

HARBOROUGH DISTRICT COUNCIL
MINUTES OF THE EXECUTIVE MEETING

held in the Council Chamber, The Symington Building, Adam and Eve St, Market Harborough
held on 30 November 2015,
commencing at 5.00p.m.

Present:

Cllr Pain (Chair),
Councillors: Hallam, King Liquorish and Mrs Page

An apology for absence was received from Cllr Bannister

Officers: , Ann Marie Hawkins, Beverley Jolly, Beth Murgatroyd, Norman Proudfoot,
Simon Riley and Verina Wenham.

297: PORTFOLIO HOLDER ACTIVITY REPORTS

Cllr Page announced that

- i) She had attended the East Midlands later life forum conference
- ii) On 12 November she had attended the LRS meeting
- iii) On 19 November she had attended the Sports awards
- iv) In the past 6 months the Sports and Health team have worked on over 40 activities securing 23551 attendances at the various events across a wide range of age groups and type of activity. This was the highest 6 monthly figure ever achieved. Cllr Page also announced that for every £1 contribution by the Council there had been a minimum return of £61 in partner funding

Cllr Pain announced that

- i) On 26 October he had attended the Leicestershire Business festival
- ii) He had attended the East Leicestershire leader launch event
- iii) On 4 November he had attended a traffic safety review meeting regarding A4304
- iv) On 5 November he had attended the Superfast Leicester Digital broadband conference
- v) On 26 November he had attended the LLEP Board meeting
- vi) He had attended the Christmas lights switch on on 27 November
- vii) On 30 November he had attended the ground breaking ceremony at St Luke's Hospital

Cllr King announced that

- i) On 22 November he had attended the launch of Midlands Connect at Derby . This was a strategic group for transport and planning in the Midlands
- ii) On 5 November he had attended a briefing at City Hall on the Strategic Economic Plan for Leicester and Leicestershire
- iii) On 2 November he had attended a meeting at the local fire station in Market Harborough to discuss the Fire Service Review

298: MINUTES

RESOLVED that the minutes of the meeting of the Executive held on 19 October 2015 be approved as a correct record.

299: BAD DEBT WRITE-OFF (REVENUES AND BENEFITS)

The Executive considered the writing off of debts for National Non-domestic rates

RESOLVED that the total amounts for Non Domestic Rates £23,315.52 as listed in Appendix A 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 Senior Partnership Manager (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. 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.

The table below is for information on the amounts that have been written off for the period 1st April 2015 through to 26th October 2015.

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	-£536.42	£30,848.40	£30,311.98
Non Domestic Rates	£25,295.33	£31,640.43	£13,494.62	£70,430.38
Housing Benefit Overpayments	£0.00	£0.00	£4,928.42	£4,928.42

Members are requested to note what has been written off this period as *shown in the above table.

The table below is what this means as percentage when compared with debt due against each heading as shown. Total collectable is the sum total of the net charge raised to include gross arrears outstanding as at 26th October 2015.

Position as at 26th October 2015	Net Charge raised in 2015/16	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)	£50,297,398	£1,638,006	£51,935,404	£30,311.98	0.06%
Non Domestic Rates (Net of reliefs)	£39,276,882	£365,652	£39,642,534	£70,430.38	0.18%
		Due inclusive of arrears			
Housing Benefit Overpayments	£308,412	£630,264		£4,928.42	0.78%

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 2012/13	Year 2013/14	Year 2014/15	Year 2015/16
Council Tax	£276,108.98	£118,303.47	£181,958.43	£30,311.98
Non Domestic Rates	£1,135,724.74	£81,496.64	£138,412.42	£70,430.38
Housing Benefit Overpayments	£9,922.96	£27,354.90	£16,001.15	£4,928.42

300: PROPOSED LEICESTER AND LEICESTERSHIRE COMBINED AUTHORITY

The Executive considered the report attached, it examined the scheme for the combined authority , the governance review and received the details of the public consultation.

The Executive noted the caveats which existed in relation to voting in particular for planning matters (including planning for future housing and employment land provision) whereby the any district council affected by the proposals must form part of the majority vote

There had been a high level of public support for the combined authority proposals. The responses to the consultation enabled the nine constituent councils to proceed as established at the start of the consultation period

RECOMMENDED THAT

- i)the Scheme for the Combined Authority ("the Scheme") be approved
- ii) the Governance Review be approved;

iii) the publication of the Scheme and its submission to the Department for Communities and Local Government be authorised;

iv) the Corporate Director Community Services, following consultation with the Leader, be authorised to make any final amendments to the Scheme and Governance Review prior to their submission to the Department for Communities and Local Government in December 2015 or January 2016;

v) the Corporate Director – Community Services following consultation with the Leader, be authorised to enter into discussions with the Department for Communities and Local Government and such other Government departments and other persons as are considered necessary by the Corporate Director to agree the terms of Order establishing the Combined Authority and to approve the final form of the Order on behalf of the District Council; and

vi) the Corporate Director – Community Services, following consultation with the Leader be authorised:

(a) To negotiate, agree and execute all ancillary documents in support of the operation of the Combined Authority, including (without limitation) the constitution of the Combined Authority; and

(b) To take all decisions and actions necessary to enable the establishment of the Combined Authority.

Summary of Reasons

The Scheme and Governance Review documents are both requirements under the Local Democracy, Economic Development and Construction Act 2009 for any area wishing to establish a combined authority. Approval from all the constituent councils is required before the Government will consider making an Order to establish the Combined Authority.

The nine councils in Leicester and Leicestershire are considering the Scheme, Governance Review and outcome of the consultation during November and December 2015. It may be necessary to make some minor amendments to the Scheme or Governance Review as a result of this process. In addition to the Order, the Combined Authority will require a full constitution and other operational documents.

301: CHARGING FOR STREET NAMING AND NUMBERING

It was reported that the naming and numbering of streets and properties with Harborough is the responsibility of Harborough District Council. The Council has adopted a Street Naming and Numbering Policy which sets out in detail how the various processes are undertaken. The service includes the following activities and where relevant notification to those bodies listed in the Policy:

- Naming of streets on new developments
- Allocation of street numbers to new developments (on new and existing streets)
- Naming and numbering of blocks of flats/apartments
- Naming and numbering of commercial premises

- Re-naming and/or numbering of commercial premises
- Renumbering of schemes following a developer changing the site layout after a naming and numbering scheme has been agreed
- Requests for re-naming or re-numbering for existing addresses
- Requests for re-naming of existing roads
- Requests for written confirmation of official address allocated by the Council

The Council carries out its street naming and numbering functions under the provisions of the Town Improvement Clauses Act 1857 and the Public Health Act 1925. As the functions are not mandatory under statute the Council is able to apply charges as discretionary services under Section 93 of the Local Government Act 2003.

The power granted by Section 93 is subject to a duty to secure that, taking one financial year with another, the income from charges does not exceed the cost of provision. Income from charges will be reviewed on an annual basis to ensure that income derived from the charging scheme does not exceed the costs of providing the service.

The following charges have been developed to reflect the costs of the Service and are proposed for introduction with effect from 1st January 2016.

Naming/numbering of 1 property	£40
Naming /numbering of 2 to 5 properties	£40 per property
Naming/numbering of more than 5 properties	£200 for first 5 properties plus £25 for each additional property
Naming of new street	£150
Naming/Numbering buildings of multiple occupation	£40 for main building plus £25 for each unit/flat within
Rename single existing property	No charge
Renumber development	£50 plus £15 per plot
Renaming of street	£250 plus compensation
Confirmation of address details	£25

*These charges are not subject to V.A.T.

RECOMMENDED TO COUNCIL that the charging policy (attached) and scale of charges for street naming and numbering services set out above be approved

Summary of Reasons

The Council carries out its street naming and numbering functions in compliance with the provisions of the Town Improvement Clauses Act 1857 and the Public Health Act 1925 under its adopted Street Naming and Numbering Policy (adopted 20th April 2009). As these are adopted powers, rather than mandatory, the Council is able to levy charges under Section 93 of the Local Government Act 2003 (charging for discretionary services).

Street naming and numbering processes involve a considerable amount of resource in terms of staff time and associated costs and it is right and proper in the current financial climate that the Council looks to recover such costs from the service user.

302: CORPORATE RISK AND OPPORTUNITY REGISTER QUARTER 2

It was reported that of the 19 risks/ opportunities on the Corporate Risk and Opportunity Register one risk has been assessed as Red status (residual score of 9 or above). This means that the risk is still at a high level and requires close attention, even after actions have been identified to minimise its impact and the chance that it will occur. The red risk is: CR 05 Significant changes to national financial situation.

The Council's financial risks are managed through its Medium-term Financial Strategy. Despite this, there remains the potential for volatility and uncertainty around Council funding.

One new Corporate Risk and two new Corporate Opportunities were also added to the Corporate Risk and Opportunity Register during the second quarter of the 2015/16 year. The new risk is: CR 23 Reduction in Public Sector Finances The risk will be managed via the following mechanisms: the Section 151 Officer has a legal duty to propose and ensure a balanced budget is set by Council; ensure adequate level of Reserves to support the MTFS and the development of a revised MTFS for the period to 2019/20.

The new opportunities being added are: COR OP 03 Combined Authority subject to a Council decision, a bid to form a combined authority would be submitted to the government. The future scoring of this opportunity will depend on the outcome of this bidding process. Secondly a further opportunity was added namely COR OP 04 Trading This opportunity is being investigated via the following means: business plans for each trading unit are being developed; and overhead and recharge models are being developed.

RESOLVED that the items contained within the Council's Corporate Risk and Opportunity Register, 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.

303: HALF YEAR PERFORMANCE 2015-2016

The Executive was informed of the performance of the Council against the Corporate Delivery Plan for Quarter 2 of the 2015/6 financial year. The Executive commented on KA01.07 Delivering

Sustainable Urban Drainage (SUDS) and queried whether there needed to be a policy report on this matter. This was identified as an area for further development. The Executive also made particular note of KA 12.01 Delivery of an appropriate mix of housing that meets local housing need and the variety of plans and registers which provided the information for this indicator It was reported by the Portfolio Holder that the five year land supply position was still not achieved permissions were in place but density of building wasn't always achieved With regard to complaints the process for monitoring the processing of complaints was explained and performance against target was reviewed at monthly meetings of the Performance Improvement Board along with other key areas and where being dealt with within timescales now.

Officers were thanked for their hard work in achieving this performance against targets

RESOLVED that the performance of the Council at the end of the second quarter of the 2015/16 financial year be noted.

Summary of Reasons

Performance is monitored and reported on to Officers and Members on a quarterly basis, as part of the Council's Performance Management Framework . Performance Reports are submitted to both Scrutiny and the Executive on a quarterly basis.

304: NOTES OF MEETINGS OF EXECUTIVE ADVISORY PANELS

The Executive received the notes of the Local Planning Executive Advisory Panel

RESOLVED that the notes of the following meetings be noted

- Local Planning Executive Advisory Panel: 01 July 2015
- Local Planning Executive Advisory Panel: 02 September 2015

Summary of Reasons

The arrangements for the Executive Advisory Panels require that they report back to Executive with notes of their meetings.

305: 2015/2016 REVENUE AND CAPITAL MONITORING QUARTER 2

The Executive considered high level budget monitoring information for the period 1 April 2015 to 30 September 2015, and examined the forecast outturn position for 2015/16.

RESOLVED that

- i) the Capital Programme expenditure for the first quarter to 30 September 2015 be noted
- ii) the net expenditure against the budget for the first quarter to 30 September 2015 be noted
- iii) the setting up of an earmarked planning reserve and the transfer of £250k from the development management planning fee surplus in 2015/16 be approved
- iv) the forecast contribution of (£652k) to the General Fund Balances which reflects the forecast underspend against the 2015/16 approved budget be noted

Summary of Reasons

The Council's financial performance up to 30 September 2015, together with known commitments for the remainder of the financial year, indicates that the General Fund Revenue Account is likely to outturn approximately (£902k) below the approved budget.

306: REQUEST FROM FLECKNEY PARISH COUNCIL FOR HDC TO ACQUIRE LAND

The Executive considered the request from Fleckney Parish Council for the District Council to pursue the acquisition of open space at Priest Meadow Estate, Fleckney. The Executive asked that the Parish Council be informed that the District Council does not wish to pursue an acquisition due to the potential cost implications, it was suggested that the Parish Council itself seek to adopt the land.

RESOLVED that the land acquisition not be pursued as requested by Fleckney Parish Council.

Summary of Reasons

To avoid further burden to the Council's budget.

307: THE SYMINGTON BUILDING LIFT REPLACEMENT TENDER

The Executive considered the appointment of a contractor for the replacement of the Lift in the Central Core of The Symington Building. It was reported that Harborough District Council had resolved at its Full Council meeting on 21 September 2015 to bring forward the lift replacement to 2016/17 from 2017/18,

There have been a number of performance issues, with the lift during 2015 with approximately 10 breakdowns in the first 6 months of the year. These performance issues have precipitated the advice to replace the lift earlier than originally planned.

Tenders had been evaluated by a panel including an external technical consultant. Seven tenders were received; six of the tenders were compliant and judged acceptable by the Evaluation Panel, and there was a unanimous consensus within the Panel.

RESOLVED that

- i) the award of a contract for Lift Replacement to Contractor 1 identified through the recent tender process be approved.
- ii) authority be delegated to the Corporate Director Resources, 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.

The evaluation panel agreed that Contractor 1 should be offered preferred provider status on the basis of the tenders submitted.

Awarding a contract on the basis of the tender submitted by Contractor 1 offers the best option for the lift replacement.

308: SECTION 100A LOCAL GOVERNMENT ACT 1972

RESOLVED that the public and press be excluded from the following items on the grounds that the matter yet to be discussed involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972

309: HOWARD WATSON SYMINGTON MEMORIAL CHARITY

The Executive was updated on the current position regarding the Howard Watson Symington Memorial Charity in its capacity as Trustee.

RESOLVED that the Executive acting in its capacity as Trustee of the Trust approves the final accounts for the Trust for the financial year 2014/15 as attached at Appendix A to the report

Summary of Reasons

The Council needs to ensure that it complies with its obligations as a trustee under the Charities Act 2006.

The meeting closed at 7pm

