

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)?	Following catastrophic failure of the heat exchanger to one boiler, it is necessary to replace the obsolete communal boilers at Lesley Souter House independent living scheme. This is to ensure the ongoing provision on hot water and heating to 30 individual flats, communal areas and the laundry, and the replacement of an outdated building management system to ensure the continued ability to control the system to take account of fluctuations in external temperatures
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	<p>Climate – to replace 40-year-old inefficient boilers with A rated, high efficiency and low carbon producing boilers.</p> <p>Health and Communities – to enable mainly vulnerable residents to have reliable, basic amenities such as heating and hot water.</p> <p>Organisation – to maintain the council's obligations to residents as set out in it's tenancy conditions, specifically, section 1.4 sets out the obligation to <i>keep in repair and working order installations for the supply of water, gas, electricity and sanitation, including basins, sinks and sanitary appliances for space and water heating.</i></p>
(3) What are the expected outcomes you are hoping to achieve?	To maintain controllable heating and hot water for the sheltered accommodation complex.
(4) Does or will the policy or decision affect: <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	<p>Customers – the council's residents</p> <p>Employees – enabling those responsible for the provision of heating and hot water to fulfil their duties.</p>

<u>Stage 2 - Information Gathering</u>	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, eg 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?	The fact that the site is designated as being independent living accommodation means that the demographic of these residents is likely to be vulnerable and over a certain age.		
(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?	No direct consultation has taken place with residents however they are aware that the system requires replacement due to numerous recent failures. Employees within the service area, finance and senior management have been consulted and agree the replacement is necessary.		
(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.	Residents will be engaged as soon as the budget has been allocated and order placed with the supplier. Full details of what to expect including any temporary disruption will be provided and where to obtain assistance, help and further information should it be required.		
<u>Stage 3 – Analysis of impact</u>			
(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?	RACE No adverse impact	DISABILITY No adverse impact	GENDER No adverse impact
	MARRIAGE/CIVIL PARTNERSHIP No adverse impact	AGE No adverse impact	GENDER REASSIGNMENT No adverse impact

If yes, identify the groups and how they are affected.	RELIGION/BELIEF No adverse impact	PREGNANCY MATERNITY No adverse impact	SEXUAL ORIENTATION No adverse impact
<p><u>(2) Cross cutting themes</u></p> <p>(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>(a) No adverse impacts have been identified on social inequalities</p> <p>(b) The new boilers and building management system will make it easier for carers to ensure their residents are comfortable, warm and their welfare is ok.</p>		
(3) If there is an adverse impact, can this be justified?	No adverse impacts have been identified		
(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.)	N/A		
(5) How does the strategy/service/policy contribute to the promotion of equality? If not what can be done?	N/A		
(6) How does the strategy/service/policy promote good relations between groups? If not what can be done?	N/A		

(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?	None																													
<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 required</p> <p>EqlA Action Plan</p> <table border="1" data-bbox="875 687 2116 916"> <thead> <tr> <th>Action</th> <th>Lead Officer</th> <th>Date for completion</th> <th>Resource requirements</th> <th>Comments</th> </tr> </thead> <tbody> <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																										
(2) Review and Monitoring State how and when you will monitor policy and Action Plan	N/A – once the work is complete there will be no need to review this EIA																													

Please annotate your policy with the following statement:

‘An Equality Impact Assessment on this policy was undertaken on 12 December 2023. Once completed there is no need to review.

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	Communities and Homes
Policy/Service/Change being assessed	The boilers and building management system replacement at Lesley Souter House complex
Is this a new or existing Policy/Service/Change?	A replacement service – new boilers and building management system replacing current obsolete systems
If existing policy/service please state date of last assessment	N/A
Ward Specific Impacts	Eastlands Ward
Summary of assessment Briefly summarise the policy/service/change and potential impacts	To replace obsolete communal boilers at Lesley Souter House sheltered accommodation site to ensure the ongoing provision on hot water and heating to 30 individual flats, communal areas and the laundry, and the replacement of an outdated building management system to ensure the continued ability to control the system to take account of fluctuations in external temperatures. The impact will provide resilience for the provision of heating and hot water.
Completed By	Jason Husain
Authorised By	Michelle Dickson
Date of Assessment	12 December 2023

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"/>	By replacing 40-year-old inefficient and obsolete communal boilers with 3 x 100kW A rated, high efficiency and low carbon-producing boilers. Secondly, the ability to have a building management system to operate the boilers in line with temperature fluctuations will mean reduced energy consumption as required. Other council sites with communal heating will systematically be added to the building management system, providing further reduced energy consumption.			
Fleet usage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sustainable Transport/Travel (customers and staff)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Climate Change and Environmental Impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner	Timescales
Community leadership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Biodiversity and habitats	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Adaptation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Impact on other providers/partners	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

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	N/A as a one-off replacement project
Key points to be considered through review	N/A
Person responsible for review	N/A
Authorised by	Michelle Dickson

Agenda No

AGENDA MANAGEMENT SHEET

Report Title:	Council Tax Reduction Scheme 2024/2025
Name of Committee:	Special Council
Date of Meeting:	6 February 2024
Report Director:	Chief Officer – Communities and Homes
Portfolio:	Communities, Homes, Digital and Communications
Ward Relevance:	All
Prior Consultation:	Leader of the Council, Main Opposition Group Leader, the Chair of Scrutiny Committee and the Portfolio Holder for Communities, Homes, Digital and Communications.
Contact Officer:	Zoe Chapman – Benefits Team Leader email: zoe.chapman@rugby.gov.uk
Public or Private:	Public
Report Subject to Call-In:	No
Report En-Bloc:	No
Forward Plan:	No
Corporate Priorities:	This report relates to the following priority(ies): <input type="checkbox"/> Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C) <input type="checkbox"/> Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E) <input type="checkbox"/> Residents live healthy, independent lives, with the most vulnerable protected. (HC) <input checked="" type="checkbox"/> Rugby Borough Council is a responsible, effective and efficient organisation. (O) <u>Corporate Strategy 2021-2024</u> <input type="checkbox"/> This report does not specifically relate to any Council priorities but
Summary:	Further to the decision by Cabinet in respect of the adoption of a Council Tax Reduction Scheme for 2024/2025, based on the current 85% discount for qualifying households, the approval of Full Council

is required to ensure the deadline of 11 March 2024 for the adoption of the scheme can be met.

Financial Implications:

Funding for the provision of a Local Council Tax Reduction Scheme is no longer separately identified within the Revenue Support Grant. The cost of awards is met by the major preceptors. However, the cost of administering a scheme is borne by Rugby Borough Council. Please refer to the details within the report to Cabinet of 4 December 2023.

Risk Management/Health and Safety Implications:

The Local Government Finance Act 2012 requires Local Authorities to design and implement a Local Council Tax Reduction scheme for 2024/2025 by 11 March 2024.

Any proposed change from the existing scheme, offering an 85% discount, would require consultation with the other preceptors.

They are unlikely to support any proposed increase to the current discount as this would be detrimental to the funding of key public services within the borough, as well as reducing the discretionary support available to all households at a time of crisis.

Environmental Implications:

There are no environmental implications arising from this report.

Legal Implications:

The recommendations are governed by Section 13A and Schedule 1A of the Local Government Finance Act 1992 (as amended by the Local Government Finance Act 2012).

Section 5(2) of Schedule 4 of the Local Government Finance Act 2012, which inserts Schedule 1A to the Local Government Finance Act 1992 requires the Council to set its Council Tax Reduction Scheme by 31 January preceding the start of the financial year in which it is to apply.

This has been further amended by Regulation 2 of The Council Tax Reduction Schemes (Amendment) (England) Regulations 2017 to 11 March.

The Local Government Finance Act 2012 requires Local Authorities to design and implement a Local Council Tax Reduction scheme for 2024/2025 by

11 March 2024.

Equality and Diversity:

The Equality Impact Assessment was included at Appendix 1 to the report to Cabinet on 4 December 2023.

Options:

1. To approve the adoption of the Council Tax Reduction Scheme for 2024/25.
2. To not approve the adoption of the Council Tax Reduction Scheme for 2024/25 meaning the requirements of the Local Government Finance Act 2012 to design and implement a Local Council Tax Reduction scheme for 2024/2025 by 11 March 2024 would not be met.

Recommendation:

The Council Tax Reduction Scheme for 2023/2024 be adopted as the Council's Local Council Tax Reduction Scheme for 2024/2025.

Reasons for Recommendation:

To enable the Council to deliver a Council Tax Reduction Scheme for 2024/2025

Agenda No

Special Council - 6 February 2024

Council Tax Reduction Scheme 2024/2025

Public Report of the Chief Officer – Communities and Homes

Recommendation

The Council Tax Reduction Scheme for 2023/2024 be adopted as the Council's Local Council Tax Reduction Scheme for 2024/2025.

1. Executive summary

- 1.1 Cabinet considered a report concerning the adoption of the Council Tax Reduction Scheme for 2024/25 and resolved that the Council Tax Reduction Scheme for 2023/2024 be adopted as the Council's Local Council Tax Reduction Scheme for 2024/2025. A copy of the report is available to download via the following link [Cabinet 4 December 2023 Council Tax Reduction Scheme](#)
- 1.2 Since the meeting of Cabinet held on 4 December 2023, it came to light that a recommendation to Full Council was required as it forms part of the budget and policy framework, but the report was not included on the agenda of the last meeting of Full Council in December.
- 1.3 In consultation with all Group Leaders, it was agreed that agreement for the adoption of the Council Tax Reduction Scheme for 2025/25 should be dealt with as an urgent decision to ensure that the deadline of 11 March 2024 to implement the scheme may be met.

2. Recommendation

- 2.1 The Council Tax Reduction Scheme for 2023/2024 be adopted as the Council's Local Council Tax Reduction Scheme for 2024/2025.

Name of Meeting: Special Council

Date of Meeting: 6 February 2024

Subject Matter: Council Tax Reduction 2024/2025

Originating Department: Communities and Homes

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

Election of COUNCILLORS for the Wards of Rugby Borough Council Summary of Results

Agenda item 7(b)

Date of Election: Thursday 14 December 2023

Contested Elections

Dunsmore

Name of Candidate	Description (if any)	Number of Votes
BENNETT Jonathan Carl	Liberal Democrats	613 ELECTED
DYKE Stephen	Labour Party Candidate	299
ERIC Salome Hlupi	Conservative Party Candidate	557
FORD Helen Rebecca	Green Party	145
OFFORDILE Jennifer	Labour Party Candidate	256
SIMPSON-VINCE Jill Beverley	Conservative Party Candidate	588 ELECTED
SUMMERS Mark Andrew	Green Party	89
TRIMBLE Patricia	Liberal Democrats	548

Vacant Seats: 2 Electorate: 6,894 Ballot Papers Issued: 1,634 Turnout: 23.70%