

## **EAST STAFFORDSHIRE BOROUGH COUNCIL**

Minutes of a Meeting of the Cabinet held in the Coltman VC Room, Town Hall, Burton upon Trent on Monday 11<sup>th</sup> September 2017.

### **Present:**

Councillors R G W Grosvenor (Chairman), Mrs P L Ackroyd, Mrs J F Jessel, Mrs J Jones and C V Whittaker.

### **Officers Present:**

The Chief Executive, Heads of Service (Sal Khan and Mark Rizk), the Monitoring Officer, the Chief Accountant, the Shared Services Centre Manager (Revenues, Benefits & Customer Contacts), the Programmes and Transformation Team Leader and the Principal Democratic Services Officer.

Apologies for absence were received from Councillors G Hall and D C Leese.

## **PART II**

### 180/17 **DECLARATIONS OF INTEREST**

There were no declarations of interest at the commencement of the meeting.

### 181/17 **MINUTES**

#### **Resolved:**

That the minutes of the meeting held on 14<sup>th</sup> August 2017 be approved and signed as a correct record.

Voting concerning the above decision was as follows:

<b>Those voting for the motion</b>	<b>Those voting against</b>	<b>Those abstaining</b>
Councillor Mrs P L Ackroyd		
Councillor R G W Grosvenor		
Councillor Mrs J F Jessel		
Councillor Mrs J Jones		
Councillor C V Whittaker		

### 182/17 **URGENT BUSINESS**

There was no urgent business submitted to the meeting pursuant to Rule 12.

### 183/17 **FORWARD PLAN**

The Forward Plan for the period 1<sup>st</sup> September 2017 to 31<sup>st</sup> December 2017 was submitted for information.

**NOTED.**

184/17

**LOCAL GOVERNMENT OMBUDSMAN ANNUAL REVIEW LETTER 2017**

The report of the Head of Service (Sal Khan) on the Local Government Ombudsman Annual Review Letter 2017 was considered. The following appendices had been circulated with the report:

- Appendix 1: Annual Review Letter 2017;
- Appendix 2: Notes on Interpretation of Local Authority Statistics (Extract from [www.lgo.org.uk](http://www.lgo.org.uk))
- Appendix 3: Formal Complaints per Authority breakdown.

Councillors noted the positive nature of the Ombudsman's annual letter and that the vast majority of formal complaints submitted to the Council were resolved at Stage 1 of the complaints procedure; less than 50% of complaints received at stage 2 moved on to stage 3 and that none of the complaints that eventually went to the Local Government Ombudsman were upheld.

The reasons for making the decision shown below were set out in the report.

**Resolved:**

- (1) That the Local Government Ombudsman Annual Review Letter 2017 be received and noted;
- (2) That the published complaints procedure be amended, as indicated in section 4.5 of this report, to include reference to anonymous complaints.

Voting concerning the above decision was as follows:

<b>Those voting for the motion</b>	<b>Those voting against</b>	<b>Those abstaining</b>
Councillor Mrs P L Ackroyd		
Councillor R G W Grosvenor		
Councillor Mrs J F Jessel		
Councillor Mrs J Jones		
Councillor C V Whittaker		

185/17

**CORPORATE PLAN PERFORMANCE REPORT 2017/18: QUARTER 1**

The report of the Head of Service (Sal Khan) on the Corporate plan performance for 2017/18 Quarter 1 was considered. The following appendices had been circulated with the report:

- Appendix 1: Comprehensive data on all Corporate Indicators;
- Appendix 2: Comprehensive data on the benchmarking exercise co-ordinated by East Staffordshire Borough Council.

Councillors noted that out of the 117 Corporate Plan targets 83 were green status; 0 were amber; 1 was red status, 32 were not yet due to be reported on and 1 had been requested for deletion and that of the 84 targets that were due to be reported on 98.81% were green status and 1.19% were red status.

The reasons for making the decision shown below were set out in the report.

**Resolved:**

- (1) That the performance at the end of the Quarter 1 of the 2017/18 financial year towards achieving the Council's Corporate Priorities be considered;
- (2) That the amended indicators for 2017 as listed in Section 5.6 of the report be approved.

Voting concerning the above decision was as follows:

Those voting for the motion	Those voting against	Those abstaining
Councillor Mrs P L Ackroyd		
Councillor R G W Grosvenor		
Councillor Mrs J F Jessel		
Councillor Mrs J Jones		
Councillor C V Whittaker		

186/17

**QUARTER 1 – REVENUE AND CAPITAL OUTTURN REPORT 2017/18**

The report of the Head of Service (Sal Khan) on the Quarter 1 Revenue and Capital Outturn 2017/18 was considered. The following appendices had been circulated with the agenda:

- Appendix A: Forecast Variances against Budget at Outturn 2017/18;
- Appendix B: Investments at 30<sup>th</sup> June 2017;
- Appendix C: Corporate and Strategic Risks – Quarter 1 2017/18.

Councillors noted that there was a forecast under-spend of £182k for the full financial year against a net budget of £10.582m.

The reasons for making the decision shown below were set out in the report.

**Resolved:**

- (1) That the financial position at quarter one of 2017/18 in relation to revenue budgets be noted;

- (2) That the financial position at quarter one of 2017/8 in relation to capital budgets be noted;
- (3) That the latest position in respect of the Council's investments and Borrowing be noted;
- (4) That the corporate and strategic risks, together with actions being taken to manage these, be noted.

Voting concerning the above decision was as follows:

<b>Those voting for the motion</b>	<b>Those voting against</b>	<b>Those abstaining</b>
Councillor Mrs P L Ackroyd		
Councillor R G W Grosvenor		
Councillor Mrs J F Jessel		
Councillor Mrs J Jones		
Councillor C V Whittaker		

187/17

### **REVIEW OF COURT COSTS FOR COUNCIL TAX AND BUSINESS RATES**

The report of the Head of Service (Sal Khan) on the review of court costs for Council tax and business rates was considered. Appendix 1: Council Tax and Business Rates Recovery Procedure was circulated with the report.

Councillors noted that a county-wide benchmarking review of the costs imposed at summons and/or Liability Order in relation to Magistrates Court action taken against Council Tax and Business Rates debtors had been undertaken, alongside a detailed analysis of the costs involved in the Council having to recover the unpaid taxes.

The reasons for making the decision shown below were set out in the report.

#### **Resolved:**

That the Council Tax and Business Rates costs of £90 be approved, with effect from 01/04/2018, as set out within paragraph 5.1 of the report.

Voting concerning the above decision was as follows:

<b>Those voting for the motion</b>	<b>Those voting against</b>	<b>Those abstaining</b>
Councillor Mrs P L Ackroyd		
Councillor R G W Grosvenor		
Councillor Mrs J F Jessel		
Councillor Mrs J Jones		
Councillor C V Whittaker		

**REVIEW OF RECOVERY AND WRITE OFF POLICIES**

The report of the Head of Service (Sal Khan) on the review of Recovery and Write off Polices was considered. The following appendices had been circulated with the report:

- Appendix 1: Recovery Policy (revised 2017);
- Appendix 2: Write Off policy (revised 2017).

Councillors noted that effective Recovery and Write Off policies were required to ensure the efficient administration and recovery of Council tax and Business Rates arrears, Housing Benefits Overpayments and Sundry debts and that it was within the 2017/18 Corporate Plan to review the current policies.

The reasons for making the decision shown below were set out in the report.

**Resolved**

- (1) That the additional paragraph inserted into the Recovery Policy at paragraph 4 (Legal Framework) be approved;
- (2) That the additional paragraph inserted into the Recovery Policy at paragraph 5 (Equity Statement) be approved;
- (3) That the additional paragraphs inserted into the Recovery Policy at 8.3 and 8.3.1 (Direct Debit cancellations) be approved;
- (4) That the additional paragraph inserted into the Write Off Policy at paragraph 4 (Legal Framework) be approved;
- (5) That the additional paragraph inserted into the Write Off Policy at paragraph 5 (Authorisation Levels) and the updated table 1 within the same paragraph be approved.

Voting concerning the above decision was as follows:

<b>Those voting for the motion</b>	<b>Those voting against</b>	<b>Those abstaining</b>
Councillor Mrs P L Ackroyd		
Councillor R G W Grosvenor		
Councillor Mrs J F Jessel		
Councillor Mrs J Jones		
Councillor C V Whittaker		

Chairman