

Minutes of a meeting of the **CABINET** held in the Council Chamber, Council Offices, Priory Road, Spalding, on Tuesday, 10 November 2015 at 6.30 pm.

PRESENT

The Lord Porter of Spalding CBE (Leader)  
C N Worth (Deputy Leader)  
M G Chandler (Deputy Leader)

A Casson  
P E Coupland

R Gambba-Jones  
C J Lawton

S-A Slade

Junior Portfolio Holders: A R Woolf

Chief Executive, Executive Director - Place, Executive Manager - Public Protection, Environmental Services Manager, Executive Manager - Governance, Interim Chief Accountant and Democratic Services Officer.

Apologies for absence were received from or on behalf of Councillors G J Taylor and G R Aley (Chairman, Governance and Audit Committee), together with the Citizens Advice Bureau, Lincolnshire Community and Voluntary Service and Parish Councils.

In Attendance: Councillors B Alcock (Chairman, Performance Monitoring Panel) and A M Newton (Independent Group Leader), the Interim Executive Manager – Growth and the Press.

Community Representatives: Jan Whitbourn (Business Organisations).

Action  
By

**19. MINUTES**

The minutes of the meeting held on 21 July 2015 were signed by the Leader as a correct record.

**20. DECLARATIONS OF INTEREST**

No interests were declared.

**21. QUESTIONS RAISED BY THE PUBLIC UNDER CABINET PROCEDURE RULE 2.4**

No questions were raised under Cabinet Procedure Rule 2.4.

**22. MATTERS SUBJECT TO CALL-IN**

There were no matters subject to call in.

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**23. MATTERS ARISING FROM THE POLICY DEVELOPMENT AND PERFORMANCE MONITORING PANELS**

There were no matters arising from the Policy Development and Performance Monitoring Panels.

**24. PROPOSED PILOT FOR KERBSIDE GARDEN WASTE COLLECTION SCHEME**

Consideration was given to the joint report of the Portfolio Holder for Place and the Executive Director Place which sought approval to make recommendations to full Council in order to promote a Pilot Garden Waste Collection Scheme. The proposals were based upon the business case set out in Appendix A within the report, in alignment with the Councils' corporate objectives to provide services that were accessible; responsive to need; commercially secure; and in line with the Councils transformation programme.

Councillor Gambba-Jones advised that the report required a Cabinet decision, rather than a recommendation to full Council. The budget figures at recommendations 11 and 12 were not initially thought to be within the Budget, which was why the report referred to a need for Council approval. It was now apparent that the budget had already been allocated, so the decision fell within the Cabinet's terms of reference rather than the Council's.

Councillor Coupland requested an explanation as to the subscription discount. The Environmental Services Manager explained that the one-off initial charge (covering various matters such as delivery of the wheelie bin) had been set at £15 initially in order to motivate customers to join the scheme prior to implementation. Following implementation the delivery charge would be increased to £20.

The Leader requested that, as part of the scheme's evaluation, the impact of wheelie bins on the street scene and in terms of the public perception also be taken into account.

Councillor B Alcock queried who would decide whether or not a property was suitable to receive a wheelie bin, as he had concerns about the storage of bins and the issues in relation to the street scene in particular areas. He referred to the potential risk in terms of the general demand to change from bags to wheelie bins as a result of the scheme. Councillor Alcock also queried where the cost of the disposal featured.

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The Environmental Services Manager advised that the garden waste would be taken to the Organic Recycling plant in Crowland and that the gate fee would be paid by Lincolnshire county Council.

Councillor Gambba-Jones stated that the intention was that a member of the Environmental Services Team would visit the customer's property in order to determine whether or not it was suitable to be part of the scheme. For example, there were options for terraced properties where wheelie bins could be stored in the side alleys and collection could be arranged directly from their storage location so that the bins did not cause blockages on the pavements.

Councillor Gambba-Jones explained that wheelie bins had been used by business operating commercially within the district for many years and therefore that the scheme was being operated as a commercially viable service. The Leader advised that there would be no conversion to wheelie bin collections for domestic refuse, and that weekly black bag collections would continue.

The Environmental Services Manager advised that a list of do's and don'ts would be provided to customers joining the scheme. She added that there was a three step warning system in place for problem users, which could result in withdrawal of the service. Alongside the scheme, the promotion of composting would be continued.

**DECISION:**

- a) That the Council introduces a pilot garden waste collection service in targeted areas of South Holland commencing April 2016 and available to 5,000 households (500 collections per day);
- b) That the daily hours operated by the existing waste and recycling fleet be extended (6am collections start) in order to release a collection vehicle that can be converted for the purposes of this pilot;
- c) That, depending on the outcomes and evaluation of the pilot year 1 (including financial implications, the effect on performance, publicity requirements, administration and environmental and operational impacts) which will be the subject of a separate report to cabinet the service be rolled out to a further pilot area in 2017/18;

ES, RW

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- d) That, as part of the scheme's evaluation, the impact of wheelie bins on the street scene and in terms of the public perception also be taken into account;
- e) That the coverage of the pilot in year 1 is split between Spalding households one week and Holbeach, Crowland, Long Sutton, Sutton Bridge, Donington, Gosberton and Surfleet second week; and that decisions on any additions or amendments to these areas be delegated to the Environmental Services Manager in consultation with the Executive Manager of Place, the Place Manager and the Portfolio Holder for Place;
- f) That the service standards and methods for the collection of garden waste be adopted as detailed within the business case, appended to the report;
- g) That an initial customer annual charge of £49 for 24 collections and a one off charge initially offered at £15 (for delivery, repairs, loan of bin, newsletters and offers) be agreed for the primary collection method;
- h) That paper sacks are provided at a charge of £15 for 10 (plus delivery) to be made available for ad hoc users or households not suitable for a bin within the pilot area;
- i) That the Council's current collection policy relating to garden waste using grey pre-paid sacks be amended to coincide with the start of the pilot service to discourage garden waste being disposed of in this way in target areas;
- j) That the Council's current collection policy relating to the sale of grey sacks continue unaffected in the pilot areas for a transition period but that residents purchasing grey sacks who live in the pilot areas are provided with information about the new service, home composting and what happens to waste disposed of in grey sacks;
- k) That the grey sack policy be further considered as part of the evaluation of the pilot and the update report to Members;
- l) That £72,500 is released from the Organisation Development Reserve in order to finance the year 1 capital requirements of this pilot; and
- m) That £44,200 is released from the Organisational Development Reserve to finance the initial order of 2,600 bins for the pilot.

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*(Other options considered:*

- *Not to approve the recommendations; or*
- *To approve the recommendations with amendments.*

*Reasons for decision:*

- *The strategy for providing a garden waste collection service addressed the corporate and business objectives set out within the report.)*

(The Environmental Services Manager left the meeting at 6.52 pm, following consideration of the above item.)

## **25. PAYMENTS SOLUTION OPTIONS TRIAL**

Consideration was given to the joint report of the Portfolio Holder for Strategy, Governance and Public Protection and the Executive Manager Public Protection which sought approval to trial all forms of payment solutions across services, to establish the most appropriate forms of payment solutions, to align with the Corporate Priorities enabling the Right Service, at the Right time and in the Right way.

Councillor Alcock queried what the commercial card charges were. He also asked whether any potential risks had been identified. The Executive Manager Public Protection advised that the card charges varied. He agreed to provide the information (which was appended to the minutes). The Executive Manager Public Protection advised that the risks would be identified as part the trial process for the scheme. A Risks Project Team would be meeting regularly to highlight any issues.

### **DECISION:**

- a) That approval be given to trial all forms of payment solutions (excluding credit card option for business rate and Council Tax payment);
- b) That the cost of credit card transactions applied by the scheme provider would be charged to the payee at point of payment; and
- c) That the Executive Manager Public Protection provide details of the cost of credit card transactions.

*(Other options considered:*

- *Not to approve the recommendations; or*
- *To approve the recommendations with amendments.*

*Reasons for decision:*

- *Providing the correct platform for the services to use would enable both residents and businesses to operate in the*

JK, PA

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- most effective and efficient way, and would enable the Council to deliver services more cost effectively;*
- *The Council would be enabled continually to improve the services it delivers, while expanding into new areas of delivery;*
  - *It had been demonstrated through consultation and research that customers interacted more effectively with the Council and were more likely to purchase new services, such as Garden waste collection services;*
  - *Ensuring that the needs of communities were anticipated and catered for would reward the Council in enabling effective efficiencies in its service deliveries*
  - *The Council recognises the changing profile and expectations of users, by reflecting the fact there was greater use of technology by customers and businesses; and*
  - *Reducing the demand on resources would free up resources to the most vulnerable or to those without access to the platform.)*

(The Executive Manager Public Protection left the meeting at 7.02 pm, following consideration of the above item.)

## **26. WRITE OFFS**

Consideration was given to the joint report of the Portfolio Holder for Finance and Executive Director, Commercialisation (S151) which recommended writing off irrecoverable debts.

Members noted that the report contained a breakdown of the individual debts within Appendices A – E, which were not for publication by virtue of Paragraphs 1 (Information relating to any individual), 2 (Information which is likely to reveal the identity of any individual) and 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)).

Councillor P E Coupland reported that the write offs were 42% down compared with the first six months of the year.

Members agreed that only the principles of the report would be discussed and there was therefore no need for the meeting to go into private session.

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**DECISION:**

AE, JK,  
KT, MW

That the following debts be written off:

Council Tax	£2,192.78
Business Rates	£1,366.19
Accounts Receivable	£7,495.08
Former Tenant Arrears	£17,420.78
Housing Benefit Overpayments	£1,551.59
Total:	£30,026.42

*(Other options considered:*

- *Do nothing; or*
- *Approve the recommendations with amendments*

*Reasons for decision:*

- *All recovery methods available had been considered and where appropriate pursued before making the decision to write off.)*

**27. ANY OTHER ITEMS WHICH THE LEADER DECIDES ARE URGENT**

The Leader proposed that a request be made to the Chairman of the Council to cancel the November full Council meeting due to lack of business, and that the next full Council meeting take place in December as scheduled.

**DECISION:**

LE, AT

That the Chairman of the Council be requested to cancel the November full Council meeting.

(The meeting ended at 7.05 pm)

(End of minutes)

These minutes are published on Friday 13 November 2015. In accordance with the Council's Constitution the DECISIONS detailed above will, unless otherwise stated, come into force and may then be implemented on Monday 23 November 2015 (i.e. after the expiry of 5 working days from the date of publication of these minutes), unless during that period a notice which is signed by at least one member of the Council and complies with the requirements of Rules 15(b), (c) and (d) of the Overview and Scrutiny Procedure Rules is served on the Democratic Services and Legal Manager requesting that the decision be called-in and the Democratic Services and Legal Manager approves the request for call-in. Where a decision is called-in it will firstly be considered by the Performance Monitoring Panel on a date to be fixed.

Any FINAL DECISIONS and any URGENT DECISIONS take effect immediately.

**APPENDIX**

<b>Debit Cards</b>	No Charge
<b>American Express Cards</b>	Not accepted
<b>Diners Cards</b>	Not accepted
<b>eCommerce Transaction Charges</b>	
Visa Credit Cards	2.0% per transaction value
MasterCard Credit cards	2.0% per transaction value
MasterCard World & Signia	2.2% per transaction value
Electron cards	20p per transaction
Visa Commercial cards	3.0% per transaction value
MasterCard Commercial cards	3.0% per transaction value
<b>MOTO Transaction Charges</b>	
Visa Credit cards	2.57% per transaction value
MasterCard Credit cards	2.0% per transaction value
MasterCard World & Signia	2.2% per transaction value
Electron cards	20p per transaction
Visa Commercial cards	3.0% per transaction value
MasterCard Commercial cards	3.0% per transaction value