

## Scrutiny Resource Development Panel, Activity November 2010 – June 2011

<b>Meeting</b>	9 <sup>th</sup> December 2010
<b>Report</b>	TOP-UP ENERGY GRANTS IN THE PRIVATE SECTOR HOUSING RENEWAL POLICY
<b>Recommendation(s)</b>	(i) a brief advert be placed in the Council's TalkBack magazine and Council Tax Bills to help promote the scheme. (ii) the Executive take into account Top-up Energy Grants when setting the budget for the coming year.
<b>Status</b>	Implementation

<b>Meeting</b>	9 <sup>th</sup> December 2010
<b>Report</b>	SHARED LEGAL SERVICES
<b>Recommendation(s)</b>	(i) V. Wenham, Head of Legal Services, provide further details of legal costs that have been incurred in individual cases (these were itemised at Appendix A of the report). (ii) K. Mehta, Deputy Chief Executive, provide further details of solicitor salary costs for the shared service and each Council department's legal budget. (iii) K. Mehta, Deputy Chief Executive, arrange a meeting with Councillor Knowles to explain the legal budgets for individual departments. (iv) the report be brought back to Scrutiny in one year's time. An elected Member from Melton Borough Council could attend this meeting to discuss the operation of the shared service. (v) V. Wenham, Head of Legal Services, provide a copy of the service level agreement, for the shared service, to the Panel. (vi) further details of monies recovered by the Council from prosecutions be provided to the Panel.
<b>Status</b>	Ongoing Oversight, Item to be re-commissioned

<b>Meeting</b>	9 <sup>th</sup> December 2010
<b>Report</b>	CAPITAL PROGRAMME MONITORING TO 30 <sup>th</sup> SEPTEMBER 2010
<b>Recommendation(s)</b>	Report Noted
<b>Status</b>	Report Noted

<b>Meeting</b>	9 <sup>th</sup> December 2010
<b>Report</b>	REVENUE BUDGET MONITORING TO 30 <sup>th</sup> SEPTEMBER 2010
<b>Recommendation(s)</b>	(i) future financial reports come to Scrutiny before Executive Meetings in order that the Scrutiny Panel can make recommendations prior to decisions being made. (ii) it be provided with a breakdown of the additional budget of £15,000 for CCTV system maintenance.
<b>Status</b>	Report Noted

<b>Meeting</b>	9 <sup>th</sup> December 2010
<b>Report</b>	UPDATE ON THE PROCESS REGARDING RELOCATION WITH NHS PCT AT THE ST LUKE'S SITE
<b>Recommendation(s)</b>	The Panel RECOMMENDED that: K. Mehta, Deputy Chief Executive, provide a Briefing Note in the New Year to clarify the two

	options that are being proposed, and the full costs of each proposed project.
<b>Status</b>	Briefing Note Issued in 2011

<b>Meeting</b>	3 <sup>rd</sup> February 2011
<b>Report</b>	PORTFOLIO DEVELOPMENT PLANS 2011/12
<b>Recommendation(s)</b>	<p><u>Asset Management Portfolio Plan:</u></p> <p>(i) Re. 'Value Link' columns in Portfolio Plans: rather than specifying applicable values to specific projects, it should be taken as read that all Council 'values' are relevant to <b>all</b> projects. Portfolio Holders may consider removing these columns from future Portfolio Plans. If these columns remain part of future Portfolio Plans they should contain more-detailed information to assist decision making.</p> <p>(ii) In future this Portfolio Plan should contain progress reports on current asset-related projects. This should include links to previous reports, where appropriate.</p> <p><u>Finance Portfolio Plan:</u></p> <p>(i) 'Leisure Centre Trust Operations and Finance' is suggested as an item for Scrutiny in a future Scrutiny Work-plan.</p> <p>(ii) An email be sent to Members for information on who is involved with the Bowden's Trust.</p> <p>(iii) The item 'Oversight of Charitable Trusts' be removed from the Portfolio Plan.</p>
<b>Status</b>	Recommendations Presented to Executive by Scrutiny Commissioner

<b>Meeting</b>	3 <sup>rd</sup> February 2011
<b>Report</b>	PROVISIONAL GENERAL FUND BUDGET ESTIMATES – BASE 2011/12
<b>Recommendation(s)</b>	<p>(i) Members be provided with further details of the Council's pay increases in 2011/12.</p> <p>(ii) Members be provided with further details of the Council's costs for on-street parking.</p> <p>(iii) the Executive consider further reductions of operational costs of statutory functions.</p> <p>(iv) the Executive consider carefully the proposed reduction in support for voluntary and community organisations.</p> <p>(v) Members be provided with a breakdown of Members' costs noted on page 31 of the report.</p> <p>(vi) Members be provided with more-detailed budget information of the Dog Warden function.</p>
<b>Status</b>	Members to be provided with additional information

<b>Meeting</b>	10 <sup>th</sup> March 2011
<b>Report</b>	REVENUE AND CAPITAL BUDGET MONITORING 2010-11 QUARTER 3
<b>Recommendation(s)</b>	Report be noted
<b>Status</b>	Report Noted

<b>Meeting</b>	10 <sup>th</sup> March 2011
<b>Report</b>	CORPORATE DEBT ANALYSIS UPDATE REPORT
<b>Recommendation(s)</b>	Report be noted

<b>Status</b>	Report Noted
<b>Meeting</b>	10 <sup>th</sup> March 2011
<b>Report</b>	DISCRETIONARY HOUSING PAYMENTS POLICY
<b>Recommendation(s)</b>	The Panel RECOMMENDED that the policy be forwarded to Executive, as set out, for implementation.
<b>Status</b>	Forwarded to Executive for Implementation

<b>Meeting</b>	7 <sup>th</sup> April 2011
<b>Report</b>	COSTS AWARDED AGAINST THE COUNCIL
<b>Recommendation(s)</b>	<p>The Panel RECOMMENDED that:</p> <p>(i) the following areas of Council activity be included in the report: Planning (Development Control), Planning Enforcement, Environmental Health Services, Civil Enforcement, Licensing, Council Tax and Benefits.</p> <p>(ii) given the size of this piece of work, the report should be divided into two sections for presentation at two meetings of this committee. The first report should include Civil Enforcement, Licensing, Council Tax and Benefits. The second report should include Planning (Development Control), Planning Enforcement and Environmental Health Services.</p> <p>(iii) the nature of the award of each cost should be included in these reports. This should include the source of the decision that precipitated the award (was it, for example, a committee decision or an Officer decision that was overturned?).</p> <p>(iv) the reports should include dates of when the awards were made.</p> <p>(v) the reports should include details of when the Council has been successful in obtaining an award of cost.</p> <p>(vi) costs awarded during the four-year life-span of the previous Council term should be included in the reports. Awards of larger sums should be investigated over the life-span of at least two Councils.</p> <p>(vii) A de minimis level be set for awards of costs to avoid scrutiny of paltry sums of money.</p>
<b>Status</b>	Item included in Scrutiny Work-plan for June 2011 – November 2011

<b>Meeting</b>	7 <sup>th</sup> April 2011
<b>Report</b>	SECTION 106 DEBTS
<b>Recommendation(s)</b>	<p>The Panel RECOMMENDED that:</p> <p>(i) payments are often made in stages or are staggered and use 'trigger-points'. The Council should, as its first preference, seek up-front payment of monies rather than agree to delays.</p> <p>(ii) when legal counsel is required to enter into a Section 106 agreement this should be sought as soon as possible to avoid delays.</p>
<b>Status</b>	Report Noted. Annual review scheduled for 2012.

<b>Meeting</b>	7 <sup>th</sup> April 2011
<b>Report</b>	COMMUNITY INFRASTRUCTURE LEVY
<b>Recommendation(s)</b>	<p>(i) the Council implement the CIL function as soon as possible.</p> <p>(ii) a Task Panel be created to deal with the implementation of the CIL. This Task Panel should provide updates, through Scrutiny, at appropriate stages.</p>

	<p>(i) a scheme of CIL charges be created and reviewed as appropriate. This scheme should include a list of desired infrastructure. Room for inflationary increases should be allowed for in this scheme of charges.</p> <p>(ii) all Members, including Parish Members, should have some input into the implementation of the CIL scheme.</p>
<b>Status</b>	Comments passed to Executive

**Scrutiny People Panel, Activity November 2010 – June 2011**

<b>Meeting</b>	2 <sup>nd</sup> December 2011
<b>Report</b>	ANTI-POVERTY STRATEGY
<b>Recommendation(s)</b>	<p>The Panel RECOMMENDED that:</p> <p>(i) the annual self-assessment be used to identify clearly-defined priorities.</p> <p>(ii) the Anti-Poverty Strategy is brought back to Scrutiny annually after each self-assessment has been carried out.</p>
<b>Status</b>	Annual Review scheduled for 2012

<b>Meeting</b>	2 <sup>nd</sup> December 2011
<b>Report</b>	COMMUNICATION AND CONSULTATION STRATEGY
<b>Recommendation(s)</b>	<p>The Panel RECOMMENDED that:</p> <p>(i) work continue on the draft strategies.</p> <p>(ii) the Communication and Consultation Strategies be brought back to Scrutiny for comment in 2012 (date to be agreed).</p>
<b>Status</b>	Report coming in July 2011

<b>Meeting</b>	10 <sup>th</sup> February 2011
<b>Report</b>	PORTFOLIO DEVELOPMENT PLANS
<b>Recommendation(s)</b>	<p>It is proposed to cease selling tickets for local events through the Council's Customer Service desks. The Executive should consider reinstating this function, in the future, if a commercially-feasible approach can be devised.</p> <p>The Portfolio Plan be forwarded to the Executive as set out.</p> <p>Presentation of budgetary information, in relation to Portfolio Plans, should be realigned with revised Officer structures should the Officer structure change (so that it is clear who is responsible for each budget).</p> <p>More-detailed budgetary information should be provided to Scrutiny Panels with future Portfolio Plans. This does not need to contain exhaustive detail but should be sufficient to assist debate.</p> <p>Regarding activities proposed to cease: the following activities, in the following order of preference, should be supported by the Executive where possible in the proposed budget:</p> <p>Voluntary Action South Leicestershire, 2. Harbourough Sport and Activity Alliance, 3. Harbourough Museum, 4. Youth Council, 5. Arts Fresco. 6. Citizens Advice Bureau.</p> <p>Litter-picking and Flood Defence reductions be reconsidered by the</p>

	Executive
<b>Status</b>	Comments passed to Executive

<b>Meeting</b>	3 <sup>rd</sup> March
<b>Report</b>	COMMUNITY SAFETY PARTNERSHIP
<b>Recommendation(s)</b>	The Panel RECOMMENDED that:  (i) an update to be brought back to the panel on further details on the dispersal and allocation of funding for victim support. (ii) Page 19 of the Community Safety Partnership Three-year Plan refers to the term 'criminogenic'. This section should be revised into simple English for ease of understanding. (iii) numerical and statistical errors in the Community Safety Partnership Three-year Plan be corrected. (iv) the terms 'Market Harborough District' and 'Harborough Community Safety Partnership', which appear in the report documents, be reworded appropriately.
<b>Status</b>	Annual Meeting Scheduled for 2012

<b>Meeting</b>	3 <sup>rd</sup> March
<b>Report</b>	CONSULTATION STRATEGY
<b>Recommendation(s)</b>	The Panel RECOMMENDED that:  (i) Officers consider using previously-completed consultation exercises as case studies to help design future improvements. (ii) a Briefing Note be produced and sent to all Members to advise them of the changes to the consultation processes.
<b>Status</b>	Briefing Note to be issued to Members

<b>Meeting</b>	31 <sup>st</sup> March 2011
<b>Report</b>	PRIVATE SECTOR HOUSING – DISABLED ADAPTATIONS AND PRIVATE SECTOR RENEWAL
<b>Recommendation(s)</b>	The Panel thanked the Officers for the production and presentation of the report and RESOLVED to note its contents.
<b>Status</b>	Report Noted

#### Scrutiny Places, Activity November 2010 – June 2011

<b>Meeting</b>	4 <sup>th</sup> November 2011
<b>Report</b>	USE OF THE MARKET HALL FACILITY, MARKET HARBOROUGH
<b>Recommendation(s)</b>	(i) the Market Hall Forum (includes Council Officers and Market Traders) continues to meet regularly. If a debate is to be had about the future of the Market Hall facility this Forum should be included. (ii) the Market Hall Forum be augmented to include Council Portfolio Holders, elected Members and town Members (iii) a structured plan for the Market Hall be developed and implemented as part of the relevant Portfolio Plan. (iv) the Council's Executive be made aware of the suggestions made about the Market Hall's trading environment and opening times. (v) a marketing plan be implemented to evaluate opportunities, and promote the marketing environment, and the market hall. (vi) investigation be undertaken to understand how changes to the Market Hall opening times would affect Market Harborough's Market

	<p>Charter.</p> <p>(vii) improvements, or any changes, to the Market Hall's usage or forward planning, should be achieved jointly by both the Market Traders and the Council.</p> <p>(viii) as the Market Hall's energy overheads are large, every effort should be made to reduce these.</p>
<b>Status</b>	Recommendations passed to Executive
<b>Meeting</b>	4 <sup>th</sup> November 2011
<b>Report</b>	TRADE WASTE REVIEW (INTERIM REPORT)
<b>Recommendation(s)</b>	<p>The Panel RECOMMENDED that:</p> <p>(i) the next trade waste report in February should be considered exempt.</p> <p>(ii) full details about trade waste finances, performance and future development plans will be provided as part of the final report.</p>
<b>Status</b>	Item deferred. Rescheduled for 1 <sup>st</sup> December 2011
<b>Meeting</b>	16 <sup>th</sup> December 2010
<b>Report</b>	SEALING OF DOCUMENTS
<b>Recommendation(s)</b>	<p>The Panel RECOMMENDED that:</p> <p>(i) a procedure to notify Members of the sealing of significant documents pertaining to their ward be implemented.</p> <p>(ii) notification, via (i), be given to Members prior to Meetings of Full Council and Executive.</p> <p>(iii) at it's next Meeting, the Panel be advised of the progress of (i) and (ii).</p> <p>(iv) The title of the Full Council agenda item 'To Authorise Action Taken on the Sealing of the Following Documents' be revised to more-accurately reflect the role of Council in the Sealing of Documents.</p> <p>(v) any procedural amendments to the Sealing of Documents be approved by the Constitutional Review Committee.</p>
<b>Status</b>	Recommendations Implemented
<b>Meeting</b>	16 <sup>th</sup> December 2010
<b>Report</b>	PORTOLIO HOLDERS' HALF-YEAR PERFORMANCE REPORTS
<b>Recommendation(s)</b>	That Portfolio activity be noted
<b>Status</b>	Reports Noted
<b>Meeting</b>	16 <sup>th</sup> December 2010
<b>Report</b>	LOCAL DEVELOPMENT FRAMEWORK
<b>Recommendation(s)</b>	The Panel RECOMMENDED that the Local Development Framework documents be forwarded to the Executive as set out in the report.
<b>Status</b>	Local Development Framework documents forwarded to the Executive as set out in the report.
<b>Meeting</b>	27 <sup>th</sup> January 2011
<b>Report</b>	PORTFOLIO PLANS 2011/12
<b>Recommendation(s)</b>	<p>(i) further analysis of how 'risk ratings' are defined in Portfolio Plans be undertaken.</p> <p>(ii) the Executive carefully consider the impact on voluntary organisations following withdrawal of funding for The Settling Rooms.</p> <p>(iii) the Portfolio Plan go forward to the Executive as set out.</p> <p>(iv) the Executive consider carefully the impact of the reduction in</p>

	<p>support for Housing advice (budget code BE13).</p> <p>(v) the Portfolio Plan go forward to the Executive as set out.</p> <p>(vi) further information on the Council's policy for the letting of the Harborough Innovation Centre business units be provided to Members.</p> <p>(vii) The Voluntary Sector should be included in Council initiatives to help business.</p> <p>(viii) The Portfolio Plan go forward to the Executive as set out.</p>
<b>Status</b>	Recommendations passed to Executive
<b>Meeting</b>	17 <sup>th</sup> March 2011
<b>Report</b>	SUPPLEMENTARY PLANNING GUIDANCE ON DEVELOPER CONTRIBUTIONS (UPDATE TO PANEL)
<b>Recommendation(s)</b>	The panel RECOMMENDED that a further update be brought back before the Panel prior to a report going to Executive or to full Council.
<b>Status</b>	Awaiting progress update from Planning Policy Department
<b>Meeting</b>	17 <sup>th</sup> March 2011
<b>Report</b>	STREET TRADING POLICY
<b>Recommendation(s)</b>	<p>The panel RECOMMENDED that:</p> <p>(i) the existing annual fee of £870 issued for street trading consent should remain unchanged.</p> <p>(ii) Street Trading be controlled in the areas identified in the report.</p> <p>(iii) the accuracy of grid references contained within the report be verified prior to submission to the Executive.</p>
<b>Status</b>	Comments passed to Executive for policy implementation
<b>Meeting</b>	17 <sup>th</sup> March 2011
<b>Report</b>	DOG CONTROL ORDERS
<b>Recommendation(s)</b>	<p>The Panel RECOMMENDED that:</p> <p>(i) adequate consultation should be undertaken with both dog owners and with any other interested parties prior to implementation.</p> <p>(ii) the Council should adopt control orders 1 and 2 (referred to above), give consideration to 3 and that 4 and 5 were not required.</p>
<b>Status</b>	Comments passed to Executive for policy implementation
<b>Meeting</b>	14 <sup>th</sup> April 2011
<b>Report</b>	COUNCILLOR CALL FOR ACTION (OPEN SPACES BROUGHTON ASTLEY)
<b>Recommendation(s)</b>	<p>The panel RECOMMENDED that:</p> <p>(i) a final attempt be made by the Council to negotiate a solution with Jelson Ltd.</p> <p>(ii) if the attempted negotiation fails to bring about a satisfactory resolution, a letter, from the Council's Public Spaces Manager, should be issued to the affected residents to explain the outcome of the Councillor Call for Action process. Reason: the Council's Councillor Call for Action procedure states that local residents should be informed of the outcome of a Councillor Call for Action.</p>
<b>Status</b>	Comments passed to Public Spaces Manager to progress