



BARROW BOROUGH COUNCIL

TOWN HALL
DUKE STREET
BARROW-IN-FURNESS

31st March, 2014

To: The Members of Barrow Borough Council

Mr 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 8th day of APRIL, 2014 COMMENCING AT 5.30 PM for the transaction of the business specified below.

Executive Director

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

Business

1. DECLARATIONS OF INTEREST.

To receive declarations by Members and/or co-optees of interests in respect of items on this Agenda.

Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registrable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registrable or other interests.

2. MINUTES. To confirm the Minutes of the Council's proceedings held on 21st January and 4th March, 2014.
3. TO RECEIVE APOLOGIES FOR ABSENCE.

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

4. ANNOUNCEMENTS – To receive any announcements from the Chairman, Leader or Head of Paid Service.

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

- (1) Planning
- (2) Licensing Regulatory
- (3) Licensing
- (4) Executive
- (5) 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.

6. MINUTE NO. 109, EXECUTIVE COMMITTEE, 22ND JANUARY, 2014

That recommendation 5 namely “To approve the revised grades as set out within the report including the deletion and establishment of new posts” be agreed – **REPORT TO FOLLOW.**

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 Executive Director adequate notice of any Amendment which they propose to raise.

COUNCIL	Agenda Item 5(A)(1)
Date of Meeting: 8th April, 2014	
Reporting Officer: Executive Director	
<p>REPORT OF THE PLANNING COMMITTEE (Report of the meetings held on 4th February and 11th March, 2014)</p> <p>Recommendations:</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 4 2013/14 of the printed Minutes.</p>	

COUNCIL	Agenda Item 5(A)(2)
Date of Meeting: 8th April, 2014	
Reporting Officer: Executive Director	
<p>REPORT OF THE LICENSING REGULATORY COMMITTEE (Report of the meetings held on 6th February and 20th March, 2014</p> <p>Recommendations:</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 Licensing Regulatory 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 4 2013/14 of the printed Minutes.</p>	

COUNCIL	Agenda Item 5(A)(3)
Date of Meeting: 8th April, 2014	
Reporting Officer: Executive Director	
<p>REPORT OF THE LICENSING COMMITTEE (Report of the meeting held on 6th February, 2014)</p> <p>Recommendations:</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 Licensing 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 4 2013/14 of the printed Minutes.</p>	

COUNCIL	Agenda Item 5(A)(4)
Date of Meeting: 8th April, 2014	
Reporting Officer: Executive Director	
<p>REPORT OF THE EXECUTIVE COMMITTEE (Report of the meetings held on 19th February and 26th March, 2014)</p> <p>Recommendations:</p> <p>The following recommendations have been referred to Council.</p> <p><u>Executive Committee – 19th February, 2014</u></p> <p>1.0 Marina Village, Future Development Options</p> <p>1.1 The Executive Director’s report reminded the Committee that its current policy was to pursue concurrent development of the residential and marina elements of Marina Village. The marina would require significant public sector funding and no timescale for its implementation could be given. He reported that there appeared to be an opportunity to put the residential elements of scheme, excluding land close to the marina, out to market providing that was done on a commercially pragmatic basis to reflect the risk in the house building market in Barrow.</p> <p>1.2 Recommendation:-</p> <p>To recommend the Council:-</p> <ol style="list-style-type: none"> 1. To agree to market the residential element of the Marina Village site, excluding the waterfront land, in accordance with the process outlined in the report; and 2. To agree that the sum of £50,000 be allocated from reserves for that process. 	

Executive Committee – 26th March, 2014

2.0 Customer Feedback/Complaint Policy

2.1 The Deputy Executive Director reported that the Council's Complaints Policy had been reviewed to ensure that it complied with current best practice, provided a user friendly interface between the Council and its customers to give the Council positive as well as negative feedback on service delivery.

2.2 Recommendation:-

To recommend the Council to adopt the Customer Feedback/Complaint Policy.

3.0 Housing Business Support Restructuring Regrades

3.1 The Executive Director informed the Committee that due to the wider restructuring of the Business Support Unit within Housing it was recommended that four posts be regarded; three Business Support Assistants Scale 1-2 to Business Support Officer Scale 2-3 and Recharge Officer from Scale 2-3 to Scale 2-5.

3.2 Recommendation:-

To recommend the Council:-

- (i) To approve the permanent regrade of posts (Job share) OHS070 and OHS072 from Business Support Assistant Scale 1-2 to Business Support Officer Scale 2-3;**
- (ii) To agree that the post OHS080 Business Support Assistant Scale 1-2 is regarded to Business Support Officer Scale 2-3; and**
- (iii) To agree that the post of Recharge Officer OHS480 be regarded to Scale 2-5 (to bring in line with Income and Debt Recovery Officers).**

Delegated Decisions

The matters determined by the Executive 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 4 (2013/14) of the printed Minutes.

COUNCIL	Agenda Item 5(A)(5)
Date of Meeting: 8th April, 2014	
Reporting Officer: Executive Director	

**REPORT OF THE AUDIT COMMITTEE
(Report of the meeting held on 6th March, 2014)**

Recommendations:

The following recommendations have been referred to Council.

Audit Committee – 6th March, 2014

1.0 Financial Regulations and Contract Standing Orders

1.1 The Borough Treasurer reported that both the Financial Regulations and Contract Standing Orders had been reviewed and amendments had been proposed to the documents, as outlined in the Borough Treasurer's report.

It was noted that the Financial Regulations and Contract Standing Orders would be formally endorsed by the Council as a key part of the Council's Constitution.

1.2 Recommendation:-

To recommend the Council to approve the amendments to the Financial Regulations and Contractor Standing Orders as outlined below:-

Financial Regulations Amendments:-

- **Borough Treasurer changed to Director of Resources;**
- **Deputy Executive Director changed to Director of Resources or removed;**
- **Chief Accountants changed to Accountancy Services Manager and Financial Services Manager;**
- **Sustainable Community Strategy and key priorities changed to Council Priorities;**
- **Personnel changed to HR;**

- **Virement limit introduced for Accountancy Services Manager and Financial Services Manager;**
- **Section 7, 4.b, amended to better reflect matching supplements where additional income or grant is matched by expenditure;**
- **Section 8, 1.b, amended to include the use of Contract Standing Orders below £100,000;**
- **Section 8, 4.d, amended to include Accountancy Services Manager and Financial Services Manager;**
- **Section 11, paragraph 8, item deleted as NNDR is now localised and this referred to the National Pool;**
- **Section 13, 3, amended to include Accountancy Services Manager and Financial Services Manager;**
- **Section 14, paragraph 5, all deleted as this is covered in the Information Security Policy; and**
- **Section 19, 9, amended to include the Leader of the Council, other Members and External Auditors.**

Contract Standing Orders Amendments:-

- **Deputy/Chief Officer amended to Responsible Contract Manager;**
- **As appropriate amended the reference to appropriate Chief Officer to Capital Programme Group or Management Board;**
- **Section 1 amended to include the use of Contract Standing Orders below £100,000;**
- **Section 1 amended as the EU thresholds were reset on 1st January, 2014;**
- **Section 2 added to set out the Council's minimum contract award process;**
- **Section 4 amended to include the requirements of a framework agreement – pre-vetted contractors;**
- **Section 5 amended to include the time of the tender submission;**
- **Section 6 amended to include the retention of tender packaging, recording electronic tender opening in the Council's tender opening register and that tenders should normally be opened by Council Officers with appropriate Member presence;**
- **Section 13 renamed 'Project Review Report' and amended to clarify post implementation reporting requirements;**
- **Section 14 renamed 'Contract Clauses' and amended to include the requirement for Data Sharing Agreements; and**
- **Section 14 amended to remove reference to the 2.5% final account.**

2.0 Anti-Fraud Policies

- 2.1 Both the Whistle Blowing Policy and the Anti-Fraud and Corruption Policy had been reviewed and amendments had been proposed to the documents, as outlined in the Borough Treasurer's report.

The Anti-Fraud and Corruption Policy was published on the Council's website and the Whistle Blowing Policy on the Council's Intranet. It was noted that both policies would be promoted to staff again following this meeting and that the revised documents would also be issued to Members.

2.2 Recommendation:-

To recommend the Council to approve the amendments to the Whistle Blowing Policy and the Anti-Fraud and Corruption Policy as outlined below:-

Whistle Blowing Policy:-

- **The reporting of Fraud Hotline usage to the Audit Committee had been added.**

Anti-Fraud and Corruption Policy:-

- **Personnel changed to HR (Human Resources);**
- **Deputy Executive Director changed to HR Manager (for staff related issues) or removed;**
- **Borough Treasurer changed to Director of Resources;**
- **External Auditor, Grant Thornton added; and**
- **Reporting of Fraud Hotline usage to Audit Committee added.**

Delegated Decisions

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 4 (2013/14) of the printed Minutes.

COUNCIL	Agenda Item 6
Date of Meeting: 8th April, 2014	
Reporting Officer: Deputy Executive Director	
<p>Title: Minute No. 109, Executive Committee, 22nd January, 2014</p> <p>Summary and Conclusions:</p> <p>Consideration of Recommendation 5 of Minute 109 was delayed pending the finalisation of the formal consultation process.</p> <p>Recommendations:</p> <p>That Recommendation 5 be agreed and that the revised grades as set out in the original report, including the establishment of new posts, be agreed and implemented with effect from 1st April, 2014.</p>	

Report

At the meeting of Council on 4th March, 2014 you agreed to delay a decision regarding the approval of revised grades and the establishment of new posts until the formal consultation process had been completed.

The formal process ended on 31st March, 2014 and no comments/amendments have been received from the Trade Union.