

HARBOROUGH DISTRICT COUNCIL

MINUTES OF THE CABINET MEETING

held at

The Council Chamber

The Symington Building, Adam and Eve Street

Market Harborough LE16 7AG

On

7th February 2022 commencing at 5.30pm

Present: Cllr King (Chair)

Councillors: Bateman, Dann, Hallam and Whelband

Officers: D. Atkinson, L. Elliott, J. Evans, S. Green, N. Kwasa, C. Mason, N. Proudfoot

Remote: B. Morris

INFORMATION EXCHANGE FROM PORTFOLIO HOLDERS

Corporate & Regulatory Services

Councillor Dann commented on completed projects following BC25 including the implementation of a new face to face appointment regime and the changing of the contact centre opening hours for a saving of £55,000, as well as the move from Lagan to Netcall at the end of the month and the contact centre move back in-house which is on track to be delivered by October this year.

Wellbeing, Communities & Housing

Councillor Whelband commented that he had recently been to visit the Steady Steps programme at Harborough Leisure Centre, which is a programme for the over 65s to improve mobility and reduce the risk of falls. He noted that Steady Steps runs in several places throughout the District including Market Harborough, Lutterworth, Kibworth and will soon be coming to Broughton Astley and therefore if any residents do want to get involved with the programme they should get in touch with the Council who can point them in the right direction.

Finance & Assets

Councillor Hallam commented that he had recently visited Lutterworth Rugby Club to see his son play rugby and it was nice to see S106 monies spent rejuvenating and extending the club.

Strategy

The Leader noted that since the last Cabinet meeting on 10th January 2022 he had attended the following meetings;

- 19th January, District Leaders and Chief Executives meeting,
- 21st January, hosted and chaired a round table meeting with a number of Members of Parliament regarding the A5 partnership and the necessary improvements which are gaining traction,
- 25th January, meeting with the key organising director of the Women's World Gliding Championships which is being held in August at the gliding centre in Husbands Bosworth. He noted that the Council is working with the organisers on a civic event in relation to this as well as other Science, Technology, Engineering and Maths (STEM) activities to encourage more female pupils in the local area to consider careers in aeronautics,
- 27th January, LGA Councillors Forum,
- 28th January, further update meeting with Ministry of Justice regarding Gartree Prison,
- 28th January, Lutterworth Town Football Club with representatives of Mr Costa and the Director, Finance, ICT & Assets,
- 2nd February, District Council's Network board meeting in London regarding the Government's Levelling Up agenda and White Paper. He noted that since then a number of briefing documents have been circulated and more will be coming out this week as analysis goes on.

The Leader also noted that in the upcoming week he would be opening Tymecross Gardens Affordable Housing Scheme and would be visiting the Market Harborough fire station.

TOPICAL ISSUES

There were none.

1. APOLOGIES FOR ABSENCE

There were none.

2. DECLARATIONS OF MEMBERS' INTERESTS

Councillor King declared an interest in that he is a Member of the County Council and any matters concerning the budget involve working with the County Council.

Councillors King and Whelband declared an interest in Item 4, Report 2 – Local List of Non-Designated Heritage Assets in that they know Stephen Butt, member of the independent selection panel, but have had no discussions with him regarding the report.

3. MINUTES

RESOLVED that the minutes of the meeting of the Cabinet held on the 10th January 2022 be approved as a correct record.

4. REPORTS

1. Shearsby Conservation Area Appraisal

Councillor Bateman introduced the report which sought the approval of the Cabinet for the Shearsby Conservation Area Appraisal and to recommend it to Council for adoption. The Cabinet discussed the report and it was;

RESOLVED,

- 1) That the Cabinet approves the Shearsby Conservation Area Appraisal, attached at Appendix A,**
- 2) That Cabinet recommend to Council that the Shearsby Conservation Area Appraisal be adopted.**

2. Local List of Non-Designated Heritage Assets

Councillor Bateman introduced the report which sought approval for recommendation to Council of the selection process and initial entries on the Local List of Non-Designated Heritage Assets. He noted that this would be reviewed regularly and that future Non-Designated Heritage Assets put forward by the independent selection panel would be brought back to the Cabinet on an annual basis, to consider inclusion on the List. The Cabinet discussed the report and it was;

RESOLVED,

- 1) That the Cabinet approve the selection process and initial entries on Local List of Non-Designated Heritage Assets, attached at Appendix A,**
- 2) That Cabinet recommends to Council that the Local List of Non-Designated Heritage Assets be adopted.**

3. Final Budget 2022/23 & the Medium-Term Financial Strategy (2023/24 to 2026/27)

Councillor Hallam introduced the report the purpose of which was for the Cabinet to consider the comments, questions, and response on the proposed 2022/23 Budget & Medium Term Financial Strategy (2023/24 to 2025/26) from the Performance Scrutiny Panel on 27th January 2022 along with responses received from the public, and for the Cabinet to recommend the 2022/23 revenue budget and capital programme to Council. He thanked the officers for their work in writing the report and highlighted to the Cabinet the changes which had been made to the draft budget as reported to the Cabinet on 10th January 2022. He noted that there was an error to be corrected on p.2 of the report (Recommendations), in that the 2020/2021 Council Tax figure should read £172.97, rather than £162.97, as follows;

'Increase in Council Tax of £5/maximum permitted i.e. the Band D charge will increase to £177.97 (2020/21: ~~£162.97~~ £172.97).'

It was also noted that there was a typographical error in Appendix 2, section 2.1.1, in that the last column in Table 5 should read 2022/23, rather than 2021/22.

The Cabinet echoed their thanks to the officers for the report and the hard work which has taken place to make it happen.

The Leader then MOVED to add two additional recommendations as follows;

He suggested that an amount of £75,000 should be allocated from the Projects, Risk and Smoothing Earmarked Reserve to the Community, Economic and Infrastructure Earmarked Reserve to cover any potential expenditure required as a result of the Government's recent Levelling Up White Paper. He also commented that the past weekend had marked the 70th anniversary of the Queen's ascension to the throne and start of the Platinum Jubilee Year and there was the opportunity to think how this can be commemorated for posterity across the District. He asked officers to look into the potential creation of a Platinum Jubilee Community Capital Fund to allow for larger scale capital projects across the District in commemoration of Her Majesty the Queen's Platinum Jubilee year.

These were seconded by Councillor Hallam. Following the discussion, it was;

RESOLVED that Cabinet:

A. recommends to Council the approval of:

- **The Fees & Charges Schedule (Appendix 2, Annex A); including the delegation to the Deputy Leader/Portfolio Holder for Resources, in consultation with the S.151 officer to vary Fees & Charges throughout the year, with retrospective reporting to Council, and the**

Consolidated Final Budget 2022/23 and Medium-Term Financial Strategy (2023/24 to 2026/27) at Appendix 2.

	Report	Appendix
<ul style="list-style-type: none"> ○ In respect of the 2022/23 Final Budget, this includes a <ul style="list-style-type: none"> ▪ Budget Requirement of £13.0m ▪ Council Tax Requirement of £6.7m ▪ Increase in Council Tax of £5/maximum permitted i.e. the Band D charge will increase to £177.97 (2020/21: £172.97). 	<p>3.2 (i)</p> <p>3.2 (i)</p> <p>3.2 (i)</p>	<p>1.6.1</p> <p>1.6.1</p> <p>1.6.1</p>
<ul style="list-style-type: none"> ▪ New Capital Programme projects totalling £2.5m (including £40k for 2021/22), ▪ with a revenue capital financing contribution of £506k. 	<p>3.11</p>	<p>3.1</p>
<ul style="list-style-type: none"> ○ In respect of the Medium-Term Financial Strategy, this includes by 2026/27 a: <ul style="list-style-type: none"> ▪ Budget Requirement of £11.6m. ▪ Council Tax Requirement of £8m. ▪ Proposed “notional” increase in Council Tax of £5 (and notionally for each year of the MTFs). 	<p>3.2 (ii)</p> <p>3.2 (ii)</p> <p>3.2 (ii)</p>	<p>1.6.1</p> <p>1.6.1</p> <p>1.6.1</p>
<ul style="list-style-type: none"> ▪ No new Capital projects (although 2023/24 to 2026/27 inclusive a total programme of £10.2m) ▪ with a revenue contribution of £907k. 	<p>3.11</p>	<p>1.5.1</p>
	<p>3.2 (Table 2)</p>	<p>1.6.1</p>

	3.2	1.6.1
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B. notes the comments of the Director, Finance & Fixed Assets in respect of the “Robustness of the 2022/23 Budget and Medium-Term Financial Strategy 2023/24 to 2026/27” (para 5) and Appendix 2, Section 5).

AND,

C. Allocates £75,000 from the Community, Economic and Infrastructure Earmarked Reserve to the Projects, Risk and Smoothing Earmarked Reserve,

D. Requests the Director Finance, ICT & Assets to explore the possibility of creating a Platinum Jubilee Capital Fund.

4. Treasury Management Strategy and Prudential Indicators 2022/23

Councillor Hallam introduced the report which detailed the Council’s proposed prudential indicators for the period 2022/23 to 2024/25 and set out the forecast treasury activities over the same period. The Cabinet discussed the report and it was;

RESOLVED that Cabinet;

- **Approves the capital prudential indicators and limits for 2022/23 to 2024/25 contained within Appendix 1.**
- **Approves the Minimum Revenue Provision (MRP) Statement, contained within Appendix 1.**
- **Approves the Treasury Management Strategy 2022/23 and the treasury prudential indicators contained in Appendix 1, including the Authorised Borrowing Limit for the Council.**
- **Approves the 2022/23 Annual Investment Strategy for treasury investments contained in Appendix 1 and the detailed criteria included in Appendix 2.**
- **Approves the inclusion of Market Harborough Building Society on the list of approved counterparties.**
- **Approves the Flexible Use of Capital Receipts Strategy.**

5. Corporate Plan 2022/23 and beyond

Councillor Dann introduced the report which asked the Cabinet to consider the draft version of the Corporate Plan as set out at Appendix A to the report. The Deputy Chief Executive updated the Cabinet on the responses to the consultation and customer survey in regards to the Corporate Plan priorities and noted that the final Corporate Plan as presented to the Council on 21st February 2022 would take these into account. The Cabinet discussed the report and it was;

RESOLVED that Cabinet review and comment on the proposed Corporate Plan as attached at Appendix A and recommend it to Council for adoption.

6. Risk and Opportunity Management Framework

Councillor Dann introduced the report which asked the Cabinet to approve the Council's Risk and Opportunity Management Framework for use in the 2022/23 and 2023/24 years. He noted that the references within the framework had been updated to refer to the new performance management system 'Pentana' and the Audit and Standards Committee. Cabinet discussed the report and it was;

RESOLVED that Cabinet approves the Council's Risk and Opportunity Management Framework, attached at Appendix A to the report, for use in the 2022/23 and 2023/24 years.

7. Performance Management Framework

Councillor Dann introduced the report which asked the Cabinet to approve the Council's Performance Management Framework for use in the 2022/23 and 2023/24 years. Cabinet discussed the report and it was;

RESOLVED that Cabinet approves the Council's Performance Management Framework attached as Appendix A for use in the 2022/23 and 2023/24 years.

8. HDCS Ltd Shareholder Report

The Leader introduced the report the purpose of which was to obtain the necessary approvals to progress the appointment of an additional non-executive director to Harborough District Commercial Services Limited. The Cabinet thanked the Chief Executive, Norman Proudfoot for his role in the position of non-executive Director pending his retirement from the Council on 28th February 2022 when his directorship will fall away. Cabinet discussed the report and it was;

RESOLVED;

1. That the Deputy Chief Executive is appointed as a Non-Executive Director of the Company.

2. That the Director; Finance, ICT & Assets is confirmed as the named officer for the purposes of the Governance Agreement dated 21st August 2020 as shown in Appendix A.

3. That the Director; Finance, ICT & Assets is given delegated authority to approve and enter into the necessary contractual arrangements to affect the decision to appoint the Company Director.

5. TO CONSIDER ANY MATTERS OF SPECIAL URGENCY

The Leader commented that this meeting would be Norman Proudfoot's last Cabinet meeting before his retirement from the role of Chief Executive of the Council. He asked him if he would like to say a few words, and the Chief Executive noted that he had enjoyed his time as Chief Executive and thanked everyone for their help and support. The Leader thanked the Chief Executive for his service to the Council, residents and communities of the District in various roles over the years and wished him every success in the future. Cabinet Members then echoed their thanks.

6. SECTION 100A(4) - LOCAL GOVERNMENT ACT 1972

The Leader then MOVED to continue the meeting in private session to discuss the following items;

Reports:

- 9. Exempt - Appointment of Statutory Officers
- 10. Exempt - Gas Supply Contract

It was therefore;

RESOLVED that 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 1, 2 and 3 of Schedule 12A to the Local Government Act 1972.

REPORTS

The Deputy Chief Executive and Interim Monitoring Officer left the meeting room.

9. Exempt - Appointment of Statutory Officers

The Leader introduced the report. The Cabinet heard a representation in relation to the report from Councillor Knowles. Cabinet discussed the report and it was;

RESOLVED that the recommendations as detailed in the report and amended at the meeting are agreed and recommended to Council for approval.

10. Exempt - Gas Supply Contract

Councillor Hallam introduced the report. Cabinet discussed the report and it was;

RESOLVED that the recommendations as detailed in the report are approved.

The meeting finished at 7.04pm.