

**MINUTES OF THE MEETING OF THE POLICY, FINANCE AND DEVELOPMENT COMMITTEE
HELD AT THE COUNCIL OFFICES, BUSHLOE HOUSE, STATION ROAD, WIGSTON,
LEICESTERSHIRE, LE18 2DR ON TUESDAY, 28 JUNE 2022 COMMENCING AT 7.00 PM**

PRESENT

M H Charlesworth Chair
Mrs S B Morris Vice-Chair, Acting



Meeting ID: 2235

COUNCILLORS

N Alam
L A Bentley
G A Boulter
Mrs H E Darling JP
Mrs S Z Haq
Miss P V Joshi
J Kaufman
Mrs L Kaufman
K J Loydall
D W Loydall
Mrs S B Morris

OFFICERS IN ATTENDANCE

S J Ball Legal & Democratic Services Manager / Deputy Monitoring Officer
T Bingham Strategic Director / Section 151 Officer
J Owst Revenues & Benefits Manager
R Sohal Finance Manager
J Wells Senior Strategic Development Manager
S Wheeliker Democratic & Electoral Services Officer

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from the Vice-Chair, Councillor Dr I K Ridley, and Councillors J W Boyce, D A Gamble, F S Broadley and Mrs L M Broadley.

It was moved by Councillor G A Boulter, seconded by Councillor K J Loydall and

UNANIMOUSLY RESOLVED THAT:

Councillor Mrs S B Morris be appointed the Vice-Chair for the duration of the meeting.

2. APPOINTMENT OF SUBSTITUTES

None.

3. DECLARATIONS OF INTEREST

Councillors J Kaufman and Mrs S Z Haq declared a non-pecuniary interest with regard to the exempt item 16 of the agenda, insofar as they had been included in correspondence previously exchanged with a prospective lessee. Both Members confirmed that they attended the meeting with an open mind.

4. MINUTES OF THE PREVIOUS MEETING

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The minutes of the previous meeting held on 22 March 2022, be taken as read, confirmed and signed.

5. ACTION LIST ARISING FROM THE PREVIOUS MEETING

None.

6. PETITIONS AND DEPUTATIONS

None.

7. WASTE STORAGE & COLLECTION - GUIDE FOR DEVELOPERS (JUNE 2022)

The Committee gave consideration to the report and appendix (as set out at pages 8 – 19 of the agenda reports pack) which asked it to adopt a new planning guidance document to establish clear and concise guidance for future waste management provision for all new development.

It was moved by Councillor G A Boulter, seconded by Councillor Mrs L Kaufman and

UNANIMOUSLY RESOLVED THAT:

The document (as set out at Appendix 1 to the report) as a planning guidance document for all future planning development be approved, subject to the following amendments:

- i) The sentence 'This may change in the future' in Appendix 1 at point 5 be removed; and**
- ii) Reference to '240 litre bins' at point 4a and Table A of Appendix 1 be removed.**

8. ETHICAL STANDARDS AND INDICATORS (Q4 2021/22)

The Committee gave consideration to the report and appendix (as set out at pages 20 – 30 of the agenda reports pack) which asked it to note the figures for local determination of complaints and ethical indicators for Q4 2021-22.

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The contents of the report and appendix be noted.

9. VOLUNTEERING POLICY (JUNE 2022)

The Committee gave consideration to the report and appendix (as set out at pages 31 – 43 of the agenda reports pack) which asked it to approve and adopt a revised Volunteering Policy (2022-25).

The Committee requested further information on various aspects of the report and Policy, such as the performance of the previous policy, Disclosure and Barring Service (DBS) checks, community safety initiatives, safety procedures for volunteers and training.

It was moved by the Chair, seconded by the acting Vice-Chair and

UNANIMOUSLY RESOLVED THAT:

The item of business be deferred to a subsequent meeting of the Committee pending the further information as requested.

10. MAXIMISING THE COUNCIL'S INCOME (JUNE 2022)

The Committee gave consideration to the report (as set out at pages 44 – 48 of the agenda reports pack) which sought to consult Members on proposed principles for adoption as part of a new Corporate Charging Policy and provided Members with an update in respect of progress against new areas of income generation.

The Committee provided constructive feedback in relation to the Council's ability to maximise income and requested further details into various aspects of paragraph 4 of the report regarding new income generating opportunities. The Committee specially queried the nature of the redundant equipment and raised concerns over financial procedures and marketing plans, requesting further market research.

It was moved by the Chair, seconded by the acting Vice-Chair and

UNANIMOUSLY RESOLVED THAT:

- i) The content of the report be noted; and**
- ii) Feedback on the proposed principles for the new Corporate Charging Policy be provided accordingly.**

11. REVIEW AND APPROVAL OF HOUSING POLICIES (JUNE 2022)

The Committee gave consideration to the report and appendices (as set out at pages 49 - 98 of the agenda reports pack) which asked it to approve three updated housing policies in respect of Income Management, Council Tenant Recharge and Aids and Adaptations.

The Committee was advised that, in response to a query as to whether candidates are asked if they have any assets either in the UK or abroad as part of the allocation process relating to the Aids and Adaptations Policy, that the policy was to be reviewed and that will be a key area for consideration.

The Committee emphasised the importance of providing support to all those who need it. Members were advised on the procedures followed when dealing with vulnerable persons, including referral to the Financial Inclusion Officer who would work with persons on maximising their benefits entitlement, budget management and refer them onto other people and organisations to provide further support.

It was moved by Councillor G A Boulter, seconded by the Chair and

UNANIMOUSLY RESOLVED THAT:

- i) The Income Management Policy (as set out in Appendix 1) be approved;**

- ii) **The Recharge Policy (as set out in Appendix 2) be approved; and**
- iii) **The Aids and Adaptations Policy (as set out in Appendix 3) be approved.**

12. BUDGET MONITORING (Q4 2021/22)

The Committee gave consideration to the report and appendix (as set out at pages 3 - 16 of the agenda update reports pack) which asked it to note the overall Council outturn position for the financial year 2021/22 and approve the creation of new reserves from the surplus achieved on the General Fund of £140,000.

The Committee requested that further clarification be provided to Members outside the meeting and prior to the next meeting of the Committee, regarding the figurework and calculations relating to the deficit on the Housing Revenue Account.

It was moved by the Chair, seconded by the acting Vice-Chair and

UNANIMOUSLY RESOLVED THAT:

- i) **The contents of the report and appendix be noted; and**
- ii) **The creation of new reserves from the Surplus achieved on the General Fund of £140k for the purpose of resourcing the recommendations as set out in the Corporate Peer Challenge and £10k for undertaking a feasibility study on the refurbishment and reopening of public toilets across the borough be approved.**

The meeting adjourned at 8:40 pm and reconvened at 8:45 pm.

13. COVID-19 ADDITIONAL RELIEF FUND (CARF) POLICY

The Committee gave consideration to the report (as set out at pages 98 - 101 of the agenda reports pack) which briefed Members on the COVID-19 Additional Relief Fund, consulted Members on its design and sought delegated approval for the policy.

The Committee was advised that, in relation to Members' queries regarding certain types of businesses eligibility to the fund (e.g. home businesses), only businesses subject to the business rates regime would be eligible for support, and that other funding streams had previously been made available to other types of businesses.

The Committee suggested types of businesses that ought not be eligible for support.

It was moved by the Chair, seconded by the acting Vice-Chair and

UNANIMOUSLY RESOLVED THAT:

- i) **The contents of the report be noted;**
- ii) **Officers be provided with the feedback on the key principles for the delivery of the fund provided by Members at the meeting accordingly; and**
- iii) **Authority be delegated to the Strategic Director / Section 151 Officer to approve a final policy.**

14. SPECIAL SEVERANCE PAYMENTS BY LOCAL AUTHORITIES

The Committee gave consideration to the report and appendices (as set out at pages 102 - 118 of the agenda reports pack) which asked it to approve certain amendments to the Constitution following the issuing of statutory guidance on the making of special

severance payments by local authorities.

The Committee requested that details of any Special Severance Payments made to date by the Council be provided to Members at the next meeting of the Committee.

It was moved by Councillor G A Boulter, seconded by the Chair and

UNANIMOUSLY RESOLVED THAT:

- (i) That the content of the report be noted;**
- (ii) The Committee recommend to Council the amendments to the Constitution as set out in paragraphs 5.7, 5.8 and 5.9 of the report.**

15. EXCLUSION OF THE PRESS AND PUBLIC

It was moved by the Chair, seconded by the Acting Vice-Chair and

UNANIMOUSLY RESOLVED THAT:

The press and public be excluded from the remainder of the meeting in accordance with Section 100(A)(4) of the Local Government Act 1972 (Exempt Information) during consideration of the item(s) below on the grounds that it involved the likely disclosure of exempt information, as defined in the respective paragraphs 1 and 3 of Part 1 of Schedule 12A of the Act and, in all the circumstances, the public interest in maintaining the exempt item(s) outweighed the public interest in disclosing the information.

16. LEASE OF COMMUNITY FACILITIES TO EXTERNAL ORGANISATIONS [EXEMPT]

The Committee gave consideration to the exempt report (as set out at pages 119 - 125 of the private agenda reports pack).

The Committee requested further information regarding recommendation B before a decision was to be made.

It was moved by Councillor G A Boulter, seconded by Councillor K J Loydall and

UNANIMOUSLY RESOLVED THAT:

- i) Recommendation A be approved;**
- ii) Recommendation B be deferred to a subsequent meeting of the Committee;**
- iii) Recommendation C be approved; and**
- iv) Recommendation D be approved.**

17. REVISED 2022/23 CAPITAL PROGRAMMES [EXEMPT]

The Committee gave consideration to the exempt report and appendix (as set out at pages 124 - 135 of the private agenda reports pack).

It was moved by Councillor G A Boulter, seconded by Councillor L A Bentley and

UNANIMOUSLY RESOLVED THAT:

The recommendation be approved.

18. APPLICATION TO EXERCISE A PENSION DISCRETION [EXEMPT]

The Committee gave consideration to the exempt report and appendix (as set out at pages 136 - 143 of the private agenda reports pack).

It was moved by Councillor G A Boulter, seconded by Councillor Mrs S Z Haq and

UNANIMOUSLY RESOLVED THAT:

The recommendation be approved.

THE MEETING CLOSED AT 9.46 pm



Chair / Vice-Chair

Monday, 26 September 2022

Printed and published by Democratic Services, Oadby and Wigston Borough Council, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR