

## **BRAUNSTONE TOWN COUNCIL**

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

**THURSDAY 14th JUNE 2018 AT 7.30PM**

**PRESENT:** Councillor Nick Brown (Chair), Councillor Amanda Hack (Vice-Chair) and Councillors Anthea Ambrose, Parminder Basra, Phil Moitt, 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.

**1. Apologies**

No apologies for absence were received.

**2. Disclosures of Interest**

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

**3. 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.

**4. Minutes of the Meeting held 26th April 2018**

The Minutes of the Meeting held on 26th April 2018 were circulated (item 4 on the agenda).

**RESOLVED** that the Minutes of the meeting held on 26th April 2018 be approved and signed by the Chairperson as a correct record.

**5. Annual Survey 2018**

The Committee received the draft Annual Survey 2018 and determined arrangements for its circulation (item 5 on the agenda).

**RESOLVED**

1. that delegated authority be given to the Executive Officer and Town Clerk to finalise the presentation and formatting to the Annual Survey 2018;
2. that a first prize of £50, second prize of £30 and third prize of £20 be approved;
3. that the Annual Survey 2018 (attached as Appendix 1) be approved and circulated; and

4. that the Town Council's approach to consultation and surveys be reviewed at the meeting scheduled for 1st November 2018.

*Reasons for Decision*

1. *To ensure that the document was finalised and presented for public consumption.*
2. *To encourage residents to complete and return the Annual Survey.*
3. *To enable the Town Council to review the effectiveness of its services and seek feedback on its forthcoming priorities.*
4. *To understand whether the Town Council's current approach to consultation was enabling residents to engage and share their views in a timely and meaningful way and whether the use of the Council's resources on consultation represented good value.*

**6. Internal Audit Report 2017/2018 and Internal Audit arrangements 2018/2019**

The Committee received the Internal Auditor's Report in respect of compliance with relevant procedures and controls in operation during the financial year ended 31st March 2018 and to appoint an Internal Auditor for 2018/2019 (item 6 on the agenda).

The Committee noted that this item had been considered in detail at the Corporate Governance Sub-Committee.

**RESOLVED THAT IT BE RECOMMENDED TO COUNCIL**

1. that the observations of the Internal Audit (attached at Appendix 1 of the report) be noted and that the recommendations for improvement, along with the proposed response, as set out in the Improvement Action Plan (attached at Appendix 2 of the report), be adopted; and
2. that the Leicestershire and Rutland Association of Local Councils Internal Audit Service be appointed to undertake the Town Council's Internal Audit for the Year Ending 31st March 2019.

*Reasons for Decision*

1. *To ensure that the observations of the Internal Audit would be addressed with appropriate and balanced measures.*
2. *To ensure arrangements were in place for compliance with Accounts and Audit Regulations.*

**7. Annual Governance Statement 2017/2018**

The Committee ensured sound systems of internal control, including the management of risk and the preparation of accounting statements during the financial year ended 31st March 2018 and determined whether to recommend to Council adoption of the Annual Governance Statement 2017/2018 (item 7 on the agenda).

The Committee noted that this item had been considered in detail at the Corporate Governance Sub-Committee.

**RESOLVED**

1. that the required level of public liability insurance cover be reviewed ahead of the annual renewal date for the Council's corporate insurance policy; and
2. THAT IT BE RECOMMENDED TO COUNCIL that the systems of internal control and management of risk be confirmed as sound and that Section 1, Annual Governance Statement 2017/18, of the Annual Governance and Accountability Return 2017/2018, attached at Appendix 3 of the report, be completed, signed and submitted accordingly.

*Reasons for Decision*

1. *To ensure that the level of public liability cover adequately reflected the levels of risk in the context of the services the Council provided.*
2. *Having reviewed the control measures for each of the areas listed on the Annual Governance Statement and the assessment of risks facing the Council and associated mitigating measures, the Corporate Governance Sub-Committee were confident that to the best of their knowledge and belief, with respect to the Accounting Statements for the year ended 31st March 2018, there were sound systems of internal control and management of risk.*

**8. Accounting Statements 2017/2018**

The Committee received the End of Year Accounts for the financial year ended 31st March 2018 and determined whether to recommend to Council adoption of the Accounting Statements 2017/2018 (item 8 on the agenda).

The Committee noted that this item had been considered in detail at the Corporate Governance Sub-Committee.

**RESOLVED** THAT IT BE RECOMMENDED TO COUNCIL that Section 2, Accounting statements 2017/18, of the Annual Governance and Accountability Return for the year ended 31st March 2018, attached at Appendix 9 of the report, be completed, signed and submitted accordingly.

*Reason for Decision*

*The Corporate Governance Sub-Committee, having carried out an assessment of the effectiveness of the Council's financial arrangements, concluded that there were sound systems of internal control. The Internal Auditor, having reviewed the annual accounts, found the Accounting Statements to have been prepared on the correct basis and were supported by adequate audit trails to underlying records.*

## 9. ROSPA Reports

The Committee received a report concerning the Annual ROSPA reports on Parks and Open Spaces and determined whether any action should be taken (item 9 on the agenda).

**RESOLVED** that repairs to the items listed in the report be undertaken immediately and a work programme for other medium priority items with a risk factor of 9 and above be approved for completion during the summer; with Medium priority items with a risk factor of 8 and below to be included in the Winter Works Programme 2018/2019.

*Reason for Decision*

*To ensure that all Braunstone Town Council's play areas and equipment were maintained to a safe standard.*

## 10. Community Governance Review - Lubbesthorpe

The Committee considered whether to respond to a consultation on the draft recommendations in respect of the governance arrangements for the parish of Lubbesthorpe (item 10 on the agenda).

**RESOLVED** that the following response be submitted to the consultation on the draft recommendations in respect of governance arrangements for the parish of Lubbesthorpe:

- a) the draft recommendations (a – e) of the review be supported; and
- b) a Community Governance Review be held ahead of the usual date for elections as the development grows to establish whether the number of parish councillors should be changed and whether warding would be appropriate.

*Reasons for Decision*

*To provide appropriate community governance arrangements for New Lubbesthorpe:*

- a) *a Parish Meeting would be inappropriate for the size of the new settlement, the area was already a Parish and a Parish Council would better represent the interests of a new and growing suburban community; and*
- b) *to ensure the Parish Council had an appropriate membership to represent and undertake its functions and services and that Parish Councillors were able to effectively represent each part of the community and provide for community cohesion.*

## 11. Implementation of General Data Protection Regulation

The Committee considered progress with the implementation of the General Data Protection Regulation (effective from 25 May 2018) and whether to confirm the Council's Data Protection Policy, following consultation (item 11 on the agenda).

**RESOLVED**

1. that, given no further comments were received in the consultation period, the Data Protection Policy approved by Policy & Resources Committee on 26th April 2018 (Minute 89, resolution 3, 2017/2018) be confirmed without amendment; and
2. that progress with implementing changes under the regulations be noted.

*Reasons for Decision*

1. *Following the opportunity for Councillors, Staff, Customers, Hirers and stakeholders to input into the Town Council's approach, to codify the Town Council's overarching policy and commitment to lawful and transparent processing of data.*
2. *To recognise that the systems, processes, guidance and support was being put in place to ensure that the Town Council and its Councillors and staff were compliant with the requirements of the GDPR.*

**12. Blaby District Scrutiny**

The Committee considered whether to make any suggestions for Blaby District Scrutiny in the forthcoming year (item 12 on the agenda).

**RESOLVED**

1. that, should a request be received for work programme items for Blaby District Council Scrutiny, then "Retail Strategy" be submitted as a suggestion; and
2. that delegated authority be given to the Executive Officer & Town Clerk, in consultation with the Leader of the Council, to prepare and submit the detailed information required on the Scrutiny Work Programme Suggestion Form.

*Reasons for Decision*

1. *The retail environment was rapidly changing; scrutiny could examine how Blaby District Council and its partners should respond to ensure a vibrant retail economy in the District going forward. Media reports suggest Business Rates and Online Shopping were having a major impact on the sustainability of retail. In the District Fosse Park was expanding, yet online retail may mean there would be less demand for larger units, while many Town and Village retail centres were struggling.*
2. *To enable relevant detail to be prepared and submitted to assist Blaby District scrutiny with considering a review of Retail Strategy.*

**13. Financial Comparisons**

The Committee received Financial Comparisons for the period 1st April 2018 to 31st May 2018 (item 13 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.*

**14. Approval of Accounts**

The Committee considered payments from 1st April 2018 until 5th June 2018 (item 14 on the agenda).

**RESOLVED** that the list of Approved Expenditure Transactions for the Period 1st April 2018 until 5th June 2018 be approved.

*Reason for Decision*

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

**15. Shakespeare Park - Improvement & Development**

**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 determined tenders and whether to award the contract for the site and pavilion improvement works and progress with funding and an application for a Public Works Loan (item 15 on the agenda).

A supplementary report was circulated, which provided updated and revised tender figures, following clarification of the tender breakdown figures submitted by the short-listed contractors (filed with item 15 on the agenda).

**RESOLVED**

1. that the tender submitted by Contractor H to undertake the Pavilion and Site Improvement Works (including demolition of the existing clubhouse) at Shakespeare Park, as detailed in the tender specification, be accepted;
2. that the respective tenders submitted by Contractor B and Contractor C to undertake the Pavilion and Site Improvement Works (including demolition of the existing clubhouse) at Shakespeare Park, as detailed in the tender specification, be accepted as second choice and third choice respectively;
3. that in the event of the chosen contractor being unable to accept, withdrawing from the process, or the terms being unacceptable to the Council, then the second and then the third choice tenders be progressed;
4. that delegated authority be given to the Executive Officer & Town Clerk, to liaise with the selected contractor (as set out in 1 – 3 above), determine the detailed arrangements, timings, and work schedules and award the contract;

5. that the funding position set out in the report, including the borrowing options, be noted and endorsed and full proposals, including a cash flow analysis, be submitted to a future meeting of Policy & Resources Committee in order to determine borrowing requirements; and
6. that the revised timescales for the project, attached at Appendix 6, be adopted.

#### *Reasons for Decision*

1. *The tender from Contractor H represented best value when balanced against cost, timescales and ability to undertake the proposed works.*
2. *Both Contractor B and C presented good value and acceptable tenders, which could be explored in the event of the selected contractor being unable to pursue the contract or the terms being unacceptable to the Council;*
3. *To avoid delaying the project in the event of withdrawal by the selected contractor or the terms being unacceptable to the Council.*
4. *To allow detailed arrangements for the work to be negotiated, enabling flexibility and minimising disruption to service users, and contracts to be signed.*
5. *To enable appropriate funding options to be assessed and sought, to assess the various borrowing options in order to ensure sufficient funds would be available during the construction period, and to ensure the long term financial stability and sustainability of the project.*
6. *To provide a guide for the progression of the project, which could be amended accordingly as appropriate.*

#### **16. Organisation Review - Community Centre and Library Services**

**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). *Reasons for exception – Personal Information / Legal Advice.*

The Committee received proposals to reorganise staffing resources to utilise spare capacity and ensure the delivery of Library and Customer Services, including timescales for consultation and implementation arrangements (item 16 on the agenda).

#### **RESOLVED**

1. that the Organisation Review Proposals, contained within the report and Appendix, including the Consultation and Implementation proposals be approved for consultation with staff and Councillors and that delegated authority be given to the Executive Officer & Town Clerk to develop the proposals in consultation with the Council's HR Advisor and to undertake the consultation; and
2. that temporary staffing arrangements, implemented until 30th June 2018, in respect of sickness absence and leave cover for the Customer Services Shop, be extended until 31st August 2018.

### *Reasons for Decision*

- 1. To utilise spare staffing capacity and ensure the delivery of Library and Customer Services, pending future service developments and potential staff transfers. To fully engage staff and Councillors with the context for the proposed changes and to seek views on alternative models, which comply with the objectives and to enable staff and Councillors to identify any issues or gaps in the proposals which may impact upon implementation.*
- 2. To ensure that service levels could be retained in the event of long term sickness absence and staff leave, without adversely impacting upon the Council's management and administrative staff, while the future direction of services and the staffing resource required was assessed.*

## **17. Renewal and Extension of CCTV System**

**RESOLVED** that in view of the special / confidential nature of the business to be transacted, it is 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 – Commercial Interests.*

The Committee considered quotes for the renewal of the Centres and Lubbesthorpe Underpass CCTV system and its extension to parks (item 17 on the agenda).

### **RESOLVED**

1. that the quote from Company C to replace and update existing CCTV and install new CCTV at additional locations, be accepted;
2. that in the event of the preferred supplier being unable to accept, withdrawing from the process or the terms being unacceptable to the Council, the quote from Company B to replace and update existing CCTV and install new CCTV at additional locations, be accepted;
3. that the funding for the works, be taken from the Thorpe Astley Community Centre and Parks & Open Spaces Capital Budgets with the remainder being taken from the Civic Centre Capital Budget; and
4. that delegated authority be given to the Executive Officer & Town Clerk, to liaise with the successful contractor, award the contract and determine the location of the equipment, detailed timings, and arrangements for the works.

### *Reasons for Decision*

- 1. The quote from Company C provided the best value in terms of cost and the service they provide.*
- 2. Failure to identify a reserve contractor would require resubmission to Committee for approval, identifying a reserve contractor at this stage would avoid delaying the project in the event of withdrawal by the preferred contractor or the terms being unacceptable to the Council.*
- 3. To ensure that funding was allocated to fund the work.*
- 4. To ensure the identified location of the CCTV cameras and associated equipment was both appropriate and technically viable and to allow*



*flexibility for the work to be carried out minimising disruption to service users.*

## **18. Improvements to Civic Centre Memorial Garden**

**RESOLVED** that in view of the special / confidential nature of the business to be transacted, it is 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 – Commercial Interests.*

The Committee considered quotes for works to make improvements to the Memorial Garden, including the provision of a permanent memorial, as part of the 100th anniversary commemorations of the end of World War 1 (item 18 on the agenda).

### **RESOLVED**

1. that the quote from Company A to provide the pathway and hardstanding area including the sub base and resin top coat for the Civic Centre Memorial Garden, be accepted;
2. that in the event of the preferred supplier being unable to accept, withdrawing from the process or the terms being unacceptable to the Council, the quote from Company B to provide the pathway and hardstanding area including the sub base and resin top coat for the Civic Centre Memorial Garden, be accepted;
3. that external funding for the works be sought, if external funding was not available, unsuccessful or did not match the total cost, the costs/balance of funding be met using the Council's Reserves; and
4. that delegated authority be given to the Executive Officer & Town Clerk, to liaise with the successful contractor, award the contract and determine timings, and arrangements for the works.

### *Reasons for Decision*

1. *The quote from Company A provided best value.*
2. *Failure to identify a reserve contractor would require resubmission to Committee for approval, identifying a reserve contractor at this stage would avoid delaying the project in the event of withdrawal by the preferred contractor or the terms being unacceptable to the Council.*
3. *To ensure that sufficient funding was available to fund the work prior to the contract being issued.*
4. *To ensure that the work was completed in time for the memorial stones and planting to be undertaken before the Dedication and Remembrance services in November 2018.*

## **19. Termination of the Meeting**

The meeting closed at 9.10pm.

**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 \_\_\_\_\_