



# Cabinet (Resources) Panel

## Minutes – 11 March 2014

### Attendance

#### Members of the Cabinet (Resources) Panel

Cllr Roger Lawrence (Chair)  
Cllr Peter Bilson  
Cllr Steve Evans  
Cllr Phillip Page  
Cllr John Reynolds  
Cllr Paul Sweet

#### Employees

Simon Warren	Chief Executive
Keith Ireland	Strategic Director – Delivery
Tim Johnson	Strategic Director – Education and Enterprise
Martyn Sargeant	Head of Democratic Services - Delivery
Mark Taylor	Assistant Director, Finance - Delivery
Wendy Trainor	Interim Chief Legal Officer - Delivery

Apologies were received from Cllr Andrew Johnson.

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## Part 1 – items open to the press and public

*Item No. Title*

### MEETING BUSINESS ITEMS

- 2. Declarations of interests**  
There were no declarations of interest.
- 3. Minutes of the Previous Meeting (11 February 2014)**  
Resolved:  
That the minutes of the meeting held on 11 February 2014 be approved as a correct record and signed by the Chair.
- 4. Matters Arising**  
There were no matters arising.

## **DECISION ITEMS (Amber – delegated to the Cabinet (Resources) Panel)**

### **5. 2014/15 Council fees and charges**

Cllr Reynolds introduced the report, noting that the Council's financial circumstances meant it needed to recover additional costs through some increases in fees and charges.

Cllr Lawrence queried what the impact of the proposals was on car parking charges. Cllr Reynolds confirmed that, for most car parking charges, there would be no increase for a third year in a row.

Resolved:

1. To approve the fees and charges for 2014/15, effective from 31 March 2014.
2. To approve, in the following instances, that authority be delegated to the responsible Head of Service to vary fees and charges during the financial year:
  - a. Where the cost of food and drink procured for resale increases, fees and charges can be increased in proportion with the increased costs, after consulting with the Assistant Director, Finance or their representative.
  - b. Where an opportunity arises to secure an act or event at short notice and the projected net cost of the act or event is to break even or better, after consulting with the Assistant Director, Finance or their representative.
  - c. Where an opportunity arises to secure an act or event at short notice and there is a projected net cost of the act or event, after consulting with the responsible Assistant Director and the Assistant Director, Finance or their representative.
  - d. Where Strategic Executive Board agree to a short-term change in fees and charges to ensure that a business opportunity can be pursued or secured; if the change is for a period or more than two months then the change to be referred to Cabinet (Resources) Panel for decision during the two month period.
  - e. Where an opportunity arises to secure a sale by matching the price to that of an organisation the Council is in competition with, after consulting with the Assistant Director, Finance or their representative, ensuring that satisfactory 'price match' documentation is maintained to evidence the one-off fee amendment.
  - f. Where the Council wishes to subsidise a charitable event that may not breakeven that this be considered via an Individual Executive Decision Notice to be approved by the Cabinet Member for Leisure and

Communities, the Cabinet Member for Resources and the Assistant Director, Finance, using a standard template.

- g. Where market conditions dictate, leisure membership will be varied after consulting with the Assistant Director, Finance or their representative, ensuring that satisfactory market information is maintained.
  - h. Leisure centre activities' prices can be varied in line with market conditions after consulting with the Assistant Director, Finance or their representative, ensuring that satisfactory market information is maintained.
  - i. Charges to partner organisations for support services after consulting with the Assistant Director, Finance or their representative.
  - j. Court summons costs charged to council tax and business rates payers following default on payments after consulting with the Assistant Director, Finance or their representative.
- 3. To approve that, should any amendment be made to the VAT treatment of specific fees and charges, authority be delegated to the Cabinet Member for Resources together with the responsible Cabinet Member in consultation with the Assistant Director, Finance and the responsible Strategic Director.
  - 4. To approve that any variation to fees and charges made under delegated authority must be recorded in order to ensure that there is a robust audit trail.
  - 5. To approve that authority be delegated to the responsible Cabinet Member in consultation with the responsible Strategic Director and Assistant Director, Finance to vary charges for bars and catering.
  - 6. To approve that authority be delegated to the Cabinet Member for Leisure and Communities and the Cabinet Member for Resources, in consultation with the Strategic Director for Education and Enterprise and the Assistant Director, Finance to approve the 2014/15 charges for cultural services.
  - 7. To approve that, in accordance with the requirements of the Financial Procedure Rules, any other variation to fees and charges during the financial year must be approved in advance at Cabinet (Resources) Panel, using the standard report template.
6. **Quarter Three Revenue Budget Monitoring**
- Cllr Lawrence introduced the report, noting a typographical error in paragraph 8.2. He confirmed the missing figure should be £16.1 million.

Resolved:

1. To approve the use of £926,000 from the efficiency reserve to fund: the cost of Price Waterhouse Cooper (PwC) as strategic advisor to the Future Spaces programme, the net costs of the Future Spaces decant strategy, and the net costs of the Future Spaces Information Communication Technology (ICT) moves and decommissioning.
2. To approve the transfer of additional funds totalling £1.0 million to the efficiency reserve to continue to invest in new developments.
3. To approve the use of £1.0 million from the Single Status reserve to fund the 2013/14 costs of the Single Status team, professional HR consultants and legal advice and legal cost relating to equal pay claims.
4. To approve the transfer of £50,000 from the Grand Theatre general fund account to the regeneration reserve to fund Grand Theatre works deferring until 2014/15.
5. To approve the use of £40,000 from the economic development reserve to match fund Black Country wide European Regional Development Fund and Regional Growth Fund business support programmes.
6. To approve the use of £250,000 from the Jennie Lee Centre reserve to fund the refurbishment and running costs of the Parkfields office site.
7. To approve the use of £82,000 from the corporate advertising reserve to fund the costs of projects that have been undertaken in partnership with Marketing Birmingham and include: branding and style guide, promotion and marketing at trade shows; advertising for the Wolverhampton Festival and Popular Art; Wolverhampton City Festival and Arts Partnership and Business Support Programme, and Wolverhampton Cultural Programme.
8. To approve the establishment of a new specific licensing reserve to account for any in year surpluses or deficits that the service makes through its licensing responsibilities, which will be taken into account when setting future fees and charges to licensed traders over a three year cycle.
9. To approve the transfer of £34,000 from corporate budgets to the building resilience reserve to fund the on-going costs of the Community Safety Service.
10. To approve the establishment of expenditure headings within the 2013/14 approved budget for grant funding streams obtained within the year.
11. To approve the write-off of ten council tax and business rates debts that individually exceed £5,000, amounting to a total of £108,205.

12. To approve the write-off of 21 Assessment and Billing Menu (ABMN) system debts that individually exceed £5,000, amounting to a total of £207,866.
13. To approve the write off of three sundry debts that individually exceed £5,000, amounting to a total of £29,887.
14. To approve virements totalling £5.1 million.
15. To note the projected outturn for the general fund which is a net over spend of £7.7 million (3.00%), in the event that the action being taken to address this does not deliver savings in the appropriate timescale.
16. To note the action being taken to reduce this projected over spend.
17. To note the write-off of council tax and business rates debts totalling £25,627 that do not individually exceed £5,000 and which have been approved by the Assistant Director, Finance in accordance with the delegated authority contained within the Constitution.
18. To note the write off of Assessment and Billing Menu (ABMN) system debts totalling £253,624 that do not individually exceed £5,000 and which have been approved by the Assistant Director, Finance in accordance with the delegated authority contained within the Constitution.
19. To note the write off of sundry debts totalling £393,141 that do not individually exceed £5,000 and which have been approved by the Assistant Director, Finance in accordance with the delegated authority in the Constitution.
20. To note the payment of Municipal Mutual Insurance Scheme of Arrangement Levy Notice amounting to £307,000, which has been funded from the insurance provision.

**7. Discretionary Rate Relief for 2014/2015**

**Resolved:**

1. To approve the extension of the Scheme for Discretionary Rate Relief for charitable and voluntary organisations for 2014/15.
2. To authorise awards to individual organisations for the period 1 April 2014 to 31 March 2015.
3. To delegate authority to the Cabinet Member for Resources in consultation with the Head of Revenues and Benefits to approve future awards of discretionary relief under the agreed scheme.
4. To note that authorisation of awards of mandatory relief is a function delegated to the Section 151 Officer under paragraph E15 of the Council's Constitution.

8. **City and Town Centre Management**

Resolved:

1. To agree grants to third parties as follows:
  - £45,000 to WV One for City Centre Management.
  - £40,000 to New Bilston Ltd (Heantun Housing) for their Town Centre management role for Bilston.
  
2. To approve an additional grant to New Bilston Ltd of £30,000 to fund the development phase of a Business Improvement District for Bilston Town Centre.

9. **External Funding**

Resolved:

1. To authorise expenditure on the following projects in accordance with bids submitted and any changes subsequently agreed with external funding providers as set out in the grant determination:
  - Black Country Growth Opportunities Local Delivery (GOLD).
  - Black Country Growth Factory.
  - Black Country Broadband Business Support Project.
  
2. To authorise the Cabinet Member for Economic Regeneration and Prosperity, in consultation with the Strategic Director, Education and Enterprise, to agree grants to the third parties as already approved by Council, as part of the delivery of externally funded projects.

10. **Police and Crime Commissioner Community Safety Fund Allocation 2014/15 (considered under the General Exception provisions)**

Resolved:

To approve delegation of the 2014/15 ring-fenced allocation from the Police and Crime Commissioner (PCC) to Safer Wolverhampton Partnership (SWP) for the purposes of delivering the Community Safety programme.

11 **Queen Street Gateway Enhancement Townscape Heritage**

Resolved:

1. To approve the allocation of £10,000 from the revenue budget to match fund the grant from the Heritage Lottery Fund in order to support the preparation of the second round submission for the Queen Street Gateway Enhancement Townscape Heritage scheme.
  
2. To grant delegated authority to the Cabinet Member for Economic Prosperity and Regeneration, in consultation with the Strategic Director, Education and Enterprise, to approve any actions necessary within the project budget limitations to secure the delivery of the second round submission.
  
3. To note the successful award of a first round pass by the Heritage Lottery Fund and the likelihood of securing further second round funding for the delivery stage of the Queen Street Gateway Townscape Heritage scheme.

12. **Human Resources Policies (phase four)**

Cllr Sweet introduced the report, noting there had been a helpful discussion of the proposed policies at the Confidential, Capable Council Scrutiny Panel.

Resolved:

To approve in principle the new probation policy and revised capability policy, subject to the outcomes of ongoing consultation.

**INFORMATION ITEMS**

13. **Schedule of Green Decisions**

Resolved:

To note the summary of open and exempt green decisions approved by the appropriate Cabinet Members following consultation with the relevant designated employees.

**EXCLUSION OF PRESS AND PUBLIC**

14. **Exclusion of Press and Public**

Resolved:

That in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item(s) of business as they involve the likely disclosure of exempt information falling within the paragraphs of Schedule 12A of the Act set out below:

<i>Item No.</i>	<i>Title</i>	<i>Applicable paragraph</i>
15	Corporate Procurement Award of Contracts for Works, Goods and Services	3
16	Revenues and Ratings Matters	3
17	Changes to Leave Policy	4

**Part 2 – exempt items, closed to the press and public**

**DECISION ITEMS (Amber – delegated to the Cabinet (Resources) Panel)**

15. **Corporate Procurement Award of Contracts for Works, Goods and Services**

Resolved:

1. To approve the award of a contract for supply and installation of office furniture to H Jenkinson and Company Limited of Prescot, Merseyside for a term of three years plus options to extend for two periods of up to twelve months each.

2. To approve the appointment of Wilmott Dixon Limited to carry out the 2014

primary school expansion programme, as a set of call-offs from the Constructing West Midlands Framework Agreement.

3. To approve the award of contracts for the supply and delivery of grounds maintenance equipment to TH White of Redditch, Worcestershire, and Balmers GM Ltd of Burnley, Lancashire.

16. **Revenues and Ratings Matters**

Resolved:

To approve the recommendations for discretionary rate relief applications.

17. **Changes to Leave Policy**

Clr Sweet advised that the report was being withdrawn and would be resubmitted at a later date.

**INFORMATION ITEMS**

18. **Changes to Employee Establishment**

Resolved:

To note changes made to the employee establishment.