**EXECUTIVE COMMITTEE**

 Meeting: Wednesday 8th March, 2017

 at 2.00 p.m.

PRESENT:- Councillors Pidduck (Chairman), Sweeney (Vice-Chairman), Barlow, Biggins, Brook, Hamilton, R. McClure (present for all items except Item No. 19), W. McClure (present for all items except Item No. 19), Pemberton, and Williams.

Also Present:- Phil Huck (Executive Director), Sue Roberts (Director of Resources), Jon Huck (Democratic Services Manager and Monitoring Officer) and Katie Pepper (Democratic and Electoral Services Apprentice).

**96 – The Local Government Act, 1972 as amended by the Local Government (Access to Information) Act, 1985 and Access to Information (Variation) Order 2006 – Urgent Item**

RESOLVED:- That by reason of the special circumstances outlined below the Chairman is of the opinion that the following item of business not specified on the agenda should be considered at the meeting as a matter of urgency in accordance with Section 100(B)(4)(b) of the Local Government Act 1972.

 Item Reason

Increase in Planning Application Fees To enable the S151 Officer to submit

(Minute No. 114) the required information by the Government deadline of 13th March,

 2017.

**97 – The Local Government Act 1972 as amended by the Local Government (Access to Information) Act 1985 and Access to Information (Variation) Order 2006**

Discussion arising hereon it was

RESOLVED:- That under Section 100A(4) of the Local Government Act 1972 the public and press be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 1 (Minute No. 113) of Part One of Schedule 12A of the said Act.

**98 – Apologies for Absence**

Apologies for absence were received from Councillors Maddox and Roberts.

Councillor McClure substituted for Councillor Roberts for this meeting only.

**99 – Minutes**

The Minutes of the meeting held on 1st February, 2017 were agreed as a correct record.

**100 – Housing Management Forum: Recommendations**

The recommendations of the Housing Management Forum held on 23rd February, 2017 were submitted for consideration.

N.B. The Minutes are reproduced as **Appendix 1** to the Minutes of this meeting.

RESOLVED:- That the recommendations of the Housing Management Forum be agreed as follows:-

 **Housing Maintenance Investment Programme 2017/18**

1. To note progress on achieving and maintaining the Decent Homes Standard;

2. To agree the annual investment profile shown at Appendix A of the report;

3. To agree continued delivery through CHP;

4. To note the intention to deliver external works during the spring, summer and autumn months whenever possible; and

5. To note the newly arising investment works identified in the report.

 **Tenancy Agreement Review**

1. To note the content of the report; and

2. To agree the Review of the Tenancy Agreement be progressed to a Consultation Process with all Barrow Borough Council housing tenants.

 **ASB Action Ltd Service Level Agreement 2017/2018**

1. To note information on the Service Level Agreement with ASB Action Ltd; and

2. To agree to renew the Service Level Agreement for a further 12 months with ASB Action Ltd. and that the requirement to obtain written quotations be suspended due to the specialised service provided by ASB Action Ltd.

**101 – Borough Council Contribution to Economic Development Strategy for Morecambe Bay**

The Executive Director informed the Committee that the Council along with South Lakeland District Council and Lancaster City Council had agreed the remit of an economic study for the Morecambe Bay area. The purpose of the study was to:-

1. Analysis of the economies, infrastructure and housing markets of the three districts and identification of interdependencies, barriers to growth, including housing and skills retention and areas of common interest and how strong these were relative to linkages to other areas;

2. Broad areas where co-operation across the sub-region could enable greater growth in GVA, high value employment, housing and infrastructure delivery;

3. Identification of the collaborative interventions which offered the greatest benefits to the sub-regional economy in the short, medium and long term;

4. Advice on performance indicators to measure the success of interventions;

5. Advice on organisational structures and mechanisms for co-operation with and maximising the benefits of the two LEPs, the County Councils and Government in terms of support for business and infrastructure spending.

The study was an important contribution to understanding the economy of the Morecambe Bay area and how economic development opportunities could be realised. The proposed cost of the study was £30,000 with each Council contributing £10,000.

On 11th May, 2016 this Committee had agreed a contribution of £10,000 towards a governance review across all Local Authorities in Cumbria, linked to the proposals for devolution. There were no proposals to proceed at the current time which was to be funded from the Budget Contingency Revenue. It was recommended that the finance committed to that proposal was used to support the Morecambe Bay Economic Development Strategy.

RESOLVED:- To contribute £10,000 towards consultants’ costs to prepare an Economic Development Strategy for Morecambe Bay utilising the funding set aside for the Cumbrian Local Authorities government review.

**102 – Deaccessioning Nance**

The Committee was informed that the Museum had five boats in its collection, two of which were on display. The boats were mostly acquired by the Furness Maritime Trust, who wanted to build a Maritime Museum in Barrow. The boats were then acquired by the Council and the museum when the Furness Maritime Trust became insolvent in the early 1990s.

The proposal was to deaccession Nance. Nance was a skeleton of a prawner (boat) and had been built about 1914 by F.J. Crossfield of Arnside. She was designed to trawl under sail for shrimps and flatfish in the Bay and sail home quickly to sell her catch.

The boat was acquired by the Furness Maritime Trust in 1987 when it had been donated by Mrs Dowthwaite along with her husband’s boatbuilding workshop. The boat and the workshop were on display the Dock Museum from 1994 until 2014 (when the bottom floor was leased to BAE Systems).

The boat Nance was in Council storage at Salthouse. The storage conditions were not as favourable as the Dock Museum.

It was not a complete boat but just the skeleton (i.e. the keel and frames of the boat). It was an attractive display at the Dock Museum but there was no space to display the object at present (Nance had a length of 39 feet). It was unlikely to be displayed again when the bottom floor returned to the Dock Museum when the BAE lease expired as the boat had no connection to Barrow-in-Furness. It served as an artistic reminder of Morecambe Bay and boatbuilding in general when it was on display.

Whilst objects were donated to the museum on the understanding that they would be looked after “forever”, it was an important requirement of a museum to carry out periodic reviews of collections. Some objects would have been accepted in error, some would be duplicates, some deteriorate over time so could no longer be displayed and some could no longer be stored nor displayed. Such reviews were encouraged by the Museums Association even if it led to the eventual destruction of an object. Many major museums, such as the National Maritime Museum, had carried out collections reviews and had deaccessioned objects (in their case many hundreds). Best practise was to offer the boat free of charge to a museum and if a museum isn’t interested to an individual or organisation. However, as the vessel was only a skeleton, it was likely that there would be no interest in the boat and that it would have to be broken up.

RESOLVED:- To agree that the boat, Nance, be deaccessioned i.e. is removed from the Dock Museum’s collection and either transferred to an interested individual or organisation or broken up.

**REFERRED ITEMS**

**THE FOLLOWING MATTERS ARE REFERRED TO COUNCIL FOR DECISION**

**103 – Housing Management Forum: Recommendations**

Consideration was given to the recommendations of the Housing Management Forum held on 23rd February, 2017.

N.B. The Minutes were reproduced as **Appendix 1** to the Minutes of the meeting.

**Cumbria Housing Partners**

RECOMMENDED:- To recommend the Council:-

1. That the Housing Investment Plan be delivered directly with Procure Plus;

2. That the Assistant Director - Housing be authorised to serve the required notice to end the Council’s membership of Cumbria Housing Partners at the appropriate time; and

3. That the Assistant Director - Housing ensures the appropriate legal framework is in place to deliver works directly through Procure Plus.

**104 – Treasury Management Strategy**

The Director of Resources’ report set out the Treasury Management Strategy for 2017-2018 to 2019-2020.

She informed the Committee that the Local Government Act 2003 required the Council to comply with the CIPFA Prudential Code for Capital Finance in Local Authorities when carrying out capital and treasury management activities. The objectives of the CIPFA Prudential Code were to ensure that capital investment plans were affordable, prudent and sustainable and that treasury management decisions were taken in accordance with the treasury management strategy.

The Treasury Management Strategy Statement for 2017-2018 to 2019-2020 was considered by the Committee and included Capital Prudential Indicators and the Treasury Management Strategy.

The capital prudential indicators and treasury management strategy gave both a position statement and details of the future position of the Council’s capital and treasury plans.

The revenue implications of the Treasury Management Strategy Statement had been included in the Medium Term Financial Plan projections.

RECOMMENDED:- To recommend the Council to approve the Treasury Management Strategy Statement, including:-

1. The prudential indicators and limits for 2017-2018 to 2019-2020; and

2. The Minimum Revenue Provision statement which sets out the Council’s policy for charging revenue.

**105 – Council Finances and Performance Quarter 3**

The Committee considered a detailed report of the Director of Resources regarding the Council finances and performance for the period ended 31st December, 2016. The report included the General Fund, Capital Programme, Treasury Management, Reserves and Balances and the Housing Revenue Account.

RECOMMENDED:- To recommend the Council:-

1. To approve the General Fund 2016-2017 revised budget as £10,695,050;

2. To approve the use of the Housing Revenue Account accumulated balance for 2016-2017 as £150,750; and

3. To note the financial and non-financial performance information.

**106 – Overtime Payments**

The Director of Resources informed the Committee of the Council’s Flexi-Time and Time Off in Lieu Policy.

The report sought to establish the remuneration for non-standard overtime; which excluded any working covered by a local agreement. The additional text was as follows:-

Remuneration for non-standard overtime covered situations where there was no local agreement in place. Overtime was paid for complete half hours worked.

The multipliers were:-

Monday to Saturday, 6pm to midnight, time and a half

Monday to Saturday, midnight to 8am, double time

Sundays, double time

Public and Extra Statutory holidays, double time, and

* If it was a normal working day and the time worked was less than half the normal working hours on that day, a half day (pro-rata) be awarded to be taken at a later date
* If it was a normal working day and the time worked was more than half the normal working hours on that day, a full day (pro-rata) be awarded to be taken at a later date

Part-time employees were entitled to these enhancements only at times and in circumstances in which full-time employees in the establishment would qualify. Otherwise a full working week for full-time employees shall be worked by a part-time employee before these enhancements applied. The exception was where a part-time employee attended an emergency planning incident on a public or extra statutory holiday, where the remuneration would apply as though full-time, but not the holiday.

Consultation with the union on the proposal would take place.

RECOMMENDED:- To recommend the Council agree the addition of non-standard overtime payment provisions which were outside local agreements to the Flexi-Time and Time Off in Lieu Policy.

**107 – Social Media Policy**

The Council’s Social Media Policy had been updated to expand on the reporting of policy breaches and the expectations of employees and Members, using social media in their personal life. The Social Media Policy was considered by the Committee.

The section for ‘Responsibilities’ (Section 3) had been split to add more detail on how to raise a breach/concern (section 4). The sections previously entitled ‘Applying the policy for personal use outside of work’ and ‘Misuse of social media’ had been amalgamated into a section called ‘Social media in your personal life’ (section 6).

The section concerning ‘Social media in your personal life’ did not contain an exclusive listing but did identify various categories, including imagery that was inappropriate to associate the Council with.

RECOMMENDED:- To recommend the Council to approve the Social Media Policy to be reviewed in March 2019.

**108 – Pay Policy 2017/18**

The Director of Resources reminded the Committee that the Council’s Pay Policy was subject to review on an annual basis being approved at Council by 31st March each year.

The Pay Policy Statement sets out the Council’s approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011.

The purpose of the statement was to provide transparency with regard to the Council’s approach to setting the pay of its employees.

Minor amendments had been made to the policy to reflect salary changes and the resulting update to the pay multiple (see section on Lowest Paid Employees).

RECOMMENDED:- To recommend the Council to approve the Pay Policy for 2017/18.

**109 – Barrow Borough Council Tablet Acceptable Usage Policy for Councillors**

The Committee considered a report on the Council’s Tablet Acceptable Usage Policy for Councillors which sets out the Council’s approach to use of tablet devices by Members. A copy of the Policy was considered by the Committee.

Use of Tablet devices and new technology would enable Council Members to access information on the move, take advantage of Wi-Fi access in the main council buildings and contribute to the reduction in paper and printing costs outlined in the council’s digital strategy plans.

The policy would apply to Members who would be asked to sign acceptance of its principles on receipt of a tablet.

Following receipt of tablets, Members would no longer receive paper agenda or report for meetings or Council Committees.

RECOMMENDED:- To recommend the Council to approve the Barrow Borough Council Tablet Acceptance Usage Policy for Councillors incorporating any equality requirements.

**110 – Waste Policies**

The Executive Director reported that the Overview and Scrutiny Committee had agreed that the waste policies should be reviewed in advance of the new contract commencing in April 2017.

A work group consisting of the Spokesperson for the Environment, the Streetcare Manager, the Corporate Support Assistant and the Corporate Support Manager had been established to review the policies. There weren’t any significant changes to the policies and the Overview and Scrutiny Committee had recommended that they be endorsed by this Committee and submitted to Council for approval.

RECOMMENDED:- To recommend the Council:-

1. To endorse the Cleaner Neighbourhood Act Enforcement Policy and the Small Bin Exemption Policy; and

2. To request the Executive Director to investigate including restricted works in the Cleaner Neighbourhood Act Enforcement Policy.

**111 – New Traffic Regulation Order (TRO) for Council Owned Car Parks**

The Executive Director reminded the Committee that Traffic Regulation Orders had allowed the Council to enforce parking restrictions on designated car parks.

The TRO 2013 had taken effect on 2nd December, 2013 and had recently been reviewed. It had been identified that there was a requirement to now include the Town Hall Courtyard and the designated parking area at McClean Close.

Currently there were no enforceable restrictions in place for these restrictions; the Council was therefore unable to control “unauthorised” parking.

Complaints had been received by the Housing Department from the residents of McClean Close who were unable to make use of their residents parking spaces.

In making a new Order the Council was required to publish a notice of proposal in the local newspaper, consult with the local Highway Authority and serve notice on all statutory consultees. A minimum of 21 days was required for consultation responses.

Any objections received must be given due consideration and modifications made if necessary prior to the Order being made and brought into force.

RECOMMENDED:- To recommend the Council to agree that approval be given to revise the current TRO 2013, carry out consultation as required by Local Authority’s Traffic Regulation Order (Procedure) (England and Wales) Regulations 1996 and give the Executive Director authorisation to make a new Order.

**112 – Corporate Inspection Regime Policy**

The Executive Director informed the Committee that the Corporate Inspection Policy had been developed in order to standardise the inspection of assets across all services, with particular attention to the public facing or public use assets that the Council owned and operated.

The Council’s Corporate Inspection Regime Policy was considered by the Committee.

The Council had commissioned an inspections regimes review from Zurich Municipal. That review had informed the Policy now presented and also had identified service specific areas to focus upon; that work was currently ongoing. There would be a further workshop session with Zurich Municipal in order to evaluate the updated inspection regime for those particular assets.

As set out in the Policy, adequate inspection systems, combined with suitable response, records and action, remained a key risk management tool in terms of identifying and reducing the number of potential risks. They were also of great importance in the prevention of accidents in the first instance and the defence of public or employer’s liability claims as well as potential criminal cases.

RECOMMENDED:- To recommend the Council to approve the Corporate Inspection Regime Policy to be reviewed in March 2019.

**113 – Employment Matters**

The Director of Resources' report requested an extension to the enhanced voluntary redundancy payments for the posts previously identified in the Budget Strategy.

RECOMMENDED:- To recommend the Council to agree to extend the voluntary redundancy payment weeks being doubled, to a maximum of 52 weeks, for the applicants identified in the Budget Strategy; until 30th June, 2017.

**114 – Increase in Planning Application Fees**

The Executive Director informed the Committee that Government had published a Housing White Paper ‘Fixing our Broken Housing Market’ on 7th February, 2017. One of its proposals was to allow local authorities to increase planning application fees by up to 20% from July, 2017 provided that the additional income raised was spent to provide additional capacity in planning departments. The additional increase could be spent on either development control or planning policy.

In order to ensure the additional fees were spent on planning services, Government required S151 Officers to provide financial information and an undertaking to ensure that would be carried out. That information needed to be submitted to Government by 13th March, 2017. The increase was set for the duration of the current parliament.

It was estimated that it would result in an additional £60,000 of fee income per annum. The Planning Department was facing significant capacity challenges and proposals would be brought forward on how the additional income should be spent.

As an optional price increase, the decision required Council approval, but that could not be achieved by the Government’s deadline of 13th March. Should Council decide not to proceed with the increases the scheme would be withdrawn.

RECOMMENDED:- To recommend the Council:-

1. To agree to increase planning application fees by 20% from July 2017; and

2. To authorise the S151 Officer to submit the required information by the Government deadline of 13th March, 2017.

The meeting ended at 3.22 p.m.