

HARBOROUGH DISTRICT COUNCIL

MINUTES OF THE EXECUTIVE MEETING

held in the Sports Pavilion and Community Centre, Coventry Road, Lutterworth

held on 25 March 2013,

commencing at 5.00p.m.

Present:

Councillor Rook (Leader).

Councillors: Mrs. Ackerley, Dann, Golding, Holyoak,.

An apology for absence was received from Cllr Spendlove-Mason

Officers: Kirsty Cowell , Anna Graves, Ann Marie Hawkins, Beverley Jolly, Beth Murgatroyd, Norman Proudfoot,

522 PORTFOLIO HOLDER ACTIVITY

i) Corporate Services

Cllr Dann announced that on the 28 February he had attended a welfare briefing in London and that on the 14 March he had attended a Board meeting in Charnwood

ii) Planning

Cllr Ackerley announced that the Strategic Development Plan consultation had started. Events were being held and the event held on 23 March had attracted over one hundred people.

iii) Business Growth

Cllr Rook announced that

- i) on 20 and 21 February he had been involved in the Peer Review
- ii) he had attended the RCC Rural development Conference
- iii) on 7 March he had attended the District Councils' Network (DCN) in London
- iv) on 18 March the Harborough Innovation Centre had hosted the DCN 'Open for Business' Conference
- v) on 19 and 20 March he had attended a conference at Warwick College on 'Operating Models – leadership for the future'
- vi) the previous weekend he had attended the Federation of Small Businesses conference

iv) Regulatory and Safety

Cllr Golding announced that

- i) On 27 February he had attended Leicestershire Safer Communities Strategy Board at County Hall
- ii) On 7 March the Annual Scrutiny by the Council of Harborough District Community Safety Partnership had taken place
- iii) On 20 March he had attended a Fire Skills presentation by Lutterworth High School pupils Year 8 (12-13 years old) at Lutterworth Fire Station
- iv) Earlier that day he had attended Leicester / Leicestershire / Rutland Police and Crime Panel at which the final draft of Police and Crime Plan 2013 - 2017 was unanimously agreed

v) Health and Wellbeing

Cllr Holyoak announced that

- i) He had chaired the Health and Wellbeing Board which had considered among other topics the Supporting Leicestershire Families Initiative
- ii) On 7 March he had met the new Harborough Improvement team Chairman Geoff Owen
- iii) On 14 March he had attended the VAL forum concerned with raising funds and supporting volunteers
- iv) On 22 March he had attended the School Games at Loughborough University, the purpose of which was to promote excellence and promote the Olympic legacy

523 MINUTES

RESOLVED that the minutes of the Executive meeting held on 18 February 2013 be approved and signed as a true record.

524 DECLARATIONS OF MEMBERS' INTERESTS

None received.

525 ASSETS OF COMMUNITY VALUE

The Executive gave consideration to the provisions of the Localism Act, which placed requirements on local authorities with regard to assets of community value, and the proposed toolkit to assist the community in applying and managing assets of community value. The need for timely and accurate information to the community was emphasised

RESOLVED that:

- i) the Council's duties with regard to Assets of Community Value and the Localism Act 2011 be noted.
- ii) the compilation and management of a list of Assets of Community Value within the [Localism Act 2011 Part 5 Chapters 2 and 3](#) and the [Assets of Community Value \(England\) Regulations 2012](#). be approved
- iii) the proposed policies and regulation as required by chapter 3 of the Localism Act 2011 and contained in Appendix 5 of the report be approved.
- iv) the toolkit for assisting the community in applying for and managing assets of community value in Appendix 6 to the report be approved.

Summary of Reasons

Community Asset Transfer is an established mechanism used to enable the community ownership and management of publicly owned land and buildings. The Community Right to Bid allows communities to bid to purchase privately owned assets, within certain criteria, and obliges Local Authorities to maintain a list of Assets of Community Value.

The Government has introduced a Community Right to Bid through the Localism Act 2011. The Community Right to Bid allows communities and parish councils to nominate buildings or land for listing by the local authority as an asset of community value.

The Local Authority is obliged to maintain a list of Assets of Community Value ([Localism Act Section 87 \(1\)](#)) however it is for a local authority to decide the form and contents of its list of assets of community value. ([Localism Act 2011 Section 87 \(6\)](#)).

The lists must be published by making it available for free inspection at a place in its area and by providing one free copy to any one person on request ([Localism Act Section 94](#)) Inclusion in the list is a local land charge ([Localism Act Section 100](#) (prospective legislation)) and is detailed in [schedule 4 of Assets of Community Value \(England Legislation \) 2012](#)

The Authority should make provision for assisting Community Groups when applying to transfer an Asset of Community Value, and as such there will be a requirement for an approved process to give consistency of approach and understanding for Officers and Community alike.

A toolkit of information will provide a sufficient resource of useful information to enable communities to 'self help' and reduce the burden on officer time.

526 QUARTER THREE PERFORMANCE

The Executive considered the performance of the Council against the Council Delivery Plan, Portfolio Plans & Performance Indicators for the third quarter of the 2012-13 financial year.

RESOLVED that the performance of the portfolios for the third quarter of the 2012-13 financial year be noted.

Summary of Reasons

The presentation of performance information for examination is part of the Council's overall approach to effective performance management. The TEN performance management system has been designed to monitor and manage the delivery of the plans of the Council.

527 SUNDRY DEBT WRITE OFFS

Consideration was given to the write-off of Sundry debts. In order to assist the Executive in its deliberations, it requested that future reports should contain information on trends of sundry debt write-offs year by year

RESOLVED that the write-off of Sundry Debts as listed in **Appendix A** be approved.

Summary of Reasons

The Council's Constitution and supporting Financial Regulations delegates the responsibility for writing off individual debts up to and including £1k to the Head of Financial Services under the scheme of delegation. Above this threshold debts (greater than £1k) are written off by the Executive.

Since the deletion of the post of Head of Financial Services this reverts to the Chief Finance Officer, who subsequently delegated this responsibility to the Finance Services Manager.

The Council only writes off debt where it is irrecoverable for example where a customer has died and there are no assets, or a business is bankrupt and has no assets. The only exception to this is where a debt is not cost effective to recover.

The council is prudent in managing debt and makes provision for them in its annual statement of accounts. This ensures that the writing off of bad debt has no detrimental affect on service provision or the council taxpayer.

Details of accounts with individual values above £1k in respect of Sundry Debt are set out in **Appendix A**.

The table below shows the value of accounts written off since the last report. The amounts over £1k are those authorised by the Executive at its meeting on 3 September 2012.

Table 1

Debts Write Off Summary - Period 1 August 2012 to 28 February 2013

Fund	Number	Over £1k	Number	Under 1k	Total
Sundry Debtors	8	£92,585.69	58	£7,067.01	£99,652.70

528 BAD DEBT WRITE OFF REPORT –REVENUES AND BENEFITS SERVICE

Consideration was given to the write-off of bad debts

RESOLVED that: the total amounts for Council Tax £18,834.87 as listed in Appendix A to the report, National Non Domestic Rates £209,319.81 as listed in Appendix B to the report and Housing Benefit Overpayments £1,301.78 as listed in Appendix C to the report be written off.

Summary of Reasons

The Council's Constitution and supporting Financial Regulations delegates the responsibility for writing off individual debts up to and including £1k to the Head of Financial Services under the scheme of delegation. Above this threshold debts (greater than £1k) are written off by the Executive.

Since the deletion of the post of Head of Financial Services this reverts to the Chief Finance Officer, who subsequently delegated this responsibility to the Finance Services Manager.

The Council only writes off debt where it is irrecoverable for example where a customer has died and there are no assets, or a business is bankrupt and has no assets. The only exception to this is where a debt is not cost effective to recover.

The council is prudent in managing debt and makes provision for then in its annual statement of accounts. This ensures that the writing of bad debt has no detrimental affect on service provision or the council taxpayer. In the case of National Non Domestic Rates the Government meets the cost of writing off bad debt through the 'Pool arrangements'.

In view of the amount that has been written off we have revised our contribution to the pool this year to minimise any impact on cash flow for the Council.

Details of accounts with individual values above £1k in respect of National Non Domestic Rates, Council Tax, Housing Benefit overpayments and Sundry Debt are set out in appendices attached to this report

The table below is for information on the amounts that have been written off for the period 1st April 2012 through to 20th February 2013.

Table 1

Debts Write Off Summary - Period 1st April through to 20th February 2013

Fund	Total
Council Tax	£230,643.55
Non Domestic Rates	£944,233.99
Housing Benefit Overpayments	£11,962.47
Grand Totals	£1,186,840.01

The following tables are summary of what has been written off against debt due for the three funds. For comparative purposes included is the out-turn position for financial years 2010/11 and 2011/12.

Table 1 - Council Tax

Financial Year	<u>Council Tax Written Off</u>				Percentage when compared Total Collectable
	Amount Written Off	Net Charge	Gross arrears as at 1st April	Total Collectable	
2010/11	£118,821.81	£45,414,615.74	£2,011,012.20	£47,425,627.94	0.25%
2011/12	£61,712.27	£45,706,080.78	£2,010,104.54	£47,716,185.32	0.13%
*2012/13 (*As at 20/2/13)	£230,643.55	£46,304,300.11	£2,361,623.56	£48,665,923.67	0.47%

Table 2 – Non Domestic Rates

Non Domestic Rates Written Off

Financial Year	Amount Written Off	Net Charge	Gross arrears as at 1st April	Total Collectable	Percentage when compared Total Collectable
2010/11	£448,806.77	£32,723,892.22	£1,431,267.79	£34,155,160.01	1.31%
2011/12	£383,273.94	£33,348,966.92	£952,662.51	£34,301,629.43	1.12%
*2012/13 (*As at 20/2/13)	£944,233.99	£34,968,662.69	£1,262,501.68	£36,231,164.37	2.61%

Table 3 – Housing Benefit Overpayments

Housing Benefit Overpayments					
Financial Year	Amount Written Off	Debt Raised	Gross arrears as at 1st April	Total Collectable	Percentage when compared Total Collectable
2010/11	£9,936.22	£360,520.72	£262,946.59	£623,467.31	1.59%
2011/12	£6,687.16	£392,076.61	£296,244.80	£688,321.41	0.97%
*2012/13 (*As at 31/1/13)	£11,962.47	£679,970.13	£352,676.72	£1,032,646.85	1.16%

The following is the position relating to the Councils Bad Debt provision for as at 31st March 2012 and this is shown below

Council Tax	£549,630
Non Domestic Rates	£712,458
Housing Benefit Overpayments	£258,783

529 PRUDENTIAL INDICATORS AND TREASURY MANAGEMENT STRATEGY 2013-2014

A report detailing the proposed prudential indicators for 2013-2016 and setting out the forecast treasury activities for the same period was submitted to the Executive. The report submitted to the Executive is attached

RECOMMENDED that:

- i) The capital prudential indicators and limits for 2013/14 to 2015/16 contained within Section 5.2 are approved.**
- ii) The Minimum Revenue Provision (MRP) Statement, contained within paragraph 5.2.4, which sets out the Council's policy on MRP, is approved.**
- iii) The Treasury Management Strategy 2013/14 and the treasury prudential indicators contained in Section 5.3 are approved.**
- iv) The Annual Investment Strategy 2013/14 contained in paragraph 5.3.9 and the detailed criteria included in Appendix A, are approved.**

Summary of Reasons

The Local Government Act 2003, as amended, and supporting regulations requires the Council to "have regard to" the CIPFA Prudential Code and the CIPFA Treasury Management Code of Practice to set Prudential and Treasury Indicators for the next three years to ensure that the Council's capital investment plans are affordable, prudent and sustainable

The Council is also required by the Local Government Act 2003 to undertake an annual review of its policy for calculating the minimum revenue provision (MRP) for repayment of external debt.

The Act requires the Council to set out its treasury strategy for borrowing and to prepare an Annual Investment Strategy. This sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.

530 HARBOROUGH DISTRICT COUNCIL AND THE WELLAND PROCUREMENT UNIT PARTNERSHIP

It was reported that a comprehensive review of the Council's procurement needs had been undertaken, as part of this review the value and benefit to this Council of the Welland Procurement Unit Partnership had also been reviewed. It was considered that although membership of the partnership had been advantageous to the Council in the past as the Council had moved forward the partnership to this Council had become less relevant. The costs of remaining in the partnership were significant but in recent times it had not proved good value for money for this Council.

RECOMMENDED that

- i) Harborough District Council withdraws from the Welland Procurement Unit (WPU) partnership;**
- ii) the Council establishes new procurement arrangements.**
- iii) Officers be authorised to negotiate the best possible exit deal from the Partnership.**

Summary of Reasons

The decision to recommend withdrawal from the WPU partnership follows a comprehensive review of HDC procurement needs and WPU activity. This review has been undertaken as part of the work to develop the Commissioning and Procurement Strategy that will be brought

to the Executive or Full Council for consideration in the near future and which is currently being reviewed by a Scrutiny Group. The main factors in determining that continued subscription to the Unit is no longer in the interests of the Council are as follows:

In house commissioning capacity

HDC has recruited a service manager for commissioning; this post represents sufficient resource for most of the Council's procurement requirements. The appointment also offers an opportunity to integrate all aspects of commissioning and procurement, from strategic commissioning to routine purchasing, within HDC, and to achieve considerable efficiency by doing so.

The development of shared services and partnerships

Harborough District Council's procurement requirements are changing as a result of the development of shared services and, in particular, shared service arrangements with Councils that are not members of the WPU partnership: for example, procurement relating to Revenues and Benefits will now be undertaken by HBBC under the delegation that has established the shared service. Similarly, any procurement relating to the Customer Call Centre will be undertaken in future by Charnwood Borough Council. The emergence of the Leicestershire Together commissioning model offers important opportunities for HDC, and, since most of the member councils are not members of the WPU partnership, it is likely that other sources of procurement support will be used.

The potential for more efficient use of Framework agreements

It is important that framework agreements are used judiciously if they are to secure value for money. This requires assessment of whether they meet operational needs effectively as well as judgements about cost; a decision was made, for example, that HDC should not sign up to the renegotiated agreement with Comensura for agency staff ('MSTAR') as it would have prevented the Council from using trusted local personnel agencies that have proved reliable and flexible (and which recruit locally). The appointment of a Commissioning Manager means that framework agreements can be accessed without external procurement support.

Alternative sources of procurement support

The Eastern Shires Purchasing Organisation ('ESPO') is able to provide procurement support, if required, for more complex commissioning activities; payment for this support can be negotiated as and when necessary and based on a single charge or hourly rates. This is likely to prove considerably less costly than subscription to the WPU (see below).

Limitations to joint procurement outside shared service arrangements

The ambition to undertake more joint procurement was one reason for the creation of the WPU; this has not been realised because, in practice, contract terms do not often coincide.

WPU workload

A significant proportion of the WPU procurement projects are carried out on behalf of Rutland County Council and relate to areas of responsibility not relevant to HDC (such as social care, education and highways maintenance). Whilst the Unit's workload has clearly grown in recent years, this appears to have been largely due to an increase in procurement undertaken on behalf of Rutland.

The Cost of WPU membership

HDC currently pays approximately £30,000 p.a. for the services provided by the WPU. It is unlikely that the level of support provided to HDC by WPU in recent years could realistically be said to equate to more than 50 days' work per annum, representing a cost of about £600 per day. The maximum level of procurement support required by HDC in future will be in the region of 20 days per annum and that this could be comfortably managed within the workload of the Commissioning Manager post. On the basis of these estimates the current arrangement would represent a potential cost to the Council of £1500 per day for WPU support and this does not represent good value for money. There is no suggestion that the work undertaken by the Unit on the Council's behalf has been unsatisfactory. HDC has made limited use of the service simply because it has not been an appropriate means of obtaining procurement

support; the developments outlined above mean that the potential value of the Unit's services to HDC will diminish further.

WPU savings

The Unit reports savings of approximately £625,000 per annum that have been achieved for HDC through its activities. Of this sum, more than 75% relates to the waste management contract; the remainder has largely been achieved through the use of framework agreements. The method of calculating savings employed by the WPU assumes that all savings can be exclusively attributed to procurement activity and does not take into account the following:

- Some savings actually arise from initial decisions to outsource services and from decisions to reduce budgets prior to procurement.
- Some savings result from competition within markets.
- Some savings should more accurately be attributed to the establishment of framework agreements.
- Some savings result from changes in working practices which reduce consumption and costs.
- Where operational staff are involved in procurement, the contribution that their professional expertise and efforts makes to savings is not included.

Although costs are obviously determined by market conditions, the savings currently identified by the WPU will be maintained if HDC withdraws from the partnership; there are strong grounds for confidence in the potential for in house procurement to deliver greater savings.

Conclusion

Withdrawal from the Welland Procurement partnership would offer a direct saving to the Council and allow increased flexibility in accessing appropriate procurement support. It would represent a saving of approximately £30,000 per annum from the actual date of withdrawal and it may be possible to achieve savings more quickly.

It is also anticipated that additional savings will be identified through commissioning in house; for example, there is potential to renegotiate some current large contracts; there is potential to commission different goods and services (for example, through the development of more 'paperless' and remote working); the Council may, in some cases, be able to achieve greater efficiency through procurement outside framework agreements; and there is potential to make savings through new shared service agreements and effective management of existing arrangements. The Commissioning Plan that will be presented alongside the Commissioning Strategy will include targets for savings to be realised through more effective commissioning and these will be reported to members through an agreed process.

HDC will be able to access framework agreements and conduct tenders where appropriate through its in house capacity; none of the procurement savings currently identified will be lost. It should also be possible to make commissioning and procurement less onerous for operational managers by integrating processes within the Council.

532 PREVENTING HOMELESSNESS STRATEGY REVIEW

The Executive was updated on the progress of the development of a new Preventing Homelessness Strategy for Harborough District

RESOLVED that:

- i) the draft review document shown in Appendix (B) be approved for further consultation with a range of statutory and voluntary sector partners to ensure that the new Preventing Homelessness Strategy reflects the views of key stakeholders.

- ii) Following further consultation the final draft of the new Preventing Homelessness Strategy will be considered by Scrutiny Commission in May and by the Executive prior to Council approval and publication in September 2013.

Summary of Reasons

The review of the Homelessness Strategy for Harborough District has been undertaken to ensure that the Council continues to meet its legal duty to have an up to date preventing homelessness strategy that sets out its plans to prevent and tackle homelessness, as required by the Homelessness Act 2002.

533 ALLOCATION OF SOCIAL HOUSING –POLICY REVIEW

Consideration was given to changes to the Social Housing Allocations Policy and it is

RECOMMENDED that:

- i) the proposed policy changes set out in the consultation questionnaire attached at Appendix B be approved**
- ii) authority be delegated to the Assistant Director – Community Services in consultation with the Portfolio Holder for Planning Environment and Conservation to make such changes as he considers necessary arising from the outcome of consultation and cabinet approval in other district authorities.**

Summary of Reasons for recommendations

A detailed table of the proposed changes together with reason and impact is attached at Appendix A . In summary, the changes proposed to date include:

- Only accepting home seekers on the housing register who have a local connection with one of the Council's in the scheme (unless there are exceptional circumstances e.g. Armed forces personnel)
- Time in High Band –reducing from 24 weeks to 16 weeks
- Time in Priority Band – reducing from 12 weeks to 8 weeks
- Number of bids per cycle - reduced from 3 to 2
- Suspending applications from home seekers who have refused three suitable offers of accommodation or failed to attend viewings (without good reason)
- Including transfer home seekers who are under-occupying a home and affected by Welfare Reform in the High Housing Need Band
- Including home seekers in financial hardship who have difficulty in meeting their housing costs in Medium Band
- Including private tenants, tied tenants, and social tenants who are adequately housed and have no medical or welfare need, in Low Band (*note: social tenants with introductory tenancies will not normally be eligible to register for a transfer until their tenancy becomes an assured tenancy*)

The Leicestershire choice based lettings (cbl) Partnership feels that the changes proposed will help home seekers be more focused about their choice to bid for properties to meet their housing need and in turn will lead to re-letting properties more quickly and cost effectively.

534 TRANSFORMATION PROGRAMME PROGRESS TO FEBRUARY 28 2013

The Executive was updated on progress relating to the Transformation programme.

RESOLVED that the progress, risks and issues as at February 28th be noted.

Summary of Reasons

The Executive are provided with comprehensive information relating to the Transformation Programme including information on the individual work streams, the latest performance information as captured on the "Ten" performance management system and the latest financial position of the Transformation Programme.

All Members are fully informed of the progress of the Transformation Programme as they are provided on a monthly basis with the latest version of all highlight reports in the Member Information Service Monthly Newsletter. The highlight report for each work stream contains information on progress to date, future actions, issues and risks.

The Transformation Programme is a continual process and it is anticipated that additional improvements and efficiencies will be identified as the original recommendations are implemented. It is important that members are kept up to speed on new initiatives and changes as they arise and are added to the Programme.

535 ADOPTION OF NEW SEPARATED CHILDREN AND YOUNG PEOPLE'S SAFEGUARDING POLICY AND ADULTS IN NEED OF SAFEGUARDING POLICY

Members were updated on the Leicestershire District and Borough Council's Children's and Vulnerable Adults Safeguarding Policy and Procedures

RESOLVED that

- i) To adopt the new Children and Young People's Safeguarding Policy and Procedure, and the new Adults in Need of Safeguarding Policy and Procedure, in view of the safeguarding duties of HDC in relation to the Children's Act 2004, and the government guidance "Working Together to Safeguard Children" (DFE 2010), and the 'No Secrets' guidance (Department of Health, 2000); and
- ii) Authorise the Assistant Director –Corporate Resources to update the policies and procedures adopted under 2.1 above in line with all District and Borough Council joint alteration decisions.

Summary of Reasons

The rationale behind separating the policies is that more specific legislation is available to children's safeguarding than to adults, and it was the conclusion of the Joint District and Borough Councils working group (within the District Implementation Group) involved in the policy development that the combined policy was confusing in terms of the two quite distinct legislative areas. Separate policies now clearly outline the key legislative support to each group.

Additionally, there are some specific categories of abuse that apply to adults in need of safeguarding which do not apply in children's safeguarding. Again, it was felt by the Joint District and Borough Councils working group that combining these in one document was confusing.

The Procedures associated with the policies are also quite distinct in terms of specific considerations of safeguarding practices in relation to the two different groups. The working group considered that a separate Adults in Need of Safeguarding Procedure is needed.

Review of the policies takes place annually in line with all District and Borough Councils in Leicestershire. Minor changes or new inclusions to incorporate recommendations from a national perspective that do not intrinsically alter the purpose of the policy can be completed without the need to refer to the Executive annually. Any fundamental changes in legislation that affect Council responsibilities would be referred to the Executive for adoption.

536 BRINGING EMPTY HOMES INTO USE

Consideration was given to the engagement of an external company to undertake work to bring empty properties back into use thereby increasing the New Homes bonus paid to the Council.

RESOLVED that:

- i) the company detailed in Appendix A to the report be engaged to undertake work for Harborough District Council to maximise the number of empty properties brought back into use.
- ii) authority be delegated to the Assistant Director, Corporate Resources in consultation with the Head of Legal Services, to finalise the contract with the external company.

Summary of Reasons

In the current financial climate it is important that the Council maximises its income. New Homes Bonus is one of these sources of funding. The New Homes Bonus provides Local Authorities funding for additional properties added to the Council Tax database. The funding is available for new properties and for empty properties which are brought back into use during the year. The Council has limited resources to work on bringing empty properties back into use and it is recommended that we engage an external company to undertake this work as proposed in Appendix A.

537 SUPPORTING LEICESTERSHIRE FAMILIES –HARBOROUGH PROPOSAL

The proposed model for delivery of the 'Supporting Leicestershire Families' service was presented to the Executive. It outlined how the service would be delivered in Harborough, although it was recognised that this was area of work which would be continually developing. In March 2012 216 families in Harborough District were identified as needing varying levels of support. The proposal was predicated on an integrated service model which included a cohesive multi –agency response. Families would be supported for 6-12 months depending on need. The county –wide programme had recruited 48 family support workers of which 3 full –time equivalent staff had been assigned to Harborough District

RESOLVED that:

- i) the proposed model for the delivery of the Supporting Leicestershire Families Service in Harborough as set out in **Appendix C**, recognising that it is a service that will be continually developing.
- ii) the draft Service Specification and Operating Model developed by Leicestershire County Council on behalf of the Supporting Leicestershire Families Commissioning Board be approved.

- iii) the Shared Head of Policy, Performance and Partnerships, in consultation with the Portfolio Holder and Head of Legal and Democratic Services, be authorised to negotiate and complete all necessary legal and governance arrangements to implement the decision in ii)
- iv) progress in relation to the Supporting Leicestershire Families Service in Harborough should be reported to scrutiny on a six monthly basis.

Summary of Reasons

The Supporting Leicestershire Families programme directly supports the Council's priority to 'support the vulnerable in our society at the heart of the communities where they live' and it has been agreed as a critical activity in the Corporate Delivery Plan which was approved at Council in January 2013.

The proposal builds on existing good practice and partnership working with Children's Centre Programme, Joint Action Group and Community Safety Partnership.

The draft proposal received positive feedback from the County Council on behalf of the Supporting Leicestershire Families Commissioning Board

Effective legal and governance arrangements are required to ensure the delivery of the programme.

538 SECTION 100A LOCAL GOVERNMENT ACT 1972

RESOLVED that, except for those Members present not being Members of this Executive, the public and press be excluded from the remainder of the meeting on the grounds that the matters yet to be discussed involve the likely disclosure of exempt information as defined in Paragraphs 1,2,3 of Part I of Schedule 12A to the Local Government Act 1972

539 HARBOROUGH MUSEUM PARTNERSHIP AGREEMENT AND FUTURE OPERATIONAL MODEL

RESOLVED that:

- i) the Chief Executive Officer, in consultation with the Portfolio Holder for Finance and Health and Communities be authorised to approve and enter into a Partnership Agreement with Leicestershire County Council and Market Harborough Historical Society for the operation of Harborough Museum.
- ii) the Chief Executive Officer be authorised, in consultation with the Portfolio Holder for Finance and Health and Communities to negotiate and enter into an Operational Model and Business Plan for the future operation of the Museum; and
- iii) The Chief Executive, in consultation with the Portfolio Holders for Finance and Health and Communities, be authorised to take such other action as is necessary to bring into effect i) and ii) set out above

Summary of Reasons

At the meeting of 26 November 2012, the Executive agreed to accept the loan funding by Market Harborough and the Bowden's Charity. A condition of this funding was that a legal agreement setting out the future operating model for the museum between all partners be put in place before funding is released.

The Council is in the process of entering into a funding agreement with the Charity, this has to be completed by 8th April 2013, therefore the partnership agreement needs to be signed either on, or before this date.

The meeting closed at 6.55pm