



Rural Capital of Food

Agenda

Meeting name	Community & Social Affairs Committee
Date	Wednesday, 21 June 2017
Start time	6.30 pm
Venue	Parkside, Station Approach, Burton Street, Melton Mowbray LE13 1GH
Other information	This meeting is open to the public

Members of the Community & Social Affairs Committee are invited to attend the above meeting to consider the following items of business.

Lynn Aisbett
Chief Executive

Membership

Councillors	A. Pearson (Chair)	R. de Burle (Vice-Chair)
	T. Beaken	M. Blase
	P. Chandler	A. Freer-Jones
	S. Lumley	P. Posnett
	M. Sheldon	D. Wright

Substitutes	L. Higgins	E. Hutchison
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Quorum: 4 Councillors

Meeting enquiries	Jasmin Baum
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Agenda despatched	Tuesday, 13 June 2017

No.	Item	Page No.
1.	APOLOGIES FOR ABSENCE	
2.	MINUTES To confirm the minutes of the last meeting of the Committee on 23rd March 2017, the minutes of the Committee on 24th January 2017 and the AD HOC Committee on 1st February 2017.	1 - 28
3.	DECLARATIONS OF INTEREST Members to declare any interest as appropriate in respect of items to be considered at this meeting.	29 - 30
4.	RECOMMENDATIONS FROM OTHER COMMITTEES	
5.	UPDATE ON DECISIONS The Head of Communities and Neighbourhoods to submit an update on decisions from the previous meeting of the committee.	31 - 32
6.	ASSET OF COMMUNITY VALUE REVIEW The Head of Communities & Neighbourhoods to submit a report seeking Members' determination on an Asset of Community Value request for a review.	To Follow
7.	<p>RECONSTITUTE TASK GROUPS</p> <p><u>PUBLIC CONVENIENCES TASK GROUP:</u></p> <p>1.To review the current issues related to the provision of public toilets in Melton Mowbray Town Centre taking into account the public consultation in Spring 2015.</p> <p>2.To establish a strategy on how to ensure a modern, accessible and fit for purpose provision for now and moving into the future taking into account financial constraints on the Council and also the Council's commitment towards improving the Town Centre.</p> <p>3.To consider what further consultation is necessary to move from existing service level to any new proposals.</p> <p><u>HOUSING REPAIRS CONTRACT TASK GROUP:</u></p> <p>1.To oversee the Procurement of a Housing Repairs Contract and report back to the Community & Social Affairs Committee with recommendations on a longer term Housing Responsive, Voids and Planned Maintenance Repairs Service'</p>	

8.	<p>HOUSING REVENUE ACCOUNT (HRA PROVISIONAL YEAR END POSITION 2016-17) The Head of Central Services and the Head of Communities and Neighbourhoods to submit a joint report to provide Members with information on the provisional year end position for 2016-17.</p>	33 - 38
9.	<p>WHEELS TO WORK (W2W)- OPERATIONS & FEES AND CHARGES The Head of Communities & Neighbourhoods to present a report to provide members with an update on the W2W's programme for 2017/18 and seek members' approval for the fees and charges for the service from 1 July 2017.</p>	39 - 46
10.	<p>COMMUNITY SAFETY PLAN The Head of Communities & Neighbourhoods to submit a report seeking members' approval on the Melton Community Safety Plan.</p>	47 - 60
11.	<p>MELTON LEISURE VISION- UPDATE The Head of Communities & Neighbourhoods to present a discussion and decision paper outlining the current status of the 3 main clubs operating from the King Edward VII site.</p>	61 - 66
12.	<p>URGENT BUSINESS To consider any other items that the Chair considers urgent</p>	

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COMMUNITY AND SOCIAL AFFAIRS COMMITTEE

24 JANUARY 2017

PRESENT:-

S. Lumley (Vice-Chair) (Stand in Chair)
P Chandler, T Culley, J. Douglas, M.C.R Graham MBE,
P. Posnett

Observer
Councillor David Wright

Chief Executive
Head of Communities and Neighbourhoods, Central Services Manager,
Welfare, Housing & Revenue Manager, Corporate Policy Manager
Administrative Assistant for Communities and Neighbourhoods

C42. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Beaken, Councillor Manderson and Councillor Pearson.

C43. MINUTES

The minutes from the previous meeting on the 16 November 2016 were authorised to be signed by the Chairman during the next Committee once spelling and grammar amendments are made.

C44. DECLARATIONS OF INTEREST

There were no declarations of interest at this time.

C45. RECOMMENDATIONS FROM OTHER COMMITTEES

There were no recommendations received from other committees.

C46. UPDATE ON DECISIONS

The Head of Communities and Neighbourhoods submitted an update on decisions from the previous meeting of the Committee which was noted by Members.

RESOLVED that

- C13 was to be presented during this meeting.
- C29 was to be presented during this meeting.
- C39 – Phase 4 of the 2016/17 planned programme has progressed and will be completed by the end of March 2017.

C47. HRA BUDGET/RENT SETTING REPORT

A Joint report was submitted by the Heads of Central Services and Communities and Neighbourhoods in order to set the rents of Council dwellings approve HRA estimates for 2017-18 and set the working balance for 2017-18.

The Central Services Manager presented a brief overview of the recommendations and asked Members to note that recommendation 2.6 was to be disregarded in light of no figures being included in the Housing repairs contract and review report going to the Ad Hoc committee on the 1 February 2017.

The Central Services Manager presented the report bringing Members' attention to the keys point:

- 3.1 (b) – Noting in 2015 the Chancellor promised to reduce social rents by 1%. This 1% reduction was announced to continue for 4 years and has a cumulative effect on the 30 years business plan of approximately £31m.
- 3.2- Presenting the HRA estimates summary, noting that the carried forward working balance is broadly within the target working balance of £750,000 and does allow for some flexibility.
- 3.3- Noting that an extended pilot for 2017-18 for Housing Association tenants to benefit from Right to buy was announced in November 2016. This deferral means that no high value asset payments will be taken from Local Housing authorities in 2017-18.
- 3.4- Noting the government has now decided not to continue with the Pay to Stay policy in it current compulsory form, therefore there are no cost implications from this policy.
- 3.5- (a) Noting with the movement to Universal Credit the Councils most vulnerable tenants on housing benefit will now be paid directly to them 4 weeks in arrears rather than directly to the Council as their landlord. (b) Noting that within the estimates and additional contribution of £30k in 2017-18 to total £80k from the General Fund to the HRA to support this via the Me and my Learning Scheme.
- 3.6- Noting officers have updated the HRA Business Plan and the refreshed document will be brought to this Committee in March 2017.
- 3.7- Noting the warden service is removed and the Intensive Housing Support Management Service will become operational providing Intensive Housing support.

A Member noted their disappointment in the Government decreasing to 1% and feel it may be worth while to write a letter to parliament about this. This member also stated that due to the change of the way benefits will be paid with regards to Universal Credit the council will need to be paying close attention and staying on top of this from day 1 as this could be difficult to guarantee tenants use this money to pay rent and council tax.

The Welfare, Housing & Revenue Manager noted that the council do have good recovery mechanisms in place such as tenants paying in advance and a lot of tenants still want the money to be paid to the landlord.

A Member noted that due to a large number of Universal Credit claimers that will be tempted to spend these large amounts of money, its would be helpful to have a report on how this is going brought back to this Committee in the future. The Head of Communities and Neighbourhoods stated that yes they will be very proactive in dealing with this and a report will be presented to a future CSA committee meeting.

A brief discussion was had over high value housing regarding the mixed success results from the pilots that were ran in the housing association, causing a re think over how this operates.

The Chair questioned how the cleaning is currently done. The Head of Communities and Neighbourhoods stated that currently deep cleans are done periodically however the Council cannot keep procuring ad hoc deep cleans and that long term procurement is being sought which will be brought back to this Committee.

The Chair sought a proposer and seconder for Recommendations 2.1-2.5. All Members were in favour.

RESOLVED that

- (1) a rent decrease of 1% for all Council dwellings for 2017-18 with effect from 3 April 2017 be approved and that when a property is re-let the rent continues to be brought into line with the Governments formula rent;
- (2) the estimates for 2017-18 be approved subject to the receipt of the limit rent Determination with delegated authority being given to the Head of Central Services in consultation with the Head of Communities & Neighbourhoods to amend the estimated working balance based on any changes to the determination;
- (3) the charge for communal cleaning will remain at its 2016/17 amount whilst a new contract is procured, with any savings or additional costs to be included in the fees and charges report to be brought to this committee in September 2017 for the 2018/19 charge;
- (4) the Accommodation Support charge for Gretton Court for 2017-18 be reduced by £7.27 per week, being the staff element in this otherwise accommodation based charge, and instead £11.32 be charged for the move to the Intensive Housing Management Service in line with the other Sheltered Housing Schemes;

- (5) a working balance of £999,084 be budgeted for at 31 March 2018 based on a 1% rent decrease;
- (6) recommendation 2.5 of the report stating 'these estimates are approved subject to this committee's approval of the Housing repairs service & contract review report which is to be brought to an Ad Hoc meeting of this committee on Wednesday 1st February 2017, with delegated authority being given to the Head of Central Services in consultation with the Head of Communities & Neighbourhoods to amend this working balance based on the full amount approved in that report' be disregarded.

(Councillor Posnett here entered the Committee meeting.)

C48. HOMELESSNESS REVIEW

The Head of Communities and Neighbourhoods submitted a report providing a summary of some of the key issues and trends within the Borough in relation to homelessness and outlined the service developments that have been or are being made to prevent and alleviate homelessness.

The addition of an Appendix B table was handed to Members before this report.

The Welfare, Housing & Revenue Manager gave an overview of the report and brought Members' attention to:

- 3.1 Stating that it was recently highlighted nationally that Melton has a high number of 'Homeless' per head of population, although in reality we do have a large number of people presenting themselves as Homeless however the number of those we have an actual duty to find them accommodation is relatively low at 82 people in 2014 and 67 in 2015.
- 3.4- Noting that the most frequently cited reason for loss of the last settled home is now the ending of an assured shorthold tenancy in the private rented sector which can be seen in Appendix A.
- 3.8-Noting the new welfare reforms announced over the last 18 months have had particularly marked consequences for families with more than two children and out of work young single people aged 18-21.
- 3.9-Noting that the new proposed Homelessness Reduction Bill currently going through Parliament makes changes to the current homelessness legislation. This places duties on local authorities to intervene at earlier stages to prevent homelessness in their areas.
- 3.10-noting the current threat of homelessness is defined as beginning at 28 days before person is likely to become homeless; the new bill would extend this to 56 days.
- 5.1- Noting that the decline of availability in the private rented sector to customers that approach for assistance has already seen some impact which raises concerns for Melton.
- 5.1- Financial and Other Resource Implications- Noting a forecast overspend prediction of £21k on homelessness.

The Head of Communities and Neighbourhoods asked Members to consider these points and their comments raised on 5.3 as these would be beneficial to discuss further during exempt session later in this Committee.

A Member enquired as to how the overspend of 21k is being met. The Head of Communities and Neighbourhoods noted that they have been looking at existing budgets to help however some of this is out of their control.

A discussion was had in regard to homeless 18-25 years olds and the use of mist. It was noted by a member that MYST is always full however this does not address the needs of young people; they need more support especially for when they move on. Could the Council work with MYST to help provides support? This could help a lot of problems later on in their life. Another member noted that if Exempt item 11 was to fall, more help with supporting young people could be needed. The Head of Communities and Neighbourhoods noted that yes this will be looked at, adding that a lot of this is done through Me and My Learning.

A discussion took place regarding the statistics comparison between Melton and other boroughs as Melton follow a different process compared to others. The Head of Communities and Neighbourhoods noted that the Council are currently reviewing how we process homelessness applications as this is showing higher statistics to other Councils that's seem to be having informal discussions before filling out the applications.

A Member noted that 3.8 last paragraph has not been finished and enquired as to more clarification as next step is not clear. The Welfare, Housing & Revenue Manager stated that exempt report covers a lot of this section and therefore could not supply all information.

The Head of Communities and Neighbourhoods stated that they will need to develop personalised plans in response to the reduction bill.

The Chair sought a proposer and seconder for all recommendations. All Members were in favour.

RESOLVED that

- (1) Members took note and understood the current homelessness position within Melton Borough;
- (2) Members took note and approved the Next Steps highlighted in sections 3.9-5.0;
- (3) Members took note on the comparable figures with Leicestershire Councils presented in Appendix A.

C49. URGENT BUSINESS

There was no urgent business.

EXCLUSION OF THE PUBLIC

RESOLVED that the public be excluded during the consideration of the following items of business in accordance with Part 1 of schedule 12A of the Local Government Act 1972 (Access to information: Exempt Information) under paragraph 3.

C50. PUBLIC CONVENIENCES BUSINESS CASE

The Corporate Policy Officer submitted a report to approve the business case for the public conveniences replacement and also to approve the proposed method of disposal for Park Lane toilets. For Members to also note the work undertaken by the Public Conveniences Task Group.

RESOLVED that the recommendations be approved

C51. GRETTON COURT

The Head of Communities and Neighbourhoods presented a draft Gretton Court feasibility report designed to ensure that Gretton Court remains fit for purpose as an Extra Care facility over the long term and for Members to approve the development of a robust financial and operation business case for Members consideration working in partnership with Leicestershire County Council.

RESOLVED that the recommendations be approved.

C52. HOUSING FOYER

The Head of Communities and Neighbourhoods presented an update to Members on the Housing Foyer project and sought Members' direction on a way forward.

RESOLVED that recommendation 2.1 be approved and recommendation 2.2 be approved subject to further information being brought back to the March Committee.

The meeting which commenced at 6.30p.m and closed at 8.25p.m.

Chairman

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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COMMUNITY AND SOCIAL AFFAIRS COMMITTEE

1 FEBRUARY 2017

PRESENT:-

A.Pearson (Chair),
T. Beaken, P Chandler, T Culley, J. Douglas, M.C.R Graham MBE

Chief Executive
Head of Communities and Neighbourhoods,
Administrative Assistant for Communities and Neighbourhoods

C53. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Greenow, Councillor Lumley, Councillor Manderson and Councillor Posnett.

C54. DECLARATIONS OF INTEREST

There were no declarations of interest.

C55. RECOMMENDATIONS FROM OTHER COMMITTEES

There were no recommendations received from other committees.

C56. HOUSING REPAIRS CONTRACT

The Head of Communities and Neighbourhoods presented a report to seek Members' approval to proceed with the Housing Responsive, Planned and Voids Repairs contract procurement through a 'lean competitive Dialogue approach and for Members to approve the draft Housing Repairs Design specification, which outlines the key specification outcomes required from a new partnering contract.

The Head of Communities and Neighbourhoods gave a brief overview of the report bringing Members' attention to:

- 3.1- Noting on 27 June 2012 that this committee approved that members award a 5 year with an option to extend for a further 3 years Housing Responsive Repairs, Out of Hours services, Voids and Planned Repairs contract to G Purchase Construction to commence 1 October 2012.
- 3.2- Noting at the Community & Social Affairs Committee on 22 June 2016 members approved a slight extension of the current contract (until end of May 2018) to enable a pre-procurement work to be undertaken, a key feature being

the development of a detailed Housing repairs Specification. Members also recommended that officers develop an approach to seek a long term partnering contract.

The Head of Communities and Neighbourhoods presented the Scope and Design Specification as attached as appendix b to Members, focusing on the key points of each slide.

The Chair noted his thanks and stated that he felt it was a very clear document.

A Member noted that it is important to ensure our side of the contract is strong in terms of communication and administration i.e. developing a quality service culture. The Head of Communities and Neighbourhoods noted that this is important and currently the council are getting better with this, however the council will be reviewing and making both cultural and processing changes internally.

A discussion took place regarding technology advances, as a member noted that many companies now use communication through phones to give their customers or tenants clear and up to date information. The Head of Communities and Neighbourhoods noted that this will be something they will look into with the bidders and see what they can also offer.

A discussion took place in regards to what will happen if the new partner does not meet the criteria once the contract is in place. It was stated by the Chair and The Head of Communities and Neighbourhoods there will be particular clauses and penalties discussed in consultation and within the contract as advised by the legal team. It was also stated the first point of action will always be initial conversation and allowing time for improvement before taking further steps.

A Member enquired as to whether the council can ask for the partner to have apprentices in regards to page 24 of appendix a. The Head of Communities and Neighbourhoods stated that this will be incorporated into the contract specification. The Chair noted that there is now a new levy which by law large companies will receive for apprentices or have to pay into if they do not use them; this makes the chair confident that new partner will want apprentices.

A discussion was had regarding the process and specification of planned maintenance. The Head of Communities and Neighbourhoods stated that the specification and scheduling of planned works takes place prior to the year of the programme i.e. we are already scheduling the works for the 2017/18 planned programme. A member advised that a lot of work has been done to date and now it is difficult to determine which houses are council owned and which aren't. The Chair stated that there is a lot of good work being done across the repair service however, regrettably the few negative get the most attention.

A Member stated they are happy to see that the council are not looking for the standard 9 to 5 service and recognising that not everyone can take time off for appointments therefore early evening and weekends will be very helpful. The member also noted in regards to technology that other councils do use systems in which tell the tenants who will be coming to their property and when, this would definitely be the way to go on technology services. The Head of

Communities and Neighbourhoods noted that this is definitely something we want to look into, there will be a prioritisation exercise which will be discussed within the task group and all of this needs to be affordable and within budget.

The Chair stated that this contract will be more than just property maintenance, focusing on improving people's lives and being more pro active with the tenants and vulnerable people.

The Chair, on behalf of Councillor Lumley enquired as to whether the partner could have a 3 month probation first before a full contract. He also gave a personal story regarding a company using technology to communicate with customers. The Head of Communities noted that no there could not be a probation period however the clauses and processes in the contact are there for protection.

The Chair wanted to note that TFEC will be involved through out the process, they are doing a very good job and the relationship with the council is closer than ever. Also noting it is important to create the right channels for them to continue to communicate with us going forward.

The Chair sought a proposer and seconder for recommendations 2.1, 2.2 and 2.3. All Members were in favour.

RESOLVED that

- (1) Officers be instructed to commence the procurement for a long term Housing Planned, Void and Responsive Repairs Partner, through a 'lean' competitive dialogue process;
- (2) The Draft Housing Repairs Specification outlining the key outcomes requested from a new long term partner be approved, which is attached as Appendix A;
- (3) Members continue with a Housing Repairs Contract Task Group, with the following Terms of Reference: *'To oversee the Procurement of a Housing Repairs Contract and report back to the Community & Social Affairs Committee with recommendations on a longer term Housing Responsive, Voids and Planned Maintenance Repairs Service'*.

The Chair wanted to note that this is a very exciting time and believed that Melton Borough Council is a very pro active council.

The meeting which commenced at 6.30p.m and closed at 7.20p.m.

Chairman

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COMMUNITY AND SOCIAL AFFAIRS COMMITTEE

PARKSIDE, STATION APPROACH, BURTON STREET, MELTON MOWBRAY

21 MARCH 2017

PRESENT:-

Councillors A. Pearson (Chairman) S. Lumley (Vice Chairman),
P.M Chandler, J. Douglas, M.C.R. Graham MBE,
T. Greenow, P. Posnett.

As Substitute:-

Councillor E. Holmes for ex-Councillor Culley

Head of Communities and Neighbourhoods, Strategic Director,
Central Services Manager, Welfare, Housing & Revenue Manager,
Environmental Services Officer, Administrative Assistant for Communities and
Neighbourhoods.

C53. APOLOGIES FOR ABSENCE

Apologies for absence were given for Councillor Beaken.

The Chair referred to Councillor Culley's resignation on the same day as the meeting and that the Committee was very sad to see her go, they felt she has done an excellent job and she would be greatly missed.

C54. MINUTES

The Minutes of the Committee held on the 16 November 2016 were confirmed and authorised to be signed by the Chair.

The Minutes of the 24 January 2017 and 1 February 2017 were noted and would be presented to the June Committee for approval.

C55. DECLARATIONS OF INTEREST

Councillor Greenow declared a disclosable pecuniary interest regarding the Waterfield Leisure Centre and King Edwards Sports Site/ Operation Fees and Charges report due to his membership with the Rugby Club.

C56. RECOMMENDATIONS FROM OTHER COMMITTEES

There were no recommendations from other committees.

C57. UPDATE ON DECISIONS

The Head of Communities and Neighbourhoods submitted a report for Members to note the update on decisions from the previous meetings of this Committee.

The Chair requested that the officers circulate a date for the proposed Ad Hoc Committee in April.

RESOLVED that:

- (1) The Update on Decisions be noted.
- (2) Officers would circulate the date for the proposed April Ad Hoc Committee.

C58. PETITION RECEIVED BY MEMBER OF THE PUBLIC - HOUSING FOYER

Jane Horne presented a speech to the Members regarding the Housing Foyer project:

'I think we all agreed in the initial working group that Myst Lodge is not able to give the high calibre support for vulnerable young people, often care leavers, which would be provided by a Foyer Scheme. It seems from the response that I received from Leicestershire County Council that there is a mismatch between the priorities that Melton Borough Council sought to address in the Foyer Scheme and what LCC saw as priority.

In The Government's recent Consultation White Paper "Funding for Supported Housing" of November 2016, one of the points in the introduction section (point 3) is that "doing nothing is not an option". This section (point 4) goes on to clarify that the Government will "defer the application of the Local Housing Allowance rates to supported housing until 2019/20, taking into account of plans on social rents".

As we are all aware, LCC has responsibility for children and young people's social care, drugs and alcohol, public health. MBC have responsibility for housing and there is a shared responsibility cohesion and community safety. The Foyer supports all these issues and it would seem that the benefits as well as the cost need to be calculated to give a fair picture.

The new Supported Housing Consultation gives both LCC and MBC the opportunity to work together to consider prioritising this scheme, making use of central government funds and thus not impacting on any local fund.

Given that this imaginative, well respected national and international Foyer project would be supporting vulnerable young people, such as care leavers, homeless young people and teenage parents it would be valuable if an approach from MBC to agree priorities with LCC can take place, so that an impartial look at the scheme, in the new context, can take place."

EXCLUSION OF THE PUBLIC

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

(The discussion on the Housing Foyer here went into exempt session and returned to public session for the following agenda items.)

RESOLVED that the decision made during the 24 January 2017 Committee still stands.

C59. CAPITAL PROGRAMME MONITORING

The Central Services Manager submitted a report on behalf of the Head of Central Services to update the Committee on the progress of schemes within the Capital Programme to 28 February 2017.

The Central Services Manager gave an overview of the report, bringing Members attention to:

- 5.2 of the report showing the overall position for all capital schemes falling within this Committee, noting the Year End Variance Underspend of £90k for the General Fund and £1,733k for the HRA programme.
- 5.3 of the report noting the main underspends expected were in relation to Disabled Facilities Grants and Warm Homes Grants based on the demand to date and there not being any larger projects. The position would continue to be monitored and any underspend in relation to Warm House Grants only, would be carried forward into 2017/18.
- 5.4 of the report outlined the main reasons the HRA programme was expected to £1,733k underspent in 2016/17, highlighting the Beckmill Court Refurbishment and the Granby House Refurbishment.

A discussion was held regarding the £1,733k under spend with a Member noting that this was a very large underspend. The Head of Communities and Neighbourhoods noted that some of this was due to the lengthy procurement of Granby House and Beckmill Court. However a refreshed Strategic Housing Asset Management report would be brought back to the April Ad Hoc meeting of this Committee, which would plan the next 5 years programme.

A discussion took place regarding the electric storage heaters in regards to them being very slow and that their conversion was expensive. The Head of Communities and Neighbourhoods stated that the conversion of the electric storage heaters had now been procured and there would be more funding for this in 2017/18. It was also noted that more efficient ways were being used such as gas where appropriate.

A Member enquired as to what could be learnt from the large under spend. The Head of Communities and Neighbourhoods stated that Melton Borough Council does need to manage the procurement more efficiently and carry out projects that can be done effectively with due regard to capacity.

A Member enquired as to whether the Granby House Refurbishment would start this financial year. The Head of Communities and Neighbourhoods stated that it had already begun.

A discussion took place regarding Beckmill Court which the some Members felt is not being looked after correctly noting that was still full of supermarket trollies.

Councillor Greenow proposed to move all recommendations, Councillor Graham seconded. All Members were in favour.

RESOLVED that:

- (1) Progress made on each Capital scheme along with the year end forecast be noted.
- (2) The adjusted HRA capital programme be noted, as well as noting that the budgets are being adjusted between projects and the total programme has not changed.

C60. BUDGET MONITORING APRIL TO DECEMBER 2016

The Central Services Manager submitted a report on behalf of the Head of Central Services to provide information on actual expenditure and income incurred on this Committee's services compared to the latest approved budget for the period 1st April 2016 to 31st December 2016.

The Central Services Manager presented an overview of the report, bringing Members attention to:

- 3.3 table showing a summary of the income and expenditure for this Committee's services compared to the approved budget at December 2016, highlighting the Year End Variance Underspends of £28,440 for general expenses and the overspend of £1,340 for parish special expenses.
- 3.6 showing the forecast variations of +/- £10k. Bringing attention to the Overspends of Supporting People £34,140 and Leisure Vision £12,130. As well the Underspends of Rent Rebates - HRA of £52,110 and Customer Services £21,190.

Councillor Greenow stated that with regard to any discussion of 3.9 he would leave if needed.

Councillor Posnett moved that the recommendation be approved, Councillor Holmes seconded. Councillor Greenow refrained from voting.

The recommendation was approved by a majority vote.

RESOLVED that the financial position on each of this Committee's services to 31 December 2016 and the year end forecast be noted.

C61. HOUSING REVENUE ACCOUNT- BUDGET MONITORING 1APRIL 2016- 31 DECEMBER 2016

The Head of Central Services and Head of Communities and Neighbourhoods submitted a joint report to provide information on actual expenditure and income incurred on the Housing Revenue Account (HRA), compared to the latest approved budget for the period 1 April 2016 to 31 December 2016.

The Central Services Manager presented an overview of the report, bringing the Members' attention to:

- 3.3 table showing a summary of the income and expenditure for the Housing Revenue Account compared to the approved budget at December 2016.
- 3.5 Noting the minimum working balance, as agreed by PFA on 7 October 2013 remains at £750,000 for 2016/17.
- 3.6 Highlighting the more significant year end forecast variations +/- £10k. Bringing Members' attention to the Special Services underspends of £10,000

and the Repairs and Maintenance underspend of £23,000. Both of these underspend related to employee's costs which were due to vacant posts. Also highlighted was the Excess Income of £14,000 of which £11,000 related to the income from the sale of Council Houses which was much higher than budgeted.

A Member noted that it was very good that there were no worrying debts.

A Member enquired as how long it took to fill the vacancies causing the majority of the under spends. The Head of Communities and Neighbourhoods noted that currently the Council were working on a review between sections and merging the HRA and General Property teams.

The Chair moved that the recommendation be approved. All Members were in favour.

RESOLVED that the financial position on the HRA to 31 December 2016 and the year end forecast be noted.

C62. HOMELESSNESS - PREVENTION AND AVOIDANCE PLAN.

The Head of Communities and Neighbourhoods submitted a report to provide a summary of some key issues facing the Council in relation to homelessness, and outlined the work required to prevent and alleviate homelessness and in particular: activities to support young people.

The Welfare, Housing & Revenue Manager presented an overview of the Homelessness report, bringing Members attention to:

- 3.3 noting although the housing register shows there are 81 young people households under the ages of 25 on the housing register, the table provided on page 2 of the report shows the majority of these house holds were young couples, lone parent or pregnant.
- 3.4 showing the breakdown of the 31 household who were single, noting 2 households are managing their own independent accommodation, 7 applications are inactive or historic, 6 applications are residents of supportive housing who are looking for a 'move on' independent housing and 2 of the remaining applicants are working full time, living with their family and have no clear need for support.
- 3.10 noting that there were just 12 potential single young people that would potentially benefit from a foyer type project, this particular group would be supported by the new officer.
- 3.14 noting the new legislative changes that are required to be implemented by the new Homelessness Prevention Bill.
- 3.15 noting that the new role will provide a dedicated focus on the housing choices for young people and ensure the Council meets it obligations of the new Homelessness Prevention Bill.

The chair noted that some of these young people with the right support and education would not be a problem, stating that although good idea to have an officer, there is a need for somewhere for training and support to help them move on. There could be potential for something smaller than the Foyer for those in need.

The Strategic Director noted the importance of trying to monitor the effectiveness the support may have had. Stating that dealing with not only the issue but also encouraging good tenants with low debt and low anti social behaviour will save a lot of money and resources in the long run.

A discussion was had regarding the overspend on B&B's with the Welfare, Housing and Revenue Manager noting this was due to 3 or 4 member families approaching MBC to find properties for them and being stuck in B&Bs whilst waiting. A Member noted that it would be helpful to have a place close to town and Me and My Learning for people to stay in for a short time instead of B&B's.

A Member noted that the £30k from the Housing Foyer scheme should be used to recruit a new person to solely focus on this problem, who is trained but also relatable to the people who need help. Noting this could be monitored to see if it helps. The Head of Communities and Neighbourhoods noted that this was something that has had a lot of discussion and will be looked at.

A Member enquired as to how much the Homelessness budget is to which The Head of Communities and Neighbourhoods noted that this was £105K.

A Member noted that they felt there is not enough information and no performance figures to base appointing someone with the £30k, which it has not been given full time to be looked at. The Member enquired as to whether the budget should just increase instead. The Head of Communities and Neighbourhoods noted that the 24 January 2017 meeting did go over this in further detail, as this report was just to highlight the main information.

A Member noted that the report only mentions to create a role but not enough information regarding the responsibilities and aims of the job to which another Member noted they felt this was specified in 3.3 of the report. A Member noted that they did agree with the member and feels that there must be a clear job description for the role to work.

The Chair noted that a decision did need to be made and felt that the Councillors needed to trust the officers to employ the right person.

The Chair moved that recommendation 2.1 be approved. Councillor Greenow refrained from voting.

The recommendation was approved by a majority vote.

The Head of Communities and Neighbourhoods added the additional recommendation that Members instruct officers to undertake a feasibility exercise to determine longer term options to meet the on-going accommodation and support needs and present with a report to the this Committees meeting in June.

The Chair moved that the recommendation be approved, All Members were in favour.

RESOLVED that:

- 1) Members approved the re direction of £30k per annum previously identified for the Foyer project. This will be to support the Housing Options team with a new role providing housing support to young people and implement and manage the new requirements of forthcoming Homelessness Prevention Bill. With the addition of an annual review.
- 2) Members instructed officers to undertake a feasibility exercise to determine longer term options to meet the on-going accommodation and support needs and present with a report to the this Committees meeting in June.

Councillor Greenow left the meeting.

C63. **WATERFIELD LEISURE CENTRE AND KING EDWARD SPORTS SITE/OPERATION FEED AND CHARGES.**

The Head of Communities and Neighbourhoods submitted a report to seek approval on the fees and charges proposed for 2017/18 for the Waterfield and King Edward VII leisure centre.

The Head of Communities and Neighbourhoods presented an overview of the report, bringing Members' attention to:

- Appendix A table showing Waterfield Leisure Pools and Melton Sports village proposed fees and charges for 2017/18.
- Appendix B showing the Waterfield Centre and Melton Sports Village data from 2015 to 2017.

A discussion was held regarding the changes in fees, particularly the group sessions as these had gone up the most. The Chair stated that group sessions were run by external staff that would have set these prices.

A Member enquired as to whether members of MYST still received discount, the Head of Communities and Neighbourhoods noted he would look into this.

The Chair moved that the recommendation be approved. All Members were in favour.

RESOLVED that the fees and charges relating to the Waterfield and King Edward VII Leisure Centres 2017/18 be approved.

C64. **URGENT BUSINESS**

There was no urgent business.

The Chair noted thanks to all Members, Officers and Clerks.

The meeting which commenced at 6.30 p.m. closed at 7.55 p.m.

Chairman

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Advice on Members' Interests

COUNCIL MEETINGS - COMMITTEE MINUTES : DECLARATION OF INTERESTS

Interests need not be declared at Full Council in relation to Committee Minutes which do not become the subject of debate at Full Council (i.e. Minutes referred to solely on a page by page basis when working through the Minutes of each Committee.)

An interest must be declared at Full Council as soon as it becomes apparent that a relevant Committee Minute is to be debated – this applies even if an interest has been declared at Committee and is recorded in the Minutes of that Committee.

PERSONAL AND NON-PECUNIARY INTERESTS

If the issue being discussed affects you, your family or a close associate more than other people in the area, you have a personal and non-pecuniary interest. You also have a personal interest if the issue relates to an interest you must register under paragraph 9 of the Members' Code of Conduct.

You must state that you have a personal and non-pecuniary interest and the nature of your interest. You may stay, take part and vote in the meeting.

PERSONAL AND PECUNIARY INTERESTS

If a member of the public, who knows all the relevant facts, would view your personal interest in the issue being discussed to be so great that it is likely to prejudice your judgement of the public interest and it affects your or the other person or bodies' financial position or relates to any approval, consent, licence, permission or registration then **you must state that you have a pecuniary interest, the nature of the interest and you must leave the room***. You must not seek improperly to influence a decision on that matter unless you have previously obtained a dispensation from the Authority's Governance Committee.

DISCLOSABLE PECUNIARY INTERESTS AND OTHER INTERESTS

If you are present at any meeting of the Council and you have a disclosable pecuniary interest in any matter to be considered or being considered at the meeting, if the interest is not already registered, you must disclose the interest to the meeting. You must not participate in the discussion or the vote and you must leave the room.

You may not attend a meeting or stay in the room as either an Observer Councillor or *Ward Councillor or as a member of the public if you have a pecuniary or disclosable pecuniary interest*.

BIAS

If you have been involved in an issue in such a manner or to such an extent that the public are likely to perceive you to be biased in your judgement of the public interest (bias) then you should not take part in the decision-making process; you should leave the room. **You should state that your position in this matter prohibits you from taking part.** You may request permission of the Chair to address the meeting prior to leaving the room. The Chair will need to assess whether you have a useful contribution to make or whether complying with this request would prejudice the proceedings. A personal, pecuniary or disclosable pecuniary interest will take precedence over bias.

In each case above, you should make your declaration at the beginning of the meeting or as soon as you are aware of the issue being discussed.*

*There are some exceptions – please refer to paragraphs 13(2) and 13(3) of the Code of Conduct

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COMMUNITIES AND SOCIAL AFFAIRS COMMITTEE
21st JUNE 2017
UPDATE ON DECISIONS

AGENDA ITEM 5

Item No.	Agenda Item or Minute Number	Decision	CSA Date Originates	Lead Officer	Update
C51.	<u>GRETTON COURT FEASIBILITY STUDY- Exempt</u>	Development of Business Case.	24/01/17	HR	Progressing with a view of a further report to the Sep committee.
C52	<u>Housing Foyer- exempt</u>	Resolutions following debate	24/01/17	HR	Progressed by Officers.
C27	<u>W2W fees and charges</u>	Recommendation to increase charges for 2017/18 deferred to the meeting in January 2017, following discussions with LCC on the longer term viability of the W2W project across the County	14/09/16	HR	Presented to this Committee.
C48	<u>HOMELESS REVIEW</u>	A report is brought back to members outlining the actions proposed for re-directed £30k to prevent and avoid homelessness.	24/01/17	HR	Completed.

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Agenda Item 5

C56	<u>HOUSING REPAIRS CONTRACT</u>	Instruct Officers to commence the procurement for a long term Housing Planned, Void and Responsive Repairs Partner, through a 'lean' competitive dialogue process..	01/02/17	HR	Procurement consultants have been appointed, internal/TFEC stakeholder event 23/03/17, On-going
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Key to Officers

- MT Management Team
- LA Chief Executive
- KA Strategic Director (KA)
- CM Strategic Director (CM)
- ~~DB~~ Head of Central Services
- ~~CA~~ Head of Communications
- ~~CR~~ Head of Communities and Neighbourhoods
- ~~CS~~ Head of Regulatory Services
- ~~WV~~ Solicitor to the Council
- CS ICT Client Manager

COMMUNITY AND SOCIAL AFFAIRS COMMITTEE

21 JUNE 2017

JOINT REPORT OF HEAD OF CENTRAL SERVICES AND HEAD OF COMMUNITIES & NEIGHBOURHOODS

HOUSING REVENUE ACCOUNT (HRA) PROVISIONAL YEAR END POSITION 2016-17

1.0 PURPOSE OF REPORT

- 1.1 To provide Members with information on the provisional year end position for 2016-17, which is subject to external audit certification and the implications for the working balance on the HRA.

2.0 RECOMMENDATIONS

It is recommended that:

- 2.1 **The variations to the 2016-17 original estimates and the latest approved estimates as set out in the attached paper and the effect on the working balance are noted.**

3.0 KEY ISSUES

- 3.1 The report shown in Appendix A compares the provisional year end position for 2016-17 to the original estimate set in January 2016 and the approved estimate (the original estimate as adjusted by supplementary estimates, virements and budget reductions authorised during the financial year). The approved estimate is the authorised budget for spending purposes. The report also shows the resultant effect on the working balance of the HRA (line 50) and reasons for major budget variations. It should be recognised, however, that the figures are still subject to external audit certification. An additional note has also been added splitting the controllable and uncontrollable costs to bring the report into line with the amounts to be reported to the Policy, Finance and Administration Committee in July 2017.
- 3.2. The provisional year end position shows an actual deficit of income over expenditure of £273,468 (line 47); an underspend of £194,513 against the approved budgeted deficit of £467,980 (line 47) and a resulting working balance of £1,186,019. There are a number of budget variances that make up this underspend; the details for which are outlined in Appendix A attached. Only those in excess of £10k have been commented on in line with financial protocols.
- 3.3 As part of the budget monitoring and review process all budget holders have been requested to provide reasons for significant variations against their latest approved budget on individual service accounts. A full set of the more detailed explanations will be available at the meeting or Members can contact Finance in advance if there are any particular queries.
- 3.4 There have been no significant changes to the accounting requirements of the HRA Accounts during 2016-17 following self financing.

- 3.5 The HRA budget is a complex and large budget; as such it is monitored on a monthly basis as a key service. The operation of the HRA is governed by the Local Government and Housing Act 1989 and one of the key requirements is that the Council will produce and publish an annual budget for the HRA which avoids a deficit; and the Council has a duty to review, and if necessary revise that budget from time to time.

If it appears that the HRA is heading for a deficit then all reasonable and practicable steps must be taken to avoid a deficit position at the year end.

- 3.6 The HRA business plan is included in another item on this committee's agenda.

4.0 **POLICY AND CORPORATE IMPLICATIONS**

- 4.1 Policy and corporate implications have been addressed within section 3.0.

5.0 **FINANCIAL AND OTHER RESOURCE IMPLICATIONS**

- 5.1 Financial and resource implications have been addressed within section 3.0.

6.0 **LEGAL IMPLICATIONS/POWERS**

- 6.1 Legal implications/powers were addressed in setting the current year's budget. There are no further legal implications arising from this report.

7.0 **COMMUNITY SAFETY**

- 7.1 Community safety was addressed in setting the current year's budget. There are no further community safety issues arising from this report.

8.0 **EQUALITIES**

- 8.1 Equalities issues were addressed in setting the current year's budget. There are no further equalities issues arising from this report.

9.0 RISKS

L I K E L I H O O D	A	Very High				
	B	High			2,3	
	C	Significant				
	D	Low			1	
	E	Very Low				
	F	Almost Impossible				
			Negligible 1	Marginal 2	Critical 3	Catastrophic 4

IMPACT

Risk No	Risk Description
1	Repairs to overspend on budget in future years
2	Performance on collection of current, former and late tenancy arrears is affected by welfare reform changes
3	Economic climate and welfare reform changes cause hardship on tenants causing higher levels of rent arrears

9.1 The HRA is a high risk service account that the Council has a duty under the Local Government and Housing Act 1989 to ensure that it avoids being in a deficit situation. This requires that effective budget monitoring procedures are set in place to monitor HRA expenditure and income against the budget and careful consideration is given to determining the level of the working balance.

10.0 **CLIMATE CHANGE**

10.1 Climate change was addressed in setting the current year's budget. There are no further climate issues arising from this report.

11.0 **CONSULTATION**

11.1 The Service Accountant and Head of Service discussed the financial performance of the Housing Revenue Account on 26 April 2017, following meetings between the Service Accountant and Budget Holders.

11.2 On 14 June 2017 TFEC members were made aware of the current budget position, and any actions that were being taken forward to 2017/18.

12.0 **WARDS AFFECTED**

12.1 To varying degrees, most if not all wards are affected by the Council's Housing Revenue Account.

Contact Officer: Carol King, Senior Technical Accountant

Date: 15 May 2017

Appendices: Appendix A – Details of variances

Background Papers: Budget variation analyses
Oracle general ledger reports

Reference: X/C'tees, Council & Sub-C'tees/CSA/2017-18/21-06-17/DG - HRA Prov. Yr. End Position
2016-17

HOUSING REVENUE ACCOUNT PROVISIONAL YEAR END POSITION 2016-17

APPENDIX A Agenda Item 8

Detail	Original Estimate 2016-17	Approved Estimate at 31 Mar 2017	Provisional Year End Position	Variation against Original Estimate (-) = Underspend	Variation against Approved Estimate (-) = Underspend	Comments re: Variations against Approved Estimate
EXPENDITURE	£	£	£	£	£	
GENERAL MANAGEMENT						
1 Employees	51,620	51,410	50,235	-1,385	-1,175	
2 Premises	86,060	88,870	82,477	-3,583	-6,393	
3 Transport	0	0	160	160	160	
4 Supplies & Services	56,040	103,630	80,187	24,147	-23,443	Asset valuation not completed to tender, so fees reduced plus slowdown of court fees towards year end.
5 Third Party Payments	15,000	13,000	11,001	-3,999	-1,999	
6 Uncontrollable Costs	633,620	633,620	604,041	-29,579	-29,579	Uncontrollable Costs
7 Total Expenditure	842,340	890,530	828,101	-14,239	-62,429	
SPECIAL SERVICES						
8 Employees	271,450	257,190	258,257	-13,193	1,067	
9 Premises	204,500	222,040	194,579	-9,921	-27,461	Fluctuating costs and irregular billing of utilities causing underspends.
10 Transport	7,920	8,930	7,723	-197	-1,207	
11 Supplies & Services	173,890	162,310	158,998	-14,892	-3,312	
12 Third Party Payments	9,440	9,440	9,440	0	0	
13 Uncontrollable Costs	47,740	47,740	45,666	-2,074	-2,074	Uncontrollable Costs
14 Total Expenditure	714,940	707,650	674,663	-40,277	-32,987	
REPAIRS & MAINTENANCE						
15 Employees	246,450	221,370	222,938	-23,512	1,568	
16 Contractor Payments	1,585,320	1,771,320	1,796,754	211,434	25,434	High costs voids outside the capital regulations and misdiagnosis of repairs causing high variation estimate.
17 Premises	7,000	5,000	2,675	-4,325	-2,325	
18 Transport	4,280	8,270	10,470	6,190	2,200	
19 Supplies & Services	232,030	257,630	243,570	11,540	-14,060	Computer support days not used and low use of third party claim settlement budget.
20 Third Party Payments	35,000	35,000	32,024	-2,976	-2,976	
21 Recharges from Capital	-85,770	-71,470	-78,382	7,388	-6,912	
22 Uncontrollable Costs	288,300	288,300	266,319	-21,981	-21,981	Uncontrollable Costs
23 Total Expenditure	2,312,610	2,515,420	2,496,368	183,758	-19,052	
RESIDENTS INVOLVEMENT						
24 Employees	33,330	33,900	34,427	1,097	527	
25 Premises	200	200	175	-25	-25	
26 Transport	5,860	5,860	4,108	-1,752	-1,752	
27 Supplies & Services	13,330	11,530	9,388	-3,942	-2,142	
28 Uncontrollable Costs	2,610	2,610	1,979	-631	-631	Uncontrollable Costs
29 Total Expenditure	55,330	54,100	50,077	-5,253	-4,023	
30 Depreciation (Uncontrollable)	1,071,570	1,071,570	1,333,513	261,943	261,943	Balanced by line 46
31 Revaluation Loss (Uncontrollable)	0	0	2,406	2,406	2,406	

Detail	Original Estimate 2016-17	Approved Estimate at 31 Mar 2017	Provisional Year End Position	Variation against Original Estimate (-) = Underspend	Variation against Approved Estimate (-) = Underspend	Comments re: Variations against Approved Estimate
EXPENDITURE	£	£	£	£	£	
CAPITAL FINANCING COSTS						
32 Debt Management Expenses (Uncontrollable)	43,720	43,720	25,916	-17,804	-17,804	Uncontrollable Costs
33 Total Expenditure	43,720	43,720	25,916	-17,804	-17,804	
34 TOTAL EXPENDITURE	5,040,510	5,282,990	5,411,044	370,534	128,054	
INCOME						
35 Dwelling Rents	-7,221,390	-7,243,890	-7,245,067	-23,677	-1,177	Year-end miscellaneous adjustments including recovery of legal fees and metered water charges from tenants, also additional RTB house sales resulted in additional admin fees
36 Non-Dwelling Rents	-80,590	-83,570	-83,045	-2,455	525	
37 Heating Charges	-37,940	-37,940	-37,057	883	883	
38 Leaseholder Charges	-12,000	-12,000	-12,220	-220	-220	
39 Other Charges for Services and Facilities	-622,730	-619,730	-657,237	-34,507	-37,507	
40 Increase/Decrease(-) in impairment of Debtors	65,500	65,500	67,100	1,600	1,600	
41 TOTAL INCOME	-7,909,150	-7,931,630	-7,967,526	-58,376	-35,896	
42 NET COST OF SERVICES	-2,868,640	-2,648,640	-2,556,482	312,158	92,158	
43 Loan Charges - Interest	1,167,960	1,167,960	1,169,060	1,100	1,100	Reserve balances and interest rate achieved higher than anticipated
44 Interest on Balances	-44,270	-44,270	-70,097	-25,827	-25,827	
45 NET OPERATING EXPENDITURE	-1,744,950	-1,524,950	-1,457,519	287,431	67,431	
APPROPRIATIONS						
46 Contribution to Reserves	1,992,930	1,992,930	1,730,987	-261,943	-261,943	Balanced by line 30
47 SURPLUS(-) / DEFICIT	247,980	467,980	273,468	25,488	-194,512	
WORKING BALANCE						
48 Brought forward 1st April	1,264,080	1,459,487	1,459,487			
49 Addition/reduction(-) during year	-247,980	-467,980	-273,468			
50 Carried forward 31st March	1,016,100	991,507	1,186,019			

NOTE

Uncontrollable Costs	2,087,560	2,087,560	2,279,840	192,280	192,280
Controllable Costs	-1,839,580	-1,619,580	-2,006,372	-166,792	-386,792
Surplus(-)/Deficit	247,980	467,980	273,468	25,488	-194,512

COMMUNITY & SOCIAL AFFAIRS COMMITTEE

21st JUNE 2017

REPORT OF HEAD OF COMMUNITIES AND NEIGHBOURHOODS

WHEELS TO WORK (W2W) PROGRESS AND FEES AND CHARGES

1.0	PURPOSE OF REPORT
1.1	To inform members on the progress of Wheels 2 Work Scheme and gain approval for the increase in fees and charges associated with delivering the Wheels to Work programme.
2.0	RECOMMENDATIONS It is recommended that:-
2.1	Members note the progress of the W2W scheme and endorse its future development;
2.2	Members approve the increase in fees and charges as detailed in Section 3.9 and approve the charges to take effect from 1st July 2017 and as attached as Appendix A;
2.3	Members delegate to the Head of Communities & Neighbourhoods in consultation with the Head of Central Services to set the charges for additional services outlined in section 3.12 on a cost recovery basis subject to members decision;
2.4	Members approve to recommend to the Policy, Finance & Administration Committee to utilise the current unallocated £21k from the Wheels to Work Contributions reserve to help towards offsetting the current shortfall; and
2.5	Members delegate to the Head of Communities & Neighbourhoods in consultation with the Head of Central Services to determine the best course of action to deal with any de-commissioned vehicles and equipment.
3.0	KEY ISSUES
3.1	The W2W scheme was launched over 10 years ago and has provided vehicles including motor scooters and electric scooters to more than 600 people. Since then, the scheme has expanded to become one of the largest W2W schemes operating in the country and now supports a variety of valued services to help individuals overcome transport barriers including: Compulsory Basic Training (CBT), scooter servicing and maintenance as well as local transport advice.
3.2	At their meeting of 14 th September 2016, members of this committee noted that in order to sustain the scheme as it currently stands beyond the financial year 2016/17 it is imperative that we secure grant funding via the newly launched Access Fund for Sustainable Travel, which is a replacement to the Local Sustainable Transport Fund (LSTF).
3.3	The new Access Fund intends to build on the legacy of the former LSTF. Previously a Sustainable Travel Transition Year was launched to bridge the two grant programmes. The transition year makes the switch from LSTF objectives which supported economic growth and carbon reduction to the new Access Fund objectives, which support health and social benefits by increasing levels of physical activity through walking and cycling, and economic growth through access to employment, education and training

3.4	<p>Members were also made aware that moving forward the Council would be participating in a bid for Access Funding, and that if this was unsuccessful it would influence the scale of W2W operations in 2017/18 and beyond. It was also reported that In the event of the bid for Access Funding being unsuccessful the scheme would need to scale down and adapt towards a local operating model covering Melton Borough and potentially neighbouring districts where a financial contribution towards scheme costs could be secured. Details of this outcome are explained ins section 3.6-3.12.</p>
3.5	<p>Members also approved interim charges for the 2016/17 to be effective from 1st October 2016 until 31st March 2017 and then requested a further report highlighting the outcome of various funding bids, impact of the new charges and also proposals for the new fees and charges to help sustain the W2W service without significantly impacting on the demand and also continuing to help vulnerable people</p>
3.6	<p><u>Current Position and Recommendations for increase in fees and charges</u></p> <p>Since the increase from 1st October 2016, the service has not seen a major impact on demand, as at the time members were advised that having benchmarked these proposed charges and costs against other schemes nationally it is the view of W2W Scheme Manager that the increase at this time in fees and charges are in accordance with the grant conditions and agreed vision for delivering the W2W programme.</p> <p>At the end of March 2017, there were over 90 users on the W2W scheme.</p>
3.7	<p>In regards to funding the following have been programmed for delivery for 2017/18:</p> <ul style="list-style-type: none"> • Melton & Rutland Area- 25 clients/24 Fleet • Access Funding Area- 100 clients (48 Petrol/52 non petrol) • County Council (not in Access Area) Service- 60 client/30 Fleet <p>Officers working with Northamptonshire County Council also submitted a Northamptonshire Access for Funding bid, however, this was unsuccessful and has been a major contributor towards creating the shortfall.</p> <p>However, members are being asked to note a further bid to Daventry District Council has been submitted to deliver for up to 30 Fleet and potentially 50 client service. Officers are still awaiting the outcome to this bid.</p>
3.8	<p>The current secured service is a reduced scheme to meet the funding available from funders for 2017/18. This will result in some of the vehicles being de-commissioned and these will be dealt in line with the Council's disposal policy, but also include keeping certain parts for future maintenance of the existing stock.</p>
3.9	<p>The service during 2017/18 will need to focus on a number of areas to continue to remain a successful, value for money, budget balanced and well used service. This will include greater focus on income collection, bad debt collection and exploring other funding steams.</p> <p>One key area will be reviewing the service in Rutland to ensure it is fair and reflects actual costs to deliver the service.</p>

3.10	<p>In regards to maximising collection and effectively dealing with bad debt, a dedicated resource has been allocated to work closely with the W2W team, focusing on:-</p> <ul style="list-style-type: none"> • Ensuring robust recovery systems are in place before the vehicle is hired out. • Appropriate documentation is signed by the user to enable prompt payment and collection • Good record keeping is in place to ensure effective collection of bad debts. • A sound monitoring process is in operation so that swift action is taken at an early stage. <p>This will be continuously monitored and officers will explore how future bids can be structured to minimise this risk.</p>
3.11	<p>One of the key challenges for the W2W scheme has been to explore and test out future delivery models that can recover all costs, i.e. full cost recovery, whilst charges remain affordable, flexible to provide incentive to users of the scheme and sustainable beyond the funding period for 2016/17. To this end it is recommended to members to increase charges in 2017/18 to £110 per month plus £15 refundable deposit for the petrol scooters, which is equivalent to £25.38 per week. A full breakdown of charges are detailed in Appendix A.</p>
3.12	<p>Members are asked to comment on some charges that are not currently charged for within the service. These relate to:-</p> <p>At the moment there is no charge for bicycles equipment such as helmets etc. – this should be considered and looked at introducing a charge. The same applies to (Compulsory Basic Training) CBTs – these are around £140 per rider and these are not re-charged. As this relates to the rider personally and remains with them, then this should also be considered as an additional charge.</p> <p>The W2W coordinator has suggested that the CBT is one of the few incentives that help promote the service to users and that there is a risk that this charge may impact on demand.</p> <p>Members are being asked to advise officers on whether they wish officers to introduce these charges.</p>
4.0	<p>POLICY AND CORPORATE IMPLICATIONS</p>
4.1	<p>There are clear links to place, people and agile priorities within the corporate plan:</p> <ul style="list-style-type: none"> • Promoting a vibrant and sustainable economy, focused on growth and prosperity. • Supporting the most vulnerable to overcome disadvantage in order to live independent lives. • To effectively manage demand delivering well-respected and value for money customer focused services with pride and efficiency. <p>Proposals within this report reflect the objectives of the Councils charging strategy which seeks to, as far as possible set charges on a full cost recovery, taking into consideration the needs and affected users.</p>
4.2	<p>Members are asked to note that should the Daventry bid be successful there will be a requirement to resource this contract appropriately and this has been taken into account when advising members of the financial impact of a successful Daventry Bid.</p>
5.0	<p>FINANCIAL AND OTHER RESOURCE IMPLICATIONS</p>
5.1	<p>The current budget projections anticipate a budget shortfall in a worst case scenario of up</p>

	<p>to £51K (if the Daventry bid is unsuccessful) ,but note that this includes a number of assumptions one of which is that the proposed fees and charges will be approved and implemented from 1st July. Members are asked to note that this shortfall projected is based against the working budget for a larger scheme and covers all of the costs for the W2W service.</p> <p>These figures were also included in the Council's efficiency plan and appropriately budgeted for in the MTFS.</p> <p>Dependent on the outcome and scheme of the Daventry Bid if the bid was successful then the year end position would be considerably better, by reducing the projected shortfall.</p> <p>However, this figure can be partially mitigated through better performance on collection of charges and fees and bad debts, which will be a focus for the service, as well as the delivery..</p> <p>The projections on income are achieving the number of clients within the bids and reaching a collection performance of 80%, any negative deviation from this level will impact the year end position.</p>
5.2	There is currently £21k in a W2W personal account from previous years and members could approve that this is used to mitigate the projected shortfall.
5.2	There is a capital element within the Daventry scheme for the purchase of associated vehicles. Should this scheme be successful, the Council's approved mechanism for capital expenditure will be followed and appropriate Project Mandates and Business Cases will be presented to this Committee for approval as appropriate.
5.4	At this time officers have assumed that the cost of insurance remains relatively the same, however, due to the higher claims during 2016/17, any significant increase will impact the year end position. This has been picked up in section 9, as a risk.
6.0	LEGAL IMPLICATIONS/POWERS
6.1	Legal and procurement advice will be sought where necessary and any specific legal matters brought to member's attention as required, including in relation to dealing with aged debt. Section 1 of the Localism Act 2011 confers a general power of competence on local authorities to do anything that individuals generally may do, including the provision of financial and assistance to any person or organisation. Any proposed capital funding contribution to the W2W Project is in accordance with the general power of competence.
7.0	COMMUNITY SAFETY
7.1	The scheme puts emphasis on safety and security, and anyone taking up the offer of a moped loan will be required to take Compulsory Basic Training (CBT) and be offered protective clothing, including a helmet, and a heavy duty lock for the moped. In addition, the County Council provides funding for further safety training and, taken together, these measures have helped the project to maintain a good safety record. We have individual risk assessments for each applicant.
8.0	EQUALITIES
8.1	The project is intended to provide support to people who might otherwise have difficulty accessing suitable work or training. A diverse range of clients are helped by the scheme,

in particular: young people who do not have access to or cannot afford to run a car, people living in isolated communities who are not well served by conventional bus services and shift workers who need to travel to and from work at times when public transport is not available. In many instances the scheme helps people into their first job or people who are returning to work after a period of unemployment.

RISKS

9.1

L I K E L I H O O D	A	Very High				
	B	High				
	C	Significant			1,3	
	D	Low		4	2,5	
	E	Very Low				
	F	Almost Impossible				
			Negligible 1	Marginal 2	Critical 3	Catastrophic 4

IMPACT

Risk No	Risk Description
1	Assumption on take up in the budget forecast do not materlise
2	Inadequate collection processes are in place that do not maximise income.
3.	Price increases deter the number of users due to affordability issues impacting on funding secured for the project.
4	Risk of Insurance Increase due to high number of incidents
5.	In effective collection and bad debt recovery performance does not meet assumed income levels.

10.0 **CLIMATE CHANGE**

10.1 There are significant environmental gains with reduced car journeys and carbon emissions through the use of electric scooters, bicycles and mopeds as a consequence of promoting and participating in the W2W scheme.

11.0 **CONSULTATION**

11.1	Extensive consultation has been undertaken with scheme partners, W2W clients, and other key stakeholders regarding delivery of the W2W programme.
12.0	WARDS AFFECTED
12.1	All wards are affected.

Contact Officer Harry Rai- Head of Communities & Neighbourhoods
 Rob Bindloss- W2W coordinator

Date: 13 June 2017

Appendices : Appendix 1- Fees and Charges for W2W

Background Papers: None

Reference : Ctte/CSA/2017-18/210617/HR_ W2W

Appendix A.

Service Provided	Existing Fee/Charge	Concessions	Recommended Fee/Charge 2017/18
Scooters 125cc	£20/ week plus £15 per month refundable deposit	£10/month discount for students and apprentices travelling to college and no job.	£110/month plus £15 per month refundable deposit)
Scooters 50cc	£20/ week plus £15 per month refundable deposit)		£110/month plus £15 per month refundable deposit)
Electric Scooters	£30/ month		£50/month
Bicycles	£10/ month		£10/month
Electric bicycles	£10/ month		£20/month
Kit	£65/ user		£75/user
Re-charge repairs to user (excl service costs)	New Charge –		Cost Recovery

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COMMUNITY AND SOCIAL AFFAIRS COMMITTEE

21 JUNE 2017

REPORT OF THE HEAD OF COMMUNITIES & NEIGHBOURHOODS

MELTON COMMUNITY SAFETY PLAN 2017-2020

1.0 PURPOSE OF REPORT

1.1 To present the Melton Community Safety Plan 2017-2020 for comments and approval.

2.0 RECOMMENDATIONS

It is recommended that:

2.1 Members approve the Melton Community Safety Plan 2017-2020 attached as Appendix A

3.0 KEY ISSUES

3.1 The Safer Melton Partnership (SMP) has been formed as a result of the Crime and Disorder Act 1998 which placed a statutory duty on the Police, Local Authority, County Council, Primary Care Trust, Police Authority, Probation Trust and Fire Authority to work together in order to develop and implement a community safety strategy designed to reduce crime and disorder within their local authority area. One of their key roles is to develop a Community Safety Plan.

3.2. The 2014 – 2017 community safety strategy provided the partnership with some challenging targets and I am pleased to say we have worked collectively in successfully tackling most of the issues of crime in Melton resulting in a 12% reduction in reported crime over the last 3 years

3.3 To ensure this the new three year plan for 2017 – 2020 again sets the partnership some tough challenges with regard to reducing crime and tackling anti-social behaviour. The priorities and key objectives set out in this plan are based upon an assessment of crime and disorder issues across the Borough and reflect the views of the community on matters that need to be prioritised

3.4 The Priorities within the Plan for Melton are:-

1. To reduce acquisitive crime
2. To tackle anti-social behaviour
3. Raise awareness of, and enforcement of the FATAL Four
4. To identify and support vulnerable individuals and families
5. Raise awareness of Cybercrime.
6. Cross cutting themes

3.5 The full Plan is attached as Appendix A for member's consideration.

3.6 In order to monitor delivery of the priorities each of the priorities within this 3 year plan are supported by detailed action plans, monitored by the SMP.

4.0 **POLICY AND CORPORATE IMPLICATIONS**

- 4.1 There are direct links to priorities within the Council's Corporate Plan around vulnerable People and promoting independence.

The priorities taken into account the Office of the Police & Crime Commissioners crime Plan and 5 V's of Visibility, Victims, Vulnerability, Value and Viability and also contribute to the county-wide priorities agreed by Leicestershire County Council.

5.0 **FINANCIAL AND OTHER RESOURCE IMPLICATIONS**

- 5.1 There are no direct implications arising from this report, activities and actions will be delivered through the Community Safety Budget and monitored as part of the Council's regular monitoring process.

6.0 **LEGAL IMPLICATIONS/POWERS**

- 6.1 There are no direct legal implications arising from this report.

7.0 **COMMUNITY SAFETY**

- 7.1 The plan has been developed to positively impact on community safety issues.

8.0 **EQUALITIES**

- 8.1 A full EIA has not been completed for this plan, however, an initial impact assessment has shown no negative impacts on any particular group.

9.0 **RISKS**

L I K E L I H O O D	A	Very High				
	B	High				
	C	Significant				
	D	Low				
	E	Very Low			1,2	
	F	Almost Impossible				
			Negligible 1	Marginal 2	Critical 3	Catastrophic 4

IMPACT

Risk No	Risk Description
1	Priorities within the plan do not reflect need.
2	Priorities are not effectively delivered
3	

10.0 CLIMATE CHANGE

10.1 No Climate Change Implications have been identified in this report

11.0 CONSULTATION

11.1 The Plan has been developed through effective partnerships within the SMP and surveys carried out during 2016/17

12.0 WARDS AFFECTED

12.1 All wards are affected.

Contact Officer: H Rai

Date: 15 May 2017

Appendices: Appendix A – Melton Community Safety Plan

Background Papers: None

Reference: X/C'tees, Council & Sub-C'tees/CSA/2017-18/21-06-17/HR- Community Safety Plan

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**SAFER MELTON
PARTNERSHIP**

**COMMUNITY SAFETY PLAN
2017 – 2020**

*"WORKING TOGETHER
TO TACKLE CRIME AND
THE FEAR OF CRIME IN
THE BOROUGH OF
MELTON"*

FOREWORD



**By Cllr Malise Graham MBE
Partnership Chair**

The Safer Melton Partnership brings together a variety of statutory, non-statutory and voluntary organisations with a shared commitment to reduce crime, disorder and anti-social behaviour in the Borough of Melton. We believe that by working together and involving our local communities we can make a real difference in improving the quality of life for those living and working in the Borough.

The mission statement of our partnership is: *“to reduce crime and the fear of crime in Melton Borough on a sustainable basis through partnership working”*.

The 2014 – 2017 community safety strategy provided the partnership with some challenging targets and I am pleased to say we have worked collectively in successfully tackling most of the issues of crime in Melton resulting in a 12% reduction in reported crime over the last 3 years..

Through our approach to focusing on those areas most in need, the delivery of diversionary initiatives and designing early intervention projects we have seen sustained reductions in anti-social behaviour and common assaults.

The Partnership acknowledges that we need to remain focussed on effectively reducing crime and anti-social behaviour and supporting our community to ensure Melton remains a safe place to live and visit.

To ensure this the new three year plan for 2017 – 2020 again sets the partnership some tough challenges with regard to reducing crime and tackling anti-social behaviour. The priorities and key objectives set out in this plan are based upon an assessment of crime and disorder issues across the Borough and reflect the views of the community on matters that need to be prioritised.

I am confident that by working together on this plan, building on previous successes, we can make an even greater contribution to reducing crime and improving the quality of life in the community of Melton.

Malise Graham MBE

INTRODUCTION TO MELTON

Melton Borough is an attractive rural area located in north-east Leicestershire and includes the market town of Melton Mowbray and more than 70 small villages. The town is about 28 kilometres from the surrounding cities of Leicester and Nottingham and the towns of Loughborough and Grantham.

The population for Melton Borough is 52,000. The majority (52%) live in Melton Mowbray and the remainder in the surrounding villages. Melton includes a small proportion of residents from a non-white ethnic background and has an ageing population.

Melton is host to a variety of unique tourist attractions including a weekly cattle market and the annual East Midlands Food Fair, one of the biggest food fairs in the country.

The reality of crime and anti-social behaviour levels recorded in the audits and strategic assessments correspond directly to the local perception of crime and strengthens the actuality that Melton is a safe place to live with low crime and disorder levels.



ABOUT THE PARTNERSHIP

The Safer Melton Partnership (SMP) formed as a result of the Crime and Disorder Act 1998 which placed a statutory duty on the Police, Local Authority, County Council, Primary Care Trust, Police Authority, Probation Trust and Fire Authority to work together in order to develop and implement a community safety strategy designed to reduce crime and disorder within their local authority area. The partnership also engages with as many local agencies and voluntary groups as possible in order to achieve a truly community-based multi-agency approach to crime reduction.

ABOUT THE COMMUNITY SAFETY PLAN

Every three years the partnership is required to produce a three year community safety plan which is informed by an audit of crime and disorder and through consultation with the wider public.

The Safer Melton Partnership is required to produce a three year 'rolling' community safety strategy which is reviewed annually through a strategic assessment.

Each year the Partnership will prepare a Strategic Assessment to assist in revising the plan and the community safety priorities for Melton. The strategic assessment will include information on:

- ❖ Analysis of levels of crime
- ❖ Changes in crime since last strategic assessment
- ❖ Views from the community on matters that need to be prioritised

SETTING THE PARTNERSHIP PRIORITIES

This Community Safety Plan outlines the main priorities for the Partnership, with regard to crime, disorder and other aspects of safety for communities. For each priority the partnership has identified what we want to achieve and how we will work to achieve this. Communities themselves know the issues that affect them the most, and have a major part to play in making themselves as a community safer.

We have worked with communities and neighbourhoods to listen to their concerns and issues and these are reflected in the priorities.

OUR APPROACH TO COMMUNITY SAFETY

Crime significantly harms communities creating a culture of fear and damaging the lives of some of our most vulnerable groups in society including young people, ethnic minorities and the elderly, often leading to social exclusion. The factors that contribute towards social exclusion can also be the factors that are associated in the development of crime and include poor educational attainment, unemployment, low income, poor housing, poor access to services, family breakdown and drug and alcohol misuse. The partnership recognises that effective crime prevention therefore involves tackling the root causes of crime and anti-social behaviour and only by understanding the joined up nature of these social problems can the partnership develop projects to effectively tackle crime and improve people's quality of life, allowing for their inclusion back into society.

This approach has led the Safer Melton Partnership to develop and support a number of innovative projects designed to tackle the causes of crime in a holistic manner and includes working with vulnerable adults and the Supporting Leicestershire Families Project . The SMP will work closely with Children Centres and the Melton Learning Hub in order to develop and support projects which will provide strong platforms to families and individuals, building life skills and ensuring those at risk are provided with appropriate support. Only in cases where individuals fail to engage or show a willingness to change their ways will enforcement techniques and tactics be utilised.

The Safer Melton Partnership wants to utilise the current working arrangements in the Borough of Melton in order to increase collaboration and information sharing that will help reduce crime and the impact of crime in the Borough. The partnership intends to use its existing resources and staff to work together at the Parkside Council Offices and Phoenix House. Staff from 20 different agencies work across these sites and we will continue this approach in relation to community safety during 2017 – 2020

We will continue to target hotspots where crime occurs and also people who commit crime and ensure where relevant that perpetrators are referred into Me & My learning services in addition to services they are already engaged with. The strategy is to try and get offenders to change their behaviour by being intensively engaged in proactive activities on a daily basis.

MELTON COMMUNITY SAFETY PRIORITIES 2017-2020

Linked to OPCC 5 V's

Visibility, Victims, Vulnerability, Value, Viability

1. To reduce acquisitive crime

- Reduce domestic burglary within the district
- Reduce theft from motor vehicles
- Support Rural Communities and reduce Rural Crime
- Support Rural businesses regarding crime and prevention
- Reduction of retail crime.
- Better use of Social Media to share initiatives

2. To tackle anti-social behaviour

- Raise awareness and understanding of ASB
- Reduce incidents of ASB
- Promote our services & initiatives to alleviate the fear of ASB

3. Raise awareness of, and enforcement of the FATAL Four

- Reduce incidents of Speeding,
- Reduce incidents Mobile phone use,
- Reduce incidents No Seatbelt
- Reduce incidents Drink and drug driving

4. To identify and support vulnerable individuals and families

- increase the reporting of domestic abuse incidents
- Increase the reporting of Hate Incidents
- Raise awareness of Child Sexual exploitation
- increase awareness of the Prevent agenda
- Raise awareness of Modern Day Slavery
- Make use of the support groups already working in the borough with Vulnerable groups

5. Raise awareness of Cybercrime including

- Online Fraud
- Online Child Sexual exploitation
- Cyber bullying

- Online radicalisation

6. Cross cutting Themes

To help create sustainable and cohesive communities

To increase public confidence (Telling people about what we are doing)

The Police and Crime Commissioner has agreed to support the Safer Melton Partnership with funding of £20k in 2017/18

The Safer Melton Partnership must also contribute to those county-wide priorities agreed by Leicestershire County Council. Their priorities for community safety are to:

- a. Reduce offending and re-offending, with a particular focus on earlier intervention with families that need the most support: This will mean fewer people start offending and fewer people re-offend.
- b. Protect and support the most vulnerable in communities, particularly previous repeat victims of crime and those affected by domestic abuse: This will mean the impact of crime and disorder on these people's lives is reduced.
- c. Continue to reduce anti-social behaviour, particularly in those areas with the highest levels of incidents with a particular emphasis on information sharing

PERFORMANCE MANAGEMENT

Effective Partnership Structure

Safer Melton Partnership is committed to ensuring that the partnership is the most effective vehicle for delivering crime reduction in the Borough of Melton. Therefore the partnership has developed an improvement plan which incorporates the key aspects that underpin effective partnership working as identified in the 'hallmarks of effective partnership working' by the Home Office. This improvement plan will be revised annually and will be managed by the Community Safety Partnership.

Delivering Priorities

Each of the priorities identified within this 3 year plan are supported by detailed action plans which outline appropriate initiatives, timescales, lead organisation and measures of success. Each action plan will have a designated owner who's

responsibility is to regularly monitor performance through an agreed performance management framework to ensure successful delivery.

Working Countywide

By working with other partnerships and agencies as part of the Leicester, Leicestershire and Rutland Community Safety Programme Board the partnership aims to use resources effectively in order to achieve the best outcomes for those who live in, work in and visit Melton, and Leicestershire as a whole. Where possible the SMP also works closely with other partnerships across smaller areas on common issues.

COMMUNITY ENGAGEMENT

Community engagement is the process of involving people in decisions that affect them. Engagement covers a range of activities: promoting and communicating about the work of the partnership, offering opportunities for people to query actions and activities, reporting on progress and involving people in priority setting.

Safer Melton Partnership is committed to ensure the work of the partnership is informed by engagement with local communities.

EQUALITIES

Safer Melton Partnership is committed to serving all members of its communities effectively, and ensuring that all actions and plans consider implications for a variety of different groups and sections of the community.

It will work to ensure people are not excluded or disadvantaged because of their Race, Disability, Gender, Age, Religion and belief, or Sexual Orientation.

In order to develop a better understanding of its communities and ensure that any negative consequences for a particular group or section of the community are eliminated, minimised or counterbalanced by other measures the Partnership will use relevant information from its partners to produce an Equality Impact Assessment for this Community Safety Plan.

MAKE UP AND CONTRIBUTION OF PARTNERS

The Safer Melton Partnership is made up of a number of agencies, some of which are required by law to work together to reduce crime and disorder. The *statutory agencies* responsible for the work of the partnership are:

- ❖ Melton Borough Council
- ❖ Office of Police & Crime Commissioner
- ❖ Leicestershire Constabulary
- ❖ Leicestershire Police Authority
- ❖ Leicestershire County Council
- ❖ Leicestershire & Rutland County Primary Care Trust
- ❖ Leicestershire Fire & Rescue Authority
- ❖ Leicestershire & Rutland Probation Trust

Other *non-statutory* agencies who are involved and contribute to the work of this partnership include:

- ❖ Leicestershire & Rutland Probation Service
- ❖ Leicestershire Youth Offending Service
- ❖ Leicestershire Early Help Service
- ❖ Local Businesses – Pubwatch & SMART
- ❖ Melton Learning Hub/Voluntary Action Melton
- ❖ Melton Town Estate
- ❖ Melton Parish Councils
- ❖ Me & My Learning
- ❖ Leicestershire Neighbourhood Watch Associations
- ❖ ASRA Housing
- ❖ East Midlands Housing Association
- ❖ Demotford Housing Association
- ❖ Axiom Housing
- ❖ Muir Housing Group

Other relevant organisation and agencies also support the partnership in tackling crime and disorder in Melton.

CONTRIBUTION OF PARTNERS

Each statutory partner within the Partnership agrees to:

- ❖ Participate in the strategic development, performance management and delivery of the partnership's priorities and actions.
- ❖ Incorporate priorities and actions from the Community Safety Plan, as relevant, into their own plans, and therefore provide appropriate mainstream resources to deliver these priorities and actions.
- ❖ Provide appropriate attendance to and involvement in the partnership's delivery structure to enable it to function effectively.
- ❖ Share data and information in accordance with the Partnership and Leicestershire County Information Sharing protocols for the prevention of Crime and Disorder to the benefit of the communities within the Borough of Melton.
- ❖ Ensure their duties to consider the impact of their actions on Community Safety under Section 17 of the Crime & Disorder Act 1998 are fulfilled by their organisation.
- ❖ Ensure the partnership receives full support from their organisation


MELTON SPORTS VILLAGE CLUB REPORT – Update report for Communities & Social Affairs Committee 21st June 2017.

Name of Club	Melton Town Football Club
Status – Agreement/Lease	Lease 21 Years
Terms – Rental/Lease Agreement	<p>The lease was completed on 18 February 2016.</p> <p>The Heads of Terms were agreed with the Football Club and refer to the rent as £2,000.</p> <p>There was never any suggestion that there would be a rent free period</p>
Current Use	Full Football Pitch with 100 seater stand.
Current Position	<p>Melton Town Football Club is a constituted club registered with the Football Association (FA), they play in the United Counties League which is the 6th tier of English Football</p> <p>The club have been playing on site since May 2016</p> <p>Their current base is their first team squad; they have no reserve side or team at this current moment in time.</p> <p>Their primary sources of income will be sponsorship and gate money. At this level of football players do not pay subscriptions.</p>
Current issues	<p>The club was established in 2004 in its current form</p> <p>Since 2004 the club has struggled to find a permanent home until relocating to Melton Sports Village as part of phase 1 of the longer term Melton Leisure Vision.</p> <p>There are no financial reserves and there is no access to ongoing revenue streams such as bar income or subscriptions from youth football. Consequently with additional expenditure incurred this year the club have stated that they are struggling to pay the £2,000.00 rent and will struggle to do so until the new facilities have been fully developed.</p>
Points of discussion	<p>One of the key benefits of working with Melton Town Football Club is that for teams playing at step 6 and above there is likely to be significant grant funding available to help with stadium development.</p> <p>It is anticipated that when the facility is fully developed the following issues will contribute to the success of Melton Town</p>

	<p>Football Club</p> <ul style="list-style-type: none"> • Bar management arrangements renegotiated • Stadium availability evening and daytime 7 days a week • Additional income streams such as youth academy, women’s football, etc. • Greater access to sponsorship <p>We understand that a 21 year lease is unlikely to be sufficient for major grant applications. In view of this we have been pursuing a deed of surrender for the existing 21 year lease and a replacement with a 25 year lease. To date this has not happened and has led to request for waiver of the rent.</p> <p>The football foundation will support clubs to meet the requirements of step 6 of the FA pyramid (united counties league) up to a maximum of 100k.</p> <p>Our applications are broken down into 2 tranches. (£50k each)</p> <p>Tranche 1 -has been fully paid except for the final 5% which we are currently chasing following submission of the documents required.</p> <p>Tranche 2- the application and supporting evidence has already been submitted however can only be assessed once tranche 1 has been signed off.</p> <p>Although we are not aware of any deadline dates we are keen to get this signed off as soon as possible.</p> <p>The Football club have also advised that some of the work has been undertaken by them, which has avoided expenditure for the council. This has been confirmed as £2.6K during 2016/17 and members are asked to note that this would cover the rent payable for this period.</p> <p>A verbal update on the progress of the Business Plan will be given at the meeting.</p>
<p>Key Decisions</p>	<ol style="list-style-type: none"> 1. Request to waive rent for 2 years (2017/2018 & 2018/2019), 2. Members to note that as part of any new development it will be necessary to renegotiate terms based on new facilities

Name of Club	Melton Mowbray Rugby Football Club
Status – Agreement/Lease	Agreement
Terms – Rental/Lease Agreement	50yrs ends 25 th March 2046
Current Use	See attached Map
Current Position	<p>Melton Mowbray Rugby Football Club is a constituted club registered with the Rugby Football Union (RFU),</p> <p>They currently play at step 6 of the league system (step 5 and above is considered semi professional)</p> <p>Their current membership base is circa 460 members this is broken down as:</p> <ul style="list-style-type: none"> • Senior players 80 • Mini junior players 220 • Social & VP 160 <p>The club currently does not have a business plan and have not submitted any accounts but have reported that they generally hover around the break-even position on a year to year basis.</p> <p>The club currently has exclusive right to income from the existing bar area.</p>
Current issues	<p>The club is well established.</p> <p>An in principle agreement (which includes recognition of capital investment by the club in 1996) had been reached over the immediate financial arrangements (Covering up to development of new facilities), subject to clarifying utility costs which are still outstanding. This recognises the in principle agreement with LCC negotiated by the Rugby club in 2012. At the present time (13th June 2017) the utilities figure has not been agreed and the Rugby Club are yet to finalise an agreement with the Council.</p> <p>In terms of financial implications upon the site they expect to be no worse off financially.</p> <p>Upon Discussion with the club the following core requirements were raised:</p> <ol style="list-style-type: none"> 1. The club keeps its own identity- Own bar area Noted – Not an issue for next 2 years. Beyond that will need to be part of the wider discussions once the new facilities are in place, e.g. a dedicated room has been discussed.

	<p>2. They currently have the sole right to run bar on site- they retain their current income from the bar moving forward We recognise that the historic yield needs to be recognised as part of the new agreement.</p> <p>3. Their playing facilities and pitch area is the same or greater Not an issue for the next 2 years although what they have is greater than covered in the original agreement. Beyond that will need to be part of the wider discussions once the new facilities are in place</p> <p>4. Floodlight training area and times are provided Not an issue for the next 2 years although what they have is not covered in the original agreement (we may need to have a discussion during the next 2 years regarding this area). Beyond that will need to be part of the wider discussions once the new facilities are in place</p> <p>5. They can continue to gain sponsorship through the sale of advertising boards. Not an issue in the next 2 years.</p> <p>7. A correct viable long-term rent is agreed before the project is started Agreement in principle as described above for next 2 years. Beyond this the rent will need to be renegotiated.</p> <p>8. They will be part of the management committee of the site The Rugby Club will be a key stakeholder as part of the clubs management committee.</p>
<p>Points of discussion</p>	<p>The position over the utility costs needs to be agreed</p> <p>The Rugby club will need to be more transparent eg sharing of account details.</p>
<p>Key Decision</p>	<ol style="list-style-type: none"> 1. To note that we still have to agree the rental amount due from the rugby club for 2016/2017 & 2017/2018 2. Members to note that as part of any new development it will be necessary to renegotiate terms based on new facilities 3. To note the responses to each of the points 1-8 outlined above.

Name of Club	Melton Mowbray Tennis Club
Status – Agreement/Lease	Service Level Agreement
Terms – Rental/Lease Agreement	1 Year
Current Use	See attached Map
Current Position	<p>Melton Mowbray Tennis Club is a constituted club registered with the Lawn Tennis Association (LTA), they have been on site since October 2016 using the facility on an ad-hoc basis.</p> <p>A service level agreement was signed on 1st April on a 1 year agreement, nothing is committed beyond this initial 1 year period.</p> <p>Public access is circa 90% of available time.</p> <p>Improved facilities</p>  <p>Their current membership base is circa 80 members and growing</p>
Current issues	<p>Whilst the club is in its infancy the small team of people working within the club are extremely proactive and the club has already had a positive impact on the site.</p> <p>The courts have been improved upon and painted and both members and the community alike can now benefit from first rate facilities.</p> <p>With so many youngsters attending sessions they feel that they need somewhere safe and secure when they arrive and leave</p> <p>The club is currently looking for a cabin with the following dimensions</p> <p>30'x10' or 40'x10'</p>

	<p>They are looking for a wooden cabin in chalet style that is unobtrusive and harmonious to the surroundings. They have indicated that they would level the ground, fund its cost and reinstate the site and remove the cabin if their Licence is terminated for any reason at any time.</p> <p>Aspirations are that a Veranda at the front will allow members to sit during Summer months.</p>
<p>Points of discussion</p>	<p>Monitoring of public usage - MSV Income Porta Cabin Large tree at end of courts</p>
<p>Key Decisions</p>	<ol style="list-style-type: none"> 1. Members to note the agreement of a 1 year contract that should take us up to the start of the new management contract. 2. Members to note that it will be for the potential bidders to determine their own arrangement for the long term tennis provision on the site which will be part of their submission. 3. Members to note that the Cabin highlighted above is to be included in the 1 year agreement on appropriate terms as discussed by the Working Party.