

**MINUTES OF A MEETING OF THE SERVICE DELIVERY COMMITTEE
HELD AT THE COUNCIL OFFICES, WIGSTON ON TUESDAY 11 MARCH
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, R F Eaton, D M Carter, Mrs J Gore, K J Loydall, R
Thakor, Miss M V Chamberlain

Officers in Attendance: Mrs A Court, L Marshall, J Lee, Mrs A Pathak-Mould and
Miss S Basten

Min Ref	Narrative	Officer Resp
50.	<p><u>APOLOGIES</u></p> <p>Apologies for absence received from Councillors L A Bentley and F Broadley.</p>	SB
51.	<p><u>APPOINTMENT OF SUBSTITUTES</u></p> <p>None.</p>	
52.	<p><u>DECLARATIONS OF INTEREST</u></p> <p>None.</p>	
53.	<p><u>MINUTES – 21 JANUARY 2014</u></p> <p>RESOLVED: That the minutes of the previous meeting held on 21 January 2014 be taken as read, confirmed and signed.</p>	SB
54.	<p><u>ACTION LIST – 21 JANUARY 2014</u></p> <p>Members agreed that the final three points in the action list should have a target date of June 2014.</p> <p>RESOLVED: That the Committee noted the action list, page 10.</p>	SB

55.	<p><u>PETITIONS AND DEPUTATIONS</u></p> <p>None.</p>	SB
56.	<p><u>STIMULATING ECONOMIC INVESTMENT IN OADBY, WIGSTON AND SOUTH WIGSTON</u></p> <p>The Committee gave consideration to the report and appendices delivered by the Director of Services as set out in report pages 11 to 12, which should be read together with these minutes as a composite document.</p> <p>RESOLVED: That Members noted the report.</p>	
57.	<p><u>APPROVAL AND ISSUE OF STREET NAMING AND NUMBERING WITHIN THE BOROUGH</u></p> <p>The Committee gave consideration to the report and appendices delivered by the Building Control Manager as set out in report pages 13 to 26, which should be read together with these minutes as a composite document.</p> <p>The Committee heard that the purpose of the report is to introduce a protocol that speeds up the process of application for street naming and numbering. Alongside this, the Council would implement a charge scheme whereby charges are set for the different types of application expected for this service.</p> <p>When asked, Members agreed that consent for delegated authority should be given to the Building Control Manager for street naming and numbering without the need to apply to Committee in the first instance.</p> <p>The Committee heard details of the charges the Council are proposing for this service; however these must first be approved by the Policy, Finance and Development Committee.</p> <p>When asked, the Building Control Manager reassured Members that although it is unclear from the report, individuals as well as developers and agencies can apply to have a street named. Consideration would be given to those individuals provided that a justifiable reason is given for their request and that it is in line with protocol.</p> <p>The Committee heard that the Council are responsible for selecting the latter part of the street name, for example Street, Road or Avenue. Should a request be made for a particular street name inclusive of the latter part, justification</p>	

	<p>would be required owing to national guidance prior to any decision being made.</p> <p>A Member recommended that methods of dispute resolution are included as part of the protocol.</p> <p>RESOLVED: That Members:-</p> <ul style="list-style-type: none"> (1) approved the delegation of the powers for street naming and numbering within the Borough to the Building Control Manager in consultation with the Chair of this committee. (2) approved the Street Naming and Numbering Protocol. (3) recommended to the Policy, Finance and Development committee that charges are to be introduced for the administering of the scheme. 	
58.	<p><u>ENVIRONMENTAL DEVELOPMENT UPDATE</u></p> <p>The Committee gave consideration to the report and appendices delivered by the Interim Head of Environmental Development and Operational Services as set out in report pages 27 to 28, which should be read together with these minutes as a composite document.</p> <p>The Committee heard that the Council already operate a service for the scattering of ashes at both cemeteries in Oadby and Wigston, therefore they would impose the same fees and charges for Brocks Hill. The Council are proposing to use the top meadow at Brocks Hill which will include a designated area for memorial trees and benches. When asked, the Interim Head of Environmental Development and Operational Services confirmed that the Council will consider whether this area is to be fenced off.</p> <p>The Committee were informed that the Council must first consult with funeral directors in reference to the site location and accessibility, and consider legally whether the ground needs to be consecrated given its proposed use.</p> <p>Members noted that a protocol should be introduced detailing how the land will be used owing to the ongoing maintenance and conservation of this area.</p> <p>The Interim Head of Environmental Development and Operational Services informed the Committee that a short report detailing the proposed charges and fees for the Councils trade waste service must be approved by the Policy,</p>	

	<p>Finance and Development Committee. He detailed the process of the trade waste collection and the benefits to the Council.</p> <p>RESOLVED: That:</p> <p>(1) Members noted the progress being made in relation to environmental development and operations activities within the Borough.</p> <p>(2) details of the income received for Trade Waste and the scattering of ashes at Brocks Hill is reported to future Service Delivery Committee meetings.</p>	
<p>59.</p>	<p><u>FUTURE WASTE COLLECTION ARRANGEMENTS</u></p> <p>The Committee gave consideration to the report and appendices delivered by the Interim Head of Environmental Development and Operational Services as set out in report pages 29 to 32, which should be read together with these minutes as a composite document.</p> <p>The Committee heard that the Council is not currently in a position to extend food waste collections borough wide. The proposal of a split vehicle to collect this waste is not viable under the current budget therefore additional resource and vehicles would be required in order to facilitate this collection.</p> <p>The Committee were informed of the options the Council were exploring in order to carry out food waste collections borough wide including the modelling undertaken by the Waste Resources Action Group (WRAP).</p> <p>Members suggested that the Council forms a task and finish group to assist with this process.</p> <p>RESOLVED: That Members:</p> <p>(1) note the key findings from the WRAP modelling exercise as detailed in paragraph four of the report.</p> <p>(2) agree to a route optimisation exercise being undertaken in conjunction with consultation with staff on delivery options and a further report to be brought back to the Service Delivery Committee on completion of that exercise.</p>	
<p>60.</p>	<p><u>UPDATE ON HOUSING ALLOCATIONS POLICY</u></p> <p>The Committee gave consideration to the report and</p>	

	<p>appendices delivered by the Head of Community as set out in report pages 33 to 67, which should be read together with these minutes as a composite document.</p> <p>The Head of Community made reference to Appendix 1 which is the Council's Housing Allocations Policy. The Committee heard this document needs to be complex in order to withstand any challenge and will be continually reviewed to ensure best use of resources in terms of stock.</p> <p>The Committee were informed of the Council's responsibilities under the Localism Act 2011, particularly in regard to 16 to 17 year olds who are homeless and letting larger properties which are detailed within the report.</p> <p>The Head of Community informed the Committee of the new service the Council has implemented for mutual exchanges in order to maximise accessibility for all.</p> <p>Members recommended that Officers arrange a seminar to gain a better understanding on this policy. Members were informed that it is a district wide policy therefore the Council are guided by other districts in determining affordability for which a national index will be used.</p> <p>RESOLVED: That Members</p> <p>(1) approve the updates to the Allocations Policy as set out within this report.</p> <p>(2) arrange a seminar on the Housing Allocations Policy.</p>	
61.	<p><u>HOUSING RELATED SUPPORT (HRS) FOR OLDER PEOPLE</u></p> <p>The Committee gave consideration to the report and appendices delivered by the Head of Community as set out in report pages 68 to 69, which should be read together with these minutes as a composite document.</p> <p>The Committee were reminded that Leicestershire County Council (LCC) currently holds the contract for housing related support, including the provision of funding which is to be procured elsewhere by 2015.</p> <p>The Committee were informed that the Council has the opportunity to put forward our own proposals in relation to providing this service locally, dependant on the feasibility and cost for in house service as opposed to that offered by LCC.</p>	

	<p>Members requested that detailed figures are brought to the Committee as part of the report, for consideration.</p> <p>RESOLVED: That:</p> <p>(1) Members agree to accept a formal Notice of extending the current contract that is due to be received in April 2014 (following LCC cabinet approval) to extend the contract period to September 2015.</p> <p>(2) a review of the current provision of service delivery in relation to the Housing Related Support services be commenced with a view to exploring the feasibility and cost implications of an in-house provision as an alternative option to be put to LCC.</p>	
62.	<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 70 to 74, which should be read together with these minutes as a composite document.</p> <p>The Head of Community informed the Committee of the review the Council is undertaking of its caretaking service and how the Council can best deliver this. The Committee also heard that consultation will be carried out with residents and members of the public and feedback will be given to Members accordingly.</p> <p>The Head of Community also provided an update on the capital works programme.</p> <p>The Director of Services gave a brief update on the progress with Boulter Crescent and confirmed that a report will be brought back to Committee if required.</p> <p>The Committee heard details of the Community Performance Charter as displayed on the Council's website.</p> <p>RESOLVED: That Members:</p> <p>(1) note the report</p> <p>(2) note the review of caretaking services</p>	
63.	<p><u>DISCHARGE OF HOMELESSNESS DUTY – EXCEPTIONAL CASES ONLY</u></p>	

	<p>The Committee gave consideration to the report and appendices delivered by the Head of Community as set out in report pages 75 to 86, which should be read together with these minutes as a composite document.</p> <p>The Head of Community detailed the two categories which are classed as exceptional cases for the purpose of the Council's homelessness duty, being significant rent arrears and high levels of anti-social behaviour, alongside the Council's powers under the Localism Act 2011.</p> <p>Members recommended that a report is brought back to this Committee in 12 months time detailing how many times the Homelessness Policy has been used.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That Members approved the amendments to the existing policy as outlined in the report. 2. That an update report is brought to the Committee in 12 months in respect of the Homelessness Policy. 	APM
64.	<p><u>FUTURE GOVERNANCE ARRANGEMENTS FOR THE 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 87 to 89, which should be read together with these minutes as a composite document.</p> <p>The Committee were reminded of the Locality Partnership Group between Blaby and Oadby and Wigston, particularly in reference to children and young people.</p> <p>The Head of Community outlined the opportunities available to the Council as part of the review for this partnership, in order to focus on what is right for the children and young people of Oadby and Wigston and to allow Members to consider future projects for such.</p> <p>Members recommended that a report which clearly defines the decision maker, the budget to be spent including where it is sourced from and how it is governed, is brought back to this Committee.</p> <p>RESOLVED: That Members:</p> <p>(1) note the report</p>	AC

	<p>(2) accept the proposal that the Service Delivery Committee take on the governance responsibilities for the LPG during its transition period from April 2014 to March 2014.</p> <p>(3) A report is brought back to a future meeting setting out financial and governance arrangements.</p>	
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Meeting closed 8:29 p.m.