

**MINUTES OF A MEETING OF THE  
EXECUTIVE  
HELD AT THE TOWN HALL, NELSON  
ON 21<sup>st</sup> SEPTEMBER, 2017**

*PRESENT –*

*Councillor M. Iqbal (Chairman – in the chair)*

**Councillors**

*E. Ansar  
M. Ashraf  
D. Clegg  
A. R. Greaves*

*K. Hartley  
A. Mahmood  
M. Sakib  
D. M. Whipp*

**Also in attendance:**

*Councillor W. Blackburn  
Councillor K. Turner*

**Officers in attendance:**

<i>Dean Langton</i>	<i>Strategic Director</i>
<i>David Walker</i>	<i>Environmental Services Manager</i>
<i>Jane Watson</i>	<i>Head of Democratic Services</i>

*(Apologies for absence were received from Councillor J. Henderson).*



**63. DECLARATIONS OF INTEREST**

Members were reminded of the legal requirements concerning the declaration of interests.

**64. PUBLIC QUESTION TIME**

There were no questions from members of the public.

**65. MINUTES**

**RESOLVED**

That the Minutes of the Executive meeting held on 24<sup>th</sup> August, 2017 be approved as a correct record and signed by the Chairman.

**66. PROPOSED PEARL2 AND TOGETHER HOUSING JOINT VENTURE**

The Housing, Health and Economic Development Services Manager submitted a report on proposals from Together Housing to form a Joint Venture Partnership with PEARL2 to increase development of new open market and affordable housing in Pendle.

The Executive were advised that the aim would be to deliver a minimum of 500 houses over the next five years.

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Setting up a Joint Venture with Together Housing would aid cash flow for PEARL2 (and the Council) and would allow more sites to be brought forward, both for open market and affordable housing.

The Executive discussed the general principles of the proposed Joint Venture.

**RESOLVED**

- (1) That the principles of a proposed Joint Venture between PEARL2 and Together Housing Group be agreed.
- (2) That a further report setting out the proposed Heads of Terms of the Joint Venture be submitted to a future Executive meeting.

**REASON**

*To support the development of new open market and affordable housing in Pendle.*

**67. IT STRATEGY 2017 TO 2019**

The Head of IT submitted a report on IT delivery over the next three years.

The Council was aiming to be fully digital within the next five years and the Strategy reflected the work that was needed to achieve this. This included ensuring the right IT solutions were in place to increase public access to services digitally.

The report highlighted a number of key areas which included mobile working; opportunities for shared services of infrastructure and systems; improvements for IT business continuity; maintenance of the current infrastructure to ensure stability of existing services and the need to ensure system compliance with the new General Data Protection Regulations.

**RESOLVED**

That the IT Strategy for 2017 to 2019 be approved.

**REASON**

*To enable services to deliver efficient and effective services to citizens.*

**68. WASTE COLLECTION, RECYCLING AND STREET CLEANSING**

The Corporate Director submitted a report on proposals for making significant savings in Waste Services. The Service had been identified as one of the Council's four main areas of cost in which significant reductions needed to be found in 2018/19 onwards. The proposal was to achieve £300,000 savings per annum.

It was acknowledged that the Council had already agreed some savings within the Service during 2017/18 and more had been identified in the draft 2018/19 budget which was considered under Minute number 71 below.

It was noted that the Cost Sharing Agreement with the County Council would terminate on 31<sup>st</sup> March, 2018. The Council would therefore, no longer receive the annual £760,000 income from the County Council.

The Executive were asked to consider four alternative levels of service:-

- Option 1** The present service i.e., alternate weekly collection, chargeable garden waste and no separate food collection.
- Option 2** Four weekly residual refuse collection, fortnightly recyclable waste collection, chargeable garden waste and separate weekly food collection.
- Option 3** Fortnightly residual refuse collection, four weekly recyclable waste collection, chargeable garden waste, no separate food collection.
- Option 4** Three weekly residual collection, three weekly recyclable collection, chargeable garden waste and no separate food collection.

Other options for reductions, efficiencies and changes in the wider service were also included in the report which totalled £216,000 (detailed in the Appendix).

The Executive were advised that by implementing Option 4 and the savings identified in the appendix (with the exception of the manual street cleansing option) would result in savings of £384,710. Similarly if Option 3 was implemented this would realise a saving of £285,900.

The Executive identified with the need to make savings but also felt that the public should be consulted on the proposals. Following a lengthy discussion it was agreed that the preferred option was option 3.

## **RESOLVED**

- (1) That Option 3 – fortnightly residual refuse collection with four weekly recyclable waste collection - be recommended to Council as the preferred option.
- (2) That prior to the next Council meeting a consultation exercise be undertaken on the proposed savings options identified in the report (including those listed in paragraph 14) and the results of this exercise be reported to Council for consideration.
- (3) That the Leader of the Council write to the Leader of Lancashire County Council requesting reconsideration of the withdrawal of the Cost Sharing Agreement.

## **REASON**

- (1) ***To reduce the net cost of the service and help achieve a balanced budget.***
- (2) ***To establish public opinion on the proposed savings.***

## **69. MATTERS REQUIRING FINANCIAL APPROVAL**

The Financial Services Manager submitted a report which outlined matters requiring consideration by the Executive under the Council's Financial and Contract Procedure Rules.

## **SELRAP**

In May 2013 the Executive resolved to support SELRAP and pledged “£5,000 to help fund the GRIP 3 process, subject to a positive outcome to Phase 1(b); evidence that all funding has been acquired to allow the process to go ahead and the agreement of Lancashire County Council.”

It was reported that no payment had been made to-date but the campaign to re-open the line between Colne and Skipton had advanced to a stage where this could be released.

## **Car Salary Sacrifice Scheme**

The introduction of a car salary sacrifice scheme would support the Workforce Strategy and enable employees to lease a car at a significantly reduced cost. The scheme recommended was supplied by Tusker who work in partnership with North Yorkshire County Council. There was a proposal to utilise the Framework Agreement and award Tusker a contract for the delivery of a car sacrifice scheme for a period of 3 years.

The proposal was to introduce two operational constraints on choice of vehicles accessible under the scheme; this included restriction on vehicle emissions with a maximum of 120g/km proposed and vehicles with a maximum list price of £40,000.

## **Peter Birtwistle Trust**

It was reported that the Peter Birtwistle Trust were intending to enter in to a mortgage with Triodos Bank NV to help fund the development of housing at Carry Lane, Colne. Under a Trust Deed dated 4<sup>th</sup> December, 1951 the Council was appointed Custodian Trustee of the Peter Birtwistle Trust. The mortgage was for £200,000 over a term of 25 years at a variable rate of 3% above the bank base rate.

## **RESOLVED**

- (1) That a grant contribution of £5,000 be approved for **SELRAP** in support of the development of the business case for the Colne to Skipton line subject to confirmation of funding contributions from other stakeholders.
- (2) That the implementation of the **car salary sacrifice scheme** be approved for all staff as designed by Tusker utilising the framework agreement developed by North Yorkshire County Council.
- (3) That **Peter Birtwistle Trust’s** intention to enter in to a mortgage to help fund the cost of housing development at Carry Lane, Colne and the implications for the Council as the Custodian Trustee to the charity be noted.

## **REASON**

***To seek approval from the Executive on specific matters that have financial implications for the Council.***

## 70. INCOME REVIEW 2017

The Financial Services Manager submitted a report which reviewed fees and charges for the 2018/19 budget process in line with the Fees and Charges Policy but equally in response to the significant financial pressures faced by the Council.

A list of the proposed changes in fees and charges from 1<sup>st</sup> October 2017 to 1<sup>st</sup> April, 2018 were attached at Appendix A and proposals for changes to cemetery charges for 2018/19 were attached at Appendix B.

### RESOLVED

- (1) That the proposed changes to fees and charges, as outlined in Appendices A and B attached to the report, be approved.
- (2) That the possibility of Lancashire County Council taking the administration of resident parking permits back in-house during 2018 ending the current arrangements and the implications for this Council, be noted.

### REASON

*To implement the Council's financial strategy action plan, specifically in support of the 'charging' theme outlined as part of the updated Medium Term Financial Plan reported to the Executive in May, 2017.*

**IN ACCORDANCE WITH THE COUNCIL'S CALL-IN PROCEDURE, THE DECISION TO INCREASE CEMETERY FEES STANDS REFERRED BACK TO THE NEXT MEETING OF THE EXECUTIVE FOR RECONSIDERATION.**

## 71. BUDGET SAVINGS 2018/19

The Financial Services Manager submitted a report on a number of saving proposals for consideration by the Executive. It was noted that the current Medium Term Financial Plan identified a savings requirement of £3.8m over the three year period to 2020/21.

The proposals submitted for consideration included:

	£'000
Charging for bulky household waste	90
Administrative charge for replacement wheeled bins	45
Staffing – primarily management of vacant posts/voluntary redundancy	150
Grounds Maintenance – contribution from local Councils	90
Review of telephony provision	10
Property – reduction in reactive maintenance (greater planned maintenance)	20
Waste Management – reduction in mechanical sweeping	82

### RESOLVED

- (1) That the following savings proposal be recommended to Council for approval:  
Grounds Maintenance – contribution from local Councils.

- (2) That the proposed savings for charging of bulky household waste and the administrative charge for replacement wheeled bins be included in the public consultation exercise referred to in Minute 68 above.
- (3) That consideration of the proposed savings in relation to the reduction in mechanical sweeping be deferred to a future meeting.
- (4) That the following savings proposals be approved:  
  
Staffing – primarily management of vacant posts/voluntary redundancy; review of telephony provision and property – reduction in reactive maintenance (greater planned maintenance).

### **REASON**

***To seek an early approval for a number of budget saving proposals in support of the requirement to save an estimated £3.8m by 2020/21. This was the projected amount of savings required as set out in the Council's Medium Term Financial Plan covering the three year period 2018/19 to 2020/21.***

### **72. APPOINTMENT OF EXTERNAL AUDITOR TO THE COUNCIL**

The Financial Services Manager submitted a report on the consultation by Public Sector Audit Appointments regarding their proposal to appoint Grant Thornton (UK) LLP as the Council's appointed external auditor for a period of five years from 1st April, 2018.

### **RESOLVED**

- (1) That the proposal to appoint Grant Thornton as the appointed auditor to the Council from 1<sup>st</sup> April, 2018 be endorsed.
- (2) That the Financial Services Manager be authorised to inform the Public Sector Audit Appointments that the Council was satisfied with the proposed auditor appointment.

### **REASON**

***To conclude the process leading to the appointment of external auditor to the Council with effect from 1<sup>st</sup> April, 2018 in accordance with the requirements of the Local Audit and Accountability Act 2014.***

### **73. 32 EVERY STREET, BRIERFIELD**

The Housing, Health and Economic Development Services Manager submitted a report requesting the above property be declared surplus to requirements in order for it to be sold on the open market.

The property had been acquired by the Council in February 2010 as part of the Improvement for Sale Scheme. Although following a successful tendering process G. I. Hopley Ltd., were granted a licence in July 2013 which required them to improve the property. They no longer wished to acquire the property.

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It was proposed that to bring the property back into use it be sold on the open market by informal tender, with the sale to be subject to a development agreement requiring the purchaser to refurbish the property to a habitable standard within a set period.

## **RESOLVED**

That 32 Every Street, Brierfield be declared surplus to requirements and sold on the open market by informal tender.

## **REASON**

*To bring the property back into use and to achieve a capital receipt.*

## **74. TENDERS AND OTHER CONTRACT RELATED MATTERS**

The Corporate Director submitted a report on tenders which had been received and accepted along with any exemptions from the requirements of the Contract Procedure Rules.

The Executive were asked to approve a two year extension with Zurich Municipal for the provision of insurance service to the Council from 1<sup>st</sup> April, 2018. The Council had a long-term contract with the insurance company which commenced on 1<sup>st</sup> April, 2013. This was for a period of five years with an option for a two year extension built-in.

It was noted that the Local Government Association were considering creating an Insurance Mutual which would become effective from April, 2018. There was, however, insufficient detail on savings and risk to recommend that the Council commits to the Mutual at this stage.

## **RESOLVED**

- (1) That the tender which had been received and accepted be noted.
- (2) That a two year extension with Zurich Municipal be approved for the provision of insurance services to the Council from 1<sup>st</sup> April, 2018.

## **REASON**

*To agree acceptance of tenders/offers in accordance with Contract Procedure Rules.*

## **75. SYRIAN RESETTLEMENT PROGRAMME AND LOCAL INTEGRATION FUND**

The Housing, Health and Economic Development Services Manager submitted a report on the implementation of the Syrian Resettlement Programme (SRP). Twenty Syrian refugee households have been welcomed into the Borough in two cohorts since September, 2016. It was acknowledged that there had been a number of challenges and unforeseen issues, some of which were not within the Council's control. Responses to these challenges and improvements on processes/services had been made where possible. It was also acknowledged however, that although there had been some challenges the resettlement of both cohorts of families had proved to be broadly successful.

The Executive also considered some proposed changes to the administration of the Local Integration Fund (LIF). This fund enabled local projects and activities that brought resettled

refugees and local communities together to deliver the aims of the SRP. It was reported that to date awards had been made totalling £11,651.

Lancashire SRP had confirmed that additional funding would be available to Pendle LIF to distribute and details of what this included were set out in the report. Due to the significant rise in funding and period of time over which funding would be available it was proposed that the decision making process be changed and that the Executive decide whether to approve awards or not.

The Executive acknowledged the outstanding work and commitment Wayne Forrest had shown in helping to resettle the Syrian families.

## **RESOLVED**

- (1) That the developments in relation to the implementation of the Syrian Resettlement Programme be noted.
- (2) That the process for the administration of the Local Integration Fund for future funding awards, as set out in Appendix 2 attached to the report, be agreed.
- (3) That future applications from the Local Integration Fund be submitted to the Executive for consideration.
- (4) That Wayne Forrest be formally thanked for the outstanding work and commitment he had shown in helping to resettle the Syrian families.

## **REASON**

- (1) ***To note progress with the Syrian Resettlement Programme.***
- (2) ***To improve accountability of the Local Integration Fund.***

76.

## **BRADLEY BIG LOCAL**

The Neighbourhood Services Manager submitted a progress report on the Bradley Big Local. This included updates on:-

- Programme Support
- Bradley After School Education Support
- Money Management
- Business Start-Up: Bradley Soup
- ESOL
- Community Grants Scheme
- Community Land Trust
- Hodge House Play Area

## **RESOLVED**

- (1) That the report be noted.
- (2) That further reports be submitted to the Executive and Nelson Committee.



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**REASON**

***To enable the Council to continue to act as the Locally Trusted Organisation for Bradley Big Local.***

**77.**

**FORWARD PLAN**

The Executive's Work Programme and Forward Plan of key decisions for the four month period commencing 1<sup>st</sup> October, 2017 were submitted for information.

Chairman \_\_\_\_\_