

HARBOROUGH DISTRICT COUNCIL
MINUTES OF THE EXECUTIVE MEETING

held in the Council Chamber, The Symington Building, Adam and Eve St, Market Harborough

held on 20 March 2017,

commencing at 5.00p.m.

Present:

Cllr Pain (Chair),

Councillors: Bannister, Brodrick, Hallam, Mrs Page and Rickman

Officers: S. Hamilton, B. Jolly, N. Proudfoot, S. Riley and V. Wenham (from 5.35pm)

491 PORTFOLIO ACTIVITY

Corporate Services

Councillor Hallam reported that the Boundary Commission for England had produced an update on the 2018 Review of Parliamentary Constituencies, which will be considered by Council on the 27th March 2017.

Due to an increase in collection rates for Council Tax throughout Leicestershire, Leicestershire County Council will allocate funds towards maintaining rural bus routes.

Environment and Regulation

Councillor Bannister reported that over 14,700 people had subscribed up to the garden waste scheme to date. There have currently been 400 new subscribers this year.

Following the investment agreed by the Executive extra dog enforcement patrols have commenced within the district.

The biological mechanical treatment plant at Cotesbach has had to close following a risk assessment, and this issue is being progressed between the Corporate Director (BJ) and the relevant contact at Leicestershire County Council.

The consultation in relation to the District of Harborough (Off-street Parking Places Order) closed on the 13th February 2017, and the views and comments of residents within the district were considered. Subsequently a report has been prepared which will be considered by Council on the 27th March 2017.

Air quality in Kibworth, particularly along the A6 has deteriorated with un-safe levels being recorded. A report will be produced shortly on a draft air quality management scheme.

Wellbeing and Localities

Councillor Rickman reported that Harborough District Councils' Active Harborough team and the Harborough District Local Sports Alliance held a celebration event at The Symington Building which saw 14 talented young athletes presented with £100 Go Gold grants to help them advance in their chosen sport.

The Sports and Health team were successful in securing £62,420 from Public Health England via Leicestershire and Rutland Sports.

Housing and Community Safety

Councillor Mrs Page reported that the Harborough Community Safety Partnership has developed their action plan and budget, which will be sent to the Office of Police and Crime Commissioner. All the schemes have been included and are running to schedule including Farm Watch and Rural Watch.

All the disabled facility grants are running to schedule.

The Council's contract with the Papworth Trust has been extended for a further six months, pending the handover to the Lightbulb Project.

A number of the Districts within Leicestershire are still reviewing their allocation policies and looking to reach a decision as to whether they remain within the Leicestershire Partnership before the procurement process starts.

492 APOLOGIES

Apologies were received from Councillor King.

493 MINUTES

RESOLVED that the minutes of the meeting of the Executive held on 14 February 2017 be approved as a correct record.

494 DECLARATION OF MEMBERS' INTERESTS

Councillor Pain declared a disclosable pecuniary interest in the item on the Tourism Contract Leicester Shire Promotions Ltd (Exempt item). That nature of the interest was that Councillor Pain is a Director of Leicester Shire Promotions.

495 PERFORMANCE, QUARTER 3, 2016/17

The Executive was presented with details of the performance of the Council against the Corporate Delivery Plan for Quarter 3 of the 2016/17 financial year. The report consisted of:

- Appendix A: Key Activities in Detail - a performance summary of each of the Key Activities identified in the Corporate Delivery Plan for the 2016/17 year including a status, progress comment and next steps.
- Appendix B: Strategic Performance Dashboard - the Council's key performance indicators for each priority. The Dashboard is designed to provide an overview of how the Council is performing. The Council's Performance Management database contains information on a wider range of performance indicators including further indicators from the Corporate Delivery Plan and operational indicators. Exceptions are being addressed through one-to-one Portfolio Holder meetings and the Performance Improvement Board. The status of these items is categorised as either 'Green' (on or better than the set target), 'Amber' (within a tolerance of 5% below the target) or 'Red' (5% or more below target). The Direction of Travel column indicates whether the indicator has changed status since the previous month. Direction of Travel is stated as either 'Better', 'Same' or 'Worse'.

It was reported that at the end of Quarter 3 there were eight Amber and zero Red Key Activities. Seven Key Activities were complete and 44 were Green.

RESOLVED: That the performance of the Council at the end of the third quarter of the 2016/17 financial year be received and noted.

Summary of Reasons

Performance is monitored and reported to Officers and Members on a quarterly basis as part of the Council's Performance Management Framework, which was approved by the Executive on 11th January 2016. Performance reports are submitted to both Scrutiny and the Executive on a quarterly basis.

496 2016/17 REVENUE and CAPITAL MONITORING – QUARTER 3

The Executive was provided with high level budget monitoring information for the period 1st April 2016 to 31st December 2016. It was reported that the financial position at the third quarter to 31st December 2016 is forecasting a projected surplus of £1.125 million of the approved budget at the end of the year, due to prudent management of the budget and buoyant income levels in the Council's key areas of activity.

The cost of services, shows a surplus of £552,000. Factors attributed to this include the success of the garden waste scheme which gave a net income to the Council that was greater than anticipated, and development management fees which were in excess of its target.

Overall, items of expenditure show an underspend of £100k against the expenditure budget which demonstrates a tight control of the budget. Savings on the Council's borrowing costs arose through both disposal of capital interests together with savings gained through the prudent management of internal investment costs.

The key movement on reserves is an increase in the estimated contribution to the business rate retention reserve from £898k to £1,343k.

The Council approved a capital programme in February 2016 of £4.883m and subsequently the Executive approved capital carry-forwards and associated funding in September and December 2016. Slippage was identified in the Quarter 2 monitoring, with the majority of the slippage relating to the potential project for business move on space (which is subject to external funding) and slippage on the redevelopment of garage sites due to operational reasons.

RESOLVED that

- i) the net expenditure against the budget for the quarter to 31st December 2016 be noted;
- ii) the Capital Programme expenditure for the quarter to 31st December 2016 be noted; and
- iii) the Revised Capital Programme schemes as outlined in section 4.5.1 and Appendix D to the report be approved.

Summary of Reasons

The Council's financial performance up to 31st December 2016, together with known commitments for the remainder of the financial year, indicates that the General Fund Revenue Account is likely to outturn approximately £1.125m under below the approved budget of £11.824m.

497 CORPORATE RISK AND OPPORTUNITY REGISTER: QUARTER 3, 2016/17

The Executive considered the Corporate Risk and Opportunity Register at the end of Quarter 3 of the 2016/17 year, which was set out at Appendix A to the report; the Register sets out the Council's

Corporate Risks and Opportunities. Corporate Risks and Opportunities are defined as issues that may have a significant impact on the delivery of the Council's vision and priorities. They are identified, monitored and managed via the Council's Risk and Opportunity Strategy Board which meets on a quarterly basis.

The Corporate Risk and Opportunity Register was last considered by the Officer Risk and Opportunity Strategy Board on Tuesday 3rd January 2017. At this meeting a number of amendments to the Register were made to reflect progress on actions which had been identified to:

- reduce the likelihood of risks occurring, the impact the risk would have if it were to occur, or both; and
- monitor opportunities.

At the end of the third quarter of the 2016/17 year there were sixteen risks and four opportunities on the Corporate Risk and Opportunity Register. Full details of the risks and opportunities, including scores and mitigating actions, were attached at Appendix A to the report.

RESOLVED that the items contained within the Council's Corporate Risk and Opportunity Register (attached at Appendix A to the report) be noted.

Summary of Reasons

Monitoring of the Council's Corporate Risks and Opportunities is prescribed by the Council's Risk and Opportunity Management Framework.

498 BAD DEBT WRITE OFF (REVENUE AND BENEFITS)

The Executive was advised on the debts which have been written off this financial year under delegation and asked to approve the writing off of a debt over £10,000, as outlined in Appendix A to the report which exceeds officer delegation limits.

RESOLVED that the total amounts for Non Domestic Rates £10,695.79 as listed in Appendix A to the report be written off.

Summary of Reasons

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.

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.

The Council is prudent in managing debt and makes provision for them in its annual statement of accounts. For Council Tax this is shared among the preceptors, and in the case of National Non Domestic Rates the cost of providing bad debts is shared within the pool.

The table below is for information on the amounts that have been written off for the period 1st April 2016 through to 15th February 2017.

Fund	Debts Written Off greater than £10k (Previously authorised)	Debts Written Off under £10k (Reported previously)	Debts Written Off this period under £10k	Totals
Council Tax	£0.00	£64,805.30	£17,574.59	£112,379.89
Non Domestic Rates	£12,560.17	£41,105.22	£2,973.19	£50,692.20
Housing Benefit Overpayments	£0.00	£1,456.62	£1,232.32	£2,699.04

in the table below, this illustrates in percentage terms the amount that has been written off when compared with the total collectable against each heading as shown.

Total collectable is the sum total of net charge raised to include gross arrears outstanding as at 15th February 2017.

Position as at 15th February 2017	Net Charge raised in 2016/17	Arrears Position	Total Collectable	Amount written Off	Percentage shown below is derived from the amount written off when compared with Total Collectable
Council Tax (Net of Council Tax Support)	£53,261,128	£1,568,283	£54,829,411	£112,379.89	0.20%
Non Domestic Rates (Net of reliefs)	£40,304,376	£147,898	£40,452,274	£50,692.20	0.13%
		Due inclusive of arrears			
Housing Benefit Overpayments	£554,470	£838,433		£2,699.04	0.32%

The table below is an analysis of what has been written off in previous years. This also shows the position for what has been written off this financial year.

Fund	Year 2013/14	Year 2014/15	Year 2015/16	Year 2016/17
Council Tax	£118,303.47	£181,958.43	£44,091.47	£112,379.89
Non Domestic Rates	£81,496.64	£138,412.42	£106,933.39	£50,692.20
Housing Benefit Overpayments	£29,354.90	£16,001.15	£5,425.59	£2,699.04

499 LEASEHOLD DISPOSAL OF SPORTS PITCHES AND PAVILION AT DUNLEY WAY, LUTTERWORTH TO LUTTERWORTH TOWN FOOTBALL CLUB

The Executive considered a report detailing a request from Lutterworth Town Football Club (LTFC) to terminate their current licence and agree a new 27 year lease of land and buildings at Dunley Way Sports Ground, Lutterworth.

RESOLVED that

- i) a new 27 year lease of the land at Dunley Way in Lutterworth to Lutterworth Town Football Club as outlined in Appendix D to the report be agreed; and
- ii) authority be delegated to the Corporate Director (BJ) in consultation with the Head of Democratic and Legal Services to negotiate and enter into a new lease and take whatever steps are necessary to implement the decision outlined in Resolution i) above.

Summary of Reasons

In order to facilitate a grant funding application by LTFC to the Football Foundation to improve the facilities at Dunley Way, as well as reducing the Council's ongoing running costs. The Council also has an objective CO8, "The Council makes effective use of its assets and resources" and to further good asset/property management of the Councils assets" within the draft Corporate Delivery Plan 2017/18.

500 SECTION 100A LOCAL GOVERNMENT ACT 1972

RESOLVED that the public and press be excluded from the following items on the grounds that the matters yet to be discussed involve the likely disclosure of exempt information as defined in Paragraphs 3 of Part I of Schedule 12A to the Local Government Act 1972.

501 DE VERDON ROAD ALLOTMENT

RESOLVED that

- i) the granting of a new lease expiring 31st December 2018, with the same terms as the existing lease be approved, subject to;
 - 1. Lutterworth Town Council agreeing to reimburse Harborough District Council the fees incurred with the new lease including, but not limited to, legal fees.
 - 2. Lutterworth Town Council having progressed the acquisition of the alternative site no later than the date the new lease commences and providing suitable evidence to demonstrate this.
- ii) authority be delegated to the Corporate Director (BJ) in consultation with the Head of Democratic and Legal Services and the Portfolio Holder - Financial and Commercialisation to negotiate and enter in to a new lease and take whatever steps are necessary to implement (i) above.

Summary of Reasons

To satisfy the Corporate Delivery Plan 2017/18 Objective CO8 "The Council makes effective use of its assets and resources" and to further good asset/property management of the Councils assets.

To provide an opportunity to consider how best to realise the maximum benefits from the asset, by keeping future options open.

502 THE SYMINGTON BUILDING; LIFT NUMBER 2 REPLACEMENT

RESOLVED that

- i) the award of a contract for Lift Replacement to Contractor 1 identified through the recent bid process, be approved; and .
- ii) authority be delegated to the Corporate Director (BJ), in consultation with the Portfolio Holder, Financial and Commercialisation together with the Head of Legal and Democratic Services to negotiate and finalise the contract.

Summary of Reasons

To ensure that the Council appoints a suitable contractor to undertake the Lift Replacement contract within the programme timescales and that the evaluation panel agreed that Contractor 1 should be offered preferred provider status on the basis of the bids submitted. Awarding a contract on the basis of the bid submitted by Contractor 1 offers the best option for the lift replacement.

Councillor Pain having declared a pecuniary interest in the following item left the room for consideration of the following matter. Councillor Hallam in the Chair.

503 TOURISM CONTRACT – LEICESTERSHIRE PROMOTIONS

RESOLVED that

- i) the exemption from the Council's Statement of Required Practice for Procurement ("SORP") be approved on the grounds that the work to be executed is of such a specialist nature there could be no genuine competition.
- ii) authority be delegated to the Corporate Director (NP) in consultation with the Portfolio Holder for Finance, Assets and Commercialisation, to negotiate with Leicester Shire Promotions Ltd to provide a specified Tourism service for a two year period and to enter into the necessary legal agreements.

Summary of Reasons

The current arrangements with Leicester Shire Promotions Ltd (LPL) have been in place for 15 months and are due to finish at the end of March 2017. The current contract ensures that there is a dedicated tourism professional operating for the Harborough district and the feedback from the sector has been very positive and it is evident that engagement has increased significantly.

It is considered that there are no other organisations locally that currently provide a similar service to LPL and therefore it would not be feasible to undertake a competitive procurement process. Approval is therefore required for an exemption from the Council's procurement SORP.

Negotiation with LPL will be undertaken to ensure that a contract is developed which will provide a resilient and effective tourism service which is able to enhance the current Tourism offer for the District.

The meeting closed at 6.04 pm.


..... Chairman

7/5/2017
..... Date

