

**MINUTES OF A MEETING OF THE SERVICE DELIVERY COMMITTEE HELD AT
THE COUNCIL OFFICES, WIGSTON ON TUESDAY 8 JULY 2014, COMMENCING
AT 7.00 P.M.**

IN ATTENDANCE:

Councillor G A Boulter – Chair
Councillor S Z Haq – Vice Chair

Councillors L Bentley, F Broadley, M Chamberlain, E Connell, S Dickinson,
L Eaton, J Gore, R Kanabar, K Loydall and R Thakor

Officers in Attendance: A Court, I Dobson, K Garcha, C Holmes, P Loveday,
and A Pathak-Mould

Min Ref	Narrative	Officer Resp
1.	<u>APOLOGIES</u> J Boyce, D Carter.	ID
2.	<u>APPOINTMENT OF SUBSTITUTES</u> None.	
3.	<u>DECLARATIONS OF INTEREST</u> None.	
4.	<u>PETITIONS AND DEPUTATIONS</u> None.	
5.	<u>MINUTES – 11 MARCH 2014</u> RESOLVED: That the minutes of the previous meeting held on 11 March 2014 be taken as read, confirmed and signed.	
6.	<u>ACTION LIST – 21 JANUARY 2014</u> RESOLVED: That the action list be noted.	ID
7.	<u>PROVISIONAL COMMITTEE BUDGET OUTTURN REPORT 2013/14</u> The Committee gave consideration to the report and appendices of the Chief Financial Officer as set out in report pages numbered 10 to 19, which should be read together with these minutes as a composite document. The Finance Manager stated that the report provided details of the committee provisional outturn position for capital and revenue as	

	<p>well as the outturn for the Housing Revenue Account.</p> <p>A member of the committee commented that there were a number of overspends, in particular for Brocks Hill, Cemeteries and Public Conveniences, which raised concern at this stage of the year.</p> <p>The Finance Manager stated that an increase in demand for other faith burials could explain the increase to Cemetery costs. He went on to say that a reorganisation of support costs had impacted upon spending for Cemetery and Brocks Hill. Further, he commented that a renegotiation of the contract for Public Conveniences had been delayed which led to higher maintenance costs.</p> <p>In response to a question from a Member of the Committee, the Director of Services explained that a decrease in recycling income was primarily driven by the market value of waste.</p> <p>RESOLVED: That</p> <ol style="list-style-type: none"> 1. the reported outturn positions be noted 2. the requested revenue and capital carry forwards as set out in appendix 5 of the report be noted. 	
<p>8.</p>	<p><u>COMMITTEE BUDGET REVIEW – APRIL TO MAY 2014</u></p> <p>The Committee gave consideration to the report and appendices of the Chief Financial Officer as set out in report pages numbered 20 to 21, which should be read together with these minutes as a composite document.</p> <p>Members heard that the Grand Union Footbridge project was still in progress.</p> <p>Members noted that the budget for Reconnecting With Nature was for outdoor and leisure activities at Brocks Hill.</p> <p>RESOLVED: That the current positions be noted.</p>	
<p>9.</p>	<p><u>DELIVERY OF HOUSING REVENUE ACCOUNT (HRA)</u></p> <p>The Committee gave consideration to the report of the Head of Community as set out in report pages numbered 22 to 32, which should be read together with these minutes as a composite document.</p> <p>The Head of Community provided a summary of the key points within the report and updated Members with further information that as of the day of the meeting the Council was 100% compliant with gas safety requirements. She went on to say that there was no anticipation of delay with tendering for market testing procurement as all relevant paperwork had now been issued.</p> <p>A further update was provided in relation to some issues concerning the variances in financial statements that some residents had received in connection with their Supporting People benefit. The Committee heard that early discussions had taken place to identify issues and that a review group had met involving</p>	

	<p>Officers from a spectrum of service areas.</p> <p>The Head of Community informed the committee that the outcome of the bid made by the Homes and Communities Agency for an affordable housing development on Bennett Way should be announced at the end of July. Members requested an update on the outcome.</p> <p>She went on to say that an inspection of a property at Falmouth Drive in respect of subsidence issues had confirmed that the matter could be remedied and that the repairs were achievable.</p> <p>A Member congratulated the Community Team for the works at Boulter Crescent, which had been received very positively by tenants.</p> <p>RESOLVED: That the updates contained within the business plan and in particular the introduction of the procurement and market testing for specific housing functions be noted.</p>	
10.	<p><u>DISABILITY FACILITIES GRANT (DFG)</u></p> <p>The Committee gave consideration to the report of the Head of Community as set out in report pages numbered 33 to 35, which should be read together with these minutes as a composite document.</p> <p>The Head of Community informed the Committee that the funding was required to address a shortfall for existing applications and had already been identified as a requirement by the Committee.</p> <p>In response to questions from Members of the Committee, the Head of Community confirmed that the Council works very closely with social services in providing assistance to disabled persons. She went on to emphasise that the provision of disabled facilities grants are the responsibility of the Council.</p> <p>Members raised concerns that increased demand due to an ageing population could lead to the provision of disabled facilities grants becoming unsustainable.</p> <p>The committee discussed this issue and it was noted that the Better Care Fund should alleviate the financial pressure on the Council, through collaborative working to ensure that adequate measures are in place for people with disabilities that are discharged from medical care.</p> <p>RESOLVED: That Members recommend to Policy, Finance and Development Committee that additional capital funding of £257k be made available to meet demand.</p>	
11.	<p><u>PRIVATE SECTOR HOUSING RENEWALS (FINANCIAL ASSISTANCE) POLICY 2014/17</u></p> <p>The Committee gave consideration to the report of the Head of Community as set out in report pages numbered 36 to 63, which should be read together with these minutes as a composite document.</p> <p>The Head of Community provided a verbal summary of the key</p>	

	<p>points within the report including that the Policy incorporates provisions for bringing empty properties back into use and providing financial assistance to remove significant health and safety hazards from private sector homes. She went on to say that this Policy would complement the Corporate Enforcement Policy as part of collaborative working between Council service areas particularly in relation to Empty Homes.</p> <p>RESOLVED: That the Policy be noted and recommended for adoption by Policy, Finance and Development Committee on 22 July 2014.</p>	
12.	<p><u>FOOD SAFETY DELIVERY PLAN 2014/15</u></p> <p>The Committee gave consideration to the report of the Head of Community as set out in report pages numbered 64 to 84, which should be read together with these minutes as a composite document.</p> <p>The Head of Community informed the Committee that the Plan was a statutory requirement. In response to a question from the Committee, she went on to say that the Plan sets out minimum good practice standards expected by the Food Standards Agency, which is distinct from the high standards and aspirations of Officers.</p> <p>RESOLVED: That the Food Service Delivery Plan for 2014/15 be approved.</p>	
13.	<p><u>GREENING OF THE BOROUGH UPDATE</u></p> <p>The Committee gave consideration to the report of the Director of Services as set out in report pages numbered 85 to 90, which should be read together with these minutes as a composite document.</p> <p>The Country Parks and Environment Manager summarised the key points within the report. The Committee heard that work on promoting the aims of the Greening of the Borough Strategy had been undertaken. It was noted that a number of positive outcomes had been achieved including the establishment of a communication plan for engaging with the media and presenting the aims in a simplified format for residents.</p> <p>She went on to say that progress was being made on infrastructure projects at Brocks Hill including a storage and training space for site tenants. It was also noted that the construction of the Jubilee Amphitheatre has re-commenced.</p> <p>A Member of the Committee raised concerns about the pricing structure at the café since the new contractor had taken control and also the layout of the café. The Director of Services stated she was not aware of any increases to the pricing structure would be clarified and reported back to Members.</p> <p>The Country Parks and Environment Manager stated that costings for the layout are currently being worked up.</p> <p>A Member congratulated the Country Parks and Environment</p>	

	<p>Manager on the excellent work being carried out by the team.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> • That the progress made in respect of the Greening of the Borough Strategy be noted. • That members endorse the way forward for the Strategy and project development work. • That members endorse developments and proposals within the Brocks Hill Centre and Country Park. • That members recommend that the Borough Council pledges support to the National “Project Wild Thing and Wild Network”. • That the progress and work across the Borough through the Clean and Green team be noted. 	
<p>14.</p>	<p><u>LOCAL PARTNERSHIP GROUP (LPG)</u></p> <p>The Committee gave consideration to the report of the Head of Community as set out in report pages numbered 91 to 98, which should be read together with these minutes as a composite document.</p> <p>The Head of Community informed Members that new structures had been put in place to allow a greater focus on local issues and services, including the joint chairing of the Local Partnership Group by the Head of Community and her counterpart at Blaby District Council.</p> <p>In response to concerns raised about service performance monitoring by a Member of the Committee, the Head of Community reassured Members that monitoring was being undertaken to ensure that services were meeting the needs of users. She went on to say that this represented an improvement to working practices that had existed in the past.</p> <p>RESOLVED: That the report be noted.</p>	
<p>15.</p>	<p><u>IMPROVEMENTS TO TOWN CENTRE CAR PARKS</u></p> <p>The Committee gave consideration to the report of the Director of Services as set out in report pages numbered 99 to 104, which should be read together with these minutes as a composite document.</p> <p>The Committee asked officers to investigate the possibility of making provision for parent and child parking facilities.</p> <p>RESOLVED: That the previously agreed capital project ‘Car Park Enforcement Improvements’ no longer goes ahead and that members divert the money to a scheme that improves the infrastructure of the town centre car parks as set out below:</p> <ol style="list-style-type: none"> 1. divert the capital allocation to improve the infrastructure of 	

Comment [ac]: Previously agreed

	<p>the town centre car parks and address known problems as set out in the table below:</p> <table border="1"> <tr> <td colspan="2">Capital costs</td> </tr> <tr> <td>Continue with the existing arrangements whereby all car parks are free for up to 3 hours (no ticket required) with 3 car parks remaining long stay on purchase of ticket.</td> <td>No cost</td> </tr> <tr> <td>Re-surface areas where there are pot holes.</td> <td>£7,500</td> </tr> <tr> <td>Line all bays in white</td> <td>£7,000</td> </tr> <tr> <td>Improve and simplify signage</td> <td>£7,500</td> </tr> <tr> <td>Install missing height barriers (to include Willow Park car park)</td> <td>£13,000</td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td>£34,000 (slightly above allocated budget of £32k)</td> </tr> <tr> <td colspan="2">Revenue costs</td> </tr> <tr> <td>Ticket rolls/web support/phone lines/3G connectivity to 5 existing machines</td> <td>Already budgeted for within revenue budget</td> </tr> <tr> <td>Maintenance contract on 5 machines</td> <td>£2,450 (this is cheaper than call out and parts charged for in 2013-14)</td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td>£2,450 additional revenue budget required (could be dealt with by a virement)</td> </tr> </table> <p>2. Enforcement time was reduced to 1 x FTE from 1st April 2014 in line with the original capital project. There is no proposal to increase this.</p> <p>3. The opportunity exists to direct Civil Enforcement Officer time which does not appear to have actively happened in the past. For example, there was a 26% increase in the number of penalty notices issued in April 2014 over April 2013 by directing CEO to problematic areas despite enforcement time being reduced from the beginning of April.</p>	Capital costs		Continue with the existing arrangements whereby all car parks are free for up to 3 hours (no ticket required) with 3 car parks remaining long stay on purchase of ticket.	No cost	Re-surface areas where there are pot holes.	£7,500	Line all bays in white	£7,000	Improve and simplify signage	£7,500	Install missing height barriers (to include Willow Park car park)	£13,000	TOTAL	£34,000 (slightly above allocated budget of £32k)	Revenue costs		Ticket rolls/web support/phone lines/3G connectivity to 5 existing machines	Already budgeted for within revenue budget	Maintenance contract on 5 machines	£2,450 (this is cheaper than call out and parts charged for in 2013-14)	TOTAL	£2,450 additional revenue budget required (could be dealt with by a virement)	
Capital costs																								
Continue with the existing arrangements whereby all car parks are free for up to 3 hours (no ticket required) with 3 car parks remaining long stay on purchase of ticket.	No cost																							
Re-surface areas where there are pot holes.	£7,500																							
Line all bays in white	£7,000																							
Improve and simplify signage	£7,500																							
Install missing height barriers (to include Willow Park car park)	£13,000																							
TOTAL	£34,000 (slightly above allocated budget of £32k)																							
Revenue costs																								
Ticket rolls/web support/phone lines/3G connectivity to 5 existing machines	Already budgeted for within revenue budget																							
Maintenance contract on 5 machines	£2,450 (this is cheaper than call out and parts charged for in 2013-14)																							
TOTAL	£2,450 additional revenue budget required (could be dealt with by a virement)																							
16.	<p><u>SCALE OF CHARGES FOR BOWLS CLUB</u></p> <p>The Committee gave consideration to the report of the Director of Services as set out in report pages numbered 105 to 106, which should be read together with these minutes as a composite document.</p> <p>RESOLVED: That Policy, Finance and Development Committee be recommended to remove the charge for visiting teams.</p>																							
17.	<p><u>ADOPTION OF TERMS OF REFERENCE FOR TASK GROUPS</u></p> <p>The Committee gave consideration to the report of the Chief Executive as set out in report pages numbered 107 to 111, which should be read together with these minutes as a composite</p>																							

Comment [ac]: Needs defining or else could be read as a Chief Executive Officer

	<p>document.</p> <p>The Committee expressed concerns in relation to the naming of the current chairmen within the documents. It was suggested that reference to chairman by position be included as an alternative.</p> <p>Members requested clarification on the reference to task groups being time limited. The Director of Services confirmed that groups would be reviewed annually with a view to ensuring that the outcomes and objectives remained relevant.</p> <p>A verbal update was provided by the Director of Services in respect of the Greening of the Borough Task Group terms of reference, where the second bullet point under section b of the document, had been simplified by the Task Group to “Provide better access to this environment and support for residents and businesses to develop more environmentally. sustainable lifestyle choices and practices”.</p> <p>RESOLVED: That the terms of reference documents for the Greening of the Borough Working Group and Health and Wellbeing Board be adopted.</p>	
18.	<p><u>PERFORMANCE CHARTERS</u></p> <p>The Committee gave consideration to the report of the Director of Services as set out in report pages numbered 112 to 118, which should be read together with these minutes as a composite document.</p> <p>RESOLVED: That service charter for Brocks Hill Country Park as appended to the report be adopted.</p>	
19.	<p><u>CORPORATE ENFORCEMENT UPDATE</u></p> <p>The Committee gave consideration to the report of the Head of Corporate Resources as set out in report pages numbered 119 to 123, which should be read together with these minutes as a composite document.</p> <p>The Head of Corporate Resources reported that work had been undertaken to consolidate and improve the coordination of enforcement in respect of all Council services through the creation of a Corporate Enforcement Team.</p> <p>She went on to say that a Policy would be considered by the Policy, Finance and Development Committee to ensure that a consistent process was applied in all cases.</p> <p>A Member thanked the Head of Corporate Resources for consolidating the corporate enforcement work and commented that it was long overdue.</p> <p>RESOLVED: That the report be noted.</p>	
20.	<p><u>EXCLUSION OF PRESS AND PUBLIC</u></p> <p><u>RESOLVED:</u></p>	

	<p>That under Section 100 A (4) of the Local Government Act 1972, the press and public be excluded from the remainder of the meeting on the grounds that the business to be transacted involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act. (as amended).</p>	
<p>21.</p>	<p><u>REVIEW OF TEMPORARY ACCOMODATION FOR HOMELESS FAMILIES WITH CHILDREN</u></p> <p>The Committee gave consideration to the report of the Head of Community as set out in report pages numbered 124 to 137, which should be read together with these minutes as a composite document.</p> <p>RESOLVED: That</p> <ol style="list-style-type: none"> 1. the lease of the seven bedroom facility not be renewed. 2. the ground floor self contained flat be retained as a provision for temporary accommodation. 3. a private sector leasing framework be established with an initial lease of two three bedroom houses within the Borough. <p>Members supported the recommendations based on the information contained within the report and were pleased that poor facilities at high cost had been now ceased by the termination of the lease.</p>	

Meeting closed 8:29 p.m.