



POLICY, FINANCE AND ADMINISTRATION COMMITTEE

PARKSIDE, STATION APPROACH, BURTON STREET, MELTON MOWBRAY

7 JULY 2015

PRESENT:-

J.B Rhodes (Chair), P.M. Posnett (Vice Chair), A. Pearson, R.de Burle, L. Higgins,
M.Glancy, E. Holmes, E. Hutchinson, D.R. Wright, J. Wyatt

As Observer:-
P. Chandler

Chief Executive (LA), Strategic Director (KA), Head of Central Services (DG), Head of
Communities & Neighbourhoods (HR), Head of Regulatory Services (JW),
Head of Communications (AT), People & Place Manager (RB), Policy Officer (AS),
Committee Support (DS)

P1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Greenow.

P2. MINUTES

The minutes of the meeting held on 15th April 2015 were confirmed and authorised
to be signed by the Chairman.

P3. DECLARATIONS OF INTEREST

Councillors Rhodes, Posnett and Pearson declared personal interests in any items
related to the County Council due to their positions as County Councillors.

P4. RECOMMENDATIONS FROM OTHER COMMITTEES

Governance Committee: New Town Area Committee

The Chief Executive submitted a report from the Governance Committee which
advised Members about the proposed establishment of a New Town Area
Committee for Melton Mowbray.

The Chief Executive advised Members that the report had already passed through
the Governance Committee on 29th June 2015 and had come to Policy, Finance &
Administration due to a decision being requested regarding the establishment of the
new Town Area Committee, and if approved by Members, it would go forward to
Full Council to amend the Constitution.

The Chief Executive advised that the new Committee would have delegated
authority to deal with specific issues relevant to the town of Melton Mowbray, and

these issues included management and oversight of the Council's Special Expense Facilities including oversight of development proposals, as appropriate, in line with consultation from the Council's Regulatory Services. As the delegation of such functions will affect those functions already carried out by the Community and Social Affairs Committee, the Constitution would need to be amended.

Any matters relating to the oversight of financial or policy matters would be delegated to the Policy, Finance and Administration Committee as is the usual arrangement when an area Committee is being created. Therefore, if a decision the Town Area Committee proposes to make is contrary to the Council's current approved Budget and/or the Council's adopted Policy Framework, the decision would be recommended to Policy, Finance and Administration for consideration and as appropriate, further recommendation to Full Council for those cases where such matters are reserved solely to Full Council in the Constitution and in accordance with relevant legislation.

A discussion took place with the majority of Members agreeing that the establishment of a new Policy Committee would be beneficial. It would allow for more Member engagement and would help facilitate new change within the Town. Residents would further feel more supported if there were elected Members there to directly assist with any concerns for matters relating to the Town. Members agreed that the establishment of a new Town Area Committee was a good step forward and it was envisioned that there would be a better idea of the strategic infrastructure and the goings on and more open communication with a new Town Area Policy Committee within Melton.

The recommendations 1-3 were moved by Councillor Rhodes and Councillor Posnett seconded.

Councillor Rhodes also moved to include a new recommendation 4, which is set out below.

All Members were unanimously in favour.

RESOLVED recommend to Full Council to approve:

- 1) the establishment of a Town Area Committee for Melton Mowbray covering the Wards of Craven, Dorian, Egerton, Newport, Sysonby and Warwick and;
- 2) the Constitution Part 3 – Delegations of Functions be amended to include specific delegations to the Town Area Committee together with amendments to the delegation to the Community and Social Affairs Committee as set out in Appendix 1 and Appendix 2 of the report
- 3) a report be made to Policy, Finance and Administration Committee later in the year to assess the resources and the capacity needed to support the new Committee and;

New Recommendation:

- 4) the Chair and Vice Chair Special Responsibility Allowances be charged to the Special Expenses Account.

P5. UPDATE ON DECISIONS

There were no updates on decisions

P6. CLIMATE LOCAL COMMITMENT

The Head of Communities and Neighbourhoods submitted a report to Members regarding the Climate Local Commitment and presented the Policy Officer who took Members through the report.

The Policy Officer advised Members that Melton Borough Council refreshed the Climate Local Commitment in 2012, and that it had a Carbon Reduction Strategy which expired in 2013. The Council was also signed up to the Nottingham Declaration, which had also previously expired, therefore the Council was in need of updating its green initiatives regarding Climate Commitment.

The Climate Local Commitment requires its signatories to develop explicit commitments to both reduce carbon emissions and to improve their resilience to the effects of our changing climate, and to report to the public the progress in delivering those actions and impact of those actions on outcomes. Therefore, the report presented a view on tackling extreme weather and climate change.

The Policy Officer also advised that through administering the Climate Local Commitment, Melton Borough Council would join other Councils in tackling climate change in the region.

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

RESOLVED that

- 1) The Climate Local Commitment as Attached as Appendix A be approved and signed.
- 2) The draft Action Plan, be refreshed annually, (attached as Appendix B) be Approved and that future proposed actions be locally determined commitments and be expected to take place within the Borough of Melton be noted.
- 3) Commitments, actions and progress be approved to be published, enabling local communities to hold the Council accountable.
- 4) Officers share the learning from experiences and achievements with other Councils be approved.

P7. CORPORATE PRIORITIES 2015-2020

The Head of Communities and Neighbourhoods submitted a report for Members to consider the Corporate Priorities for the period 2015-2020.

The Current Corporate plan for 2011-2015 was agreed by Council in 2011 following consultation with residents, partners and other stakeholders.

The approach to Corporate Planning for 2015-2020 was initially presented to Members at the Strategic Away Day in May 2014, and was approved at the Budget and Strategic Planning working Group on 11th June 2014. A draft set of Corporate Priorities was considered and endorsed by Members at the Policy, Finance and Administration Committee on 15th April 2015.

The Council has undertaken to refresh the Corporate Priorities 2015-2020, and over 500 people participated and contributed to the shaping of the Council's future. Refreshing the Council's priorities falls under 'A Well Run Council' through ensuring the needs of the communities are met and by listening to what people say and using that information to tailor services around budgets and customer needs and this in turn helps drive better customer satisfaction.

A discussion took place and Members praised the work of Officers in refreshing and setting out the Corporate Priorities.

The recommendation was moved by Councillor Rhodes and Councillor Posnett seconded.

All Members were unanimously in favour.

RESOLVED that the Corporate Priorities and Corporate Management Framework, as provided at Appendix A and Appendix B of the report alongside the Engagement Evaluation report provided in Appendix C be approved.

P8. **SERVICE PLANS 2015/2016**

The Head of Communities and Neighbourhoods submitted a report which provided Members the opportunity to comment on, and agree the Service Plans for 2015/16.

The Head of Communities and Neighbourhoods advised that as part of its regular review of Service Plans, it was determined that the Service Plans were in need of refreshing and focusing on service planning to minimise the duplication of information.

The template for the Service Plans was approved by the Overview Scrutiny and Audit Committee on 7th February 2012;. Service Plans are reviewed annually and prepared in tandem with the budget setting process.

The Head of Communities and Neighbourhoods informed Members that Officers were requested to report on the major recent key achievements for 2014/15.

The recommendation was moved by Councillor Higgins and Councillor Wright seconded.

All Members were unanimously in favour.

RESOLVED that the Service Plans attached at Appendix A (Central Services), and Appendix B (Communications), Appendix C (Communities & Neighbourhoods), and Appendix D (Regulatory Services), be approved.

P9. PARTNERSHIP EVALUATIONS UPDATE

The Head of Communities and Neighbourhoods submitted a report to Members which detailed the edited Partnership Register.

Prior to advising Members on the details within the report, the Head of Communities and Neighbourhoods made Members aware that the Council reviews its engagement with partnerships on a three yearly basis. This ensures that capacity and resources are allocated to those partnerships which are most closely aligned with the Council's priorities and direction of travel.

The report identified key partnerships assessed by lead officers using the Evaluation Toolkit. The report updated Members on the work of the Council's significant partnerships during 2014-15 and highlighted future plans, activities and developments.

The evaluation by which these partnerships are assessed was comprehensive and required Officers to carefully analyse the partnerships that the Council is committed to. The Head of Communities and Neighbourhoods informed Members that Appendix A details those key beneficial partnerships.

The recommendation was moved by Councillor Rhodes and Councillor Posnett seconded.

All Members were unanimously in favour.

RESOLVED that the Partnership Evaluation Procedure be approved, and the report be noted.

P10. RECORDING OF COUNCIL MEETINGS – WAY

The Head of Communications submitted a report to Members, as requested at the meeting of this Committee on 27th January 2015, which provided further feedback on the audio recording of Council Meetings.

The Head of Communications advised that since the 27th January 2015, it was confirmed that the Protocol for Audio Recordings of Meetings and the Hints and Tips Document were approved by Full Council on 22nd April 2015 and were incorporated into the Council's Constitution.

It was further advised that there is substantial administrative support required to ensure that the recordings are available in a timely manner, and Members were directed to para. 3.4 for further details. The extended trial period showed that the 5 working days deadline for making the audio recording available on the website is achievable, with commitment and prioritisation from the staff involved.

The tasks are currently being managed within existing resources, and there can be an impact on other work during this time because both the Communications Admin and the Democracy Involvement Officer are involved, and this can conflict with other deadlines such as payroll and mayoral events.

As well, due to the IDOX system and the audio equipment not being easily compatible for the purposes of audio recordings being uploaded to the website this can make it an awkward process.

The Head of Communications advised that it is not possible to collect data on public interest in the audio recordings because there is no software compatible with the current software used by the Council.

A discussion took place with Members querying whether there was any possible way to determine the level of public engagement, and Members were advised that this is not possible at the current time, however the Strategic Director (KA) advised there might be a potential means to determine the uptake/interest in the audio recordings via the Engaged monitoring part of the Council's Website, and is something which Officers can look into to present further feedback at a later date.

Members felt that the audio recording of Council Meetings was relevant and useful to promote transparency regarding the work of the Council for all persons and allows for those interested to 'tune' into meetings as and when desired. Furthermore, the use of audio recordings and uploading them to the website would also allow for Committee Meetings to be accurately recorded and summarised.

Members also queried why the uploading of recordings is administratively heavy with the times for uploading varying from 2 to 7 hours. Members were advised by the Chief Executive that this variance is due to ensuring that the audio recordings are slick and without white noise, therefore the editing process can be very time-consuming. It is also to ensure that what is uploaded is easy to understand without eclipsing information.

Members also enquired whether the Council has the proper equipment to carry out the audio recording and subsequent uploading of the file to the website, and were advised that while the equipment is suitable, there is other equipment which could be used, but these are quite costly.

A Member queried what would happen if a Member of the public recorded the Meeting of their own volition and was advised that the law has now changed and that any person who wishes to record must be allowed to do so.

The recommendation was moved by Councillor Rhodes and Councillor Posnett seconded.

RESOLVED that the continuation of Full Council Audio Recordings and uploading these audio files to the Council's website by 5 working days following the meeting be approved and a further report be brought back later in the year following further investigation into the use of the recording through the website.

P11. ME & MY LEARNING

The Head of Communities and Neighbourhoods submitted a report to Members which provided an update on the performance and outcomes of the Me and My Learning Programme for 2014/15. Members were advised of a request to put forth a bid for future funding to the Leicester & Leicestershire Enterprise Partnership (LLEP) which would secure Me & My Learning in its present location for a period of three years from April 2016.

Me and My Learning has been in operation since 2014, with full operational services implemented from June 2014. Me & My Learning is currently operated from Phoenix House and has 22 providers.

£386,377 was secured from ESF (European Social Fund) for 2014/15 and funding for 2015/16 was secured from the Department of Communities and Local Government (DCLG) from their Transformation Change Award; £660k and of that £260k would be used to roll the service out to the Blaby District Council area.

The Head of Communities and Neighbourhoods iterated that the aim of the service is to create social, financial and digital independence for residents who live in the Melton Borough with a focus on those residents who are in receipt of Job Seekers Allowance and Employment Seekers Allowance.

Me and My Learning plans to lead an application under the holistic Social Inclusion Strand of TO9 and funding under this strand stands at £5,238,000 and would cover the period of 2016 until the end of 2019. The application must ideally cover the whole of the LLEP and meet a complex range of criteria.

Members discussed and queried what Officers are doing to offset the loss of £27k in rental income at Phoenix House, in reference to para 5.2. Members were advised that Officers are looking into all viable options to mitigate this loss, and looking at possibly using other buildings to generate rental income. The People and Place Manager advised that he is currently dealing with some interested parties who might come in and pay rent to use facilities available in Phoenix House.

Following the next three year period of occupation by Me and My Learning alternative options for the facility would be investigated which could include putting the asset on the market and general income through leasing.

Councillor Posnett reiterated that Me & My Learning has been a success for Melton and many other Councils are impressed by this unique initiative.

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

All Members were unanimously in favour.

RESOLVED that

- 1) the 2014/15 end of year report (Appendix A) be noted;
- 2) delegated Authority be given to the Strategic Director (KA) to submit an application for funding following the call for proposals under Thematic Objective 9 (TO9) – LLEP Funding Programme 2014-2020 and the European Structural and Investment Funds (ESIF);
- 3) the proposals for Me & My Learning result in Phoenix House being primarily an operational building for the duration of the scheme thereby minimising the income raising opportunities of the asset be noted.

P12. MELTON LEISURE VISION – PHASE ONE APPROVAL

The Head of Communities and Neighbourhoods submitted a report which informed Members of the progress to date in relation to the Melton Leisure Vision and the People and Place Manager took Members through the report.

The People and Place Manager advised Members that all terms have now been agreed with Leicestershire County Council in relation to the sale of land at the King Edward VII site in Melton Mowbray. The land and the leisure centre transferred to Melton Borough Council on 29th June 2015. In addition, SLM took over the current leisure management of the site and facilities on 29th June 2015, and will fulfil this role temporarily for a period of two years until new management is implemented beyond those two years.

The People and Place Manager also advised that discussions have taken place with Sport England, the Football Association and England Hockey in relation to their funding arrangements, and Members were assured that all existing clubs will remain on the site.

An updated report will come to Full Council in October 2015, and will update Members regarding the progress and request approval for any recommendations coming out of the Working Group.

Members felt that the Leisure Vision will benefit Melton into the future and show partners our commitment. Members also agreed that this will not just be a sport centre, but also a leisure centre, and that at all stages, Members will be looking to see that everything is a good benefit to taxpayers.

Councillor Holmes queried whether The Melton Football Club will be coming up to the site, and was advised by the People and Place Manager that they will be coming. There will be challenge matches taking place beginning the week of 20th July 2015, as well the club house is being re-painted and Officers are looking at securing longer term leases to encourage the ladies and women's team to follow to the new site in due course.

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

RESOLVED that

- 1) the progress made to date and the requirements that are needed in order to access external funding to complete phases two and three be noted;
- 2) the Project Mandate and the Business Case (Appendix 1) for 'Phase 1' of the Melton Leisure Vision for inclusion into the Capital Programme be approved ;
- 3) the Allocation of a supplementary estimate of £90,000 (Appendix 2) from the £1 million funding that has been set aside for the overall leisure vision be approved and;

- 4) it be noted that Officers will work with Melton Mowbray Football Club and Melton Rugby Club to secure external funding to reduce the cost to the Leisure Vision Project in respect of Phase 1;
- 5) the establishment of a Facilities Fundraising Partnership Group that will fundraise monies that the Council would not otherwise be able to access to help raise monies for the first phase costs and contributions also towards phase 2 and 3 be approved. Membership of this group will be agreed by the Leisure Vision Working Group.

P13. ITEMS FOR APPROVAL UNDER FINANCIAL PROCEDURE RULES

The Head of Central Services submitted a report to Members which requested 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.

Since the last meeting the Head of Central Services approved fifteen requests for virement within the same service totalling £494,760, and three requests for virement between services totalling £8,470. Further details were outlined in Appendix A for those requests in excess of £10,000.

At the meeting of the Community and Social Affairs Committee on 17th June 2015, the business cases for the Play Areas Replacement Scheme was approved, and a request be made to this Committee for capital investment for the required funding of £65,000, made up of £30,000 from the Replacement and Renewal Fund, £5,000 from the Special Expense Reserve and £30,000 from Section 106 for the Play Areas at The Crescent, Baldocks Lane and Melton Country Park Visitor Centre.

Members were also advised that at the meeting of the Rural Economic and Environmental Affairs Committee on 3rd June 2015, it was approved that a revised spending profile and allocation of the Council funding for the Cattle Market regeneration project be submitted to this committee for approval, and the gross capital sum included in the capital programme is £5.5m, and is being funded by £3.5m from the LLEP and £2m from Capital receipts with £3.5m being allocated in 2015/16 and will require revising to £0.75m in 2015/16, £4.250m in 2016/17 and £0.5m in 2017/18.

The recommendations were moved by Councillor Wright and Councillor Higgins seconded.

All Members were unanimously in favour.

RESOLVED that

- 1) The virements approved under delegated powers (para 3.1.1 refers) be noted.
- 2) The budget reductions approved under delegated powers (para 4.1 refers) be noted.
- 3) The business case discussed in para 5.1 be approved with a supplementary estimate of £65k for play area replacement be approved , to be funded from

£30k from Section 106 monies, £30k from the play equipment replacement and renewal fund and £5k from the Special Expenses Reserve as recommended by the Community and Social Affairs Committee and outlined in paragraph 5.2.

- 4) The Capital Programme for the Cattle Market be adjusted to reflect the revised spending profile as recommended by the Rural Economic and Environmental Affairs Committee and outlined in paragraph 5.3.

P14. REVENUE BUDGET 2014/15 – PROVISIONAL YEAR END POSITION

The Head of Central Services submitted a report to inform Members of the provisional year end position subject to audit approval for 2014/15, and to provide Members with information on the implications for the Council's reserves and balances.

The Head of Central Services advised Members they had been given a revised Appendix A which highlighted (in yellow) some of the positions. Members were also made aware that on the Melton Lifeline budget, some of the income had been input in the wrong year, and will require a post-audit adjustment, and this will reduce the underspend.

The report laid out that the table in para. 3.1 compares the provisional year end position (subject to audit approval) for all General Fund, Special Expenses and Housing Revenue Account (HRA) Services to the estimated year end position, as reported to Full Council on 4th February 2015.

Appendix A showed a summary of budget holder performance which compared the provisional year end position to the approved budget for controllable items.. The net position against the estimated year-end position for each of the funds was as follows:

General Fund General Expenses: Underspend - £588,161
Special Expenses (Melton Mowbray): Overspend - £7,737
Housing Revenue Account: Underspend - £178,758

Overall, despite continued pressures, budget holders managed to spend prudently, as evidenced by the general underspend position for the year. Based on this position and prior year experience Officers will now try to find extra supplementary monies identified as being required during the year from within existing budgets before coming to members for request for additional funding.

Members were advised that the impact on reserves was outlined in para. 3.7 and the estimated balance at 31.3.16 on the Corporate Priorities Reserve allowing for the post audit adjustment now required is £225k more than was reported to members when the budget was set in February 2015, the estimated special Expenses Reserve balance is £3k less than previously reported.

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

All Members were unanimously in favour.

RESOLVED that

- 1) The provisional year end position, variations to the 2014/15 estimated year end position and the resultant effect on the Council's balances and reserves as set out in the attached papers be noted and;
- 2) Supplementary estimated be approved for those services which are overspent against the approved budget as attached at Appendix A.

Here Councillor Holmes left the room and did not return for the duration of the meeting.

P15. **STATEMENT OF ACCOUNTS**

The Head of Central Services submitted a report to Members which contained the Statement of Accounts which was prepared in accordance with the Audit Commission Act 1998 and the Accounts and Audit Regulations 2011 and inform the Committee of key issues with these accounts.

For the financial year 2014-15 approval, the statement of Accounts must be published by 30th September 2015. In future, the Local Audit and Accountability Act 2014 will require that Local Authorities publish an audited copy of their statement of accounts by 31st July from 2017/18. Therefore, it will require authorities to sign off the unaudited accounts by 31st May instead of 30th June. This year the closedown was brought forward by two weeks, and next year it will be brought forward by a full month to identify what some of the issues are in achieving this earlier closedown.

In order to achieve the new deadlines, it will require an increased reliance on estimates, which has two potential consequences, which are an increase in post-audit amendments and it could lead to a knock on effect into the following financial year if the estimates of accruals is not as accurate.

Members were advised that 2014/15 is the last year Melton Borough Council will use Price Waterhouse Cooper as the auditor, and from 2015/16, Ernst & Young will be taking over the role.

The Head of Central Services highlighted the position at the balance sheet date and the position on borrowing and working capital.

Councillor Wright queried the resources and uncertainty on p.25 of the report, relating to the £1.9million in arrears. The Head of Central Services advised that she would have the figures double checked in relation to it, but advised that the difference may be based on the assumptions made regarding the age of the debts. Councillor Wright also queried p.52 of the report regarding Member Allowances, and was advised by the Head of Central Services that the figures around those allowances would be double checked to ensure accuracy.

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

All Members were unanimously in favour.

RESOLVED that the Statement of Accounts for 2014-15 be noted.

P16. CORPORATE ISSUES

The Chief Executive submitted a report to advise Members of the development of certain Corporate Issues of relevance to the Council.

The Chief Executive informed Members that discussions have taken place between the Leaders of the Local Authorities in Leicestershire and the City Mayor concerning the opportunity to submit a proposal to develop a Combined Authority for the City and County. The City Mayor and the Leaders agreed in principal to take forward the proposals to develop further for submission possibly in September for Government consideration.

The successful and developing economy in the East Midlands, the good relationship between all public authorities and with the Leicester Leicestershire Economic Partnership (LLEP), have seen the introduction of much praised initiatives such as Supporting Leicestershire Families as well as the co-terminosity of many public services which can be better strategically co-ordinated within such a body, give the background for further, more detailed work during the Summer to build the case for the proposal.

The proposed Combined Authority would be strategic in nature and would work towards developing and delivering upon the aspirations of the communities of Leicester and Leicestershire. Ultimately the wish would be to seek devolved powers and funding from government to have better strategic oversight, better co-ordination and better delivery of the strategic plans. The aim is to add value for additional delivery through the co-ordinated approach. The Leaders over the summer months will develop the concept.

In relation to the revised Melton Extending to Excellence Programme, the Chief Executive advised that Management Team arrangements are now in place, and training and development will be implemented using in-house training and mentoring to further the Programme. Care is being taken to ensure that any outside support brought into the Council in this regard fits within the ethos in a way the group agrees.

The preliminary analysis of the staff surveys showed there are clear linkages to the ME2E Programme and these linkages will be included proactively in the Programme Activities.

Senior Officers of the Council have continued their talks at national conferences about the Melton Model and experience in implementing change and integrated service management. Following a successful visit from Hampshire in April 2015, colleagues have been asked to lead a conference to further explain the Melton Method across a range of public sector bodies.

Finally, an additional post has been proposed following a review of the Procurement Unit Structure by the Council on behalf of the Welland Procurement Board, Welland Chief Executives/Joint Committee. This position will be the Welland Procurement Compliance Manager and Officers are looking to fund the continuation to this position from within existing budgets.

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

All Members were unanimously in favour.

RESOLVED that

- 1) The current position with respect to the plans to submit a proposal to Government to establish a Combined Authority be noted.
- 2) The addition of a Procurement Compliance Manager to the establishment funded from the five partner contributions be approved; for Melton this will be met from within existing budgets.
- 3) The exercise of the Chief Executives Urgent Delegated Authority with respect to the requested early start on site for the four play areas in Melton Mowbray be noted.
- 4) The progress of Melton Extending to Excellence be noted.

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).

P18. **REVIEW OF THE RESOURCING AND DELIVERY OF LICENSING AND ENFORCEMENT SERVICES**

The Head Regulatory Services submitted a report to Members regarding the Enforcement and Licensing Service at Melton Borough Council.

RESOLVED that all recommendations in the report be approved.

The meeting which commenced at 6.30pm closed at 8:30pm

Chairman