



Leicester  
City Council

Minutes of the Meeting of the  
CABINET

Held: MONDAY, 31 MARCH 2008 at 1.00 pm

P R E S E N T :

Councillor Willmott- Chair  
Councillor Draycott- Vice-Chair

Councillor Bhatti	Councillor Kitterick
Councillor Connelly	Councillor Osman
Councillor Corral	Councillor Mrs Sood
Councillor Dempster	Councillor Wann

ALSO IN ATTENDANCE

Councillor Follett– Leader of the Green Group  
Councillor Joshi – Adults and Housing Task Group Leader  
Councillor Mugglestone – Leader of the Conservative Group

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**249. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**250. DECLARATIONS OF INTEREST**

Members were asked to declare any interests they may have in the business to be discussed and/or indicate that Section 106 of the Local Government Finance Act 1992 applied to them.

No declarations were made.

**251. LEADER'S ANNOUNCEMENTS**

There were no announcements.

**252. MINUTES OF PREVIOUS MEETING**

RESOLVED:

that the minutes of the meeting of the Cabinet held on 3 March 2008 and the Special Cabinet meeting held on 17 March 2008, having been circulated to Members, be taken as read and signed

by the Chair as a correct record.

**253. MATTERS REFERRED FROM COMMITTEES**

There were no matters referred.

**254. AREA COMMITTEE EXPENDITURE**

Councillor Draycott submitted a report that sought Cabinet endorsement of spending proposals by Area Committees.

RESOLVED:

That the expenditure proposal in Appendix A be agreed.

**255. FAIR ACCESS TO CARE SERVICES - ACCESS, ELIGIBILITY AND PROVISION OF SOCIAL CARE SERVICES**

Councillor Corral submitted a report that addressed the requirement to determine eligibility for services under the Government's guidance on Fair Access to Care Services (FACS).

The relevant minute extract from the Overview and Scrutiny Management Board held on 13 March 2008 had been circulated to the Cabinet, and Councillor Corral thanked the Board for their comments.

RESOLVED:

that the threshold of eligibility should continue to be placed at 'substantial' and 'critical' as indicated in Appendix 1.

**256. IMPROVING CORPORATE WASTE RECYCLING AND REDUCING THE USE OF DISPOSABLE CARRIER BAGS IN LEICESTER**

Councillor Wann submitted a report that sought Cabinet approval to implement recycling schemes for all waste arising from Council buildings and depots and sought to establish a voluntary project with retailers to reduce disposable carrier bag use in the City and sought to cease using disposable plastic carrier bags in the Council.

With reference to paragraph 4.11 of the report, Councillor Follett asked why council services were using the 'Leicester Life Time Bag' before the voluntary initiative with retailers began. Councillor Wann responded to this by stating that it was felt that the council should set the example to the retailers, but that retailers were to begin using the new bag within weeks.

RESOLVED:

- (1) that the extension of waste recycling schemes to all council buildings and depots be supported;
- (2) that a voluntary project with retailers to reduce disposable plastic

carrier bag use in the City be established;

- (2) that the use of disposable plastic carrier bags in the City Council be ceased as soon as possible and certainly before the start of the voluntary project; and
- (4) that regular progress reports are provided to the Cabinet Lead Member for the Environment & Sustainability.

## **257. TRAFFIC MANAGEMENT ACT 2004**

Councillor Kitterick submitted a report that informed Cabinet of the main changes in parking enforcement being brought about from 31<sup>st</sup> March by implementation of the provisions contained within Part 6 of the Traffic Management Act 2004.

RESOLVED:

- (1) That the main changes to parking enforcement being introduced by the implementation of the provisions contained within Part 6 of the Traffic Management Act 2004 from 31<sup>st</sup> March 2008 be noted.
- (2) that the penalty charge of £50- for a lesser contravention and £70- penalty charge for a more serious contravention be approved, as per the guidelines laid down by the Secretary of State; and
- (3) That the enforcement of parking across a dropped footway only where the crossing is clearly marked be agreed.

## **258. IMPROVING ATTENDANCE**

Councillor Draycott submitted a report that sought Cabinet's views on and approval of a strategy to improve attendance in LCC and agreed the financial resources required to deliver the strategy.

Councillor Draycott thanked UNISON for their comments with regard to the policy.

Councillor Willmott welcomed the report and stated that he was pleased that the report set targets for the next 3 years based on the attendance levels of other authorities.

RESOLVED:

- (1) That the strategy in Appendix A be approved, with responsibilities and monitoring as set out in paragraph 3.10.
- (2) That the targets in paragraph 3.7 be adopted.

- (3) That Corporate Directors and HR staff gave priority to implementation of the strategy, both in HR processes and in training.
- (4) That a further report be brought to the Cabinet in June 2008 on sickness absence in schools; and
- (5) That a further report be brought so the Cabinet in June 2008 on revisions to the Council's disciplinary procedure.

## **259. WARD COMMUNITY MEETINGS**

Councillor Draycott submitted a report that informed Cabinet Members of the progress made so far in preparing for ward community meetings.

Councillor Draycott explained that an additional paper had been circulated to the Cabinet that referred to a number of textual amendments to the report and guidelines.

### **RESOLVED:**

- (1) That the vision and guiding principles set out in section 4 be agreed.
- (2) the approach to community engagement set out in section 5 and the guidance in Annex 1 be agreed.
- (3) that the guidelines for engaging with front-line service providers set out in section 6 be agreed.
- (4) that the approach to the preparation of ward action plans set out in section 8 and Annex 2 be agreed.
- (5) that the approach to the use of ward budgets set out in section 9 and the guidance in Annex 3 be agreed.
- (6) that the possibility in section 10 that some wards may agree to hold joint meetings where there are common issues and priorities be noted.
- (7) that the links with neighbourhood management described in section 11 be agreed.
- (8) that the approach to communications set out in section 12 be agreed.

## **260. ADMISSIONS ARRANGEMENTS FOR ENTRY IN 2009/10**

Councillor Dempster submitted a report that briefed Cabinet on the outcome of a recent Consultation exercise on Admission Arrangements for 2009/10 and sought immediate approval for City Council admission arrangements for

2009/10.

The relevant minute extract from the Overview and Scrutiny Management Board held on 13 March 2008 had been circulated to the Cabinet.

In relation to the role of councillors on schools appeals, Councillor Draycott was disappointed that councillors were to no longer to have any involvement with these, and asked the Children and Young People's Department to ensure that parents were aware of alternative sources of assistance.

Councillor Willmott stated that a communications exercise was needed to explain the changes of the Appeals Code of Practice to all councillors. Furthermore, it was suggested that the Overview and Scrutiny Management Board considered the new guidance.

**RESOLVED:**

- (1) that the improved performance at secondary transfer for September 2008 as detailed at Section 2.2 and the rationale for the current consultation be noted.
- (2) That respondents' views on proposed variations to the oversubscription/allocation criteria be noted.
- (3) that the merging of current criterion 1 and 2 be maintained.
- (4) That criterion 5 be removed from the oversubscription criteria used to allocate school places.
- (5) That the secondary sibling link be re-instated across all secondary year groups.
- (6) That a new criterion for the children of parents/carers fleeing domestic violence be introduced and placed immediately before distance in the priority order.
- (7) That new oversubscription priority allocation be agreed to reflect decisions taken in connection with the above recommendations.
- (8) That it be noted that further mid-year admission number variations may be required to accommodate any Building Schools for the Future (BSF) Phase 1 build programme slippage and emerging Strategy for Change outcomes for the City as detailed in sections 6.2 and 6.3 of the report.
- (9) That it be noted that should it prove necessary to vary numbers in response to issues detailed at 1.3.7 above and 5.5 below then the Department will seek consent to these necessary changes via a submission to the Office of the Schools Adjudicator at the earliest possible date.

## **261. REVIEW OF CORPORATE GOVERNANCE FRAMEWORK**

Councillor Willmott submitted a report that reviewed and updated the Authority's Corporate Governance Framework.

RESOLVED:

- (1) That the Authority's Corporate Governance Framework be reviewed and updated; and
- (2) that the use of the Corporate Governance Framework be agreed as a tool to support the delivery of the corporate plan and underpinning service delivery plans and to ensure alignment with the medium financial planning strategy including the use of capital.

## **262. BUSINESS RATES: DISCRETIONARY RATE RELIEF POLICY**

Councillor Willmott submitted a report that recommended minor changes to the current discretionary rate relief policy.

RESOLVED:

- (1) That the policy described in the report and attached be approved;
- (2) That all applications be reviewed in 2008, 2010 and every third year thereafter;
- (3) That the Chief Finance Officer increase the charity shops threshold rateable value limit by the appropriate percentage following the 2010 revaluation and all subsequent revaluations; and
- (4) That the criteria for awarding relief to community / non-profit making organisations be adopted in accordance with that shown in Appendix 1.

## **263. ANTI-FRAUD AND CORRUPTION POLICY AND STRATEGY**

Councillor Willmott submitted a report that presents a revised Anti-Fraud and Corruption Policy and Strategy for approval.

RESOLVED:

- (1) that the revised Anti-Fraud & Corruption Policy and Strategy and Action Plan be endorsed and adopted.
- (2) That it be agreed that responsibility for future review and approval of the anti-fraud, anti-corruption and whistle blowing policies and procedures should be passed to the

Audit Committee.

## **264. CORPORATE RISK MANAGEMENT STRATEGY**

Councillor Willmott submits a report that reviews progress made towards implementing the Council's Corporate Risk Management Strategy.

RESOLVED:

- (1) that the Risk Management Policy and Risk Management Strategy be approved and the action plan be endorsed.
- (2) that the Leader should continue to be the lead Member for Risk Management and actively participate in the development of the Risk Management Strategy and associated action plans.
- (3) that the delivery of risk briefing for members be supported.
- (4) that responsibility for review and approval of the Risk Management Strategy should be passed to the Audit Committee.

## **265. PROCUREMENT OF EXTERNAL CASH COLLECTION FACILITIES – ADDENDUM TO ORIGINAL REPORT TO CABINET 17TH SEPTEMBER 2007**

Councillor Bhatti submitted a report that presented to Cabinet the recommendations made from the Overview and Scrutiny Management Board on the Procurement of External Cash Collection Facilities, in addition to those included in the original report of the 17<sup>th</sup> September 2007.

The relevant minute extract from the Overview and Scrutiny Management Board held on 13 March 2008 had been circulated to the Cabinet.

Councillor Joshi, Adults and Housing Task Group Leader, was invited by Councillor Willmott to report the work that had been carried out by the Task Group. Councillor Joshi stated that the Task Group supported the proposal to increase the opportunity for customers to make payments at more convenient outlets. An Officer from the Adults and Housing Department further stated that the Task Group looked specifically at how the scheme would be provided to tenants, and raised concerns around any impact on the existing cash officers and Neighbourhood Housing Offices.

Councillor Corrall welcomed the report and saw this change as an opportunity for residents to pay within their localities and stated that this would help those who had a low income and have had to travel by bus to make payments.

RESOLVED:

- (1) That a cross-departmental Project Team be created to facilitate the procurement and implementation of an

external collection organisation, with a view to 'go live' on 1<sup>st</sup> April 2009. This will allow for the procurement process and system testing to take place.

- (2) That any consideration to closing cash offices at the Neighbourhood Housing Offices be referred to Cabinet and supported by a sound business plan, which clearly details the impact on the local community and explores all the options available for the future use of the building.

## **266. CLOSE OF MEETING**

The meeting closed at 1.50pm.



