

**MINUTE OF A MEETING OF THE SERVICE DELIVERY COMMITTEE HELD AT
THE COUNCIL OFFICES, WIGSTON ON TUESDAY 20 JANUARY 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, K Loydall, Mrs S A Dickinson, Mrs L Eaton
Mrs J Gore

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

Min Ref	Narrative	Officer Resp
40.	<p><u>APOLOGIES</u></p> <p>Apologies for absence received from Councillors L Bentley and F Broadley.</p>	JG
41.	<p><u>APPOINTMENT OF SUBSTITUTES</u></p> <p>None</p>	
42.	<p><u>DECLARATIONS OF INTEREST</u></p> <p>None</p>	
43.	<p><u>PETITIONS AND DEPUTATIONS</u></p> <p>None</p>	JG
44.	<p><u>MINUTES – 21 OCTOBER 2014</u></p> <p>RESOLVED: That the minutes of the previous meeting held on 21 October 2014 be taken as read, confirmed and signed.</p>	JG
45.	<p><u>ACTION LIST – 21 OCTOBER 2014</u></p> <p>RESOLVED: That the action list be noted.</p>	JG

46.

**COMMITTEE REVISED FINANCIAL POSITION 2014/15
AND DRAFT BUDGET 2015/16**

The Committee gave consideration to the report and appendices of the Chief Financial Officer as set out in report pages 11 to 17, which should be read together with these minutes as a composite document.

The Finance Manager explained the background to the report and recommendations sought. He explained the original to the revised budget variances and the Contract Fee and Net Payment for the Leisure Contract. He then explained the budget for 2015/16.

A Member asked the actual effect of the increase and the Finance Manager explained it was due to estimated capital expenditure.

A Member asked as to the limits mentioned in the report to the New Home Bonus funding. The Finance Manager explained that this is a national scheme and is a grant for new homes coming into use within the Borough. Another Member explained that the Council do not have enough land to build new homes upon which is why we have a low allocation within the Country.

RESOLVED: That Members

1. Consider the Committee revised General Fund revenue budget position for 2014/15(section 4.1 of the report).

2. Recommend to Policy ,Finance and Development Committee the Committees draft General Fund revenue budget for 2015/16 (Section 4.2 of the report).

47.

COMMUNITY SERVICE UPDATE RELATING TO HRA

The Committee gave consideration to the report and appendices delivered by the Head of Community as set out in report pages 18 to 35, which should be read together with these minutes as a composite document.

The Head of Community explained the background to the report and recommendations sought.

Tenants Charter

The Head of Community explained that the Tenants Charter was attached separately to the Agenda papers

Housing Related Support

The Head of Community informed the Committee that the procurement for the Assistive Technology was complete and that it had been a smooth transition.

The Head of Community informed the Committee that the current housing related support provided by the Council will not form part of the procurement process, explaining that the Council will need to consider how to continue such support with the aim of promoting independent living. The responsibility for support relating to care sitting with LCC Adult Social Care services.

The Head of Community informed Members that a formal process of restructure of service delivery in this area would commence in March 2015 in readiness to having some form of Housing Related Support in place for current and prospective Council Tenants.

A Member raised concern and advised that we need to think what we need in the Borough and that Housing Related Support was dominated by care. The Council need to rectify this and focus on health and talk to doctors. The Member suggested that this matter needs to go to the Health and Wellbeing Board meeting.

Update on Capital Programme 2014/15 and Decent Homes

The Head of Community informed Members we were monitoring our progress.

A Member raised concern regarding capital spend in relation to Chartwell House as there were problems with low water pressure and was in need of repair and repainting. It needs to be looked at quickly and as an entire entity in relation to structures and wider cost implications.

Boulter Crescent Community House

The Head of Community informed Members that this property was part of the refurbishment programme and that there would be a temporary service from another flat whilst the refurbishment takes place.

Bigger Better Boulter Residents Association

The Head of Community informed Members that both the Community Development Officer and newly appointed Community Safety and Tenancy Manager were attempting

with the Chairman of the residents association to arrange an AGM.

Update on Temporary Accommodation for Homeless

The Head of Community informed Members that following a Council resolution in March 2014 regarding private leasing. Members were informed following the Council sending out a core lease and the Councils proposals the Council did not have a good response. However negotiations have taken place with a private landlord for a two bedroom house in South Wigston who is willing to enter an arrangement for a short term lease. The Legal team is currently in negotiations with regard to this.

Members were informed that Officers have been exploring the wider use of the housing stock. The Council currently have two 3 bedroom upper floor properties which have been used as decants for the Boulter Crescent capital programme. It seems sensible to use this stock for temporary measures only. The Head of Community informed Members that she was looking at Belmont House and through the Asset Management Working Group look at the possibility of re-negotiating the lease arrangements which are currently with a Registered Provider.

A Member raised concern with problems with rent and letting to private landlords. Advising the Council should reconsider the property it has to use. She also asked how long the Council classed as temporary and whether a 3 bedroom house would be used by one person, a family or as lodgings.

The Head of Community advised that the accommodation is temporary whilst the Council carry out their investigations for 42 to 50 days. That the Council will look at accommodation it could use for more than one family.

A Member asked if we had adequate accommodation for homelessness and what would happen if family want accommodation on a permanent basis as Council tenants.

The Member was informed that it was reactive and only used if needed. If a family come along we can convert it back to a Council Property to rent. The properties are only temporary if and when needed.

A Member asked about homelessness accommodation in other parts of the Borough as that mentioned was in Wigston. The Member was informed that there is also accommodation in Oadby.

Project 360 – Briefing Note

Members were informed with regard to background to the briefing note and informed 'WALL' stood for Women's Aid Leicester and Leicestershire.

Members were informed that the project commenced in October and will run until the end of March 2015. It will be reported through the Community Safety Partnership and be overseen by an oversight group consisting of the key partners. Members were informed that the lead on the oversight group is James Fox from Leicestershire County Council.

A Member asked if funding would be fully based on outcome and would see the answer from the Police & Crime Commissioner.

A Member raised concern that this is a budget issue as if no funding from the County Council then time is not on our side and without funding this will have a financial implication.

Proposed Rent Increase

Members were informed that this is the first year of implementation of the Government's new rent setting formula based on the Consumer Price Index which at September was 1.26% plus 1% and a table gives a guide on page 22 of the Agenda.

Street Life

The Head of Community informed Members that 24 Councils had signed up to this and included County, District and London Councils. Oadby and Wigston Borough Council was the first north of Watford to sign up. Leicester City Council was also approached. The company wanted to pilot this with a small borough. Leicester City Council are considering it but exercising caution.

The Director of Services informed Members that the Council are looking at the social media strategy and how we want to use it in the Council.

A Member stated that there needs to be capacity in the office to deal with the information flow and we need an exit strategy if it is not working for us effectively.

	<p>A Member was concerned about using social media on an individual basis and where Members stand and roles they have to play.</p> <p>The Head of Community informed Members that this was a Partnership Agreement and that anything offensive can be removed within an hour.</p> <p>A Member stated that social media was a main source of conversation and we need a protocol to choose not to be obliged to use it.</p> <p>RESOLVED: That the recommendations as detailed in the report are approved.</p>	
48.	<p><u>LOCAL PARTNERSHIP GROUP</u></p> <p>The Committee gave consideration to the report and appendices of the Head of Community as set out in report pages 36 to 39, 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 the Blaby, Oadby and Wigston Local Partnership Group (“BOWLPG”) was set up in 2008 to improve outcomes for children and young people.</p> <p>The Head of Community stated that due to budget cuts the BOWLPG was effected and that the group would no longer be able to continue to independently commissioned projects beyond the end of March 2015. Commissioning decisions regarding children and families services are no longer to be made by local authorities through their Local Partnership Group but by Leicestershire County Council in line with its strategic priorities and is part of their Medium Term Financial strategy.</p> <p>A Member sought a breakdown of the £509,000 commissioning budget lost, clarification of the knock on effect of this upon the Council. And the risks on the Council should any of the children centres close He asked the Head of Community for more work to de done on this.</p> <p>RESOLVED: That the report be noted.</p>	
49.	<p><u>CCTV 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</p>	

	<p>report pages 40 to 98, 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 the report was to provide an update for adopting the CCTV Policy and Procedure in line with the code of practice set out in the Information Commissioners Office (“ICO”) guide on the use of CCTV by Local Authorities .The Head of Community also asked that the ICO guidance code of practice also be adopted.</p> <p>A Member sought clarification as to what documents had been sent to the Police as he said that the Police hadn’t seen the final document. He asked that the cost implications be considered regarding the installation of CCTV systems because of budget constraints and that their needs to be practical element of implementation. The Member also stated that the Council need to identify the licensing implications with the Police as Well.</p> <p>Another Member agreed and stated the Policy explains what we the Council can do but Members want to know what we are doing and if the Council are not doing something why not.</p> <p>RESOLVED: Members to recommend the CCTV Policy and Procedure in line with Government Guidance to Policy Finance and Development Committee.</p>	
<p>50.</p>	<p><u>ANTI SOCIAL BEHAVIOUR POLICY AND PROCEDURE</u></p> <p>The Committee gave consideration the appendices delivered by the Head of Community as set out in report pages 99 to 166, which should be read together with these minutes as a composite document.</p> <p>The Head of Community explained the background to the Policy and recommendation sought.</p> <p>Members were informed that the Policy was being freshened up.</p> <p>A Member said details of the Policy could have been listed on one page.</p> <p>A Member suggested that this Item needs to also go to the Residents forums.</p> <p>A Member asked for training before the Policy goes public</p>	

	<p>and that they needed to know what the Community Triggers are. The Head of Community advised that briefings can be delivered through the County Council as the Community Safety Partnership have received a presentation and this now needs to be rolled out to all the Forums.</p> <p>The Community Triggers training is first delivered to Members before going to the Forums and it was suggested that this is taken up with Senior Management Team to speak to the County Council.</p> <p>RESOLVED: That the Policy be noted.</p>	
51.	<p><u>SPORTS AND PHYSICAL ACTIVITY COMMISSIONING REPORT</u></p> <p>The Committee gave consideration to the report and appendices delivered by the Director of Services as set out in report pages 167 to 169, which should be read together with these minutes as a composite document.</p> <p>The Director of Services gave the background to the report explaining that the Council do need to bid for money, that this continued to be successful and that funding was still available to the Council. That the attendance targets set for the Council will be exceeded.</p> <p>The Director of Services informed Members that additional funding has been identified for Satellite clubs and that it had been identified under the National Children’s Measurement Programme that South Wigston had a high amount of underweight children.</p> <p>A Member asked how detrimental the £8,761 reduction was for targeted work. The Director of Services said that there was a level of sustainability.</p> <p>A Member asked if paragraph 2 on page 168 could be clarified.</p> <p>Members congratulated the team for their achievements.</p> <p>RESOLVED: That Members note the information provided within the report and endorse and promote the programme to the wider audience.</p>	
52.	<p><u>GARDEN WASTE COLLECTION SCHEME</u></p> <p>The Committee gave consideration to the report delivered by the Director of Services as set out in report pages 170 to 172,</p>	

	<p>which should be read together with these minutes as a composite document.</p> <p>The Director of Services gave the background to the report.</p> <p>Members were informed that there had been an overwhelming response for the bins and that the operating team distribution team should be commended as they are determined that the bins are delivered on time. The next stage is to start collecting waste on 16 February and that the vehicles to collect them have been ordered. A break down was given of the numbers of large and smaller containers and the Members informed that as of the week ending 17 January 5,000 bins had been delivered.</p> <p>A Member commented that it had been quite successful, that the Council had given residents a choice that has been taken up and to pass on the Committees thanks to officers.</p> <p>.</p> <p>RESOLVED: That the report be noted.</p>	
53.	<p><u>ACHIEVEMENTS AT BROCKS HILL OCTOBER – DECEMBER 2014 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 173 to 182, which should be read together with these minutes as a composite document.</p> <p>The Director of Services explained the background to the report and recommendation sought.</p> <p>The Director of Services informed Members to note the details of the report up to the Operations Section.</p> <p>The Operations Section gave an update on Capital Projects and Street Furniture. Members were informed that adhoc requests were being received with regards to the installation of new benches, bins, notice boards, dog bins and bus shelters. It is proposed that requests come from the residents forums. The request then being passed to officers so that if required feasibility study and costings can be produced and fed back to the next meeting. The request would then follow the existing process of being reported back to PFD for approval before going back to the Officer for ordering and installing.</p> <p>The Chairman agreed with this proposal and referred to Paddock Street, Wigston bus shelters and said that this</p>	

	<p>should be referred to the Wigston Forum and was the way forward.</p> <p>A Member agreed with the Chairman’s comments.</p> <p>A Member asked about the paragraph relating to Adshel asking would the Council have any control .The Member was informed that the Council did use Adshel shelters before but there was concern because of the lack of control. The Chairman proposed to go ahead with new bus shelters in Paddock Street Wigston.</p> <p>A Member commented that the Council should approach bus companies for them to provide Shelters for their customers.</p> <p>A Member mentioned that he would like to see the Crows Mill Picnic Area shelter repaired or removed.</p> <p>The Director of Services informed Members that as part of the Clean and Green team work each month conditions are assessed with regard to litter and detritus. She informed Members with regard the principles of detritus grading in a relevant highway setting the Councils grading didn’t go beyond grade B –Predominantly free from detrius except for some light scattering.</p> <p>RESOLVED: That the report be noted.</p>	
<p>54.</p>	<p><u>CORPORATE ENFORCEMENT UPDATE</u></p> <p>The Committee gave consideration to the report and appendices delivered by the Head of Corporate Resources as set out in report pages 183 to 189, which should be read together with these minutes as a composite document.</p> <p>The Head of Corporate Resources gave a background to the report and recommendation sought.</p> <p>Members were informed that the Corporate Enforcement Officer post was currently vacant but the role had been advertised and that was hoped that a replacement would be secured by March 2015.</p> <p>Members were informed that appendix A contained a summary of investigations that have taken place.</p> <p>The Head of Corporate Resources informed the Members that their hade been a recent change in legislation in relation to dog fouling as a result of the enactment of the Anti Social Behaviour , Crime and Policing Act 2014 which came into</p>	

	<p>force on 20 October 2014. This introduced Public Space Protection Orders (“PSPO’S”) which replace Dog Control Orders. PSPO’s covers not just dog fouling but also includes graffiti and spitting. Members were informed that the Legal Officer is working with the Corporate Enforcement Team to review all public spaces within the borough with a view to introduce the PSPO’S in the next few months.</p> <p>A Member asked whether they would apply to communal areas. The Head of Corporate Resources if it were a public space then yes but if a private area of land then no.</p> <p>A Member asked if the Council were able to enforce against dog fouling as of now. The Head of Corporate Resources informed him that we can however, have not done thus far but the power is still there.</p> <p>A Member suggested that Members should receive training on corporate enforcement so as they were aware of what enforcement action can be taken if asked by their constituents</p> <p>A Member stated that once the Corporate Enforcement Officer issue was resolved the Council must look at the enforcement of dog fouling as a priority.</p> <p>RESOLVED: That the report be noted.</p>	
55.	<p><u>SERVICE CHARTERS</u></p> <p>The Committee gave consideration to the report and appendices delivered by the Director of Services as set out in report pages 190 to 227, which should be read together with these minutes as a composite document.</p> <p>The Director of Services explained the background to the report and recommendation sought.</p> <p>Members were referred to Page 224 of the report with regard to voids. The Director of Services said that the Council needed to look at changes and targets as there was a need to revise these.</p> <p>A Member stated that the report contained too much information and said progress was really helpful and that the Council need to get these charters live on the Councils website.</p> <p>RESOLVED: That the report be noted</p>	

The Meeting closed at 8:54 pm