

NORTH WARWICKSHIRE BOROUGH COUNCIL

MINUTES OF THE RESOURCES BOARD

29 January 2018

Present: Councillor D Wright in the Chair

Councillors Chambers, Davey, N Dirveiks, Henney, Lea, Simpson, Symonds and Waters

Apologies for absence were received from Councillors Davis (Substitute Councillor Symonds) and Moss.

Councillors Bell, Clews, Hanratty, Humphreys and Smith were also in attendance. With the Chairman's permission Councillor Bell spoke on Minute No 80 (Request for Disabled Facilities Grant to provide for a Housing Adaptation).

56 **Disclosable Pecuniary and Non-Pecuniary Interests**

Councillor D Wright declared a non-pecuniary interest in Minute No 75 (CCTV Service for Atherstone) by reason of being a member of Atherstone Town Council.

57 **Minutes of the Resources Board held on 13 November 2017**

The minutes of the meeting of the Board held on 13 November 2017, copies having previously been circulated, were approved as a correct record and signed by the Chairman.

58 **Corporate Plan 2018-19**

The Chief Executive sought the Board's approval for the Corporate Plan Targets for which it was responsible and the 2018-19 Service Plans for the Housing, Finance and Human Resources, Community Services and Corporate Services Divisions.

Recommendation to the Executive Board:

- a **That those Corporate Plan Targets as set out in Appendix A to the report of the Chief Executive, for which the Board is responsible, be agreed; and**

Resolved:

- b That those elements of the Service Plans that are the responsibility of this Board, as set out in Appendix B to the report of the Chief Executive, be agreed.**

59 Management of the Internal Audit Team

The Deputy Chief Executive set out the arrangements that had been made for the management of the Internal Audit team following the retirement of the Head of Internal Audit.

Resolved:

That the action taken be noted.

60 Internal Audit – Performance for Third Quarter 2017-18

The Deputy Chief Executive reported on the progress of the Council's Internal Audit function against the agreed plan of work for the year.

Resolved:

That the report be noted.

61 General Fund Fees and Charges 2018/19

The Assistant Chief Executive and Solicitor to the Council, Assistant Director (Streetscape), Assistant Chief Executive (Community Services) and Assistant Director (Housing) reported on the fees and charges for 2017/18 and the proposed fees and charges for 2018/19.

Resolved:

That the schedule of fees and charges for 2018/19, as set out in the report of the Assistant Chief Executive and Solicitor to the Council, Assistant Director (Streetscape), Assistant Chief Executive (Community Services) and Assistant Director (Housing) be approved.

62 General Fund Revenue Estimates 2018/19 – Services Recharged Across All Boards

The Deputy Chief Executive reported on the revised budget for 2017/18 and gave an estimate of expenditure for 2018/19, together with forward commitments for 2019/20, 2020/21 and 2021/22.

Resolved:

- a That the revised budget for 2017/18 be accepted; and**

Recommendation to the Executive Board:

- b That the Estimates of Expenditure for 2018/19, as submitted in the report of the Deputy Chief Executive, be included in the budget to be brought before the meeting of the Executive Board on 12 February 2018.**

63 General Fund Revenue Estimates 2018/19 – Services Remaining within the Board

The Deputy Chief Executive reported on the revised budget for 2017/18 and gave an estimate of expenditure for 2018/19, together with forward commitments for 2019/20, 2020/21 and 2021/22.

Resolved:

- a That the revised budget for 2017/18 be accepted;**

- b That the saving of £2,570, as set out in section 6 of the report of the Deputy Chief Executive, be accepted; and**

Recommendation to the Executive Board:

- c That the Estimates of Expenditure for 2018/19, as submitted in the report of the Deputy Chief Executive and amended for the saving agreed in recommendation (b), be included in the budget to be brought before the meeting of the Executive Board on 12 February 2018.**

64 General Fund Revenue Estimates 2018/19 - Summary

The Deputy Chief Executive reported on the revised budget for 2017/18 and gave an estimate of expenditure for 2018/19, together with forward commitments for 2019/20, 2020/21 and 2021/22.

Recommendation to Executive Board:

That the following items be recommended to the Executive Board for consideration in setting the Council Tax of the Borough Council:

- a The revised budget for 2017/18; and**
- b The schedule of expenditure requirements totalling £8,159,060 for 2018/2019.**

65 Housing Revenue Account Estimates 2018/19 and Rent Review

The Deputy Chief Executive reported on the revised budget for 2017/18 and gave an estimate of expenditure for 2018/19, together with forward commitments for 2019/20, 2020/21 and 2021/22.

Resolved:

- a That the revised estimates for 2017/18 be accepted;**
- b That rent decreases of minus 1%, as required by the Government, be adopted;**
- c That the proposed fees and charges for 2018/19, as set out in Appendix D to the report of the Deputy Chief Executive, be approved;**
- d That the service charges for the cleaning of communal areas, as detailed in Appendix E to the report of the Deputy Chief Executive, be approved from April 2018;**
- e That the service charges for window cleaning, as detailed in Appendix F to the report of the Deputy Chief Executive, be approved from April 2018;**
- f That the proposed increase in garage rents of 50 pence per week from £6.08 to £6.58 per week be approved; and**
- f That the Estimates of Expenditure for 2018/19, as submitted, be approved.**

66 Capital Programme 2017/18 to 2020/21

The Assistant Director (Finance and Human Resources) identified changes to the Council's 2017/18 capital programme and detailed proposals for schemes to be included within the Council's capital programme over the next three years.

Recommendation to the Executive Board:

- a That the changes to the 2017/18 revised capital programme be approved;**
- b That the schemes shown in Appendix A to the report of the Assistant Director (Finance and Human Resources), previously approved within the Council's three-year capital programme, including any 2020/21 additions relating to previously approved schemes be approved;**
- c That the growth bid included within the capital programme be approved;**
- d That the schemes which will not be included within the capital programme, as shown in Appendix B to the report of the Assistant Director (Finance and Human Resources), be noted; and**
- e That the proposed vehicle replacement schedule, as shown in Appendix C to the report of the Assistant Director (Finance and Human Resources), be approved.**

67 Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Annual Investment Strategy for 2018/19

The Deputy Chief Executive outlined the Treasury Management Strategy, Minimum Revenue Provision Policy Statement and Investment Strategy for 2018/19.

Resolved:

- a That the revised four clauses, as set out in paragraph 4.1 of the report of the Deputy Chief Executive, be approved; and**
- b That the proposed strategies for 2018/19 be approved.**

68 **Information and Communications Technology Strategy 2015-2019 – Progress Report**

The Assistant Director (Corporate Services) provided an update on the progress made during 2017/18 towards implementing the approved Information and Communications Technology (ICT) Strategy for 2015 – 2019.

Resolved:

That the contents of the report be noted.

69 **Procurement and Commissioning Strategy 2017 – 2021 : Progress Report**

The Assistant Director (Corporate Services) provided an update on the progress made during 2017/18 towards implementing the approved Procurement and Commissioning Strategy 2017 – 2021.

Resolved:

That the contents of the report be noted.

70 **Progress Report on Achievement of Corporate Plan and Performance Indicator Targets April – December 2017**

The Chief Executive and the Deputy Chief Executive informed Members of the progress with the achievement of the Corporate Plan and Performance Indicator targets relevant to the Board for April to December 2017.

Resolved:

That the report be noted.

71 **Animal Wardens Service - Proposal**

The Assistant Director (Housing) detailed a proposal to change how the Council's stray dog service was provided.

Resolved:

That the revised approach to the Council's stray dog service, as set out in the report of the Assistant Director (Housing), be approved.

72 Homelessness Reduction Act 2017

The Assistant Director (Housing) outlined the main changes to the Homelessness Reduction Bill that would come into effect on Tuesday, 3 April 2018, and the new duties that the Council would be required to work to from that date. An overview of the expected implications and the work the Council was currently undertaking so that it would be ready to meet the new requirements was also provided.

Resolved:

- a That the new legal duties being brought in by the Homelessness Reduction Act on 3 April 2018, be noted; and**
- b That the implications and the work the Council is currently undertaking to ensure it meets the new requirements be noted.**

73 Broadband Update Report

The Assistant Director (Corporate Services) provided an update on the progress made so far and the future plans to improve broadband coverage and speeds in the Borough.

Resolved:

That the report be noted.

74 Borough Care Service

The Assistant Director (Housing) provided the Board with information about the Council's Borough Care service and proposed extending it into a neighbouring borough.

Resolved:

- a That the continued accreditation of the Borough Care Service by the Telecare Services Authority be noted;**
- b That a small pilot project to test the viability of introducing a mobile network alarm service be supported;**
- c That, subject to the final arrangements being confirmed with the Chair of the Resources Board, the proposal to extend the Borough Care Service into the Nuneaton and Bedworth area be agreed;**

- d That the policy statement for non-payment charges, as set out in Appendix A to the report of the Assistant Director (Housing), be agreed; and**
- e That the extension of the employment of the Borough Care Promotional Officer until March 2019, be agreed.**

75 CCTV Service for Atherstone

The Assistant Director (Housing) provided information for the Board about the Council's CCTV service and proposed the purchase of new equipment to provide for an upgrade from an analogue to a digital system.

- a That the contents of the report be noted;**
- b That the replacement of the CCTV equipment that NWBC is responsible for, with digital IP equipment that is able to fully integrate with digital IP CCTV cameras to be purchased by Atherstone Town Council, be approved; and**
- c That the proposal that a joint tender exercise is undertaken to procure the control room equipment and the new cameras required by Atherstone Town Council to ensure compatibility, be approved.**

76 Exclusion of the Public and Press

Resolved:

That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business, on the grounds that they involve the likely disclosure of exempt information as defined by Schedule 12A to the Act.

77 Review of Tenancy Service and Neighbourhoods Team

That Assistant Director (Housing) proposed changes to the Tenancy Services and Neighbourhoods Team in order to anticipate challenges from the roll out of Universal Credit and to ensure that there was compliance with health and safety regulations for communal areas and that properties were closely managed.

Resolved:

- a That the proposals set out in the report of the Assistant Director (Housing) to change the structure of the Tenancy Services and Neighbourhoods Team be agreed; and**

Recommendation to Special Sub-Group:

- b That the changes to the Structure of the Tenancy Services and Neighbourhoods Team be considered.**

78 Land Adjacent to 54 Elm Tree Close, Kingsbury

The Assistant Director (Streetscape) and Assistant Director (Leisure and Community Development) asked the Board to consider an application that had been received to purchase a 2m wide strip of designated public open space, adjacent to 54 Elm Tree Close, Kingsbury, which was currently owned by the Council, in order to allow the erection of privacy screening to the neighbouring property.

Recommended:

- a That the 2m offset strip of Borough Council owned land, as identified in Appendix C of the report of the Assistant Director (Streetscape) and Assistant Director (Leisure and Community Development) be declared as surplus to requirements; and**
- b That the sale of a 2m offset strip of Borough Council owned land to the owners of 54 Elm Tree Close, Kingsbury, on the terms set out in paragraph 5.3 of the report of the Assistant Director (Streetscape) and the Assistant Director (Leisure and Community Development), exclusive of legal fees, be approved.**

79 Irrecoverable Local Taxation Debts

The Assistant Chief Executive (Community Services) detailed the amounts recommended for write-offs in accordance with the write-off policy agreed by the Resources Board on 23 May 2016.

Resolved:

- a That the write off of a balance over £5,500 totalling £12,678.03 in respect of unpaid Non Domestic Rates and £9,371.08 in respect of Housing Benefit Overpayments, as outlined in Appendix A of the report of the Assistant Chief Executive (Community Services), be noted; and**
- b That the total amount of write-offs in the year to date and over the last 5 years, including those written off by the Assistant Chief Executive (Community Services) under delegated powers, as detailed in Appendix B to the report, be noted.**

80 Request for Disabled Facilities Grant to provide for a Housing Adaptation

The Assistant Director (Housing) reported on a request for a Disabled Facilities Grant and the Board were requested to agree a suggested course of action.

Resolved:

That the Assistant Director (Housing) be given delegated authority to commit funds to provide for a Disabled Facilities Grant for the application referred to in her report if an application was received and it met the relevant criteria.

81 Partnering Contract – Electrical Inspections and Works

The Assistant Director (Housing) informed the Board about a proposal to use an established partnering framework agreement to deliver electrical works required following an Electrical Installation Condition Report.

Resolved:

That the Assistant Director (Housing) be authorised to enter a partnering contract for a maximum of four years for electrical repair and maintenance provision for the Council's own social housing stock.

D Wright
CHAIRMAN