

The Executive – 6 November 2019

Minutes of the meeting of **The Executive** held on **6 November 2019** when there were present:-

Chairman: Cllr M J Steptoe
Vice Chairman: Cllr Mrs C E Roe

Cllr D S Efde
Cllr S P Smith
Cllr I H Ward

Cllr M J Webb
Cllr A L Williams
Cllr S E Wootton

OFFICERS PRESENT

A Hutchings - Strategic Director
M Harwood-White - Assistant Director, Assets & Commercial
N Lucas - Assistant Director, Resources
M Power - Democratic Services Officer

205 MINUTES

The Minutes of the meeting held on 9 October 2019 were agreed as a correct record and signed by the Chairman.

206 QUARTER 2 2019/20 FINANCIAL MANAGEMENT AND PERFORMANCE REPORT

The Executive heard from the Portfolio Holder for Finance on the Financial Management and Performance Report for the second quarter of 2019/20.

It was noted that there was an error on page 7.10 of the report: the Portfolio Holder for Enterprise should be Cllr S E Wootton and not Cllr M Wilkinson.

The Portfolio Holder for Finance commented that the projected variance of £491,348, largely due to staff salary savings, would give the Council flexibility during the year to undertake some initiatives for the benefit of residents. The savings were as a result of the hard work of Council staff and the efficient management of the Council's finances.

The Assistant Director, Resources added that the projected underspend of £0.5 million represented approximately 5% of the revenue budget; the position had improved by £300,000 since the first quarter because of projected salary budgets, mainly due to senior posts that had not been filled this year. The key variances since Quarter 1 had been an increase in car parking income of £50,000 due to high volumes of people using the car parks, £50,000 improvement in planning income and £50,000 increase in Council tax projected.

There was a capital programme forecast of £2.4 million by year end against a revised budget of £3.3 million. Key areas in the capital programme were that the play spaces budget works had slipped into future years and the pavilions programme works that had been planned for 2019/20 had slipped into 2020/21.

The inclusion of the names of individual staff members would be removed from future reports.

Resolved

- (1) That the Quarter 2 2019/20 revenue budget and capital position set out in sections 3 and 4 and detailed in Appendices 1 to 4 of the report be noted.
- (2) That the latest position on the Council's key performance indicators, as shown in Appendix 5 of the report be noted.

207 CAR PARK REVIEW MEMBER WORKING GROUP

The Executive heard from the Portfolio Holder for Enterprise, Cllr S E Wootton, on appointing a cross party Member Working Group to provide stakeholder input and feedback to support the development of a car parking strategy and action plan for the District.

In response to a question from a Member, it was clarified that the working group would report back to the Executive.

It was agreed that the work of the Car Park Review Member Working Group would not commence until after the General Election on 12 December 2019, due to the period of Purdah in the run up to the election.

It was recognised that the working group must be governed by the need for complete confidentiality on matters discussed, which may be commercially sensitive, and that no information should be released by Members of the working group prior to a public report being made to the Executive. The working group terms of reference would be adjusted accordingly.

Members felt it was important to note that the purpose of the car park review was to understand the needs of the car parking service in the District. The group would examine the mechanism of how the car parking service is provided and the potential for a more effective usage of space layout and payment systems. It was stressed that the group would not be discussing any potential increase in car parking charges. It was recognised that car parking in the District played a strategic role to support the local economy and residents.

In respect of the Council's carbon footprint, it was noted that electric charging points in car parks would be part of the working group's discussions.

Resolved

- (1) That a cross party Member Working Group be appointed to provide stakeholder input and feedback to support the development of a car parking strategy and action plan for the District.

- (2) That the Car Park Review Member Working Group Terms of Reference, as appended to the report, be approved, subject to the additional requirement of confidentiality.
- (3) That the work of the Car Park Review Member Working Group would not commence until after the General Election to be held on 12 December 2019. (AD-A&C)

208 COUNCIL PROJECTS PROGRAMME MANAGEMENT OFFICE

The Executive received the report of the Strategic Director that presented the latest version of the Programme Management Office (PMO) Dashboard.

The Strategic Director highlighted that the proposal to remove the homelessness project from the scope of the PMO was due to the effectiveness of the preventative work in reducing the use of emergency temporary accommodation.

In respect of the migration of the Council's ICT systems project, once the migration work was complete, the PMO would produce a completion report and the project would be removed from the scope of the dashboard.

Resolved

- (1) That the contents of the Programme Management Office Dashboard be noted.
- (2) That the proposal to remove the Homelessness project from the scope of the Programme Management office be agreed.
- (3) That the updated Terms of Reference, new workflow and new template Project Initiation Document, set out in the Appendix to the report, be agreed. (SD)

The meeting closed at 7.55 pm.

Chairman

Date

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