

HARBOROUGH DISTRICT COUNCIL  
MINUTES OF THE EXECUTIVE MEETING

held in the Council Chamber

15 August 2011

commencing at 6.30p.m.

Present:

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

Officers: A. Graves, K. Mehta, B.Murgatroyd, P. Rowbotham

160 PORTFOLIO HOLDER ACTIVITY REPORTS

i) Community safety and enforcement

Cllr Golding made the following statements:

I am relieved to report that during the recent spate of rioting and civil unrest throughout the country, the Council officers were actively involved in the Emergency planning process, although thankfully we in Harborough District did not experience any particular problems . I would like to thank the Council officers for the additional work carried out during this time.

Since the last Executive I have been elected as Chair of Harborough District Community Safety Partnership

Local Police Inspector, Neil Holland has moved into a new role at Police HQ and his role as Police Commander for Market Harborough has been taken on by Insp. Paul McKinder. I would like to record thanks to Neil for his good work in the past and look forward to working with Paul in the future. I have an initial meeting scheduled with Paul for Thursday 18 August

Negotiations have begun with the existing pest/dog control contractor to extend the current contract until March 2012. A procurement process has started with the support of the Welland Procurement Unit for a revised pest control and dog warden contract to commence from 1 April 2012

Following a successful bid for funding to the Food Standards Agency work has commenced on reviewing our existing 'Scores on the Doors' food safety initiative to ensure that it complies with the mandatory national model by March 2012

Administrative work has commenced on the implementation of the Street Trading Policy which was agreed at the recent full Council meeting. We have to ensure that the necessary notices have been published prior to the start of the new regime

ii) Corporate and Customer Services

Cllr Dann announced that:

The Council's new website was due to go live the following day  
The new look website reflected the rural nature of the District and had a simple home page that allowed easy navigation to other parts of the website.  
There was more information online including a transparency page and there is also a joint A to Z of services provided in conjunction with the County Council

Work would continue on the website to improve functionality including the facility to find your specific refuse round details, councillors etc following entry of your address  
Many of the changes are as a result of both member and customer feedback

### iii) Housing Infrastructure and Planning

Cllr Ackerley announced that the Examination in Public of the Core Strategy had finished on 28 July. The Inspector had indicated that there were a number of matters he wished to discuss. Suggested changes were made by the Inspector, he indicated that if the changes were made he would be minded to deem the strategy as 'sound'. The suggested changes would be going out to public consultation and a final report would be published in October

### iv) Asset Management and Finance

Cllr Spendlove- Mason announced he had attended the Harborough Innovation Centre on 3 August for a meeting to discuss Council procurement from Local Businesses. There was a drive to simplify procurement processes. He reported that North West Leicestershire allowed registration days for local firms

### v) Community Engagement, Cohesion and Wellbeing

Cllr Pain gave an update on his Portfolio

i) he would be meeting later in the week with Mike Sandys Public Health Consultant, employed by the PCT, who was working with the Council one day per week developing its approach to health and wellbeing

ii) 'Rock on the Rec' was held on Friday 5 August over 1,000 had attended, a marked increase on the previous year. It had been a fantastic evening which had engaged the young people of Harborough and he thanked officers for all their efforts in making the evening a success.

### vi) Waste and Recycling

Cllr Charlish announced that Harborough were currently ranked 10<sup>th</sup> in UK out of 358 local authorities. However, the figures are subject to audit. This was partly due to food waste collection. Cllr Charlish thanked the District's residents and the Waste Services Team for the achievement. A press release would be issued the following day on this.

### v) Leader

Cllr Rook announced that he had recently

i) met with the Chamber of Trade on 27 July which had been a very positive meeting

ii) attended a Welland Partnership meeting with the Interim Chief Executive

iii) attended a meeting with VAL where the parties had resolved to work more closely with each other  
Cllr Rook also announced that there had been two future options task panel meetings since the last meeting of the Executive

### 161 MINUTES

RESOLVED that the minutes of the Executive meeting held on 4 July 2011 be approved and signed as a true record.

### 162 DECLARATIONS OF MEMBERS' INTERESTS

None

#### 163 GENERAL FUND AND CAPITAL OUTTURN 2010/2011

The Executive considered the outturn position for the General Fund and Capital Programme for the financial year ended 31 March 2011

RESOLVED that:

- i) the outturn report for the General Fund for 2010/11 be noted; and
- ii) the position of the Council's Working Balance and General Reserve as at 31 March 2011 and therefore the financial standing of the Council described in section 6.2 of the report be noted.
- iii) To note the actual expenditure against the 2010/11 Capital Programme, subject to the audit of the Accounts; and

**RECOMMENDED that**

- i) **budgeted Revenue provisions totalling £89k and listed in paragraph 4.2 of the report set out below be approved for carry forward from 2010/11 to 2011/12.**

<b>Proposed Budget Carry Forwards to 2011/12</b>		<b>£</b>
10024	Members learning pool subscription	1,000
10070	Advanced scrutiny training for new members	1,500
10022	Set up costs for new online books subscription	8,200
10061	Formal consultation programme	4,000
10046	Revenue & Benefits Home working set up costs	30,000
10046	Revenue & Benefits committed agency costs	44,000
		<b>88,700</b>

- ii) **Capital programme budget carry forward to 2011/12 totalling £926,691 listed in Appendix A to the report be approved to enable completion of schemes deferred from 2010/11.**

Reasons:

The accounts for the year 2010/11 have now been completed subject to audit in accordance with the agreed timetable.

The outturn position reported is subject to the external audit of the final accounts, which is due to take place from 1 August 2011.

The amounts proposed to be carried forward to 2011/12 capital programme had either not started at 31 March 2011, or work was in progress. In those cases where the work is in progress, the Council is contractually committed to the schemes and it is, therefore, considered necessary to carry forward the budget to 2011/12.

#### 164 REVENUE BUDGET AND CAPITAL PROGRAMME MONITORING UP TO 30 JUNE 2011

Members were advised of changes to budgets during the first quarter and were updated on progress of schemes within the Capital Programme to 30 June 2011

RESOLVED that

- i) the financial position against budget as at 30 June 2011 be noted.
- ii) Capital Programme scheme progress be noted.

**RECOMMENDED that the Capital Programme be varied as set out below:**

Reasons

The Revenue budget at 30 June 2011 against phased budget is showing an overspend of £55k. There are a number of variations and comments against cost centres are shown in Appendix A. Further work on budget savings is being undertaken by budget managers and the position against each saving initiative is to be monitored at the Performance and Programme group meeting each month.

Variations to the Capital Programme must be approved by Council. The table below summarises those variations to the programme which have arisen during the first quarter of this financial year.

	Expenditure Budget Increase / (Decrease) £
Great Easton Recreation Ground Playground	51,400
Harborough Innovation Centre	1,248,000
Total Increase / (Decrease)	1,299,400

The reasons for the overall increase in capital expenditure budgets are summarised below:

- The installation of playground equipment at Great Easton Recreation Ground has been funded by a grant of £49,279 from Waste Recycling Environmental Ltd (WREN) & a small S106 balance related to playground equipment in Great Easton.
- The overall budget for the Innovation Centre is £4.248m, £3m of which was allocated in 2010/11. The balance, £1.248m, which is externally funded, is required to be allocated to the project for expenditure incurred in 2011/12.

165 THE LEICESTERSHIRE PARTNERSHIP REVENUES AND BENEFITS JOINT COMMITTEE

RESOLVED that

- i) Harborough District Council make a formal request to the Leicestershire Revenues and Benefits Partnership ("the Joint Committee") to change the membership from 9 members to 3 members being made up of one member each from Hinckley and Bosworth Borough Council, North West Leicestershire District Council and Harborough District Council with one named substitute from each authority and;
- ii) subject to the Joint Committee making the change set out above, to appoint one member from the Executive to the Joint Committee with one named substitute. The representative would be Cllr Dann Corporate and Customer Services Portfolio Holder and the named substitute would be Cllr Rook (Leader)

Reasons

At its meeting on the 14<sup>th</sup> February 2011, the Executive agreed to enter into a joint Revenues & Benefits service with Hinckley & Bosworth Borough Council (HBBC) and North West Leicestershire District Council (NWLDC) which included establishing a joint committee. In addition the Constitution of the Joint Committee as set out in Appendix A of the report of the 14<sup>th</sup> February 2011 was approved and Councillors Rook, Dann and Golding were appointed as members of the Joint Committee on behalf of Harborough District Council.

Following informal discussions between the partners, it has been suggested that the membership of the Joint Committee be reduced from 9 members (comprising 3 members from each participating authority) to 3 members, being made up of one member from each authority plus a named substitute.

## 166 COMMUNICATION STRATEGY

The Communication Strategy was presented to the Executive

RESOLVED that

- i) the revised Communication Strategy be approved.
- ii) the Vision & Values of the Council, be confirmed as previously agreed at Council in February 2010 attached at Appendix B

### Reasons

The strategy addresses the use of the electronic communication such as Council's website and intranet and by developing these channels further we can ensure they meet the needs of the business.

By offering more on-line services the Council can reduce the cost of communications by reducing paper, postage, face to face transactions etc.

The Strategy also addresses the introduction of social media which will make the Council more accessible to those people utilising this technology.

Effective communication is a powerful way of helping people understand what the Council is seeking to achieve. Communication can set out what is happening and the reasons for events. It also increases awareness of the council's activities.

The Council's Vision Statement will be used as a guide to ensure that everything we do is working towards achieving what we set out to do.

## 167 COMPLAINTS PROCEDURE

RESOLVED that the revised procedure for the recording and monitoring of complaints concerning the Council's services be approved.

### Reasons

The Council collects considerable statistical information as part of day to day service delivery. This includes service requests including 'complaints, comments, compliments and suggestions' (CCCS). As a Council it is important that the information collected is analysed and informs future service delivery as part of the business planning process.

Information collected from the CCCS process is a free feedback service and this is the best form of market research.

Every organisation receives complaints. The main benefits of having a council complaints procedure is that we will be able to listen and respond to our customers and partners and improve service delivery through a process which understood and is followed throughout the Council.

#### 168 APPOINTMENT OF A COMMUNICATIONS COMPANY ( COUNCIL OFFICES PROJECT)

It was reported that the Council is currently undertaking a project to consider its future accommodation needs. The Project timescales have been established and a report on the outcome of the project is due at the Executive meeting on 7<sup>th</sup> November 2011. Using the tendering procedure to appoint the contractor would result in the project over running.

There is not sufficient capacity in the Council's communications team in order to support the PR and communications work within the project. The cost of the contract would not exceed £6000

RESOLVED that members note the decision to appoint the Communications Company to provide communications services in relation to the Council Offices Project

#### Reasons

The Contract Procedure Rules dictate that contracts awarded under Section 2.1, paragraph E are reported to the Executive at the earliest opportunity.

#### 169 APPOINTMENT OF COMMUNICATIONS SUPPORT

It was reported that the Council is currently undertaking a project to consider its future options. The Project timescales have been established and are outlined in the Project Brief which went to Full Council on 25<sup>th</sup> July 2011. The development of costed recommendations following options assessment needs to be completed by November. Using the tendering procedure to appoint the contractor would result in the project over running.

There is not sufficient capacity in the Council's communications team in order to support the PR and communications work within the project.

RESOLVED that members note the decision to appoint a company to provide strategic communications support and advice in relation to the Future Options Project.

#### Reasons

The Contract Procedure Rules dictate that contracts awarded under Section 2.1, paragraph E are reported to the Executive at the earliest opportunity.

#### 170 FORWARD PLAN OF KEY DECISIONS

RESOLVED that the forward plan of key decisions for the period of September 2011 –December 2011 be approved for publication

#### 171 SECTION 100A(4) LOCAL GOVERNMENT ACT 1972

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

## 172 BUILDING CLEANING TENDER

### RESOLVED

- i) that the award of the Building Cleaning Contract to Leicestershire County Council be approved from 1<sup>st</sup> October 2011 for two years with a possible extension of one year for the sum of £28,810.92 per annum
- ii).the matter be referred back to the Executive if there are any substantial changes to the proposed contract following staff consultation

### Reasons

A competitive procurement process has been undertaken to determine how the Authority can achieve best value for money from its building cleaning contract. The evaluation of the submissions showed that Leicestershire County Council's was the most competitive bid.

The meeting closed at 8pm