**EXECUTIVE COMMITTEE**

Meeting: Wednesday 7th September, 2016

at 2.00 p.m.

PRESENT:- Councillors Pidduck (Chairman), Barlow, Biggins, Brook, Hamilton, R. McClure, W. McClure, Maddox and Pemberton.

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

**41 – Minutes**

The Minutes of the meetings held on 27th July and 3rd August, 2016 were agreed as a correct record.

**42 – Apologies for Absence**

Apologies for absence were received from Councillors Roberts, Sweeney and Williams. Councillor W. McClure substituted for Councillor Roberts for this meeting only.

**43 – Housing Management Forum: Recommendations**

The recommendations of the Housing Management Forum held on 25th August, 2016 were submitted for consideration.

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

RESOLVED:- (1) That the recommendations of the Housing Management Forum be agreed as follows:-

**Review of Council House Service**

That:-

1. The information contained in the report be noted;

2. Officers continue to identify the financial impacts on the Council as guidance becomes available;

3. A Working Group consisting of the Council’s Housing Spokesperson and three other Councillors plus a Tenant Representative be formed with the remit of developing a medium term Financial Strategy for the HRA as follows:-

Housing Service Review Working Group

Councillors Brook, Hamilton, Heath and McEwan (3:1) and Tenant Representative, Allan McIntosh; and

4. A sum of £10k be made available to the Working Group to explore the options and benefits of alternative models of ownership and delivery should it be required.

**Tenant Involvement Strategy**

That the revised Community Involvement Strategy be noted.

**Sponsorship of the Housing Annual Garden Competition 2016**

1. That the information within the report be noted; and

2. To agree the Housing Service work with Crooklands’ Garden Centre to sponsor the event and assist with judging of this year’s entries.

**Disabled Adaptations: Cumbria Housing Partners - Contractor Selection Procedure**

That the selection criteria adopted by Procure Plus and the subsequent appointment of Top Notch Contractors as the Council’s preferred contractor to undertake disabled adaptations via the 2014 CHP framework be noted.

**Adaptations to Council Property**

1. That the increase in cost to complete the work at this property be noted; and

2. It be noted and agreed that Officers do not delay unnecessarily the progress of adaptations should the budget of £100k be exceeded and note the action they would take to deal with any potential overspends.

**44 – Council Finances Quarter 1 2016-2017**

The Director of Resources submitted a detailed report that set out the Council finances for period ended 30th June, 2016. The report had included the General Fund, Capital Programme, Treasury Management, Reserves and Balances and the Housing Revenue Account. The report also contained the service performance information for Quarter 1.

RESOLVED:-

1. To approve the changes to the Capital Programme set out in the report; these did not increase the Council’s direct contribution to the Programme resources;

2. To approve the movements in earmarked reserves set out in the report; these were in accordance with the Reserves and Balances Policy;

3. To note the financial information presented; and

4. To note the service performance information presented.

**45 – Executive Director Performance Appraisal 2016/17**

The Committee was reminded that in 2015/16 performance appraisal had been rolled out across the Authority with all staff receiving an appraisal from their line manager. The Executive Director had been appraised by the Council Leader and Deputy Leader. It had been agreed that performance against objectives reported to Executive Director of 29th July had been satisfactory and the following objectives for 2016/17 had been agreed.

Local Economy

1. Agree a pipeline of projects with Furness Economic Development Forum and secure resources for the delivery of the feasibility studies.

2. Initiate discussions to achieve observer status on Lancashire LEP.

3. Oversee delivery of the revised Coastal Communities Fund Supply Chain Initiative.

4. Oversee agreement and implementation of the Phase 1 package of the Barrow Town Centre Parking and Movement Study.

Quality and Choice in Housing

1. Submission of Barrow Borough Local Plan to Government in accordance with the timescale set out in the Local Development Scheme.

2. Secure resources for and deliver a master plan for Marina Village.

Service Delivery

1. To deliver the Budget Strategy savings and income targets for 2016/17 and 2017/18.

2. Oversee implementation of the new waste collection, recycling and street cleansing contract in April 2017.

3. Oversee preparations for outsourcing Park Leisure Centre and the Forum.

4. Report to the Leader and Deputy Leader on the appetite for re-organisation of Local Government within Cumbria.

RESOLVED:- To note the Executive Director’s objectives to March 2017.

**46 – Licensing Regulatory Committee – Policy Relating to the Fitness of Applicants for Hackney Carriage and Private Hire Driver’s Licences**

The Executive Director requested the Committee to defer the item to a future meeting because the Drivers and Vehicle Standards Agency were no longer carrying out driver assessments from 31st December, 2016 which was an integral part of the Policy.

RESOLVED:- To agree that the item be deferred to a future meeting.

**REFERRED ITEMS**

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

**47 – Housing Management Forum: Recommendations**

Consideration was given to the recommendations of the Housing Management Forum held on 25th August, 2016.

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

**Fencing on Council Estates**

RECOMMENDED:- To recommend the Council that the draft Fencing Policy and Procedure attached as an appendix to the report be agreed.

**Roosegate Estate External Works**

RECOMMENDED:- To recommend the Council that:-

1. The final phase to refurbish 35 properties on Roosegate be agreed for the year 2017/18; and

2. Reserves be made available to ensure continuation of the scheme between December 2016 and April 2017 if needs arose.

**Cumbria Choice: Choice-Based Lettings Scheme - Update**

RECOMMENDED:- To recommend the Council that:-

1. The content of the report be noted; and

2. The final draft of the Review of the Allocation Policy which formed the operating basis for Cumbria Choice be agreed.

**48 – Land Charge and OS Map Fees**

The Director of Resources informed the Committee that the Council’s Land Charge service currently maintained a high market share for searches carried out. There were various factors that were currently developing, and would change in the future, that required the Council to be more agile in its ability to set and charge fees for searches. These included:

1. Changes to questions being introduced on the CON29 increasing the time spent completing searches; the CON29 forms were specifically designed for use in connection with property transactions covering matters such as Planning and Building Regulation decisions, Road Adoption, Road and Traffic schemes, Statutory Notices, Enforcement, Conservation, Compulsory Purchase, Contaminated Land and Radon Gas.
2. Charges from Cumbria County Council having to change to reflect the changes to the CON29 questions.
3. Improving the service offered to maintain the Council’s market share.
4. Dealing with proposed changes to local Land Charges in respect of the Land Registry.
5. Possible implications of VAT.

The Council currently provided an Ordnance Survey map printing service to the public through Centremaps. The service generated a net income of £2,440 during the last financial year. The plans were used in the submission of Planning and Building Control applications. The Council was not the sole provider and was in competition with others. The size, format and fees of plans provided by competitors changed rapidly and the service needed to be able to reflect changes in the market to remain competitive.

RECOMMENDED:- To recommend the Council:-

1. To delegate the setting of Land Charge fees to the Property Information Manager in consultation with the Director of Resources and Assistant Director of Regeneration and Built Environment; and

2. To delegate the setting of charges for the Council’s Ordnance Survey plan printing service to the Property Information Manager.

**49 – Ship Water Sampling Fees**

The Director of Resources informed the Committee that the Council was responsible for administering ship sanitation certificates for those ships using Barrow’s port facilities. The ship sanitation certificate mirrored the food hygiene work the Council carried out on shore, but included the ability to test water supplies, as well as reviewing wider standards of hygiene and cleanliness on board. There was also a duty to monitor the fixed assets of the port and in particular stand pipes from which ships draw fresh water.

The water sampling fees were set locally and had been calculated as (at cost):

* Water samples as part of the Ship Sanitation Inspection (SSI)
  + Sample at cost £33.48
  + Officer time @0.5hr £12.50 up to four samples
  + Administration @0.5hr £10.00 up to four samples
  + Total (rounded) £56.00 + VAT
* Water samples outside of SSI at the request of a ship’s master/agent
  + Sample at cost £33.48
  + Officer time @1.5hr £37.50 up to four samples
  + Administration @0.5hr £10.00 up to four samples
  + Total (rounded) £81.00 + VAT

The procedure for recharging water sample fees in conjunction with the Council’s port health duties was also considered.

RECOMMENDED:- To recommend the Council:-

1. To agree the fees for water samples, at cost recovery as detailed in the report, with immediate effect; and

2. To delegate the review and setting of fees for water sampling to the Environmental Health Manager.

The meeting closed at 2.50 p.m.