

Minutes of a meeting of the **CABINET** held in the Council Chamber, Council Offices, Priory Road, Spalding, on Tuesday, 12 February 2019 at 10.00 am.

PRESENT

C N Worth (Deputy Leader)
M G Chandler (Deputy Leader)

T A Carter
A Casson

R Gambba-Jones
C J Lawton

G J Taylor

The Chief Executive, the Executive Director Strategy and Governance (Monitoring Officer), the Executive Director Commercialisation, the Executive Manager Governance, the Executive Manager People and Public Protection, the Strategic Finance and Compliance Manager, the Place Manager, the Licensing and Business Support Manager, the Corporate Improvement and Performance Manager, the Environmental Services Manager, the Housing Landlord Services Manager, the Housing Services Manager, the Head of Finance, the Strategic Business Partner (Finance) and the Democratic Services Officer.

Apologies for absence were received from or on behalf of Councillors G A Porter, P E Coupland, C N Johnson, G R Aley and A M Newton, together with South Holland Citizens Advice Bureau, South Lincolnshire Community and Voluntary Serve and Parish Councils.

In attendance: Councillor B Alcock (Chairman, Performance Monitoring Panel) and Councillor G K Dark (Chairman of the Public Toilets Task Group).

62. MINUTES

The minutes of the Cabinet meeting held on 15 January 2019 were signed by the Deputy Leader as a correct record.

The Cabinet also received the minutes of the meeting of the Priory Road Community Hub Project Sub-Committee held on 23 November 2018.

63. DECLARATIONS OF INTEREST.

There were no declarations of interest.

Action By

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64. QUESTIONS RAISED BY THE PUBLIC UNDER THE COUNCIL'S CONSTITUTION (STANDING ORDERS).

No questions were raised under the Council's Constitution (Standing Orders).

65. TO CONSIDER ANY MATTERS WHICH HAVE BEEN SUBJECT TO CALL-IN.

There were no matters subject to call-in.

66. MATTERS ARISING FROM THE POLICY DEVELOPMENT AND PERFORMANCE MONITORING PANELS

Final Report of the Public Toilets Task Group

Consideration was given to the report of the Public Toilets Task Group, containing recommendations which had been approved by the Performance Monitoring Panel.

The Chairman of the Task Group, Councillor G Dark, presented the report containing the Task Group's recommendations to the Cabinet.

The work undertaken by the Task Group was welcomed, and those members and officers involved were thanked. Members commented that although there had been some criticism in the press with regard to carrying out what was perceived as an obvious piece of work, it had resulted in a deeper understanding of all the issues, and had provided a mandate for improvement. Toilet facilities were a discretionary service, and the Authority had found a way of avoiding closure, and a cost effective way forward.

It was important to make toilet facilities usable in the short term - this was already underway. All Council toilet facilities were cleaned on a daily basis and there was now a monthly rotational deep clean so that all facilities would now receive a deep clean on a regular basis. In the long term, options for the future replacement of all facilities would be considered by officers.

DECISION:

That the following recommendations of the Task Group be approved:

- a) That a standardised written specification for the toilets be prepared so that staff cleaning and maintaining them had a clear understanding of what materials and equipment should be present and what cleaning was required;

CP

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- b) That spot checks be carried out at regular intervals to determine if the specification was being met, and to ensure issues were reported;
- c) That a protocol be agreed between Environmental Services and the Central Support Unit to ensure consistency in how work was reported, feedback was provided when work was scheduled and had been completed, and tasks were effectively prioritised;
- d) That public reporting of issues be encouraged through notices on display in each toilet block;
- e) That the disabled toilet facilities be fitted with more substantial locks to prevent vandalism and improve security;
- f) That the disabled toilets in Spalding town centre display a notice to advise of the adult changing facility at the South Holland Centre;
- g) That improved location and directional signage for the public toilets be added to ensure that visitors to the District could easily locate the facilities, and that a map be added to the Council's website to show the location of the public toilets;
- h) That a rapid response procedure to offensive graffiti be explored to ensure that this is removed or covered at the earliest opportunity;
- i) That when Government policy enabled the Council to remove the business rates requirement for public toilets, this budget be diverted to cover additional refurbishments and repairs in future years;
- j) That a deep clean programme be undertaken during 2019/2020 at all public toilet facilities, that all outstanding repairs be carried out, and that an investment be made into repairs at Holbeach toilets (estimated up to £20,000) to bring these up to a satisfactory and safe condition;
- k) That a capital programme for refurbishment of public toilets be prepared for future years and be completed by 2025;
- l) That as part of this programme, officers be tasked with exploring more modernised facilities and designs such as self-cleaning toilets, and facilities that were designed to combat issues such as vandalism or graffiti. A further task group could be set up in due course to consider this;

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- m) That officers explore alternative funding sources, or contributions from business or organisations whose customers benefit from the facilities.

(Other options considered:

- *That alterations be made and further consideration be given to the Final Report;*
- *Do nothing*

Reasons for decision:

- *To improve the public toilet facilities in South Holland.)*

67. PRIDE IN SOUTH HOLLAND

Consideration was given to the report of the Portfolio Holder for Place and the Executive Director - Place which sought approval to increase resources in the Pride in South Holland initiative for 2018/19 and 2019/20.

Members commented that there had been a number of issues in the local press recently - the Council welcomed such feedback. It was agreed that additional resources should be invested in the initiative and that these resources would be used effectively to ensure that the Council's objectives were met.

RECOMMENDED TO COUNCIL:

- a) That additional resources are made available to increase the Pride in South Holland initiative by releasing funds of £24,891 in 2018/19 and £246,843 for 2019/20.

CM

DECISION:

- b) That the new Pride in South Holland Initiative is reviewed in 6 months and by the end of 2019/20 to consider whether to further extend the period of activity.

CP

(Other options considered:

- *To do nothing.*

Reasons for decision:

- *To provide increased resource to improve the overall cleanliness and pride in South Holland, addressing four key areas identified by evidence held by the Authority and feedback from members and residents – Litter and Street Cleanliness; Public Toilets; Communal Collections Points; and Litter Bins).*

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68. PERFORMANCE OVERVIEW REPORT - QUARTER 3 2018-19

Consideration was given to the report of the Portfolio Holder for Strategy, Governance and Transformation, the Portfolio Holder Governance and Customer and the Executive Manager People and Public Protection, which provided an update on how the Council was performing for the period 1 October 2018 to 31 December 2018.

The Chairman of the Performance Monitoring Panel requested that any feedback from the Panel (which considered the report prior to the Cabinet) be fed into the Cabinet report.

DECISION:

- a) That the content of the report be noted; and
- b) That where the Performance Monitoring Panel considered the Performance Overview Report prior to the Cabinet, any comments made be reflected in the subsequent report to the Cabinet.

RB, CG

(Other options considered:

- *To do nothing.*

Reasons for decision:

- *No recommendations are made. The report is presented for consideration, in order to fulfil the Cabinet's remit.)*

(The Executive Manager People and Public Protection, the Corporate Improvement and Performance Manager and the Licensing and Business Support Manager left the meeting following discussion of this item.)

69. TENANCY AGREEMENT UPDATE

Consideration was given to the report of the Portfolio Holder for Housing and Health and the Executive Director - Place, which advised members of the consultation process required to amend the Council's Introductory and Secure Tenancy Agreement and to seek approval to begin the process.

Members commented that the recommended changes were very much welcomed, and that it made responsibilities much clearer.

DECISION:

- a) That the proposed changes to the Council's Introductory and Secure Tenancy Agreement be approved for consultation;

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- b) That a Preliminary Notice under section 103, Housing Act 1985 be issued to all Council tenants; and
- c) That approval of final amendments to the Tenancy Agreement following consultation be delegated to the Executive Director Place (prior to final Notice of Variation being served).

(Other options considered:

- *To do nothing and continue to operate under the conditions of the existing two out of date Tenancy Agreements.*

Reasons for decision:

- *To provide an updated Agreement for tenants to reflect changes in legislation and operational practice. The revised document is clearer and easier for tenants to understand, helping them to meet their obligations as a tenant and sustain their tenancy. A revised Tenant's Handbook would also be produced as part of this work.)*

(The Housing Landlord Services Manager and the Housing Services Manager left the meeting following discussion of this item.)

70. DRAFT BUDGET, MEDIUM TERM PLAN AND CAPITAL STRATEGY

Consideration was given to the report of the Portfolio Holder for Finance and the Executive Director - Commercialisation (S151) which asked the Cabinet to consider the Draft General Fund and Housing Revenue Account 2019/20 revenue and capital estimates and the Draft Financial Medium Term Plan, for recommendation to Council.

In introducing the report, the Deputy Leader advised that the main points were – that there was a balanced budget for 2019/20; the Council Tax increase for a Band D property in 2019/20 would be a £4.95 increase on 2018/19 levels; there were to be no cuts to service delivery; there was no reliance on the New Homes Bonus; with regard to the funding regime, there was much change but the Authority was one of the few in a strong financial position; the Authority was good at bringing in external funding; and the Authority held healthy reserves.

It was stated that the element of Council Tax paid to drainage boards was significant and that it may be useful if the public were aware of how much this was. The Executive Director Commercialisation confirmed that the drainage board precept for 2019/20 accounted for 18% of the District Council's net budget.

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RECOMMENDED TO COUNCIL:

- 1) That it be recommended:
 - a) That the Revenue Estimates for the General Fund, Housing Revenue Account and Spalding Special Expenses for 2019/20 (Appendices A, B and C) be approved.
 - b) That the use of reserves (Appendix D) be approved.
 - c) That the Council Tax for a Band A property in 2019/20 be set at £116.52 a £3.30 per annum increase on 2018/19 levels (band D £174.78 for 2019/20, a £4.95 per annum increase on 2018/19 levels).
 - d) That the Spalding special expense for a Band A property be set at £15.78 for 2019/20, (previously £15.66 in 2018/19) and Band D £23.67 for 2019/20, (previously £23.49 in 2018/19).
 - e) That the Medium Term Financial Strategy (Appendix B) be approved.
 - f) That Housing Revenue Account weekly dwelling rents reduce by 1% over the previous year, 2018-19, rent with effect from Monday 1st April 2019. This is in line with current government guidelines and legislation.
 - g) That the Capital Strategy and Capital Programme (Appendices E and F) be approved.
 - h) That the Treasury Management Strategy, including the Minimum Revenue Provision policy and Investment Strategy be approved. (Appendix G).
 - i) That the fees and charges shown in Appendix H be approved for adoption from 1 April 2019.
- 2) To increase the establishment by 1.0 FTE (shared with BDC, 60% BDC and 40% SHDC), to create a post that adds capacity to support the Chief Executive and Directors at a senior level to move forward a number of strategic priorities and helps to identify the key impacts of emerging national and local policy on the organisation(s) from a corporate point of view, enabling effective mitigation as required (as detailed in Appendix A, paragraph 3.7.2 of the report).
- 3) Approve the additional council tax premium for long term empty properties as detailed in 1.19 of the report.

DECISION:

- 4) That Cabinet approve the administration of the Retail Discount scheme in line with Government guidance (Appendix I), and that the Discretionary Rate Relief Policy is updated to reflect this scheme with final approval delegated

JC, SH

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to the Section 151 Officer and Portfolio Holder.

- 5) That delegated authority be given to the Executive Director - Commercialisation (s151), in consultation with the Portfolio Holder for Finance, to make any necessary amendments to the budget prior to council due to late notifications.

(Other options considered:

- *There were no alternative options presented, however amendments could be made by Cabinet for recommendation to Council.*

Reasons for decision:

- *To comply with the budgetary and policy framework.)*

71. Q3 FINANCE REPORT 2018/19

Consideration was given to the report of the Portfolio Holder for Finance and the Executive Director - Commercialisation (S151) which provided information on Quarter 3 (to 31 December 2018) and forecast full year financial position to the Council.

DECISION:

- a) That the report and Appendix A be noted.
- b) That the estimated position with regard to the contributions to and use of Reserves be noted.

RECOMMENDED TO COUNCIL:

- c) That an increase in the General Fund Capital programme is approved in accordance with para. 5.5.2 and Appendix B of the report.
- d) That the revised 2018-19 capital programme for the General Fund and HRA be approved.

(Other options considered:

- *To note the report and not approve the recommendations detailed in Appendix A;*
- *To do nothing.*

Reasons for decision:

- *To provide members with information on the Council's overall financial performance to date in 2018-19 and to provide an updated financial position on reserves for 2018-19.)*

CM

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72. ANY OTHER ITEMS WHICH THE LEADER DECIDES ARE URGENT.

There were no urgent items.

73. EXCLUSION OF PRESS AND PUBLIC

DECISION:

That, under section 100A (4) of the Local Government Act 1972, the public 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 3 of part 1 of Schedule 12A of the Act.

74. Q3 FINANCE REPORT 2018/19

Consideration was given to the information detailed within the exempt Appendix B to the Q3 Finance Report 2018/19. It was noted that the recommendations relating to this item had been agreed during consideration of agenda item 11.

(The meeting ended at 11.00 am)

(End of minutes)

These minutes are published on **Friday 15 February 2019**. 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 25 February 2019** (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 either a Ward Representative (in relation to a matter in their ward) or two members of the Performance Monitoring Panel or any three members, and complies with the requirements of the Council's Constitution is served on the Executive Manager Governance requesting that the decision be called-in and the Executive Manager Governance 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.

Any RECOMMENDATIONS TO COUNCIL detailed above will be submitted for consideration to the meeting of the full Council on **Wednesday 27 February 2019**.