

APPENDIX A

3rd DECEMBER 2018 EXECUTIVE MEETING

REPORT	DECISION	SUMMARY OF REASONS
<p>1. BAD DEBT WRITE OFFS (REVENUES AND BENEFITS)</p>	<p>RESOLVED that the information contained within the report be received and noted.</p>	<p>The Council's Constitution and supporting Financial Regulations delegates the responsibility for writing off individual debts up to and including £10k to the Head of Revenues and Benefits under the scheme of delegation. Above this threshold debts (greater than £10k) are written off by the Executive.</p> <p>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.</p> <p>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 in year service provision or the council taxpayer. In the case of National Non Domestic Rates the Government meets 50% of the cost of writing off bad debt and the remainder is met by the major precepting bodies through pooling arrangements.</p>
<p>2. 2018/19 REVENUE AND CAPITAL MONITORING – QUARTER 2</p>	<p>RESOLVED that:</p> <ul style="list-style-type: none"> (i) the net expenditure against the budget for the quarter to 30th September 2018, as detailed in Appendix A to the report be noted. (ii) the amounts detailed in paragraph 4.1.5 to the report be transferred into Earmarked Reserves. (iii) the Capital Programme expenditure for the quarter to 30th September 2018, as detailed in Appendix D to the report, be noted. (iv) the additions to the programme and the slippage of Capital Expenditure and Financing as outlined in 4.2.2 and 4.2.3 and 4.2.4 and 	<p>The Council's financial performance up to 30th September 2018, together with known commitments for the remainder of the financial year, indicates that the General Fund Revenue Account is likely to outturn approximately £476K under the approved budget of £11.258m.</p>

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	Appendix D to the report be approved.	
3. PERFORMANCE; QUARTER 2, 2018/19 YEAR	RESOLVED that the performance of the Council at the end of Quarter 2 of the 2018/19 year be noted.	Performance is monitored and reported on to Officers and Members on a quarterly basis as part of the Council's Performance Management Framework.
4. CORPORATE RISK AND OPPORTUNITY MANAGEMENT QUARTER 2 2018/2019	RESOLVED that the items contained within the Council's Corporate Risk and Opportunity Register (attached at Appendix A to this report), be noted.	Monitoring of the Council's Corporate Risks and Opportunities is prescribed by the Council's Risk and Opportunity Management Framework.
5. FEES AND CHARGES	RECOMMEND to Council that the Fees and Charges as detailed in Appendix A to the report be adopted from the 1st April 2019.	To formally set the approved fees and charges for services from the 1st April 2019.
6. HARBOROUGH LIFELINE SERVICE; INVESTMENT IN DIGITAL CALL-HANDLING SYSTEM	<p>RESOLVED that:</p> <p>(i) formulation and implementation of a long term plan for upgrading the Lifeline call-monitoring system and alarms used by customers be authorised.</p> <p>(ii) additional revenue expenditure be required within the Control Centre budget from 2019-20 onwards to support upgrading of customer alarms, but that this will be offset by increased income and savings.</p> <p>(iii) authority be delegated to the S151 Officer in consultation with the Portfolio Holder for Finance and Assets to set charges for services to customers for 2019/20 to ensure cost recovery.</p> <p>(iv) an exemption from the Procurement Statement of Required Practice ('the Procurement SORP') for procurement of the upgrade be approved.</p> <p>RECOMMEND to Council that capital expenditure of up to £50,000 in 2019/20 to support the upgrade be approved.</p>	<p>By 2025, analogue telephone services will be switched off as the UK's telecommunications infrastructure is upgraded to digital connectivity. Although detailed information is currently limited and plans may be subject to change, there are indications that BT will stop offering PSTN and ISDN (analogue) lines from 2020; that they will start to upgrade customers' provision to IP (Digital) Lines at the end of 2018 or early in 2019; and that they will have fully switched over to an exclusively digital network by the end of 2025. Virgin Media intends to have switched to a fully digital service by 2020.</p> <p>This 'switchover' has significant implications for assistive technology ('telecare') services as existing analogue telecare alarms that connect to call monitoring services will no longer function; upgrading call monitoring systems to service digital alarms will be necessary if services are to be maintained. A number of larger telecare providers have already installed such systems and are no longer offering or supporting</p>

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		<p>analogue alarms for new customers.</p> <p>The 'switchover' also offers important benefits to customers: connection of telecare alarms through digital systems is more reliable and therefore safer; customers will benefit from reduced telephone call charges; and they will be able to use their telephone for conversation without affecting the telecare connection.</p> <p>There are also substantial potential benefits for the Council as a service provider: fewer telephone lines will be required, with a resultant saving; maintenance costs are likely to be reduced; there is potential to change Disaster Recovery arrangements which would increase resilience and reduce costs; and following the upgrade, there is potential for the Lifeline service to be delivered from any secure location, which would increase flexibility and resilience and, in the long term, offer additional options for location of the Control Centre.</p> <p>Harborough Lifeline provides services under contract to a number of other councils and small housing providers (alms house charities and similar) locally. Most of these 'corporate' customers use relatively old alarm systems which are 'hard wired' and are based on analogue technology; replacement will be a matter for the customer organisations as they own the equipment. However unless Harborough Lifeline has upgraded to a digital call handling system it will be unable to support the new systems that these customers are likely to procure. By upgrading, Harborough Lifeline will be in a better position to secure the relevant contracts and income in future.</p> <p>The capital cost to the council of the digital upgrade is likely to be approximately £30,000; this will be subject to a procurement exercise.</p> <p>It will be necessary to replace existing analogue alarms currently provided to customers with modern digital equipment. This will require additional investment, however it is proposed that it should be</p>
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		<p>undertaken on a phased basis over 2-3 years. This would spread the costs, but also ensure that some were defrayed through new installations and scheduled replacement of old equipment. A project plan would be devised and implemented to achieve this.</p> <p>Charges for the Lifeline service are currently set annually as part of the Council's budget process; it is recommended that the existing delegation to the S151 Officer be used to amend charges outside the budget cycle to manage the phased upgrade of alarms flexibly and in response to changes in costs. This would be undertaken with due regard to customer need, and the affordability and competitiveness of the service.</p> <p>The market for telecare call handling systems is restricted and the number of providers is limited; it is possible that the value of the contract to be procured will exceed £50,000 in total as revenue costs for on going service will also be included (although they will be budgeted separately). The Council's current contract expires on March 31st 2019, but may be extended. Procurement of a contract of this potential value would normally require a tender; however a quotations process would be more advisable in this case as it would avoid the risk of providers failing to respond. It is also possible that for technical reasons, procurement of a contract with the Council's current provider would mitigate risk of service interruption. It is therefore recommended that an exemption from the procurement SORP is agreed under clause 7.1.7 "The work to be executed is of such a specialist nature that there would be no genuine competition; or the particular reputation or personal and professional expertise or experience of the contractor is of central importance to the contract."</p>
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<p>7. HOMELESS PREVENTION FUND & DELEGATION TO LEASE PROPERTIES FOR TEMPORARY ACCOMMODATION</p>	<p>RESOLVED that:</p> <p>i) the Homelessness Prevention Fund attached at Appendix A to the report be approved.</p> <p>(ii) authority be delegated to the Joint Chief Executive (NP) in consultation with the Portfolio Holder to make future changes to the Homelessness Prevention Fund.</p> <p>(iii) authority be delegated to the Joint Chief Executive (NP) in consultation with the Portfolio Holder to lease properties to use as temporary accommodation for homeless households.</p>	<p>The Homelessness Prevention Fund would give greater options to the housing team to prevent homelessness – inline with the new Homelessness Reduction Act.</p> <p>The fund would be used by the housing team on an ‘Invest to Save’ basis, to provide a homelessness prevention tool and to reduce the need to use Bed and Breakfast and other temporary accommodation.</p> <p>The current Rent Deposit Scheme and the Property Sustainment Scheme are out of date and not reflective of current legislation or property market.</p> <p>To provide homeless households with safe and appropriate living conditions and which are better value for the Council than bed and breakfast - whilst they await more permanent housing solutions.</p> <p>In the short term the leasing of properties from a Private Landlord or Registered Provider, at or near Local Housing Allowance rates, will offer best value. In the medium to long term the Council should consider purchasing additional units.</p>
<p>8. COUNCIL TAX CARE LEAVERS DISCOUNT</p>	<p>RESOLVED that:</p> <p>(i) the policy as set out in Appendix A to the report be approved.</p> <p>(ii) agreement that this class of charge payers will be awarded a local council tax discount to reduce their council tax bill.</p>	<p>To support young people in their transition from looked after care into independent adult life through exercise of a discretionary discount under section 13A of the Local Government Finance Act 1992.</p>

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<p>9. REVIEW OF PERFORMANCE: BUILDING CONTROL PARTNERSHIP WITH BLABY DISTRICT COUNCIL</p>	<p>RESOLVED that:</p> <p>(i) the performance of the Building Control Partnership with Blaby District Council in the first six months of operating as set out in the body of this report be noted.</p> <p>(ii) a further Partnership performance report be brought to the Executive in six months.</p>	<p>At its meeting on 12th February 2018 members requested a report on the performance of the Partnership after six months of operation, which is set out in the body of this report. As agreed, performance is monitored on a quarterly basis between the Head of Planning and Regeneration and the Leisure Services Group Manager at Blaby District Council. It is also important going forward to review the performance of the partnership based service again in a further 6 months.</p>
<p>10. LEISURE PROCUREMENT</p>	<p>RESOLVED that:</p> <p>(i) the award of a contract for the operation of Harborough Leisure Centre and Lutterworth Sports Centre to Contractor 1, identified through the recent tender process, for 3 years (with a possible 1 year extension) be approved.</p> <p>(ii) authority be delegated to the Joint Chief Executive (BJ), in consultation with the Member Project Board together with the Head of Legal and Democratic Services, to take all necessary actions to implement the decision outlined above including, but not limited to, to negotiate and finalise the contract.</p> <p>(iii) subject to the approval of the capital expenditure outlined in paragraph 4.8 to the report, authority be delegated to the Joint Chief Executive (BJ), in consultation with the Member Project Board, to approve any expenditure required.</p>	<p>To ensure that the Council appoints a suitable contractor to operate the Council's leisure centres and ensure continuity of service on expiry of the current contract with Harborough District Leisure Trust.</p> <p>To ensure that the Council responds to any repair requirements for which it is liable without any delay and avoid any operational impacts on service provision.</p>