

BRAUNSTONE TOWN COUNCIL

REPORT OF THE POLICY & RESOURCES COMMITTEE

16TH APRIL 2015 AT 7.30PM

Present: Mr N Brown (In the Chair), Miss A Ambrose, Miss S Betts (substituting for Mr R Berrington), Mrs J Fox, Ms A Hack, Mrs S Maxwell, Mr S Maxwell, Mr G Sanders, Mr W Wright.

Officers in Attendance: Mr D Tilley, Executive Officer & Town Clerk.

Apologies: Mr R Berrington, Mr P Moitt.

1. Disclosures of Interest from Members or Officers

There were no disclosures by Members of any Disclosable Pecuniary or Non-Pecuniary Interests.

2. Public Participation

In accordance with Standing Orders 16f and 70 the meeting was adjourned to give an opportunity for members of the public present to raise matters of public interest for the purpose of making representations, giving evidence or answering questions.

There were no members of the public present at the meeting.

3. Report of the Meeting held 12th February 2015

The report of the meeting held on 12th February 2015 was taken as read and signed by the Chairperson.

4. Publications

Clerks and Councils Direct, The Clerk Jan 2015.

Members considered the merits of the Publications item and whether it added value.

RESOLVED

That Publications no longer be included on the agenda for future meetings and that the Executive Officer and Town Clerk draw to the attention of the relevant Committee any item, included in Publications, which was of significance and ought to be considered.

5. Combined Public Services Facility – Final Proposed Model

a) The report of the Citizens Advisory Panel meeting held 5th March 2015 was received and the comments received from its members in relation to the future of the library services were noted.

b) The proposed Business Case and funding arrangements for the provision of a combined public services facility at the Braunstone Civic Centre providing Customer, Library and Social Inclusion Services was received for consideration for submission to Leicestershire County Council and Blaby District Council.

RESOLVED

1. *that the Combined Public Services Facility model outlined in Appendix 1 of the report along with the estimated costs be approved as a formal offer by Braunstone Town Council for delivering a combined Customer Service Shop, Library Service and social inclusion/outreach community service hub, at Braunstone Civic Centre;*
2. *that the required Outline Business Case form for running a Library, as attached at Appendix 2, subject to the inclusion at the end of section 17 of a sentence*

- emphasising the financial difference between the County Council's financial commitment under the lease and their requested contribution to the model, be submitted to Leicestershire County Council; and*
3. *that delegated authority be given to the Executive Officer and Town Clerk, in consultation with the Chair of Policy and Resources Committee, to:*
- a) *submit any further information/clarifications in accordance with the approved model, should this be requested by either Blaby District Council or Leicestershire County Council,*
 - b) *liaise with Leicestershire County Council and Blaby District Council on further detailed arrangements for the model, including service levels and standards, the mechanism for identifying and reviewing the costs of the service and the contributions made by each organisation, and*
 - c) *commission advice and draw up draft legal and service level agreements.*

6. Citizens' Advice Bureau – Braunstone Civic Centre

A report on the Citizens' Advice Bureau Service Level Agreement which was due for renewal was received and noted. It was noted that the Citizens Advice Bureau had confirmed that it would wish to proceed with a new Service Level Agreement for a further three year period.

RESOLVED

That Braunstone Town Council enter into a three year Service Level Agreement with Citizens' Advice Bureau from 2015/2016 until 2017/2018 based on the current Service Level Agreement (2012/2013 – 2014/2015) subject to an increase in the current grant payable of 2.5% in 2016/17 and a further 2.5% in 2017/18.

7. Parks and Open Spaces

- a) Pitch Fees Allocations 2015/2016
The draft Pitch Fees Allocations for 2015/2016 were received and noted

RESOLVED

- 1. *That the pitch application from Shakespeare Park Bowling Club for use of the Bowling Green and Pavilion at Shakespeare Park for the 2015 season be approved;*
 - 2. *that the football pitch application requests received for Shakespeare Park and Mosssdale Meadows for the 2015/2016 season be approved and allocated as submitted;*
 - 3. *that the football pitch application requests from Forest East Football Club and Leicestershire Constabulary Football Club for Thorpe Astley for the 2015/2016 season be approved and allocated as submitted; and*
 - 4. *that the football pitch application request from Bulls Head FC, Whetstone, for Thorpe Astley for the 2015/2016 season be declined on the grounds that maximum pitch capacity had been reached and the club had the least association with Braunstone Town.*
- b) Winter Works Programme
A progress report on the Winter Works Programme for 2014/2015 was received.

RESOLVED

That progress to date with the Winter Works Programme be noted.

- c) Football Pitch Maintenance Equipment
A report from the Executive Officer & Town Clerk on the options for purchasing equipment for the maintenance of the football pitches was received.

RESOLVED

That delegated authority be given to the Executive Officer and Town Clerk to obtain three quotes for sports pitch maintenance equipment, accept a suitable quote and to purchase the equipment from the preferred supplier.

- d) Bridge over the culvert, Thorpe Astley Park Area
The Executive Officer and Town Clerk gave a progress report on the bridge over the culvert at the Thorpe Astley Park, confirmation was awaited on the proposals agreed between the Councils and Persimmon Homes from the remaining developers in the consortium.
- e) Blaby District – Playing Pitch and Open Spaces Strategy
A survey had been received from the consultants acting on behalf of Blaby District Council concerning the open spaces and sports pitch assessment. Most of the questions required information on current facilities, however, some questions requested an assessment of the quality, provision and accessibility both in the parish and across the district.

RESOLVED

That in addition to the data on provision required, the response to the survey concerning provision and accessibility in the town was that this met local needs; concerning the response to the survey concerning provision and accessibility in the district concern be raised about the lack of accessibility to the Leisure Centres from Braunstone Town and the surrounding northern parishes and that the district should consider commissioning a bus service to assist access to the Leisure Centres from these areas.

8. Thorpe Astley Community Centre – Consultation Rooms

A progress report on the introduction of the healthcare facilities at the Thorpe Astley Community Centre was received and noted. The Town Council was awaiting confirmation from NHS England concerning the approval final business model for the practice concerned.

RESOLVED

That should progress not be made, delegated authority be given to the Executive Officer and Town Clerk, in consultation with the Chair of the Committee, to submit a formal letter of complaint/concern to NHS England.

9. Highways Grass Cutting

Correspondence from Blaby District Council dated 7th April 2015 regarding Leicestershire County Council's decision to reduce the funding for the number of verge cuts from 7 cuts to 5 cuts was received. The District Council had provided costs for parish and town councils to pay for one additional cut and for Braunstone Town Council, this amounted to £1,847.23, which would be match funded by Blaby District Council for the remaining cut.

The Executive Officer and Town Clerk advised that he had requested Blaby District Council to provide details of the locations of the verge cuts and was awaiting the response.

Members raised concern about the timing of this initiative, given precepts and budgets were set in January.

RESOLVED

That no further action be taken until the requested information had been received from Blaby District Council.

10. Draft Schedule of Meetings

The draft Schedule of Meetings for 2015/2016 was received.

RESOLVED

That it be recommended to Council that the draft Schedule of Meetings for 2015/2016 be approved.

11. Standing Orders, Financial Regulations and Scheme of Delegation

a) Draft Standing Orders and Financial Regulations were received.

RESOLVED

1. *That delegated authority be given to the Executive Officer and Town Clerk to make textual changes to the proposed Standing Orders and Financial Regulations, which doesn't change the meaning or application of the rules, to improve readability and to ensure that any minor errors or errors in the cross-referencing are corrected; and*
2. *that subject to 1 above, it be recommended to Council that the proposed revisions to the Standing Orders (Appendix 1) and the Financial Regulations (Appendix 2) be adopted.*

b) A review document of the Delegated Powers of Committees and Officers was received.

RESOLVED

1. *That delegated authority be given to the Executive Officer and Town Clerk to group the specific officer delegations under subject headings, make textual changes to the proposed Delegated Powers of Committees and Officers, which doesn't change the meaning or application of the rules, to improve readability and to ensure that any minor errors are corrected; and*
2. *that subject to 1 above, it be recommended to Council that the proposed revisions to the Delegated Powers of Committees and Officers (Appendix 1) be adopted.*

12. Annual Report 2014/2015

The draft Annual Report 2014/2015 was received and noted.

RESOLVED

That, subject to the inclusion of the final amount raised for the Town Mayor's Charity and amendment of the section on Braunstone Town Councillors removing the Wards and telephone numbers and making it clear this refers to 2014/2015, it be recommended to Council that the Annual Report 2014/2015 be adopted.

13. Financial Comparisons

The Financial Comparisons for the period 1st April 2014 to 31st March 2015 were received and noted.

14. Millfield Hall Refurbishment

RECOMMENDED:- *That in view of the special / confidential nature of the business to be transacted, it is advisable in the public interest that the press/public be temporarily excluded and they be instructed to withdraw (Standing Orders 79 and 84 apply). Reasons for exception – Commercial Interests)*

A report on costings, funding sources and programme of works for the Millfield Hall Refurbishment was received. It was noted that due to the withdrawal of the preferred material for the roof refurbishment, receipt of tenders for the roof works had been delayed.

RESOLVED

1. That the programme and timings for the refurbishment work of Millfield Hall be approved as set out in the report;
2. that delegated authority be given to the Executive Officer and Town Clerk, in consultation with the Chair of Policy and Resources Committee, to apply for Capital grant funding for the project;
3. that £30,000 be earmarked from the Council's Reserves for part funding the refurbishment;
4. that a Panel be established to consider and determine the tenders/quotes received for the works on the roof consisting of Mr N Brown (Chair), Ms A Hack and Mr S Maxwell;
5. that the following tenders/quotes be accepted to undertake the work:
 - a) Heating and Cooling System – that the tender from TLM be accepted,
 - b) Ceiling tiles – that the tender from Sissons & Allen be accepted,
 - c) Replacement Lighting – that the tender from Sissons & Allen be accepted
 - d) Curtains – that the tender from SES Technical Ltd be accepted, and
 - e) Wooden Floor – that the tender from Capital Floors Ltd be accepted; and
6. that delegated authority be given to the Executive Officer and Town Clerk, in consultation with the Chair of Policy and Resources Committee, to liaise with the successful contractors, award the contracts and determine the detailed timings and arrangements for the works.

15. Staffing Changes and Interim Arrangements

RECOMMENDED:- That in view of the special / confidential nature of the business to be transacted, it is advisable in the public interest that the press/public be temporary excluded and they be instructed to withdraw (Standing Orders 79 and 84 apply). Reasons for exception – Personal Information / Legal Advice)

A report was submitted detailing staff who were leaving the organisation and to presenting proposals for interim arrangements.

RESOLVED

1. That the forthcoming staff leavers be noted;
2. that the temporary cover arrangements be endorsed;
3. that specialist Human Resource advice and support services be commissioned using Personal Advice and Solutions Limited of Sleaford, Lincolnshire; and
4. that the Co-operative Accounts Signatories List be updated as follows:-
 - a) that Miss J. Leech be removed from the signatory list; and
 - b) that Mrs P. Hurd and Mrs. L. Assi be added to the signatory list.

16. Organisation Review

RECOMMENDED:- That in view of the special / confidential nature of the business to be transacted, it is advisable in the public interest that the press/public be temporary excluded and they be instructed to withdraw (Standing Orders 79 and 84 apply). Reasons for exception – Personal Information / Legal Advice)

A report was received setting out proposals for a review of the Council's staffing to meet forthcoming service and operational changes and to consider implementation of the living wage.

RESOLVED

1. *That the Scope of the Review, as set out in the report be approved;*
2. *that the Organisation Review initially set out to ensure payment of the Living Wage as a minimum by Reconfiguring the affected posts, as set out in option 3 for the Living Wage; failing that to explore option 2, Apply a Living Wage supplement;*
3. *that the indicative timetable, as set out in the report, be endorsed and that delegated authority be given to the Executive Officer and Town Clerk, in consultation with the Chair of Policy and Resources Committee, to make adjustments to the timescales to take account of any issues arising during the review, including if necessary establishing a Member Panel to deal with such issues;*
4. *that delegated authority be given to the Executive Officer and Town Clerk, in consultation with the Chair of Policy and Resources Committee, to finalise a proposed staffing structure, including job descriptions, person specifications, pay grades and terms and conditions of employment, for consultation with staff and Councillors; and*
5. *that post consultation, final proposals be presented for consideration by Policy and Resources Committee for adoption.*

17. Termination of the Meeting

The meeting closed at 9.00pm.

NOTE:

CRIME & DISORDER ACT 1998 (SECTION 17) – The Council has an obligation to consider Crime & Disorder implications of all its activities and to do all that it can to prevent Crime and Disorder in its area.

EQUALITIES ACT 2010

Braunstone Town Council has a duty in carrying out its functions to have due regard to:-

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and;
- foster good relations between different groups

To ensure that no person receives less favourable treatment on the basis of race, disability, sex, gender re-assignment, sexual orientation, age, religion or belief, marriage or civil partnership, pregnancy or maternity.

These issues were considered in connection with each of the above decisions. Unless otherwise stated under each item of this report, there were no implications.