

HARBOROUGH DISTRICT COUNCIL

MINUTES OF THE EXECUTIVE MEETING

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

held on 3 June 2013,

commencing at 5.00p.m.

Present:

Councillor Pain (Leader).

Councillors: Bremner, Dann, Hallam, and King

Officers: Anna Graves, Ann Marie Hawkins, Beth Murgatroyd, Mark Perris, Norman Proudfoot, Verina Wenham

28 PORTFOLIO HOLDER ACTIVITY

Finance and Assets

Cllr Bremner announced that he had supported Harborough Improvement Team at its recent event to promote a new Town Centre Partnership Plan. The plan would bring together businesses and community groups behind a single strategy to improve Market Harborough town Centre. Cllr Bremner had also welcomed the new Chairman of Harborough Improvement Team, Geoffrey Owen.

29 QUESTION TO THE EXECUTIVE

From Cllr Rook:

'Would the Executive consider (as part of T2) the periodic collection of paint as part of better recycling by the Council?

I have been in conversation with Matt Bradford on the issue, which arose out of a sensible letter in the Harborough Mail the other month. Perhaps a follow up conversation on the issue would furnish me with some data on the possibilities?

Whetstone is the only disposal plant that I am aware of and even that is not in our District. It represents a real disincentive to the Residents for the recycling of domestic paints with consequences to the local environment.

There are cost implications, but collection of paint (similar to electrical goods) might be arranged a couple of times a year at centres, or perhaps a charity would find it commercially acceptable to collect from those centres, and use the paints mixed professionally, for certain housing.'

The Executive agreed that a report would be submitted to a future meeting on the options surrounding this matter

30 MINUTES

RESOLVED that the minutes of the Executive meeting held on 13 May 2013 be approved and signed as a true record.

31 LICENCE TO USE WELLAND PARK TENNIS COURTS

Consideration was given to a licence to use Welland Park tennis courts. There are five hard surfaced courts at Welland Park. The five courts are currently used by WPCTC on Sundays for coaching under the Tennis For Free initiative approved by Executive on 26th March 2007 (minute 685 refers). Coaching is open to all ages and is run by qualified coaches.

The proposed times for play by WPCTC are:

Wednesday 4 pm - 6 pm	2 courts for junior coaching
Wednesday 7 pm - 10 pm	4 courts for club night
Friday 9.30 am - 11 am	2 courts for adult coaching
Friday 4 pm - 6 pm	2 courts for junior coaching
Friday 6.30 pm - 8 pm	2 courts for adult coaching
Saturday 9.30 am - 12.30 pm	2 courts for junior coaching
Saturday 2 pm - 5 pm	4 courts for club afternoon
Sunday 10 am - 12 pm	4 courts for junior and adult coaching

These times will be displayed by the Club on a Club Noticeboard to be erected at the entrance to the courts. Details of which are enclosed in the licence conditions.

The courts are also used during school hours by Welland Park Community College for Tennis and netball. There is a potential overlap of times for one session per week between 9.30 and 11 am.

The courts are used by the public on a turn up and play for free basis, but there is currently no booking system or surety that a court will be available.

RESOLVED that:

- (i) the content of the report and the request made by Welland Park Community Tennis Club to licence the courts at Welland Park Market Harborough be noted and approval be given for a five year licence to be issued by the Assistant Director for Community Services with conditions on use included ;
- (ii) it be noted that the courts are currently used by the club on Sunday for the Tennis for Free initiative, and there will always be at least one court for public use at all times.

Summary of Reasons

In 2012 Harborough District Council officers were approached by members of Market Harborough Community Tennis Club (WPCTC) to consider a licence for use of the courts at Welland Park Market Harborough.

Developing a Welland Park Community Tennis Club is included as an action in the Welland Park Management Plan approved by Executive on 15th January 2007 (minute 515 refers)

WPCTC intend to use the courts between set times of the week for structured play, matches and coaching and there will always be a minimum of one court free for public use.

There is a not a requirement to notify the public of the District Councils intention to issue a five year licence as it is not considered a disposal of land under the Local Government Act 1974

32 QUARTER FOUR PERFORMANCE REPORTS

Key achievements, challenges, work in progress and performance indicators are summarised for each portfolio and attached at Appendix A. Following feedback from members of the Executive, an interim report format has been used to present Quarter 3 and Quarter 4 performance information.

RESOLVED that

- (i) reports from Executive Members on the performance of their portfolios for the final quarter of the 2012-13 financial year be noted;
- (ii) the end of year performance summary of the Council's Key Achievements during 2012-2013 received from Executive Members be noted; and

- (iii) it be noted that, in line with the new Performance Management Framework, Members will receive a new style of performance report from Quarter 1 2013 /14.

Summary of Reasons

The presentation of performance information to managers and Members 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 Council's priorities.

33 MARKET HALL IMPROVEMENTS; PLANNING

It was reported that the Market Hall improvement design proposal was approved by Executive on 13 May 2013.

There were some changes needed to the external appearance of the building that would require planning permission, these included alterations to the entrance from St Mary's Place Shopping Centre to enhance the entrance and increase the aperture and "blocking up" of an exit to the car park and toilet block. In addition, there were proposals for new signage reflecting the new brand to both entrance areas, which would require advertisement consent.

RESOLVED that authority be delegated to the Assistant Director Corporate Resources to seek planning permission and advertisement consent for the proposed improvements approved by Executive on 13 May 2013.

Summary of Reasons

To ensure that the necessary consents are in place for the Market Hall improvements project to proceed in accordance with the project timetable.

34 TELEPHONY PROVISION FOR REFURBISHED HQ BUILDING

Consideration was given to approving the specification for a new telephony system and agreeing the procurement method.

RESOLVED that:

- i) a telephone system, as described in the attached specification, be procured for the refurbished HQ building via whichever of the available framework agreements appears most likely to meet the Council's needs
- ii) delegation be given to the Corporate Director(Corporate Services), in consultation with the appropriate Portfolio Holder, to consider the approaches made and approve whichever framework is most suitable for the Council

Summary of Reasons

A suitable telephone system for the refurbished HQ will be required in time for the Council's move back into the building; procurement of the system should begin immediately to ensure that the deadline is met.

The refurbishment of the building includes provision of structural cabling; the system to be procured will therefore comprise:

Server/switchboard hub (if necessary)
Telephone handsets and cabling to connection points (sockets).
Installation, training and maintenance.

The attached specification for the proposed new system has been drafted after consultation across the Council.

Several procurement options are available: both the Government Procurement Service and ESPO offer telecommunications framework agreements; alternatively, HDC could undertake an independent

tender. There are no obvious benefits to be gained by issuing a tender however, and such an approach would take longer and require more officer time.

Telephony provision for the refurbished HQ building is covered by a separate ICT budget within the Transformation Programme; £150,000 has been allowed for this procurement.

35 TRANSFORMATION PROGRAMME –END OF PHASE1 AND PROPOSAL FOR PHASE 2

RESOLVED that:

- (i) the progress, outcomes and benefits achieved in the Transformation Programme as at March 31st 2013 be agreed and the closure of Phase 1 of the Transformation Programme be agreed.
- (ii) (ii) Phase 2 of the Transformation Programme for the period April 2013 to March 2014 be agreed.
- (iii) (iii) the establishment of a Transformation Advisory Panel be agreed as soon as possible.

Summary of Reasons

It is important that the benefits from Transformation Phase 1, both financial and performance related, are noted and that savings are captured and the base budget reduced accordingly.

Lessons have been learnt from Phase 1 and will be shared across the organisation and will inform plans for Phase 2.

During the business planning process in 2013* it was determined that the organisation had four aims:

1. Revitalise the organisation (injecting energy and new approaches)
2. Engage with the community (focussing on people and asking them what we want)
3. Strengthen accountability (both democratic and officer)
4. Become more efficient (and continue to improve in the future)

Phase 1 of the Transformation Programme has delivered against items 1 and 4, however further work is required to achieve 2 and 3 and these actions will be the focus of Transformation Phase 2.

36 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 3,5 and 7 of Part I of Schedule 12A to the Local Government Act 1972

37 ARRANGEMENTS FOR DECANT OF MARKET HALL

RESOLVED that

- i) the position regarding obtaining vacant possession of the Market Hall be noted; and
- ii) the recommendations set out in paragraph 3.9 to 3.13 inclusive of the report be approved.

38 PROPERTY REVIEW –VARIATION OF CONSTRUCTION CONTRACT

RESOLVED that:

- (i) the contract of works for the Redevelopment of the Council Headquarters (The Symington Building) be modified to include the additional redevelopment of Harborough Museum;

- (ii) (ii) the Head of Legal and Democratic Services be authorised to negotiate and complete the necessary legal arrangements with Willmott Dixon and SCAPE.

Summary of Reasons

To enable an enhanced redevelopment scheme for the Council Headquarters building, to provide an improved community and cultural services offer through the delivery of an integrated library, museum and adult learning space.

The meeting closed at 5.50.pm