

## SERVICE DELIVERY COMMITTEE

### **ACTION LIST**

**Arising from the Meeting held on Tuesday, 10 June 2025**

<b>No.</b>	<b>Minute Ref. / Item of Business</b>	<b>*Action Details / Action Due Date</b>	<b>Responsible Officer(s)' Initials</b>	<b>Action Status</b>
<b>1.</b>	<b>7. – Corporate Performance Update (Q4 2024/25)</b>	Chris Eyre to review wording on smoke alarm statistics  <i><b>Due by Sep-25</b></i>	<b>ChEy</b>	Complete
	Clarification was raised regarding wording on smoke alarms. Suggestion made to label the stat relating to this as “unable to gain entry to check”	The wording will be changed to incorporate this information in the Housing Update from Q2 onwards.		
<b>2.</b>	<b>7. – Corporate Performance Update (Q4 2024/25)</b>	Chris Eyre to consider narrative in this area  <i><b>Due by Sep-25</b></i>	<b>ChEy</b>	Complete
	Request to include narrative on what actions are being taken to gain entry to homes to carry out safety checks in future reports	This information will be provided through the Housing Update from Q2 onwards. Verbal update to be given at Q1		
<b>3.</b>	<b>7. – Corporate Performance Update (Q4 2024/25)</b>	Sam Ball to give update on the Selective Licensing penalties.  <i><b>Due by Sep-25</b></i>	<b>SaBa</b>	Ongoing
	Request for update on progress with the 5 x £3000 Selective Licensing financial penalties.	The Selective Licensing and Legal Teams are currently pursuing 5 civil penalties, and all have been sent pre-action letters from the legal team following a lack of response to notices from the Selective Licensing team. The outstanding penalties are currently being pursued through the Money Claim Online Service (MCOL). The pre-action letters have elicited responses from 3 individuals, and a response remains outstanding from the remaining 2. Instructions have been provided to the Legal Team to commence a MCOL claims against the 2 outstanding parties. We are liaising with the 3 individuals that have engaged to find a measured solution which effectively penalises them, whilst ensuring their immediate and longer-term compliance and ensuring additional pressures are not placed on other Council services such as Housing Options.		
<b>4.</b>	<b>7. – Corporate Performance Update</b>	Teresa Neal to provide a	<b>TeNe</b>	Complete

**Council Body**  
Date

Chair's  
Initials \_\_\_\_\_

	<b>(Q4 2024/25)</b>  Clarification requested on why such a high level of licences in the Selective Licensing scheme have been withdrawn in Q4	breakdown of withdrawals  <i><b>Due by Sep-25</b></i>		
		Verbal update to be given at the next Service Delivery Committee.		
5.	<b>7. – Corporate Performance Update (Q4 2024/25)</b>  Update requested on potholes on East Street car park for Oadby Residents Forum	Ben Wilson to provide update on East Street car park potholes  <i><b>Due by Sep-25</b></i>	<b>BeWi</b>	Complete
		Works Complete		
6.	<b>7. – Corporate Performance Update (Q4 2024/25)</b>  Request made for members to be informed in advance of any works in public parks	Ben Wilson to review level of communications with members with regard to works in public parks  <i><b>Due by Sep-25</b></i>	<b>BeWi</b>	Complete
		Ward Councillors have been notified of works in advance. This will continue moving forward as standard practice.		
7.	<b>7. – Corporate Performance Update (Q4 2024/25)</b>  Concerns raised about reduction in amount of recycling being carried out	Ben Wilson to arrange videos to be circulated on social media to encourage recycling  <i><b>Due by Sep-25</b></i>	<b>BeWi</b>	Ongoing
		Encouragement of recycling to residents continuing. This will increase through Q3 & 4 due to implementation of food waste collections		
8.	<b>7. – Corporate Performance Update (Q4 2024/25)</b>  Request for regular updates on planned Housing capital works eg kitchens & bathrooms	Chris Eyre to consider inclusion of Housing capital works data  <i><b>Due by Sep-25</b></i>	<b>ChEy</b>	Complete
		This information will be provided through the Housing Update from Q2 onwards. Verbal update to be given at Q1		
9.	<b>7. – Corporate Performance Update (Q4 2024/25)</b>  Request for more details on the 2 Housing Ombudsman complaints received by the Council	Chris Eyre to provide details of Housing Ombudsman complaints  <i><b>Due by Sep-25</b></i>	<b>ChEy</b>	Complete
		Details can be found in the Built Environment Q4 Update.		

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\* | All actions listed are those which are informally raised by Members during the course of debate upon a given item of business which do not form part of - but may be additional, incidental or ancillary to - any motion(s) carried. These actions are for the attention of the responsible Officer(s).