



POLICY, FINANCE AND ADMINISTRATION COMMITTEE

PARKSIDE, STATION APPROACH, BURTON STREET, MELTON MOWBRAY

12 February 2014

PRESENT:-

Councillors J.B. Rhodes (Chairman), G.Bush,
M.M. Gordon, E. Hutchison, M. O'Callaghan, P.M. Posnett,
J.Simpson, D.R. Wright, J.Wyatt

Chief Executive, Strategic Director (KA), Head of Central Services,
Central Services Manager, Head of Regulatory Services,
Head of Communications, Change Manager, Corporate Property Officer,
Committee Support Officer (JR)

P62. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor M.Barnes.

P63. MINUTES

The minutes of the meeting held on 3 December 2013 were confirmed and authorised to be signed by the Chairman subject to the following amendments being recorded:

- 1) Minute P41 referring to Minute P46 – Localising Support for Council Tax. “Councillor Rhodes declared a personal and non pecuniary interest in agenda item 8, should detailed discussion take place relating to the **rental property** aspect”.
- 2) Minute P45 (Councillor M.M.Gordon indicated, at this point, that she may have a personal **and pecuniary interest** in the following item by virtue of being a Council Tax Benefit claimant and left the room).
- 3) Minute P46 – Localising Support for Council.
“The Head of Central Services submitted a report to seek approval for a revised Council Tax Support (CTS) Scheme for the financial year **2014/15** (Year 2 of the CTS) and this to be passed to Full Council for approval.
- 4) Minute P46 – Resolved that the Committee recommends to Full Council:
(1) The scheme attached at Appendix A is adopted as the localised Council tax Support Scheme for Melton Borough Council from 1 April 2014. [The maximum (**Council Tax Support**) liability for people of working age is 88.0% as recommended by the BSPWG].

(2) That the portion of the Grant attributable to Parishes and Special Expenses is reduced in line with Melton's anticipated Revenue Support Grant **by** 25% in 2014/15 and is adjusted in line with anticipated reductions (increases) in Revenue Support Grant for future years.

5) Minute 54 – Corporate Issues.

“During discussion of the previous item clarification was sought by Councillor Gordon on a possible personal interest”.

Councillor Rhodes moved the recommendations and Councillor Posnett seconded.

The minutes of the ad hoc meeting held on 29 January 2014 were confirmed and approved to be signed by the Chairman.

The minutes of the last meeting of the Council Business Sub Development Committee held on 22 November 2013 were confirmed and approved to be signed by the Chairman, in the presence of Councillors Wright and Wyatt who also attended the last meeting of the CBDSC.

P64. DECLARATIONS OF INTEREST

Councillor Rhodes and Councillor Posnett declared a personal and non pecuniary interest in any matters relating to Leicestershire County Council, due to their roles as County Councillors.

P65. RECOMMENDATIONS FROM OTHER COMMITTEES

There were no recommendations from other committees.

P65. UPDATE ON DECISIONS

The Chief Executive submitted an update on decisions from previous meetings of the Committee.

RESOLVED that the Update on Decisions document be updated to reflect progress and work completed.

P67. TRANSFORMATION – MY ACCOUNT

The Strategic Director (KA) submitted a report to update Members on the progress in developing the concept of My Account, through analysis of lessons within the programme, and an assessment of market offerings aligned to the business need. Approval is sought for the mandate for the project supporting the decision made by Full Council to allocate funding to the project in 2014/15. Members were asked to consider the holding of a special meeting of this committee, possibly on 11 March 2014, to approve the completed Business Case for My Account and attend a presentation. This would ensure no delay in the Transformation Programme schedule. Best value for money and the most comprehensive provider is being sought to deliver the digital service to customers of MBC. This process is somewhat complex and lengthy. A full assessment of costs will be undertaken for inclusion in the Business Case. If the Business Case is unable to be completed for

consideration in March a report will be brought to the next scheduled meeting, of this Committee, in April 2014.

Councillor Wright moved the recommendations and Councillor Posnett seconded.

RESOLVED that Members

- (a) approve the Mandate at Appendix A;
- (b) note the Business Case will be presented to the next ordinary meeting of this Committee or a special meeting held in the intervening period.

P68. **ME AND MY LEARNING**

The Head of Communities and Neighbourhoods submitted a report to update Members on progress made in the development of a Learning and Skills Centre within Phoenix House and to identify next steps. The Strategic Director (KA), on behalf of the Head of Communities and Neighbourhoods, advised that the European Social Fund Bid was successful and that the funding will run from 1 February 2014 to 31 March 2015. This funding will cover the rent and other charges of running the Learning and Skills Centre at Phoenix House. Capital works, of a sum of £22k, are required to develop the first floor of Phoenix House to accommodate the project. In time, a further evaluation report will explore the longer term sustainability of the project. 500 clients are expected to use the Learning and Skills Programme which is complimentary to the Foyer Project. A sum of money is available for a detailed evaluation of outcomes.

Congratulations were given to the Strategic Director (KA) and his team for the successful European Social Fund Bid.

The recommendations were moved by Councillor Posnett and seconded by Councillor Rhodes.

RESOLVED

- (a) the Project Mandate and Business Case attached as Appendix A and B, including the £22,000 needed for the capital works at Phoenix House, is approved;
- (b) the progress to date is noted by the Committee;
- (c) a further report on charging for room hire beyond March 2015 is brought back to a future meeting later in 2014;
- (d) temporary changes to the establishment outlined in Appendix C are noted.

(The Change Manager here left the meeting at 6.50pm)

P69. PARKSIDE UPDATE

The Head of Central Services submitted a report to update Members on the progress and developments at Parkside. The Corporate Property Officer advised that a balance of £44,500.00 remains to address the outstanding snags and any new snags that present.

There are various internal and external lighting issues which have been inspected by a specialist facilities management company. The company have been commissioned to present a full report which will identify the issues and set out various options for improving the systems and correcting the faults.

Leicestershire County Council will commence work on the pedestrian refuge at the Burton Street/Station Approach junction in March 2014. Some Members supported the refuge works, whilst others raised concerns regarding the safety of the refuge and if there was a need for these works to go ahead. It was, therefore, proposed that these concerns should be raised with LCC.

A vote was taken with 2 Members voting for the proposal and 7 against, resulting in the concerns not to be raised with LCC.

The two audio systems in the Civic Suite have been tested and advice has been taken on getting the two systems to work more efficiently together. Mobile speakers are to be purchased to enhance the sound quality in the Ferneley Room when all three areas of the Civic Suite are occupied for larger meetings.

Members discussed the project mandate for the next stage of the Working Dogs Sculpture and considered the alternative suggestion that a horse sculpture be undertaken. Support was given for a further two working dog sculptures (a Springer Spaniel and a Labrador) as originally put forward. Councillor Rhodes moved to progress the original concept and Councillor O'Callaghan seconded.

An end of project report regarding the Council Business Sub Committee was presented to Members for consideration.

The recommendations were moved by Councillor Rhodes and seconded by Councillor Posnett.

RESOLVED

- (a) Members note the updated financial position relating to Parkside attached as an exempt item at Appendix A;
- (b) Members note the update on the retention and snags in Paragraph 3.2.
- (c) Members note the update on the audio systems in the Civic Suite in Paragraph 3.3.
- (d) Members consider the Project Mandate at Appendix B in respect of the Working Dogs Sculpture project and indicate their preferred next steps. Members note the end of project report and make a formal recommendation to Full Council that the Council Business Development Committee is disbanded as its work is complete.

P70. BUSINESS RATES RETAIL RELIEF SCHEME

The Head of Central Services submitted a report seeking approval from Members for a Retail Relief Scheme following a discretionary power available to Local Authorities to support retail businesses throughout the whole Borough. Members were advised that the maximum amount of relief available is £1,000 to retail businesses with a rateable value of £50k, or less for the years 2014/15 and 2015/16. Due to tight timescales the software required to implement the relief may not be available for the 2014/15 billing and bills would have to be reissued for those eligible.

Councillor Rhodes moved the recommendations and Councillor Wyatt seconded.

RESOLVED

- (a) the Business Rate – Retail Relief Scheme as set out at Appendix A is adopted by Melton Borough Council for financial years 2014/15 and 2015/16.
- (b) delegated Authority is given to the Head of Central Services in consultation with the Head of Communities and Neighbourhoods to make any necessary changes to the Retail Relief Scheme, in accordance with further guidance from Central Government, consultation with partners across Leicestershire and to improve the scheme based on experience from delivery of the scheme.

P71. CAPITAL PROGRAMME MONITORING APRIL TO DECEMBER 2013

The Head of Central Services submitted a report to update Members on the progress of schemes within the Capital Programme to 31 December 2013.

The recommendations were noted and accepted unanimously.

RESOLVED

- (a) the progress made on each capital scheme be noted, and;
- (b) the business case for the Cemetery Chapel works outlined in Appendix B be approved for inclusion in the 2013/14 Special Expenses Capital Programme under the Community and Social Affairs committee.

P72. REVENUE BUDGET MONITORING APRIL TO DECEMBER 2013

The Head of Central Services submitted a report to provide information on actual expenditure and income incurred on this Committee's services compared to the latest approved budget for the period 1 April 2013 to 31 December 2013.

Councillor Rhodes moved to note the report and this was accepted unanimously.

RESOLVED that the financial position on each of this Committee's services to 31 December 2013 be noted.

P73. ITEMS FOR APPROVAL UNDER FINANCIAL PROCEDURE RULES

The Head of Central Services submitted a report to submit requests for approval of this Committee under Financial Procedure Rules and to provide information on amounts approved under delegated powers and to report the impact of these on the Council's reserves and balances.

Councillor Rhodes moved the recommendations and Councillor Posnett seconded.

RESOLVED

- (a) the virements approved under delegated powers (para. 3.1.1 refers) be noted;
- (b) the budget reductions approved under delegated powers (para. 4.1 refers) be noted;
- (c) the business case discussed in para 5.1 be approved;
- (d) Members approve a further supplementary estimate of £9,676 from the Corporate Priorities Reserve for the completion of the wind energy landscape study following the selection of the preferred bid, as outlined in paragraph 6.1 and as requested by the Rural Economic and Environmental Affairs Committee;
- (e) Members approve a supplementary estimate of up to £70,000 from the Corporate Priorities Reserve for the Section 215 notice (untidy land) at the ex-Millway Foods Premises in Harby as outlined in paragraph 6.2 and as requested by the Rural Economic and Environmental Affairs Committee.

P74. CAPITALISATION OF SALARIES

The Head of Central Services submitted a report to update Members on the capitalisation of salaries and to request the relevant supplementary estimates.

The recommendations were noted and accepted unanimously.

RESOLVED

- (a) the capitalisation of salaries be included in relevant business cases for future projects, and;
- (b) a supplementary estimate be approved for the capitalisation of salary costs for the Enterprise Document Management (EDM) System in 2013/14 from Capital Receipts subject to confirmation of requirements from our auditor, PriceWaterhouse Cooper (PWC).

P75. CORPORATE ISSUES

The Chief Executive submitted a report to advise Members on the progress of certain key corporate issues and to seek authority for the formalisation of the Rural Affordable Housing Partnership by way of a Partnership Agreement.

The Chief Executive advised Members that the successful European Social Fund Bid will be published in due course as an 'exemplar' for other authorities.

The City Deal announcement for the sub-regions should be made public shortly.

The Leader of Melton Borough Council, Councillor Rhodes, has been nominated for the LGIU Finance Member of the Year. A joint nomination was made by this Council and Leicestershire County Council. The LGIU awards ceremony is scheduled for 25 February 2014.

The Chief Executive requested Members to approve the principle of the Rural Affordable Housing Partnership and that delegation is given to the Chief Executive with the Solicitor to the Council and the Head of Regulatory Services to enter into the partnership.

Recommendation 2.1 was noted and accepted unanimously.
Councillor Rhodes moved recommendation 2.2 and this was seconded by Councillor Posnett.

RESOLVED

- (a) the contents of the report be noted;
- (b) delegated authority be granted to the Chief Executive in consultation with the Solicitor to the Council and Head of Regulatory Services to enter into the Countywide Rural Affordable Housing Partnership.

P76. **URGENT BUSINESS**

There were no items of urgent business to discuss.

EXCLUSION OF THE PUBLIC

RESOLVED that the Public be excluded during the consideration of the following item(s) of business in accordance with Part 1 of Schedule 12A of the Local Government Act 1972 (Access to Information: Exempt Information) under Paragraph 3.

P77. **REPORT BACK ON PROPOSED CHANGES TO ESTABLISHMENT**

The Chief Executive submitted a report to advise Members of the outcome of the further Review of the proposals with respect to the establishment of Waste Management / Environmental Maintenance. The Chief Executive advised Members that they had requested the further review as concern had been raised regarding the proposed changes to the future delivery of the Waste Services. The current Waste Management Contract expires in 2017 and there will be procurement challenges.

A request was made by Councillor Bush that he is provided with sight of the Review paper by the Head of Communications. It was requested that Councillor Bush contact the Head of Communications to view the draft report.

Councillor Posnett moved the recommendations and Councillor Wright seconded.

RESOLVED

- (a) at this stage no further action be taken with respect to any proposed changes to the Establishment of the Matrix Managed Waste Management/Environmental Maintenance Services.
- (b) reports be made to Governance Committee at six monthly intervals on the delivery of the Audit Recommendations

The meeting which commenced at 6.30pm, closed at 7.30pm

Chairman