

**MINUTES OF A MEETING OF THE SERVICE DELIVERY COMMITTEE
HELD AT THE COUNCIL OFFICES, WIGSTON ON TUESDAY 21
OCTOBER 2014, COMMENCING AT 7.00 P.M.**

IN ATTENDANCE:

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

Councillors J W Boyce, D M Carter, L A Bentley, F S Broadley , Mrs S A
Dickinson , Mrs L Eaton

Officers in Attendance: A Court, P Loveday, A Pathak-Mould , K Garcha , J
Guazzaroni

Min Ref	Narrative	Officer Resp
22.	<u>APOLOGIES</u> Apologies for absence received from Councillors M Chamberlain, J Gore and K Loydall and R Thakor.	JG
23.	<u>APPOINTMENT OF SUBSTITUTES</u> P Swift for J Gore.	
24.	<u>DECLARATIONS OF INTEREST</u> Councillor J W Boyce declared an interest in relation to item 10 on the Agenda in that he used to work for AGE UK.	
24.	<u>PETITIONS AND DEPUTATIONS</u> None	JG
25.	<u>MINUTES – 8 JULY 2014</u> RESOLVED: That the minutes of the previous meeting held on 8 July 2014 be taken as read, confirmed and signed.	JG
26.	<u>ACTION LIST – 8 JULY 2014</u> RESOLVED: That the action list be noted.	JG

<p>27.</p>	<p><u>COMMITTEE BUDGET REVIEW- APRIL TO AUGUST 2014</u></p> <p>The Committee gave consideration to the report and appendices of the Chief Financial Officer as set out in report pages 11 to 14, which should be read together with these minutes as a composite document.</p> <p>The Finance Manager explained the background to the report and explained the reasons for the £55,000 overspend.</p> <p>A Member queried the Orchard Upgrade Scheme balance in the Housing Revenue Account. The Head of Community explained that it was a stand alone account but appeared as a profit.</p> <p>In relation to the Capital Programme, a Member queried the Grand Union Footbridge account figures and asked when the bridge will be built .The Director of Services explained that Officers had revisited the issue regarding the building of a bridge and having spoken with the Waterways Board found that £55,000 does not cover the cost of building a bridge but were looking actively at finding a solution.</p> <p>A Member queried the Ellis Park Health and Safety balance and was informed by the Director of Services explained that it was the upgrading of play equipment.</p> <p>RESOLVED: That Members note the report and recommendations.</p>	
<p>28.</p>	<p><u>FEES & CHARGES 2015/16</u></p> <p>The Committee gave consideration to the report and appendices of the Chief Financial and Section 151 Officer as set out in report pages 15 to 31, which should be read together with these minutes as a composite document.</p> <p>The Finance Manager explained the background to the report and explained that the Retail Price Index had been used as a guide for Heads of Service when considering the 2015/16 increase.</p> <p>A Member moved that under 3.7 the charge to be introduced for the interment in a grave of child, resident in the borough, aged between 1 month and 12 years should be removed.</p> <p>A Member queried why the charge for football pitches at William Gunning Park has been removed and whether it was a designated pitch. The Director of Services explained that due to the very limited space available on this park for a pitch,</p>	

	<p>it was not feasible to hire it out for reasons including health and safety and anti social behaviour. It was queried whether this pitch was included in the playing pitch strategy. Another Member suggested that the playing pitch strategy be consulted for confirmation.</p> <p>A Member queried why there was no charge for 5 a side football at Peace Memorial Park. The Director of Services said she would look into it and report back.</p> <p>A Member queried the charges for bowling and suggested the charge for visiting teams should be removed and that reduced rates should be given to over 65's. Another Member suggested that we need to check and benchmark this and that a report on discount for bowling should be brought to the committee.</p> <p>RESOLVED: That the report be noted and that the charge discussed at paragraph 3 above be removed.</p>	
<p>29.</p>	<p><u>HOUSING REVENUE ACCOUNT AND BUSINESS PLAN UPDATE</u></p> <p>The Committee gave consideration to the report and appendices of the Chief Financial and Section 151 Officer as set out in report pages 32 to 42, which should be read together with these minutes as a composite document.</p> <p>The Head of Community explained the background to the report and recommendation sought.</p> <p>Members discussed the report and one suggested that the financial report should not come to this committee and that only the business plan update element be brought. The Head of Community explained that it was historical practice that the financial report also is presented to the Committee.</p> <p>Members also discussed figures for new build Council houses with one Member stating a reasonable target would be 5 a year.</p> <p>The Head of Community stated that this was aspirational and that a registered provider has already provided 12 homes between March and April 2014.</p> <p>The Head of Community stated that they had identified a property for a family where one of the children had a disability which was in the area of the children's school and that £250,000 was a consideration</p>	

	<p>She went on to state the amounts were as per the plan and that there were limits on what the Council can use for new builds and that government guidelines suggest a maximum of 30% towards cost of acquisitions.</p> <p>It was voiced that a debate should be had with regard to new build homes and a Member suggested empty homes should be brought back into use.</p> <p>RESOLVED: That the report be noted.</p>	
<p>30.</p>	<p><u>DELIVERY OF HOUSING REVENUE ACCOUNT (HRA)</u></p> <p>The Committee gave consideration to the report and appendices delivered by the Head of Community as set out in report pages 43 to 56, which should be read together with these minutes as a composite document.</p> <p>The Head of Community explained the background to the report and recommendation sought.</p> <p>She informed Members there was a 99% target on rent collected and that anticipated income cannot be taken into account. She went on to say that the Council had been benchmarked against 4 other Local Councils and assessed as the second best performing and had 100% gas safety compliance.</p> <p>In relation to housing related support funding for sheltered schemes this will come to an end in September 2015. At this time the adult and social care services will be responsible for providing support services to this group of people and individuals will be assessed. In this new way, everyone in the scheme can opt in or opt out in respect of services that they receive. A Member asked if people opted out could change their mind and opt back in and another Member enquired after the charge for a lifeline call. The Head of Community stated that people could opt back in and that the cost for a lifeline call was £3 from a phone line.</p> <p>She also informed Members that Capital programme was progressing well.</p> <p>In relation to the 16/17 year old protocol for homelessness, the Head of Community gave details of this and how it will work in that the Council have a responsibility for 16/17 year olds and we must work within the protocol so that they are placed in a safe place. Social services have 42 days to investigate and under the protocol we need to keep that time.</p>	

	<p>A Member commented that it is good to note that the report dovetails the Health and Wellbeing agenda as well as other Community and support related services. He then suggested that the Council should look into options through community self help.</p> <p>RESOLVED: That the report was noted.</p>	
<p>31.</p>	<p><u>WASTE TASK GROUP – TERMS OF REFERENCE</u></p> <p>The Committee gave consideration to the report and appendices delivered by the Director of Services as set out in report pages 57 to 59, which should be read together with these minutes as a composite document.</p> <p>RESOLVED: That the terms of reference documents for the Waste Task Group be adopted.</p>	
<p>32.</p>	<p><u>LOCAL PARTNERSHIP GROUP</u></p> <p>The Committee gave consideration to the report and appendices delivered by the Head of Community as set out in report pages 60 to 65, which should be read together with these minutes as a composite document.</p> <p>The Head of Community gave the background to the report and stated that the Council is waiting for a report to be published at the end of October and that there was no current published report on costings from Leicestershire County Council.</p> <p>A Member raised concern that the health authorities and Police had gained financially but it had cost local authorities.</p> <p>The Head of Community stated that the Family Intervention report is not published but she was aware of it.</p> <p>A Member stated that the Supporting Leicestershire Families (SLF) should be debated at another committee.</p> <p>A Member asked for the total number of step up and step down cases .The Head of Community stated there were 2 step up cases.</p> <p>A Member raised concern as to the risk to the work of the partnership if stopped due to Government cuts. This risk to be considered as part of the internal work ongoing on partnership agreements. He went on further to discuss SLF and said that the spend we place on this is a locally potential cash benefit and that we need to monitor to how funds were</p>	

	<p>spent. He emphasised that the reporting of performance should be improved and that if that is the case then the partnership could continue to be supported.</p> <p>The Head of Community noted this.</p> <p>RESOLVED: That the report is noted and that an action plan in regard to the ongoing Governance of the Local Partnership Group is required to come to the Committee.</p>	
<p>33.</p>	<p><u>ADVICE AND INFORMATION SERVICES BY LEICESTERSHIRE CITIZENS ADVICE BUREAU</u></p> <p>The Committee gave consideration to the report and appendices delivered by the Head of Community as set out in report pages 66 to 85, which should be read together with these minutes as a composite document.</p> <p>The Head of Community gave the background to the report.</p> <p>A Member raised concerns in respect of Citizens Advice Bureau stating that it was not as accessible as required. He stated that the Council needs an independent advice service for the benefit of residents. He stated we need to look how we best fulfil the provision of an advice service particularly due to the customer service transformation programme. The Head of Community agreed with the Members comments that members of the public had expressed their disappointment with the service.</p> <p>RESOLVED: That the report be noted with the Members comments.</p>	
<p>34.</p>	<p><u>AWARD OF THE GAS SERVICING AND MAINTENANCE CONTRACT</u></p> <p>The Committee gave consideration to the report and appendices delivered by the Head of Community as set out in report pages 86 to 89, which should be read together with these minutes as a composite document.</p> <p>The Head of Community explained the background to the report and recommendation sought.</p> <p>Members were informed that there were 1600 residential properties with a gas supply. The cost of gas servicing has been reduced from £114 per property down to £98 per property. It was noted that there had been no formal complaints from residents under the new contract.</p>	

	<p>A Member sought assurance of 100% gas safety compliance. The Head of Community stated that independent checks are carried out by an appointed contractor which can be audited at any point.</p> <p>A Member raised concern as to whether or not the new contractor who also had contracts with Hinckley and Bosworth Council and Corby Borough Council can satisfactorily carry out the contract. The Head of Community said that a detailed contractual agreement is in place and complaints will be monitored closely.</p> <p>The Head of Corporate Resources indicated that during the course of negotiations it was clear that the contractor actively solicits a robust complaints process.</p> <p>RESOLVED: That the report be noted.</p>	
<p>35.</p>	<p><u>HOMELESSNESS PREVENTION POLICY AND PROCEDURE</u></p> <p>The Committee gave consideration to the report and appendices delivered by the Head of Community as set out in report pages 90 to 109, which should be read together with these minutes as a composite document.</p> <p>The Head of Community gave a background to the report and that the Council had to formalise Policy and Procedure.</p> <p>A Member stated that the Policy needs to provide for the disclosure by a person of any property they have abroad.</p> <p>RESOLVED: That the report be noted.</p>	
<p>36.</p>	<p><u>ALLOCATION OF GARAGE POLICY AND PROCEDURE REVIEW</u></p> <p>The Committee gave consideration to the report and appendices delivered by the Head of Community as set out in report pages 110 to 141, which should be read together with these minutes as a composite document.</p> <p>RESOLVED: That the report be noted</p>	

<p>37.</p>	<p><u>ACHIEVEMENTS AT BROCKS HILL SEPTEMBER2013-14 AND OPERATIONS UPDATE</u></p> <p>The Committee gave consideration to the report and appendices delivered by the Director of Services as set out in report pages 142 to 146, which should be read together with these minutes as a composite document.</p> <p>The Director of Services gave the background to report and stated that the café was now open until 4pm in winter months.</p> <p>A Member stated the Brocks Hill had done rather well and this should be acknowledged.</p> <p>A Member asked when the amphitheatre was to be completed. The Director of Services said that it was due to be completed by the end of the year.</p> <p>RESOLVED: That the report be noted.</p>	
<p>38.</p>	<p><u>SERVICE CHARTERS EXCEPTIONS REPORT –VERBAL UPDATE</u></p> <p>The Director of Services gave a verbal update informing Members that as reporting was by exception and that there were no Charters at present that had anything other than very minor percentage decreases this matter did not justify a written report. She informed them that work was ongoing and that the Committee would be kept updated.</p>	

39. AYLESTONE LANE ALLOTMENTS PROJECT – VERBAL UPDATE

The Chair of the Committee informed Members that he had been contacted regarding the proposed new building to be built within the grounds of the allotment and to get this item on the agenda. He asked that if the Members were happy then it could move on to the Policy Finance and Development Committee.

He informed Members that a bid had been made to the lottery fund to assist with the cost of the building.

A Member asked if the neighbours had been consulted with regard to this. The Chair said that it would be next to communal gardens and away from residents and that neighbours had supported the allotments in the past.

The Chair said he would seek more information for the project from the Chairman of the Aylestone Lane Allotment Association.

A Member raised the fact that his workplace was in close proximity to the Allotments and asked for legal advice as to whether he could vote on this as he thought he may have an interest. The Head of Corporate Resources commented that it did not appear to be a personal interest.

RESOLVED: That the proposal is supported in principle but the Committee required further information with regard to the project proposal.

Meeting closed 8:17pm