



## BARROW BOROUGH COUNCIL

TOWN HALL  
DUKE STREET  
BARROW-IN-FURNESS

18th January, 2010

To: The Members of Barrow Borough Council

Madam Mayor, Ladies and Gentlemen

You are hereby summoned to attend a meeting of BARROW BOROUGH COUNCIL to be held in the COUNCIL CHAMBER at the TOWN HALL, BARROW on TUESDAY the 26th day of JANUARY, 2010 COMMENCING AT 7.00 PM for the transaction of the business specified below.

Chief Executive

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Prior to the business of the meeting, Prayers will be offered.

### Business

1. DECLARATIONS OF INTEREST. A Member with a Personal Interest in a matter to be considered at this meeting must either before the matter is discussed or when the interest becomes apparent disclose:-
  - (1) the existence of that interest to the meeting;
  - (2) the nature of the interest concerned; and
  - (3) decide whether they have a prejudicial interest.

A note on declaring interests at meetings, which incorporates certain other aspects of the Code of Conduct and a pro-forma for completion where interests are disclosed accompanies the agenda and reports for this meeting.
2. MINUTES. To confirm the Minutes of the Council's proceedings held on 13th October and 24th November, 2009
3. TO RECEIVE APOLOGIES FOR ABSENCE.
4. ANNOUNCEMENTS – To receive any announcements from the Chairman, Leader or Head of Paid Service.

**To expedite the business of the meeting, Members are requested to give the Chief Executive adequate notice of any Amendment which they propose to raise.**

5. (A) TO RECEIVE REPORTS FROM THE FOLLOWING COMMITTEES AND CONSIDER RECOMMENDATIONS:-

- (1) Planning
- (2) Licensing
- (3) Executive
- (4) Audit

(B) QUESTIONS TO THE LEADER OF THE COUNCIL

Council has agreed that time be set aside for questions to the Leader of the Council.

Standing Order 10.2 and 10.4 set out the procedure for questions to the Leader and the notice period required.

The Leader will also take any questions without notice relevant to the reports and minutes detailed on the agenda.

(C) TO RECEIVE A REPORT ON THE PROCEEDINGS OF THE STANDARDS COMMITTEE.

6. NOTICE OF MOTION UNDER RULE 11

To consider the following motion signed by Councillor Bell, Councillor Jefferson and Councillor Stephenson:-

That all roles, functions, gifts, duties and the conduct of the Leader of the Council are described fully in the Constitution of Barrow Borough Council.

7. TO PASS THE FOLLOWING RESOLUTION, THAT IS TO SAY:

That the Council authorises the fixing of its Common Seal to any documents to give effect to the Minutes and proceedings of the Committees submitted to or approved by this meeting and any other matters dealt with at this meeting.

**To expedite the business of the meeting, Members are requested to give the Chief Executive adequate notice of any Amendment which they propose to raise.**

<b>COUNCIL</b>	<b>Agenda Item 5(A)(1)</b>
<b>Date of Meeting: 26th January, 2010</b>	
<b>Reporting Officer: Chief Executive</b>	
<p><b>REPORT OF THE PLANNING COMMITTEE (Report of the meetings held on 20th October, 10th November, 1st and 22nd December, 2009)</b></p> <p><b>Recommendations:</b></p> <p>There were no recommendations referred to Council from the above meetings.</p> <p><u>Delegated Decisions</u></p> <p>The matters determined by the Planning Committee in exercise of the powers which have been delegated to the Committee will be detailed in the Minutes of the meetings noted above reproduced in Volume 3 of the printed Minutes.</p>	

<b>COUNCIL</b>	<b>Agenda Item 5(A)(2)</b>
Date of Meeting: 26th January, 2010	
Reporting Officer: Chief Executive	
<p><b>REPORT OF THE LICENSING COMMITTEE</b>  <b>(Report of the meetings held on 22nd October and 3rd December, 2009)</b></p> <p><b>Recommendations:</b></p> <p>The Gambling Act 2005 – Review of Statement of Gambling Policy was dealt with at Council on 24th November, 2009.</p> <p>There were no other recommendations referred to Council from the above meetings.</p> <p><u>Delegated Decisions</u></p> <p>The matters determined by the Licensing Committee in exercise of the powers which have been delegated to the Committee will be detailed in the Minutes of the meetings noted above reproduced in Volume 3 of the printed Minutes.</p>	

<b>COUNCIL</b>	<b>Agenda Item 5(C)</b>
<b>Date of Meeting: 26th January, 2010</b>	
<b>Reporting Officer: Chief Executive</b>	
<p><b>REPORT OF THE STANDARDS COMMITTEE (Report of the meeting held on 7th January, 2010)</b></p> <p><b>Recommendations:</b></p> <p>There were no recommendations referred to Council from the above meeting.</p> <p><u>Delegated Decisions</u></p> <p>The matters determined by the Standards Committee in exercise of its terms of reference are detailed in the Minutes of the meeting reproduced in Volume 3 of the printed Minutes.</p>	

<b>COUNCIL</b>	<b>Agenda Item 5(A)(3)</b>
<b>Date of Meeting: 26th January, 2010</b>	
<b>Reporting Officer: Chief Executive</b>	

**REPORT OF THE EXECUTIVE COMMITTEE  
(Report of the meetings held 14th October, 24th November and  
9th December, 2009)**

**Recommendations:**

The following recommendations have been referred to Council.

**Executive Committee – 14th October, 2009**

**1.0 Barrow Town Centre Public Realm Phase II**

1.1 The Director of Regeneration and Community Services informed the Committee that the proposed environmental improvements for Barrow Town Centre Public Realm Phase II would enhance the town centre streetscape further and complement the other ongoing town centre works.

**1.2 Recommendations:**

- (i) To agree to appoint two artists and one lighting designer for the Ginnel enhancements and for the proposals in The Mall and at Schneider Square/Furness House as part of Town Centre Public Realm Phase II works;**
- (ii) To agree that the Council entered into a legal agreement to act on behalf of the Highway Authority and carry out the works within the Highway;**
- (iii) To appoint Askam Construction Ltd under the Engineering and Construction Contract using a Framework Contract; and**
- (iv) To agree that a special meeting of the Council be arranged as the value for the construction works was in excess of £1m.**

## **Executive Committee – 24th November, 2009**

### **2.0 Members' Allowances Scheme – Report of the Independent Remuneration Panel**

2.1 The Chief Executive's report informed the Committee that a Council can amend its scheme of allowances as long as any proposals were in accordance with the regulations governing Members' Allowances and the Council had considered the views of its Independent Remuneration Panel (IRP) on the proposals.

#### **2.2 Recommendations:**

**To recommend the Council to accept all the recommendations of the Independent Remuneration Panel (IRP) with the exception of recommendations 6(i).**

### **3.0 Barrow Dial-a-Ride**

3.1 The Chief Executive's report informed the Committee that Barrow Dial-a-Ride was provided under contract to Cumbria County Council and provided bespoke transportation to the disabled community. The Council and Cumbria County Council currently shared the costs of subsidising the Barrow dial-a-ride service. Additional fuel costs had driven up the costs of the service and the current year required additional subsidy of £3,500.

#### **3.2 Recommendations:**

**To recommend the Council to agree a supplementary estimate of £3,500 to increase the dial-a-ride subsidy in the current year and assume an overall grant of £28,500 for 2010/11.**

### **4.0 Amendment to Delegation Agreement with regard to Building Control Matters**

4.1 The report of the Director of Regeneration and Community Services informed the Committee that the Council was required to make charges to cover costs in carrying out statutory Building Control functions. Charges had been reviewed and publicised annually as a Scheme of Fees and Charges which represented reasonable cost recovery for most projects.

## **4.2 Recommendations:**

**To recommend the Council that Paragraph E be inserted into the Delegation Agreement with regard to Building Control Matters detailed in the Council's Constitution.**

**(E) In consultation with the Director of Corporate Services to negotiate individual charges for Building Control fees commensurate with the principles of cost recovery in cases where work might otherwise be lost to an Approved Inspector.**

## **5.0 Barrow and Dalton Town Centre Shop Front Grants**

5.1 The Chief Executive's report reminded the Committee that the current recession was having a detrimental effect on retailing outlets in Barrow and Dalton Town Centres.

In Barrow the Council had been using earmarked funding such as the Working Neighbourhoods Fund to support retailers and there was limited funding to support refurbishment of listed buildings.

## **5.2 Recommendations:**

**To recommend the Council that £200,000 from capital reserves be allocated to provide non-contributory grants of up to £2,000 and 50% grants up to a maximum of £20,000 to encourage upgrading and refurbishment of independent retailers shop fronts in Barrow and Dalton Town Centres.**

## **6.0 Admin. Services Staffing**

6.1 The Director of Corporate Services report informed the Committee that over the summer, a review of printing had been carried out across all Council departments. Three external print suppliers had been invited to conduct a study of how printers were used and where efficiencies might be gained.

Their suggestions, when fully implemented could result in savings of up to £9,000 per year on the Council's internal printing and copying costs. In order to now progress the changes, the staffing in Admin. Services needed to be addressed.



## 6.2 Recommendations:

To recommend the Council:-

### (i) To approve the revised structure:-

<u>Post No.</u>	<u>Post Title</u>	<u>Grade</u>	<u>Hours</u>
FIT100	Office Support Manager	Scale 5/6	37
FIT130	Office Support Officer	Scale 2/3	22
FIT135	Office Support Officer	Scale 2/3	19
FIT150	Office Support Officer	Scale 2/3	30
FIT165	Office Support Officer	Scale 2/3	18.5
FIT180	Office Support Officer	Scale 2/3	22
<b>Totals</b>			<b>148.5</b>

### (ii) To agree that the vacant Office Support Officer be filled as soon as possible.

## 7.0 Proposed Staffing Changes – Commercial Services Environmental Health Department

7.1 The report of the Director of Regeneration and Community Services reminded the Committee that the council had recently been subject to an audit of food safety procedures by the Food Standards Agency. The audit team in the main had been complimentary of the work carried out by the Council, however, seven recommendations for improvement had been suggested which had now been included in an action plan approved by this Committee.

## 7.2 Recommendations:

To recommend the Council that postholder DEH045 be re-designated Senior Environmental Health Officer on salary grade SO2/PO5 at the earliest opportunity.

## 8.0 Changes to Establishment

7.1 The Committee considered a report from the Housing Manager, the purpose of which was to agree an approach to succession planning to reflect impending change to personnel in the Housing Service.

## **8.2 Recommendations:**

**To recommend the Council:-**

- (i) The post of Customer Services Manager be deleted;**
- (ii) The post of Operations Manager be created;**
- (iii) The post of Area Surveyor (post no.OHS505) be amended and upgraded to SO1/SO2 to take responsibility for the management of the Mobile Caretaker Unit; and**
- (iv) To agree an overlap of the Community Involvement Manager and the future management of the post of the Housing Manager.**

## **Executive Committee – 9th December, 2009**

### **9.0 Presentation of Waste**

9.1 The Committee considered a detailed report of the Policy Review Officer regarding the output from the review undertaken by the Regeneration and Community Services Overview and Scrutiny Committee regarding the Chief Environmental Health Officer report on the presentation of waste for collection.

### **9.2 Recommendations:**

**To recommend the Council that the Enforcement Protocol – Section 46/47 Environmental Protection Act 1990 – Presentation of Waste (Domestic and Commercial) as amended be adopted as Borough Council Policy effective from April 2010.**

### **10.0 Sale of Land – Land adjoining 2 Broadway, Barrow-in-Furness**

10.1 The report of the Director of Corporate Services informed the Committee that the Sale of Council land adjoining 2 Broadway, Barrow-in-Furness was being reported as it involved the sale of a Council owned asset to an Elected Member.

### **10.2 Recommendations:**

**To recommend the Council to approve the sale of land adjoining 2 Broadway, Barrow-in-Furness to Councillor Williams.**

## **11.0 Grounds Maintenance Contract**

11.1 The Director of Regeneration and Community Services' report identified the organisations which would be invited to tender for Grounds Maintenance services in the Borough, and identified the timetable required to allow the new contract to be in place from 1st April, 2010.

### **11.2 Recommendations:**

**To recommend the Council that relevant Standing Orders be suspended to allow this Committee on 27th January, 2010 to approve the recommendation from the evaluation process to award the Grounds Maintenance Contract.**

## **12.0 Building Cleaning Contracts 2010/12**

12.1 The Director of Regeneration and Community Services' report detailed information regarding contractor performance in compliance with existing Building Cleaning Contracts and sought approval to offer the current contractor an extension of the contract for two years.

### **12.2 Recommendations:**

**To recommend the Council to agree that Bulloughs Cleaning Services Limited be offered a two year extension to their current contracts from April 2012.**

<b>COUNCIL</b>	<b>Agenda Item 5(A)(4)</b>
Date of Meeting: 26th January, 2010	
Reporting Officer: Chief Executive	
<p><b>REPORT OF THE AUDIT COMMITTEE (Report of the meeting held on 16th December, 2009)</b></p> <p><b>Recommendations:</b></p> <p>There were no recommendations referred to Council from the above meeting.</p> <p><u>Delegated Decisions</u></p> <p>The matters determined by the Audit Committee in exercise of the powers which have been delegated to the Committee will be detailed in the Minutes of the meeting noted above reproduced in Volume 3 of the printed Minutes.</p>	

