

## Minutes of the Cabinet Meeting

**Location:** Harborough Innovation Centre, Airfield Business Park, Leicester Road, Market Harborough, LE16



**Date:** 07 May 2024 commencing at 6.30pm

### Present:

**Councillors:** P. Knowles (Chair) - Leader of the Council and Portfolio Holder for Culture, Leisure, Economy, and Tourism  
S. Galton – Portfolio Holder for Planning  
M. Graves – Portfolio Holder for Finance  
J. Knight – Portfolio Holder for Wellbeing  
D. Woodiwiss – Portfolio Holder for the Environment & Climate Change

**Officers:** J. Richardson- Chief Executive  
L. Elliott – Deputy Chief Executive  
C. Mason – Section 151 Officer (online)  
D. Atkinson – Director of Planning  
C. Hartley – Director of Communities  
R. Finnegan – Waste Operations Manager  
C. Averill – Head of Property  
E. Bird – Head of Regulatory Services  
E. Newman – Democratic Services

Prior to commencing with the agenda business, Councillor Knowles proposed that agenda item 5 Refurbishment of three flats at 1-3 Plowman's Yard, Market Harborough be moved to item 6. This was agreed.

### 1. Apologies for Absence

Apologies were received by Councillor Beadle, Portfolio Holder for Corporate.

## 2. Declaration of Members' Interests

There were none.

## 3. Minutes

The Minutes were proposed by Councillor Woodiwiss and seconded by Councillor Knight. Therefore, The Minutes of the meeting held on 25 March 2024 were accepted as a true record.

## 4. Procurement of Flex D and Rural England Prosperity funded electric vehicle charging infrastructure projects.

The Portfolio Holder for Environmental & Climate Change introduced the report. He explained the reasoning for the decision to delegate the decision-making for this project.

The Head of Regulatory Services highlighted that the decision seeks extended Chief Officer delegated authority to be granted to the Director of Communities and Wellbeing, in consultation with the Portfolio Holder for Environment and Climate Change, to approve contracts related to the delivery of the Flex D project or related contracts for the installation of electric vehicle charge points which have been procured through framework agreements, where the value of the contracts are greater than the Council's Standard Operating Procedure Rules for procurement, unless there is a timely cabinet available to approve them.

It was asked if there was a proposed timeline for the procurement process. The Head of Regulatory Services said that they hoped to start the process in May 2024, with the following six weeks to receive any prospective bids, and implementation as soon as possible after this.

The recommendations were proposed by Councillor Woodiwiss and seconded by Councillor Knight. The vote was carried.

It was **RESOLVED** that Cabinet:

1. Delegates authority to the Director of Communities and Wellbeing, in consultation with the Portfolio Holder for Environment and Climate Change, to approve the award of Flex D and electric vehicle charge point installation related contracts procured through framework agreements, which exceed the value threshold set out in the Council's Standard Operating Procedure Rules unless there is a timely Cabinet meeting available to approve those contracts.
  2. Delegates to the Director of Communities and Wellbeing, in consultation with the Portfolio Holder for Environment and Climate Change and the Head of Legal Services, authority to negotiate and finalise the contracts, including minor variations.
- 5. Procurement and implementation of a new commercial trade waste system.**

The Portfolio Holder for Environmental & Climate Change introduced the report. He explained that the decision seeks approval to award a new commercial waste contract management system to Provider A. This would ensure that the Environmental Services team can continue to deliver an efficient and reliable commercial waste collection service to businesses within Harborough district including the provision of a legal contract and duty of care documentation. It would also replace the old Access Database, which is out of date technology and no longer supported by ICT.

The Leader opened the discussion to the Cabinet.

The recommendations were proposed by Councillor Woodiwiss and seconded Councillor Graves. The vote was carried.

It was **RESOLVED** that Cabinet:

1. Approves to award the contract for a new commercial waste contract management system to Provider A which will be procured using the GCloud framework.

2. That Cabinet delegates authority to the Director of Resources (& s.151), subject to agreement with the Leader of the Council and the Portfolio Holder for Finance in respect of contract costs, that in consultation with the Portfolio Holder for Finance:
- approves the reallocation of £105k from the 2024/25 Special Project capital allocation to the Temporary Accommodation: Enhancement of Current Provision capital allocation.
  - together with the Head of Legal Services to award and finalise the building contract, including any minor variations.

**6. Refurbishment of three flats at 1-3 Plowman's Yard, Market Harborough.**

It was moved that the meeting go into a private session, this was proposed by Councillor Knowles, and seconded by Councillor Woodiwiss.

The Portfolio Holder for Finance introduced the report and brought the Cabinet's attention to an additional exempt document to discuss. He talked through the new information presented in this new report. The basis of the decision was to award a building contract to renovate an HDC owned property bringing it up to modern standards for use as temporary accommodation for homeless.

The Director of Resources (& s.151) looked to highlight the changes to the original report and discussed the reasons for those changes.

The Head of Property also assisted explaining the additional document appending this report regarding procurement of a contractor to complete the works on the property, and how this contractor was chosen. She also highlighted the legal requirements regarding the works.

It was moved by the Portfolio Holder for Finance that the current Recommendation 2 be changed to the below:

That Cabinet delegates authority to the Director of Resources (& s.151), subject to agreement with the Leader of the Council and the Portfolio Holder for Finance

in respect of contract costs, that in consultation with the Portfolio Holder for Finance:

- approves the reallocation of £105k from the 2024/25 Special Project capital allocation to the Temporary Accommodation: Enhancement of Current Provision capital allocation.
- together with the Head of Legal Services to award and finalise the building contract, including any minor variations.

This was seconded by Councillor Knight, and so was **CARRIED**.

Therefore, it was **RESOLVED** that:

1. Cabinet notes the content of the Housing Services Manager's business case (Appendix 1) in respect of the refurbishment of Flats 1-3 Plowman's Yard, Market Harborough.
2. Cabinet delegates authority to the Director of Resources (& s.151), in consultation with the Portfolio Holder, Finance, together with the Head of Legal Services to award and finalise the building contract, including any minor variations.

## **7. Any Urgent Business**

There was none.

The meeting ended at 19.11.