

## **BRAUNSTONE TOWN COUNCIL**

### **MINUTES OF POLICY & RESOURCES COMMITTEE**

**THURSDAY 14th FEBRUARY 2019 AT 7.30PM**

**PRESENT:** Councillor Nick Brown (Chair) and Councillors Parminder Basra, Sharon Betts (substituting for Councillor Anthea Ambrose), Sam Maxwell, Gary Sanders, Darshan Singh, Robert Waterton and Bill Wright.

**Officers in Attendance:** Darren Tilley, Executive Officer & Town Clerk.

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

#### **69. Apologies**

Apologies for absence were received from Councillors Anthea Ambrose, Amanda Hack and Phil Moitt.

#### **70. Disclosures of Interest**

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

#### **71. Public Participation**

In accordance with Standing Order 3.6, members of the public may attend the meeting for the purpose of making representations, giving evidence or answering questions in respect of any item of business included on the agenda.

There were no members of the public at the meeting.

#### **72. Minutes of the Meeting held 10th January 2019**

The Minutes of the Meeting held on 10<sup>th</sup> January 2019 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 10<sup>th</sup> January 2019 be approved and signed by the Chairperson as a correct record.

#### **73. Shakespeare Park - Improvement & Development**

The Committee considered progress with funding, the borrowing application, timescales for awarding the contract for the works and arrangements for the future management of the facility (item 5 on the agenda).

#### **RESOLVED**

1. that the approach set out in the report, in respect of progressing funding be endorsed; that the expression of interest responses in the Clubroom be noted; and that delegated authority be given to the Executive Officer & Town Clerk to extend the timescale for

- expressions of interest to be received while funding decisions were awaited;
2. that the position with potential borrowing and the consultation results be received and that delegated authority be given to the Executive Officer & Town Clerk to extend the consultation period while funding decisions were awaited; and
  3. that the revised timescales for the project, attached at Appendix 3, be adopted.

#### *Reasons for Decision*

1. *To enable supporting evidence to be gathered in order to progress funding options and ensure the long term financial stability and sustainability of the project.*
2. *To ensure that updated information was considered and consulted upon prior to Council making a borrowing application.*
3. *To provide a guide for the progression of the project, which could be amended accordingly as appropriate.*

#### **74. Contract for the provision of Licensed Bar and Café Services**

The Committee considered a new contract for the provision of Licensed Bar and café services, including the tender and appointment process (item 6 on the agenda).

#### **RESOLVED**

1. that the Service Contract for the Provision of Licensed Bar and Café Services for Braunstone Civic Centre, including for a mobile service at Thorpe Astley Community Centre as required, as amended and as attached at Appendix 1 of the report, be approved;
2. that the timescales for tender and appointment of the contractor, as set out in the report, be approved;
3. that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader and Deputy Leader of the Council, to make modifications to the contract referred to in 1 above, and if necessary the timescales referred to in 2 above, following legal, financial and personnel advice;
4. that, subject to 1 – 3 above, the contract be advertised and tenders invited in accordance with the Procurement Act 2015, Standing Orders 6.5 and 6.6 and Financial Regulation 11;
5. that delegated authority be given to the Executive Officer & Town Clerk to appoint a Member Selection Panel to short list, interview (as required) and make recommendations on preferred tenders and the appointment of a preferred contractor; and
6. that delegated authority be given to the Executive Officer & Town Clerk to select the most advantageous tender and reserve tenders and to award the contract and ensure arrangements would be in place for its implementation.

### *Reasons for Decision*

1. *To take into account the provision of Café Services, allow flexibility around Civic Centre and Bar and Café opening hours in order to reduce costs for both the Town Council and the Bar Contractor and to clarify and address issues which have arisen during the current contract period in order to provide for a successful and sustainable service in multi-functional community facilities.*
2. *To enable suitable time for potential contractors to analyse the contract and submit a suitable tender and to ensure that the appointed contractor had suitable lead in time (if appropriate) to take over the contract for the service on 10th July 2019.*
3. *To ensure that the legal, financial and personnel requirements of the contract were the subject of specialist advice to ensure that they were relevant and legally sound.*
4. *To ensure that tenders were invited in accordance with legal obligations and to obtain best value for the Town Council.*
5. *A Selection Panel was needed to thoroughly scrutinise the tenders received and the persons tendering to ensure that the Council was in a position to appoint the most advantageous tender. The Panel would be meeting around the time of the local elections, new Council and Annual Meeting and therefore, prior appointments could not be made.*
6. *To avoid any undue delay with appointment of a contractor, given if an alternative contractor was selected, a lead in and transfer period would be required, including a potential TUPE consultation, and following the local elections a new Policy & Resources Committee would not be appointed until the Annual Meeting of the Council.*

### **75. Update on Thorpe Astley Culvert and legal transfer of Thorpe Astley Park**

The Committee received an update on the current position with Thorpe Astley Culvert and the legal transfer of Thorpe Astley Park (item 7 on the agenda).

**RESOLVED** that an update report on progress with Thorpe Astley Culvert be submitted to the Committee in August 2019.

#### *Reason for Decision*

*To keep a watch on progress with implementing the Town Council's desire to complete the transfer of Thorpe Astley Park, a significant asset that should be owned by the Town Council, without further delays and additional cost.*

### **76. Memorials on Parks & Open Spaces**

The Committee reviewed the approach taken in other areas to allowing memorials in memory of individual residents on parks and open spaces and considered its own scheme (item 8 on the agenda).

#### **RESOLVED**

1. that the criteria attached at Appendix 1 be approved for the

- consideration of requests for memorials on parks and open spaces; and
2. that the Executive Officer & Town Clerk be given delegated authority to consider and approve requests for memorials on open spaces in accordance with the approved criteria.

*Reasons for Decision*

1. *To ensure that all requests for memorials be considered on an equal basis and that suitable locations for memorials were approved.*
2. *To consider requests for memorials in a timely manner.*

**77. Open Spaces & Parks Winter Works Programme – Progress Report**

The Committee received a progress report on the Winter Works Programme 2018/2019 (item 9 on the agenda).

**RESOLVED** that the progress of the Winter Works Programme 2018/2019 be received and noted.

*Reason for Decision*

*The majority of the winter works tasks had now been completed and any outstanding works would be completed before the end of the winter works period.*

**78. Pitch Allocations 2019/2020**

The Committee considered pitch capacity and set the fees and process for allocations for the 2019/2020 season (item 10 on the agenda).

**RESOLVED**

1. that pitch type and capacity be approved, as set out in Table 1 of the Pitch Capacity section of the report; and
2. that the pitch fees be confirmed and the availability of pitches be advertised, as set out at Appendix 3, with a closing date for applications on Monday 25<sup>th</sup> March 2019.

*Reasons for Decision*

1. *To ensure a balance between quality of playing surface, the needs of local clubs for provision and the needs of parks users.*
2. *To allow suitable time for applications while acknowledging clubs need the certainty by April of a home playing ground in order to participate in the league.*

**79. End of Quarter Financial Position - Cashbook and Reserves**

The Committee received a summary of the Council's Cash and Reserves for the period 1st April 2018 to 31st December 2018 (item 11 on the agenda).

**RESOLVED** that the end of quarter financial position be noted.

*Reason for Decision*

*There were no issues of concern with the management of the Council's Finances.*

**80. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2018 to 31st January 2019 (item 12 on the agenda).

**RESOLVED** that the report be noted.

*Reason for Decision*

*There were no issues of concern with income and expenditure against the budget for 2018/2019.*

**81. Approval of Accounts**

The Committee considered payments from 1st January 2019 until 5th February 2019 (item 13 on the agenda).

**RESOLVED** that the list of Approved Expenditure Transactions for the Period 1st January until 5th February be approved.

*Reason for Decision*

*To authorise payments in accordance with the Accounts & Audit Regulations and the Council's Financial Regulations.*

**82. Future Arrangements for servicing Dog Waste Bins**

**RESOLVED** that in view of the special / confidential nature of the business to be transacted, it was in the public interest that the press/public be temporary excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reason for exception – Commercial Interests.*

The Committee received the recommendations of a service review of the alternative options for dog waste bin emptying and determined future service provision and the arrangements for implementation (item 14 on the agenda).

**RESOLVED**

1. that the current arrangements with Blaby District Council to empty 48 dog bins and 1 litter bin owned by Braunstone Town Council be ended on 31<sup>st</sup> March 2019;
2. that the 1 litter bin currently emptied by Blaby District Council be emptied by Braunstone Town Council parks staff starting on 1<sup>st</sup> April 2019;
3. that the approach to employ a commercial contractor to undertake the emptying of 48 dog bins on a twice weekly frequency until 31<sup>st</sup> August

- 2019 be approved;
4. that the quotation supplied by contractor B be accepted to commence from 1<sup>st</sup> April 2019;
  5. that a full audit and assessment of the number of bins required for dog waste collection and number of weekly collections required, be undertaken; and
  6. that the Executive Officer & Town Clerk been given delegated authority to approve changes to the dog bin numbers and collection frequency and to implement these from 1<sup>st</sup> September 2019.

*Reasons for Decision*

1. *The price increase proposed by Blaby District Council for the dog and litter bin emptying service was not sustainable by the Town Council in the current financial climate.*
2. *The emptying of the one litter bin could be incorporated within the current bin emptying and litter picking schedule carried out by the Town Council's staff.*
3. *To ensure that the current level of dog bin emptying continued over the summer months whilst an assessment and audit of the current level was undertaken.*
4. *The quotation from the selected contractor provided value for money and suitable references had been obtained.*
5. *To ensure that the Town Council would be providing an adequate and relevant service for the emptying of dog bins on parks and open spaces owned by the Town Council*
6. *To ensure that any recommendations or changes to the current dog bin emptying service highlighted in the assessment and audit would be put into place in a timely manner.*

**83. Braunstone Town Library and Customer Services – Update**

**RESOLVED** that in view of the special / confidential nature of the business to be transacted, it was in the public interest that the press/public be temporarily excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reason for exception – Legal Advice.*

The Committee received an update on the arrangements to transfer the management of Braunstone Town Library from Leicestershire County Council to Braunstone Town Council and an update on the future of the Service Level Agreement with Blaby District Council for Customer and Social Inclusion services (item 15 on the agenda).

**RESOLVED**

1. that the position taken by the Executive Officer & Town Clerk in relation to the proposed Grant Agreement, as set out in the correspondence at Appendix 1 of the report, be endorsed;
2. that the revised Library Staff TUPE commitment be noted and that the “Alternative Human Resource Options” as set out in the report be endorsed; and
3. that the current position in relation to the Service Level Agreement for Customer Services be noted.

### *Reasons for Decision*

1. *To ensure improvement to the Library Service, recognising the Town Council's legal obligations and policies reached a similar standard as a local authority to those of the County Council and that the County Council had an absolute obligation under the lease to meet premises costs, irrespective of the grant payments, ensuring that the Town Council avoided significant costs, liabilities and commitments.*
2. *To recognise that in the current financial climate and having set the budget, an increase in staffing commitment for the Library would present significant economic barriers to the Town Council going ahead with the transfer. The Town Council's policy remained that it was committed to retaining and improving the Library service and therefore it was committed to exploring alternative options which were within budget.*
3. *To note the potential future alternatives for the provision of the Joint Customer Service Shop at Braunstone Civic Centre.*

### **84. Modifications to Job Description – Communications and Events**

**RESOLVED** that in view of the special / confidential nature of the business to be transacted, it was in the public interest that the press/public be temporarily excluded and they be instructed to withdraw (Standing Orders 3.5 and 3.7 apply). *Reason for exception – Personal Information.*

The Committee considered revisions to the job title of Community Services & Engagement Officer and made minor changes to the description for the purpose of the job (item 16 on the agenda).

### **RESOLVED**

1. that the amendments to the Community Services & Engagement Officer post, as detailed in the "Proposed Amendments" section of the report, including the revision to the job description as attached at Appendix 1, be approved;
2. that the Person Specification be updated with the revised job title and the essential and desirable key job requirements under Experience and Knowledge be swapped; and
3. that the proposals in 1 & 2 (above) be implemented in accordance with the section of the report "Proposed Implementation".

### *Reason for Decision*

1. *To ensure that the role was both relevant to the needs of the organisation while being attractive to a future post holder.*
2. *To complement the skills set of the Council's staffing.*
3. *To enable the proposals to be implemented in a timely manner in the event of the circumstances detailed in the report arising.*

### **85. Termination of the Meeting**

The meeting closed at 8.40pm.

**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.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_