

HARBOROUGH DISTRICT COUNCIL
MINUTES OF THE EXECUTIVE MEETING

held in the Council Chamber

23rd January 2012

commencing at 6.30p.m.

Present:

Councillor Rook (Leader)
Councillors: Mrs. Ackerley, Dann
Golding, Pain, Spendlove-Mason

An apology for absence was received from Cllr Charlish

Officers: Anna Graves Kamal Mehta Beth Murgatroyd Norman Proudfoot Peter Rowbotham

427 PORTFOLIO HOLDER ACTIVITY REPORTS

i) Community Engagement, Cohesion and Wellbeing

Cllr Pain announced that

- i) the public exhibition of the silver Roman helmet would open at the Harborough Museum on Saturday 28 January 2012
- ii) the Government has allocated another £20 million nationally for the disabled facilities grant approximately £22000 has been allocated to the Council

ii) Corporate and Customer Services

Cllr Dann reported that the difficulties with the telephones over the weekend and into Monday had now been resolved by BT

iii) Asset management and Finance

Cllr Spendlove –Mason announced that he had attended the opening of the endoscopy unit at St Luke's Hospital Market Harborough along with the leader

iv) Leader

Cllr Rook reported that he had attended the following meetings/engagements:

- i) the official opening of the Endoscopy Unit at St Luke's Hospital Market Harborough
- ii) a meeting with the market traders informally along with the CEO regarding the upcoming proposals
- iii) the Transformation Board had met twice
- iv) the Communications Forum supper at County Hall to listen to how the funding by the County Council had been used to further the work of the voluntary sector

vi) Community safety and enforcement

Cllr Golding reported that it was Stop and Tell Hate Awareness Week, it was hoped that the campaign would encourage people to report instances of hate

428 INFORMATION EXCHANGE

Cllr Rook announced that all Executive members are invited to attend the meeting of the Scrutiny Panel for Resource Development on 9 February 2012 to examine the draft Budget for 2012/2013 and the Portfolio Plans

429 MINUTES

RESOLVED that the minutes of the Executive meeting held on 19 December 2011 be approved and signed as a true record.

430 DECLARATIONS OF MEMBERS' INTERESTS

Cllr Pain declared a personal and prejudicial interest in Draft General Fund –Fees and Charges for hackney carriages. The nature of the interest was that he was a Director of a taxi firm operating in the district.

431 PEST CONTROL AND DOG WARDEN CONTRACT

The Executive was advised of the outcome of the recent tender process for provision of a combined pest control and dog warden contract
Five expressions of interest were obtained following the advertisement and were sent tender documents inviting them to submit a tender response. Final tender submissions were received from two contractors

RESOLVED that following the procurement process Harborough District Council enters into a contract with Company A for the provision of a pest control, dog warden and kennelling service commencing on the 1st April 2012.

Summary of Reasons

Currently the Council has a combined pest control and day time dog warden contract with a single supplier. In addition the Council also has two further small contracts with a different supplier to provide the out of hour's stray dog service and the kennelling contract.

The pest control service was identified within the 2011-12 business planning process as an activity which should cease following the completion of the current contract period. However, the Council has a statutory duty to provide a service for the collection of stray dogs within its area. The existing contract was due to expire at the end of October 2011 and within it there was an option to extend for a further 2 year period however due to the combined nature of the existing pest control and dog warden contract, legal advice was provided confirming that it was not possible to extend the existing contract for the dog warden service.

There are recognised benefits for the Council in providing a pest control service in that where a service is not provided there can be an increase in the number of "DIY" solutions carried out by individuals. Such treatments are generally ineffective and could result in local public health problems and infestations. This can also lead to an increase in the amount of uncontrolled poison in the environment. Providing a service reduces this risk and also enables Environmental Health Officers to identify at an early stage, potential areas within the district which may require additional intervention/investigation before the infestation becomes too problematic. With regards to the dog warden service it was felt that combining all of the existing contracts relating to dog control would provide greater flexibility and enhanced service if it was provide by a single supplier.

Consequently at the Executive meeting of the 4th July 2011 it was agreed to extend the existing pest control and dog warden contract to expire on the 31st March 2012, in order to allow sufficient time to undertake a procurement process to provide a comprehensive dog

warden service and to introduce a charging structure for pest control treatments to the public, offering the service sourced from a single supplier.

The procurement process has now been completed and tender submissions were evaluated based upon 40% quality of the service provide and 60% on the cost of the pricing schedule submitted by the contractors. Based on this assessment Contractor A received the highest score.

The contract will run for a period of two years with an option to extend for a further two years with the agreement of all parties

432 PARTNERSHIP POLICY

It was reported that the Scrutiny Commission resolved on the 17th June 2010 to examine, comment and make recommendations on existing and future partnership working arrangements. It was agreed that this report be brought in two parts, and that Part One be concerned with existing arrangements and Part Two with developing a more consistent approach to partnerships.

On 7th October 2010 the Scrutiny Places Panel recommended that:

- “A Harborough District Council Partnership Working Protocol be devised for implementation to enable a consistent approach to future Partnership arrangements.
- A log/register be created to include all of the Council’s existing Partnership arrangements. This should be updated and maintained as new partnerships are established. The notes of Partnership Meetings should be included in this register. The register should include an annual activity summary.
- An analysis of specific Partnerships’ performance be undertaken on an individual basis as required, by the appropriate Scrutiny Panel, subject to the agreement of the Scrutiny Commission.”

On 24th November 2011 the Scrutiny People Panel discussed the draft Partnership Policy before making the recommendations to the Executive

RESOLVED that:

- i) the Partnership Policy, as set out in Appendix A be adopted.
- ii) a log/register be adopted, to include all of the Council’s existing Partnership arrangements, as set out in this report. The log/register to be made publicly available via the Council’s website for public
- iii) the work of current and past Members involved in reviewing the Councils partnership arrangements and bringing forward this Policy for adoption be noted.

Summary of Reasons for the Recommendations

To strengthen the Councils management of its partnership work by having a consistent approach that is linked firmly to Council priorities.

To have a clear understanding from the start of the risks and rewards involved in partnership work so as to be able to make an informed decision on involvement and resource commitment.

To manage partnerships in a transparent and accountable way by ensuring a partnership register is kept and is available to staff and the public.

433 HARBOROUGH INNOVATION CENTRE (HIC)

The Executive considered the progress made by the HIC Strategy Board including the development of its terms of reference and the agreed performance network. The performance indicators in relation to the centre were presented to the Executive

A part of the requirement of the ERDF funding and ongoing monitoring and reporting, the Council is required to undertake and submit to the Department for Communities and Local Government (DCLG) the following financial information :

- An annual review of the actual financial performance of the project against the initial assumptions;
- On or before 31 May in each calendar year, provide the Agency (or Managing Authority following the closure of the Operational Programme) with a specific report on all operating revenues and operating costs generated by the project and a new residual asset valuation of the capital assets of the project at the end of the Reference Period,
- To review the Funding Gap calculation.

Progress against the targets set out in the report would be reported through quarterly returns to DCLG

RESOLVED that

- i) membership and Terms of Reference for the HIC Strategy Board be noted.
- ii) progress and performance to date be noted.
- iii) the Chief Executive be given delegated authority to work with the Chairman of the HIC Strategy Board to revise its terms of reference to include an annual review of Board membership and performance

Summary of Reasons

Purpose of the HIC Strategy Board is to monitor and manage the operation of Harborough Innovation Centre (HIC) in delivering its purpose and outputs. Fuller terms of reference are included in Appendix 1 to the report and have been agreed by the HIC Strategy Board.

The Strategy Board will create quarterly performance reports that would be presented by the Chief Executive Officer to Harborough District Council who are the accountable body for the grant.

The membership of the Strategy Board formed part of HDC initial funding bid to EMDA. The group comprises of members from the funders (or funders successor body), HDC, Oxford Innovation (our delivery partners) and representatives from the local business. The business representatives were selected through an application process in which they were asked to submit a CV for consideration. Suitable applicants were selected from the CVs submitted. Membership of the Strategy Board now comprises :

Voting Members	
James Briggs	Harboro Rubber Company (Chairman)
Councillor John Everett	Harborough District Council (Vice Chairman)
Anna Graves	Harborough District Council
Carol Messenger	The Best Of Market Harborough
Simon Hobbs	Canard Design Ltd
Non-Voting Members	
Representatives of:	Oxford Innovation Ltd
Joanne Willett	
Rachel Panther	

The Performance Framework as shown in Appendix 2 to the report includes the Key Performance Indicators relating to the contract and grant targets and others required to ensure good running of the HIC. Additional indicators were agreed at the first HIC Strategy Board, and will be included going forward. These will include a business survival metric, targets for running events at the HIC and some "strategic Informers" such as quarterly profit targets/results plus the cumulative position, inward investment metrics and source of leads.

Whilst there was a significant delay in the opening of the centre initially, it is forecast that the year 1 occupancy target will be exceeded by December.

434 FORWARD PLAN OF KEY DECISIONS

RESOLVED that the forward plan of key decisions for the period of February 2012- May 2012 be approved for publication

Summary of Reasons

The Council is required by the Local Government Act 2000 and its own Constitution to publish regular Forward Plans of Key Decisions.

At its meeting on 29 August 2001, the Executive agreed that it should review each draft Forward Plan of Key Decisions, (minute 249(v)/2001 refers). It also was agreed that each Plan should cover a four-month period, with a monthly roll-forward of the Plan being effective on the first working day of each month.

435 PORTFOLIO PLANS

Consideration was given to the draft portfolio plans for 2012/2013. It was reported that the portfolio plans had been developed in the context of the changing environment in local government with significant new legislation being enacted and the continuing financial squeeze in local government funding both at a national level and the local level and developing the Council's response to it. At this stage in the budget setting process a breakdown of budgets against each portfolio plan had not been included due to the way that the Portfolios fall across a number of Heads of Services responsibilities and the way that the budget is constructed. The construction of each Portfolio budget requires a significant amount of manual input which is currently underway and would not be finalised until the Council agreed the budget on 23rd February 2012.

RESOLVED that the Portfolio Development Plans, as set out in Appendix A, to the report be approved and referred to the Scrutiny Panel for Resources Development on 9th February 2012, to which the members of the Places and People Scrutiny Panels have also been invited, to undertake a joint Scrutiny of all the Portfolio Development Plans.

Summary of Reasons

The portfolio plans have been compiled by members of Management Board working with the relevant portfolio holder.

Portfolio Development Plans set out the aims of each Executive Portfolio and the plans for 2012/13 based on the available resources identified through the business planning process. These need to be considered and agreed by members. The next stage is for these draft plans to be considered by the members of the Scrutiny Panels. Comments from Scrutiny will be reported to the Executive on the 13th February 2012 and recommendations will then go forward to Council on 23rd February 2012.

The portfolio plans also identify planned portfolio actions for 2012-13 as well as performance measures, risks, equality impact assessments and planned consultation.

436 DRAFT GENERAL FUND REVENUE ACCOUNT BUDGET FOR 2012/2013 AND
FUTURE YEARS AND CAPITAL PROGRAMME FOR 2012/2013

Consideration was given to the draft Budget 2012/2013 and Capital Programme for 2012/2013 prior to onward referral to Scrutiny for its comments and views

RESOLVED that

- i) the draft budget report be referred to the Scrutiny Panel - Resource Development on 9 February 2012 for its comments and views on the General Fund Budget proposals for 2012/13.
- ii) it be noted that the provisional General Fund Budget Base 2012/13 includes the revenue implications of the recommended capital projects.
- iii) a further and final report be brought back to the Executive on 13 February 2012: for consideration of the Executive's Final budget proposals for recommendation to Council on 23 February 2012 and which includes :
 - (a) the final Revenue Support Grant Settlement for 2012/13;
and
 - (b) the view and comments of the Scrutiny Panel – Resources Development on the draft proposals.

Summary of Reasons

Following the report to the Executive on 19 December 2011, this report sets out the Executive's provisional General Fund Base Budget proposals for 2012/13 and future years and the proposed Capital Programme for 2012/13 to refer to the Scrutiny for comment.

The final Revenue Support Grant Settlement for 2012/13 will not be announced until late January/early in February and therefore the provisional grant figures published by the Government in December 2011 are used in determining the amount to be raised from Council Tax. The report to the Executive on 13 February 2012 will include the final and confirmed grant settlement amount.

The Council must statutorily set a budget to discharge its duties and responsibilities. The duty to recommend a budget to Council rests with the Executive.

The meeting closed at 7.45pm