

## **POLICY AND RESOURCES COMMITTEE**

**9th June 2020**

**Present:** Councillor Louis Stephen in the Chair

**Councillors Barnes, Bayliss (Vice-Chairman), Berry, Geraghty, Gregson (Vice-Chairman), Hodges, Mrs L. Hodgson, Mackay, Mitchell, Riaz, Squires and Stanley**

**Officers:** Tim Allen, Environmental Operations Project Manager  
Mark Baldwin, Head of Finance  
David Blake, Managing Director  
Shane Flynn, Corporate Director – Finance and Resources  
Lloyd Griffiths, Corporate Director – Homes and Communities  
Sue Horrobin, Head of Environmental Operations  
Kevin McFeeley, Environmental Operations Team Manager  
Andrew Round, Corporate Director – Place  
Sian Stroud – Deputy Director – Governance  
David Sutton, Deputy Director - Corporate Policy and Strategy

### **19 Appointment of Substitutes**

Councillor Barnes for Councillor Agar.

### **20 Declarations of Interest**

The following declarations of interest were made:

Councillors Mrs Lucy Hodgson and Mackay – Q4 Financial Monitoring Report 2019/20 (Minute 23) – As Trustees of Lyppard Hub

Councillors Riaz and Stanley – Electrical Safety Enforcement Charges in the Private Rented Sector (Minute 26) – As landlords in Worcester City

Councillor Gregson - Electrical Safety Enforcement Charges in the Private Rented Sector (Minute 26) – Partner is a landlord in Worcester City

Councillor Stanley - Electrical Safety Enforcement Charges in the Private Rented Sector (Minute 26) – As a landlord outside Worcester City

### **21 Public Representations**

None.

**22 Minutes**

**RESOLVED: That the minutes of the meeting held on 26<sup>th</sup> May 2020 be approved as a correct record and signed by the Chairman.**

**23 Q4 Financial Monitoring Report 2019/20**

The Committee reviewed the financial monitoring details including budget variances and performance indicators for the 4<sup>th</sup> quarter ended 31 March 2020. The Corporate Director – Finance and Resources presented the report and explained the rationale for the recommendations. The Committee were advised that outturn for the year was not as low as previously forecast and a balanced budget can be achieved through transferring £382k from the Income Contingency Reserve.

In the ensuing discussion, the following main points were made:

- In response to a question about the unpaid licence fee for both the 2018 and 2019 Christmas Fayres, The Corporate Director explained that discussions and negotiations with the operator had been taking place for some time and were due to conclude within the next few weeks.
- The net cost of Housing Benefit Subsidy for the year was raised and the Members urged Officers to pursue investment opportunities to help offset this.
- Steps being taken by the Council to support Covid-19 recovery were explained, including discretionary business grants, hardship funds and Council Tax Support.
- The Leader stated that lobbying for additional funding to offset lost income will continue via the Local Government Association and District Councils network. However such requests will need to be evidenced.

Members thanked Officers for achieving the outcomes presented in the report in the light of extremely challenging circumstances. It was moved and seconded that the Committee approve the recommendations as set out in the report. Upon being put to the vote, it was

**RESOLVED: That the Committee agree:**

- 1. the recommendations on the resolution of the 2019/20 budget deficit as detailed in paragraph 3.1 of the report;**
- 2. to approve the proposed write-offs of Council Tax and Business Rates for the quarter and approve the amounts noted;**
- 3. to approve the creation of the two reserves noted in para 10.3 and the balance on Earmarked Reserves at 31 March 2020; and**
- 4. to approve the transfers from the Business Rates Risk Reserve as set out in paragraphs 9.8 to 9.12.**

## **24 Corporate Risk Management Report - Quarter 4 2019/20**

The Committee received a report on progress made against the corporate risks for quarter four, the period of January – March 2020. The Deputy Director – Policy and Strategy presented the report and highlighted the main points, including those risks marked as red. He explained that, due to the changing environment related to the Covid-19 pandemic, the report had been updated to the date of publication.

In the ensuing discussion, the following main points were made:

- In response to a question about the impact of Covid-19 on funding bids, the Corporate Director – Place advised that the Cultural Development Fund had been extended by a year and discussions were taking place with the Arts Council and Department for Culture, Media and Sport about additional funding. The Future High Street Fund was still on target for bids to be submitted by the end of July. Further guidance on the Town Investment Plan was expected shortly.
- Reference was made to the use of reserves to mitigate shortfalls in income. The view was expressed that the Council need to explore income generation opportunities longer-term to address this.

**RESOLVED: That the Committee note the Corporate Risk Management Report, including associated mitigating actions.**

## **25 Proposed Committee Performance Scorecard for 2020/21**

The Committee considered the proposed content of the Policy and Resources Performance Scorecard for 2020/21. The Corporate Director – Finance and Resources presented the report and summarised the main points.

In respect of Customer Satisfaction, he explained that it was planned to introduce more detailed satisfaction measures throughout the year, based on real time information, now that the Council had now taken over provision of customer services.

In response to a question about whether it is possible to introduce a satisfaction target of 80-90%, the Corporate Director explained that currently there is no baseline to measure against and this will be developed over the course of the year. The Managing Director added that past data from Civica will be analysed with a view to developing service standards that are at least as good as those which Civica were able to deliver. There will also be benchmarking and trend analysis.

In response to a question about introducing mandatory training for Members in relation to safeguarding and equality and diversity, it was explained that it is not possible, but a local standard can be developed. A suggestion was made that a small group, consisting of Group Leaders and other interested Members, could be established to explore this further. Other Members expressed support for this way forward.

**RESOLVED: That the Committee agree the proposed content of the Policy and Resources Performance Scorecard for 2020/21.**

**26 Electrical Safety Enforcement Charges in the Private Rented Sector**

The Committee considered a report on the introduction of the Electrical Safety Standards in the Private Rented Sector (England) Regulations. The Corporate Director – Homes and Communities presented the report and summarised the main points. He responded to questions from Members on detailed aspects of the report.

Members were advised that a communication strategy will be developed to include landlords, tenants and other stakeholders.

It was moved and seconded that the Committee approve the recommendations as set out in the report. Upon being put to the vote, it was

**RESOLVED: That the Committee:**

- 1. note this report; and**
- 2. agree to recommend the related provision of the financial penalties to full Council for approval, for inclusion within the Worcester City Council Fees and Charges Schedule for 2020/2021.**

**27 Introduction of 'Pay For Extra Weight' System for Non-Recyclable Trade Waste**

The Committee considered a report on a proposal to introduce a 'pay for extra weight' system for residual commercial waste from 13<sup>th</sup> July 2020. The Environmental Operations Team Manager, presented the report and explained the rationale for the proposal, which was based on the principle that the polluter pays. The proposed charges were considered to be reasonable compared with competitors. Officers responded to questions from Members on the proposal.

It was moved and seconded that the Committee approve the recommendations as set out in the report. Upon being put to the vote, it was

**RESOLVED: That the Committee agree:**

- 1. that a system of paying for extra weight is introduced in line with the principle of 'the polluter pays' to establish best practice in waste management and encourage increased recycling by commercial waste customers; and**
- 2. that the proposed Fees & Charges for 2020/21 for commercial waste detailed in Appendix B are recommended to Council for approval.**

## **28 Street Scene Excellence - Procurement of 'Smart' Litter And Recycling Bins For City Centre**

The Committee considered an update report on the procurement of Smart compaction bins for general waste and standard non Smart/Compaction wheeled bins for recyclable waste for the city centre. The Environmental Operations Project Manager presented the report and explained that, following the trial during January and February 2020, it was concluded that there would be benefits in finding another waste disposal solution for recyclable materials. The trial demonstrated that the highest rates of compaction are achieved with non-recyclable materials. The trial also showed a high volume of recyclable material being disposed of within the city centre bins. Taking account of the Council's enhanced focus on recycling, the report recommended a revised solution. The preferred option would deliver a higher number of bins which will allow more recycling points to be introduced and can be achieved within the approved budget for the project.

The Chair of Environment Committee and other Members spoke in support of the proposal. Officers responded to questions from Members on various aspects of city centre waste collection.

It was moved and seconded that the Committee approve the recommendation as set out in the report. Upon being put to the vote, it was

**RESOLVED: That the Committee approve the revised approach to procuring Smart compaction bins for general waste and standard non Smart/Compaction wheeled bins for recyclable waste, all as one phase of activity and within the existing approved budget.**

## **29 Brexit Project: Thriving EU Migrants Community and City**

The Committee considered a proposal for a project to support migrant communities to settle or work in Worcester during Brexit. The Corporate Director – Homes and Communities presented the report and explained that in January 2019, the Government allocated each local authority funding to help councils to adapt to changes caused by Brexit. The City Council received £52,500, of which just under £7,000 had been allocated to Worcester Regulatory Services to produce guidance to export businesses, leaving £45,660 unallocated.

The proposal was to use the funding to recruit a fixed-term full-time Community Engagement Officer for 1 year to ensure that migrants are able to access services and to promote community cohesion during the Brexit process.

In the ensuing discussion, a range of views of the proposal were expressed. Members spoke both in support of the proposal and against. Officers responded to questions raised in the discussion.

It was moved and seconded that the Committee approve the recommendation as set out in the report. Upon being put to the vote, it was

**RESOLVED: That the Committee approve the use of £45,660 of Brexit Grant Funding awarded to the Council for an additional post within the Community Services Team for a fixed term of 12 months to provide community support to local citizens affected by Brexit.**

### **30 Appointments to Outside Bodies 2020/21**

The Committee considered nominations from Group Leaders for appointments to various outside bodies. A schedule setting out details of the nominations was shared at the meeting.

The Committee were advised that the majority of appointments remained unchanged from 2019/20. The changes proposed were as follows:

- Disability Sport Worcester – Councillor Squires to replace Councillor Riaz
- West Mercia Police and Crime Panel – Councillor Cronin to replace Councillor Riaz

In the ensuing discussion it was noted that the terms of office for some charity appointments were not due to end until later in the year. It was therefore proposed that the Committee consider appointments to the following at a later date:

- Royal Albert and St. Swithun's Homes Charity
- St Swithuns Charity
- St. Peter's Charities
- Worcester Consolidated Municipal Charities

Reference was also made to a number of appointments for which there are vacancies at present. These were highlighted on the list. It was proposed that appointments to any vacancies should be considered at a future meeting.

With the exception of the above, all appointments were agreed as per the schedule.

**RESOLVED: That the Committee:**

- 1. confirm the appointments to outside bodies as set out in the schedule appended to the minutes; and**
- 2. agree to consider a report at a future meeting on appointments to the charities referred to above, and appointments where there is currently a vacancy.**

### **31 Any Other Business**

None.

### **32 Item Involving the Disclosure of Exempt Information**

The Deputy Director – Governance advised the Committee that it was not necessary to pass the appropriate resolution to exclude the press and public as the next item had been considered and agreed earlier in the meeting.

**33 Introduction of 'Pay For Extra Weight' System for Non-Recyclable Trade Waste**

The proposed Fees & Charges for 2020/21 for commercial waste were set out in an exempt appendix to the report that had been considered at minute 27.

**Duration of the meeting:** 7.00p.m. – 9.02p.m.

Chairman at the meeting on  
28th July 2020

**34 Appendix - Appointments to Outside Bodies 2020/21**

<b>Organisation</b>	<b>Representative(s)</b>	<b>Term of Office</b>
Age UK	Councillor Agar	1 Year
Amica 24 (formerly Worcestershire Telecare)	Councillor Berry	1 Year
Angel Centre Committee	Councillor Cawthorne Councillor Ditta Councillor Riaz	1 Year
Arches Worcester Steering Group	Councillor Gregson	1 Year
Armchair Project (Management Committee)	Mr Richard Boorn	1 Year
CCTV Monitoring Panel	Councillor Stanley	1 Year
City Plan Delivery Board	Councillor Gregson Councillor Bayliss	1 Year
Claines Charities (inc Susannah Jolly Charity)	Councillor Stanley Councillor Allcott	3 years to 01.07.2023 3 years to 12.07.2023
Comer Gardens Hall Association - Management Committee	Councillor Geraghty Councillor Mitchell	1 Year
Conservation Advisory Panel	Councillor Bill Amos Councillor Gregson Councillor Mrs L. Hodgson	1 Year
Corporate Parenting Board	Councillor Johnson	1 Year
Disability Worcester Sport	Councillor Squires Councillor Mrs L. Hodgson (alternate)	1 Year
Disablement Information Advice Line (D.I.A.L)	Mr Richard Boorn	1 Year
Elgar Foundation: Management Committee	Councillor Udall	1 Year



<b>Organisation</b>	<b>Representative(s)</b>	<b>Term of Office</b>
Fairfield Centre: Management Board	Councillor Stalker	1 Year
Health Overview and Scrutiny Committee	Councillor Johnson	1 Year
Historic England	Councillor Griffiths Councillor Mrs L. Hodgson	1 Year
Hopmarket Charity	Councillor Barnes Councillor Biggs Councillor Cawthorne Councillor Ditta Councillor Hassan Councillor Johnson Canon Georgina Byrne* Mr Bill Simpson*	1 Year (*Independent Trustees 4 Years)
Local Government Association General Assembly	Councillor Bayliss Councillor Gregson (Alternate)	1 Year
Lyppard Grange Community Hub	Councillor Mrs. L. Hodgson Councillor S. Hodgson	1 Year
Mayor's Fund	The Mayor Deputy Mayor * Councillor L. Hodgson * Vacancy	Mayor – Annually Deputy - Mayor Annually 4 years to 12.07.2024 To 20.05.2021
Pathways to Recovery Worcestershire	Councillor Biggs	1 Year
PATROL Adjudication Joint Committee	Councillor Cronin	1 Year
Place Partnership Ltd	Councillor Gregson David Blake	1 Year
Public Art Working Group	Councillor Allcott Councillor Gregson Councillor Mrs L. Hodgson	1 Year
Riverside English Churches Housing Group: Midlands Customer Focus Group	Councillor S. Hodgson	1 Year
St. Martin's United Charities	Vacancy	To 01.11.2022

<b>Organisation</b>	<b>Representative(s)</b>	<b>Term of Office</b>
St. Richard's Hospice (Governors)	Miss Brenda Sheridan Councillor Roberts	1 Year
Shenstone Group	Councillor Bayliss Councillor Gregson	1 Year
Shopmobility: Management Committee	Councillor Squires	1 Year
South Worcestershire Community Safety Partnership	Councillor Denham	1 Year
South Worcestershire Crime and Disorder Panel	Councillor Hodges Councillor Laurenson Councillor Stanley	1 Year
SWDP Joint Advisory Panel	Councillor Agar Councillor Berry Councillor Mrs L. Hodgson Councillor Hassan Councillor Stephen	1 Year
The Kiln CIC Board	Councillor Bayliss	1 Year
Transition Worcester	Councillor Alan Amos Councillor Lamb Councillor Laurenson	1 Year
Walsgrove Charity	Mrs Liz Smith	4 years to 01.07.2024
West Mercia Police and Crime Panel	Councillor Cronin	1 Year
West Midlands Reserve Forces and Cadets Association	Councillor Mitchell	1 Year
Worcester Action for Youth - Management Committee	Vacancy	1 Year
Worcester Arts Council	Councillor Barnes Councillor S. Hodgson Councillor Bisset Mr George Squires	1 Year
Worcester BID Board	Councillor Gregson	To 31 <sup>st</sup> March 2021, 1/3 of Directors must resign each year on a rota basis but

<b>Organisation</b>	<b>Representative(s)</b>	<b>Term of Office</b>
		may seek re-election
Worcester Citizen's Advice Bureau/ Worcester Housing and Benefits Advice Centre	Councillor Stalker	1 Year
Worcester City Dementia Action Alliance	Councillor Denham	1 Year
Worcester Crematorium and Cemeteries Forum	Councillor Alan Amos Councillor Stalker	1 Year
Worcester Live: Management Committee	Councillor Hodges	1 Year
Worcester Play Council	Councillor Stanley Councillor Biggs	1 Year
Worcester Racecourse Ltd.	Councillor Mitchell	1 Year
Worcester River Sports Association	Councillor Squires Vacancy	1 Year
Worcester Trade Justice Network	Dr David Tibbutt	1 Year
Worcester Twinning Association	Councillor Ditta Councillor Hodges	1 Year
Worcestershire Health Improvement Group	Councillor Denham	1 Year
Worcestershire Leaders Board	Cllr Bayliss (Alternate Cllr Gregson)	1 Year
Worcestershire LEP Board	Councillor Bayliss	1 Year
Worcestershire Waste Management Board	Councillor Stafford	1 Year

This page is intentionally left blank