

**CANNOCK CHASE COUNCIL**  
**MINUTES OF THE MEETING OF THE**  
**CABINET**

**HELD ON THURSDAY, 30 JANUARY, 2014 AT 4:00 P.M.**

**IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK**

**PART 1**

PRESENT: Councillors:

Adamson, G.	Leader of the Council
Holder, M.J.	Deputy Leader of the Council and Crime and Partnerships Portfolio Leader
Mitchell, Mrs C.	Culture & Sport Portfolio Leader
Alcott, G.	Economic Development and Planning Portfolio Leader
Bennett, C.	Environment Portfolio Leader
Davis, Mrs. M.A.	Health and Wellbeing Portfolio Leader
Allen, F.W.C.	Housing Portfolio Leader
Todd, Mrs. D.	Town Centre Regeneration Portfolio Leader

**115. Apologies**

Apologies were received from Councillor A. Lovell, Corporate Improvement Portfolio Leader.

**116. Declarations of Interests of Members in Contracts and Other Matters and Restriction on Voting by Members**

No Declarations of Interests were made in addition to those already confirmed by Members in the Register of Members' Interests.

**117. Updates from Portfolio Leaders**

**Deputy Leader and Crime and Partnerships**

Police and Crime Commissioner Draft Revenue and Capital Budget 2014-15 –  
The Portfolio Leader advised that he had attended a meeting of the Police and Crime Panel on Monday, 27 January, 2014 at which the PCC had presented his draft budget for 2014-15, which was based on zero percentage increase in the Police precept. Furthermore, there was to be a doubling of the monies allocated to local partnerships, and allocations would be made on a local needs based formula over three years, and there was also to be a further £60,000 allocated to local District Commissioning Leads.

The Leader advised that he could confirm that he had received notification that day from the Commissioner that Cannock Chase's allocation for 2014-15 would rise to £96,466, 80% of which would be paid by 14 April, 2014, with the balance

to follow, subject to a satisfactory review of performance, in October, 2014.

**118. Minutes of Cabinet Meeting of 19 December, 2013**

RESOLVED:

That the Minutes of the meeting held on 19 December, 2013 be approved as a correct record and signed.

**119. Forward Plan**

The Forward Plan of Decisions for the period January – March 2014 (Item 5.1 of the Official Minutes of the Council) was considered.

RESOLVED:

That the Forward Plan of Decisions for the period January – March 2014 be noted.

**120. Recommendations and References for Determination and Minutes of Policy Development and Other Committees**

RESOLVED:

That the Minutes of the following Policy Development Committees be received for information:

- (i) Culture and Sport – 15 October, 2013
- (ii) Health and Wellbeing – 7 October and 4 November, 2013  
Min. 19. Learning Disabilities Day Opportunities for Staffordshire – Consultation – The Health and Wellbeing Portfolio Leader commented that it was a great sadness that the County Council appeared to be consulting with, but not listening to or taking account of, the concerns of the families of people with learning disabilities. This was a particular concern for older people with adult children with learning disabilities who were worried about the loss of day services.
- (iii) Housing – 21 October, 2013

**121. General Fund Revenue Budget and Capital Programme 2014-15 to 2016-17**

Consideration was given to the Report of the Head of Finance (Item 7.1 – 7.75 of the Official Minutes of the Council).

RESOLVED:

That the following be recommended to Council as part of the formal budget setting process:-

- (A) The level of net spending for the General Fund Revenue Budget for 2014-15 be set at £12.987 million; with indicative net spending for 2015-16 and 2016-17 of £12.350 million and £12.584 million respectively;
- (B) The detailed portfolio budgets as set out in Appendix 2 of the report;
- (C) The forecast outturn net budget of £14.234 million including a Reserve Contribution to Capital Outlay of £1.5 million, funded from reserves be approved;
- (D) The use of Government Grants in 2014-15 of £1.428 million with indicative figures of £1.519 million and £1.669 million for 2015-16 and 2016-17 respectively;
- (E) The working balances be set at £0.716 million; £0.679 million and £0.692 million for 2014-15 to 2016-17 respectively;
- (F) A Council Tax freeze for 2014-15; with indicative increases of 2% to the level of Council Tax for 2015-16 and 2016-17;
- (G) The Council's Tax Base be set at 26,409.89.
- (H) The revised capital programme, including new schemes, as set out in Appendices 3 and 4 of the report.

Reason for Decisions

The report set out a draft standstill budget for 2014-15 as well as indicative budgets for 2015-16 and 2016-17 and associated issues and also included current indications of the impact this would have on Council Tax. It also set out the updated capital programme, and the capital resources available to the authority to finance the capital programme.

**122. Treasury Management Strategy Statement**

Consideration was given to the Report of the Head of Finance (Item 8.1 – 8.27 of the Official Minutes of the Council).

RESOLVED:

That Council be recommended to approve:-

- (A) The Prudential and Treasury Indicators;
- (B) The Minimum Revenue Position (MRP) Policy Statement;
- (C) The Treasury Management Policy;
- (D) The Annual Investment Strategy for 2014-15.

### Reason for Decision

The CIPFA Treasury Management Code requires that the Council's Treasury Management Strategy be approved by Council in advance of each financial year.

#### **123. Review of the Housing Revenue Account Capital Programme 2013-14**

Consideration was given to the Report of the Head of Housing and Waste Management (Item 9.1 – 9.17 of the Official Minutes of the Council).

RESOLVED:

That

- (A) The position regarding the estimated availability of Housing Revenue Account Capital Resources set at Appendix 1 to the report be noted.
- (B) The position regarding actual and estimated expenditure in respect of the 2013-14 Housing Revenue Account Capital Programme as set out in Appendix 2 of the report be noted, and approval given to incur £100,000 of additional scheme costs in respect of Void Properties (Decent Homes).
- (C) The position regarding uncommitted Housing Revenue Account Capital Resources be noted, and that £3,929,024 of uncommitted resources be carried forward to 2014-15.

### Reasons for Decisions

This report presented the quarter three review of the 2013-14 Housing Revenue Account (HRA) Capital Programme.

Estimated Resources for 2013-14 were now forecast to be £16,729,824 as set out in Appendix 1 of the report. This compared to the estimate of £15,694,994 when the programme was last reviewed on 21 November 2013. The reasons for this £1,034,830 increase in resources were set out in Appendix 3 of the report.

Actual expenditure at 31 December 2013 totalled £8,841,668 and represented 67.5% of the previously agreed expenditure budget.

Estimated expenditure for 2013-14 was now forecast to be £12,800,800. This compared to the estimate of £13,097,800 when the programme was reviewed on 21 November 2013. The reasons for this net decrease of £297,000 were set out in Appendix 4 of the report. Approval was sought for £100,000 of additional expenditure in respect of decent homes works in respect of void properties.

Following the financing of the estimated 2013-14 HRA Capital Programme it was now anticipated that £3,929,024 of uncommitted resources would be available. This compared to the estimate of £2,597,194 when the programme was reviewed on 21 November 2013, an increase of £1,331,830. The £3,929,024 of

uncommitted resources would be carried forward to assist in financing the HRA Capital Programme for 2014-15 and future years.

**124. Housing Revenue Account Budgets 2013-14 to 2016-17**

Consideration was given to the Joint Report of the Head of Housing and Waste Management and Head of Finance (Item 10.1 – 10.10 of the Official Minutes of the Council).

RESOLVED:

That

- (A) The revised position with regard to the estimated income and expenditure in respect of the 2013-14 and the proposed Housing Revenue Account (HRA) Budgets for the period 2014-15 to 2016-17, as summarised in Appendix 1 of the report, be noted.
- (B) Council on 12 February 2014 be recommended to:-
  - (i) Determine a minimum level of working balances of £1,531,100 for 2014-15 and indicative working balances of £1,555,040 and £1,578,730 for 2015-16 and 2016-17 respectively.
  - (ii) Approve the Housing Revenue Account Revenue Budgets for 2014-15, 2015-16 and 2016-17 (and note the estimated outturn for 2013-14) as summarised in Appendix 1 of the report.

Reasons for Decisions

The report considered proposed three year HRA budgets for 2014-15, 2015-16 and 2016-17 which had been formulated within the framework provided by the revised HRA Business Plan considered by Cabinet on 21 November 2013.

A review of the 2013-14 HRA budget, together with proposed HRA budgets for the period 2014-15 to 2016-17 were attached as Appendix 1 to the report. The proposed budgets had been formulated in accordance with the assumptions set out in the HRA Business Plan, with projected levels of income and expenditure as summarised below:-

	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
	£	£	£
Estimated Income	19,923,480	20,435,730	20,786,760
Estimated Expenditure	19,911,700	20,411,750	20,762,840
Transfer to working balances	11,780	23,980	23,920

The effect of the proposed budgets on the estimated level of working balances was set out as part of Appendix 1 of the report. In view of the risks associated

with the management of the HRA under self-financing, minimum working balances of 10% of net operating expenditure had been assumed through the three year budget period.

## 125. Housing Revenue Account Capital Programmes 2014-15 to 2016-17

Consideration was given to the Joint Report of the Head of Housing and Waste Management and Head of Finance (Item 11.1 – 11.13 of the Official Minutes of the Council).

RESOLVED:

That

- (A) The estimated availability of Housing Revenue Account capital resources for the period 2014-15 to 2016-17 (as set out in Appendix 1 of the report), the base three year Housing Revenue Account Capital Programme for the period 2014-15 to 2016-17 (as set out in Appendix 2 of the report) and the estimated additional expenditure capacity of £2.100 million during the three year period be noted.
- (B) Council on 12 February 2014 be recommended to:-
  - (i) Agree the Housing Revenue Account Capital Programme enhancements as set out in Appendix 3 of the report.
  - (ii) Approve the Housing Revenue Account Capital Programme for the period 2014-15 to 2016-17 as summarised in Appendix 4 of the report.

### Reasons for Decisions

The report considered the formulation of a proposed three year HRA Capital Programme for the period 2014-15 to 2016-17, within the financial framework provided by the revised HRA Business Plan.

Details of the estimated availability of HRA capital resources during the three year period were set out in Appendix 1 of the report, whilst a base three year HRA Capital Programme was set out in Appendix 2.

A comparison of estimated resource availability with the proposed HRA capital expenditure programmes is also set out below:-

	<u>2014-15</u> £000's	<u>2015-16</u> £000's	<u>2016-17</u> £000's
Resources Brought Forward	3,929	2,947	818
New Resources	12,617	8,735	8,881
Total Resources:	16,546	11,682	9,699

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Less:

(i) Proposed Expenditure Programme	(12,322)	(10,575)	(9,045)
(ii) Agreed resources carried forward to future years	(2,947)	(818)	(120)
Additional Expenditure Capacity	1,277	289	534

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A total of £2.100 million was therefore potentially available to enhance the three year HRA Capital Programme and three potential enhancement options were set out in the report.

Following consultation with the Housing Portfolio Leader, it was proposed that a combination of the three options was adopted which would deliver:-

- (i) The completion of the double glazing and window refurbishment programme in five rather than seven years.
- (ii) The provision of six additional Council dwellings.
- (iii) A sum of £275,000 for currently unidentified enhancements, which Cabinet may wish to undertake in future years.

The financial impact of the above proposals was set in Appendix 3 of the report, whilst a proposed HRA Capital Programme for 2014-15 to 2016-17 was set out at Appendix 4.

## **126. Rent Restructuring**

Consideration was given to the Report of the Head of Housing and Waste Management (Item 12.1 – 12.7 of the Official Minutes of the Council).

RESOLVED:

That the contents and recommendations in respect of the Rent Restructuring Report to be considered by Council on 12 February 2014 (attached as Annex 1 to the report) be noted.

### Reasons for Decisions

A report on rent restructuring would be considered by Council on 12 February 2014.

The report would inform Council of the Government's prescribed increase in formula rents for 2014-15 and the resultant average increase in Council dwelling rents in accordance with the Government's current national social rents policy.

The additional income arising from the rent increase had been included in the Housing Revenue Account budget for 2014-15.

#### **127. Conversion of 'Type 40' One Bedroom Bungalows**

Consideration was given to the Report of the Head of Housing and Waste Management (Item 13.1 – 13.6 of the Official Minutes of the Council).

RESOLVED:

That

- (A) In view of the proposed national social housing rent policy, conversion works to the Council's occupied 'Type 40' one bedroom bungalows are not undertaken at the present time.

#### Reasons for Decisions

The conversion of the Council's occupied 'Type 40' one bedroom bungalows to two bedroom bungalows formed part of the agreed 2013-14 HRA Capital Programme.

The cost of undertaking the conversion works was estimated to be £2,900 per bungalow. In accordance with the agreed policy this would have been recovered over a seven year period through a three year phase rent increase in line with the current national social housing rent policy and formula.

The Government proposed to change the national social housing rent policy from 2015 onwards, which would include further limitations on future rent increases to occupied bungalows. As a result it would only be possible to implement a single year increase which would only allow a third of the cost to be recovered, until the bungalows became vacant.

Cabinet, therefore, determined in the light of the proposed revised national rents policy not to proceed with the conversion works to the occupied 'Type 40' bungalows.

The continuation of the current policy of converting all vacant 'Type 40' bungalows had also been reviewed, in light of the impact of the social sector size criteria. It was, however, considered beneficial in the longer term to continue with the current policy.

#### **128. Replacement of Housing Service Vehicles**

Consideration was given to the Report of the Head of Housing and Waste Management (Item 14.1 – 14.3 of the Official Minutes of the Council).



RESOLVED:

That scheme approval and permission to spend be granted for the replacement of 11 housing service vehicles.

Reasons for Decisions

Budgetary provision had been made within the agreed three year HRA Capital Programme to replace certain housing service vehicles on a phased basis as they come to the “end of their useful working life”.

The agreed 2014-15 HRA Capital Programme included a budget of £209,000 to enable 11 vehicles to be replaced and in accordance with the Council’s agreed capital expenditure control procedures it was necessary to obtain scheme approval and permission to spend in order that the vehicles could be purchased early in 2014-15.

**129. Consultation on Local Authority Parking**

Consideration was given to the Report of the Head of Housing and Waste Management (Item 15.1 – 15.7 of the Official Minutes of the Council).

RESOLVED:

That the Council’s response to the Department for Transport consultation document on Local Authority Parking as set out in Appendix 1 to the report, be agreed.

Reasons for Decisions

The Department for Transport had published a consultation document on Local Authority Parking that invited views on local authority parking strategies and, specifically, on amendments which the Government were considering to local authority parking policy.

The proposed amendments were designed to ‘change the balance of how local parking strategies are enforced’ and included: ceasing the use of CCTV for on-street parking enforcement, providing communities with the right to request a review of certain aspects of parking strategies, the introduction of ‘limited grace periods’ before a parking ticket was issued and updated statutory guidance.

Views were sought in relation to ten specific questions and a proposed response had been formulated following consultation with the Environment Portfolio Leader and the Chairman of the Joint Parking Committee, which was attached as Appendix 1 to the report.

**130. Southern Staffordshire Partnership**

Consideration was given to the Joint Report of the Chief Executive and Head of Planning and Regeneration (Item 16.1 – 16.14 of the Official Minutes of the

Council).

*Amended recommendations to the report were tabled at the meeting by Councillor G. Alcott, Economic Development and Planning Portfolio Leader, and agreed as follows:*

RESOLVED:

That

- (A) Having reviewed the decision made in setting the Council's budget in February 2013, Cabinet confirms its intention to cease payments to the Southern Staffordshire Partnership at the end of March 2014.
- (B) Without prejudice to decision (A), the Southern Staffordshire Partnership be advised that the Council remains willing to work and collaborate with the Partnership and Leaders of Southern Staffordshire authorities on matters of mutual interest, including matters related to the Local Enterprise Partnerships and funding and investment matters.
- (C) The proposed changes to the organisation and operation of the Southern Staffordshire Partnership intended to better influence the Local Enterprise Partnerships and related funding opportunities be noted and supported.

#### Reasons for Decisions

In setting the Council's budget for 2013-14 onwards, the Council decided to cease its payment for membership of the Southern Staffordshire Partnership (SSP) from April 2014. The Chief Executive gave notice to the SSP of the Council's decision in February 2013. The Council's budget provided for the decision to withdraw from the Partnership to be reviewed, and this was done in the report considered by Cabinet.

Having carefully considered the case for making an additional payment to remain in the SSP for 2014-15, Cabinet decided that there was no change to the Council's financial position which merited reversing the decision to cease payment at the end of March 2014.

In reaching this decision, Cabinet noted the changes which were proposed to be made to the governance and operation of the SSP to enable it to better influence the Local Enterprise Partnerships (LEPs). Cabinet noted, in particular, the intention for the Partnership to involve and be a vehicle for the Leaders of the southern Staffordshire Districts in their dealings with LEPs and others regarding the economy of Southern Staffordshire.

Notwithstanding the Council's decision to cease its contribution to the SSP, the Council remained willing to work and collaborate with the Partnership and Leaders of Southern Staffordshire authorities on matters of mutual interest. This recognised the proposed changes to the SSP and the importance of the coming year for funding and investment negotiations with Government and the Greater

Birmingham and Solihull LEP and the Stoke and Staffordshire LEP, both of which the Council was a member, regarding the use of the Local Growth Fund and European Investment Funds.

**131. Rugeley Town Centre to Tesco – Improvements to Pedestrian/Cycle Linkage**

Consideration was given to the Report of the Head of Planning and Regeneration (Item 17.1 – 17.9 of the Official Minutes of the Council).

RESOLVED:

That

- (A) The 'Rugeley Town Centre to Tesco and Towers Business Park – Improvements to Pedestrian/Cycle Links' schemes be included within the Capital Programme to be submitted to Council (Item 7.1 General Fund Revenue Budget and Capital Programme 2014-15 to 2016-17 of this Agenda).
- (B) Subject to the results of the consultation, Cabinet authorise expenditure of the S106 funding to carry out the footpath/cycleway improvements as generally described in the report in partnership with Staffordshire County Council as the Highway Authority and the Canals and Rivers Trust in relation to towpath/canal access works.
- (C) The Head of Planning and Regeneration in consultation with the Leader for Town Centres Regeneration and Leader for Economic Development and Planning be authorised to consult stakeholders on the draft schemes and to amend them in response to the consultation.
- (D) The land in District Council ownership shown hatched on Plan 2 be dedicated as highway to enable the town centre link scheme to be implemented.

Reasons for Decisions

A key element of the decision to grant planning permission for the Tesco store and associated food and drink units at Leathersmill Lane/Power Station Road Rugeley was the requirement for the development to fund an improved pedestrian/cycle link between the store and the town centre as part of the planning obligation (S106 agreement). The funding allocated for the link was £256,000, with a further £12,500 potentially available from the separate element in the agreement relating to town centre landscaping and environmental improvements.

The aim of the project being to maximise the opportunity for linked trips between the store and the town centre in order for the store to contribute to the overall vitality and viability of the town centre as envisaged in the policies of the Rugeley Town Centre Area Action Plan.

The proposals, described in more detail in paragraph 5.3 of the report, involved widening footpaths, improving crossing points, re-configuration of Forge Road public car park, tree planting and signage between the newly pedestrianised Leathermill Lane bridge and Brook Square. Some of the land required to deliver the scheme was owned by the Council and the rest was highway land.

It was intended that stakeholders be consulted on the draft scheme and that subject to this consultation the scheme will be implemented in 2014/15. Some of the scheme's works to St. Paul's Road would be carried out as part of the County Council's planned resurfacing of the road in the first months of 2014.

A further component of the Tesco development was funding for improvements to pedestrian/cycle links between the store, the Trent & Mersey Canal and Towers Business Park. Funding in the Tesco S106 agreement of £103,000 was available for these purposes, together with a further £10,000 from the recently completed McDonald's restaurant development at Towers and £12,490 from the Westbury Homes housing scheme at the Mossley adjoining the canal. The proposed scheme comprised a ramped access across from Love Lane to the canal, improvements to Love Lane, including the section between the railway bridge and Towers, improvements to the canal towpath and a new link between the towpath and Love Lane between the active and redundant railway bridges.

### **132. Media Monitoring Licences**

Consideration was given to the Report of the Chief Executive (Item 18.1 – 18.4 of the Official Minutes of the Council).

RESOLVED:

That

- (A) The number of licences available to directly access the media monitoring service be reduced.
- (B) That the licence is renewed with seven users to allow licences for one Elected Member per political group.

#### Reason for Decisions

In order to access press coverage which relates to the Council, an NLA Copyright Licence is required. The costs of this licence vary significantly dependent on the number of users included on the licence. A reduction in the number of users would significantly reduce the cost of renewal. The report also set out how Elected Members and Leadership Team would be able to access press coverage information as required.

### **133. 2014-15 Priority Delivery Plans**

Consideration was given to the Report of the Chief Executive (Item 19.1 – 19.86

of the Official Minutes of the Council).

RESOLVED:

That Council be recommended to adopt and approve for publication the Priority Delivery Plans for the 2014/15 financial year.

Reason for Decision

In order the secure robust and sustained improvement planning in priority areas, and inform the performance management process, the revised 2014/15 Priority Delivery Plans were essential in focussing on the services, actions and indicators that support the Council's priority outcomes.

**134. Proposal to Fund a Family Intervention Worker**

Consideration was given to the Report of the Chief Executive (Item 20.1 – 20.5 of the Official Minutes of the Council).

RESOLVED:

That

- (A) £15,000 be allocated to match-fund the cost of establishing a Family Intervention Worker post for an initial twelve month period, to be financed from existing resources.
- (B) Ongoing funding of the proposed post should form part of the deliberation of the General Fund Revenue Budget 2015-16 to 2017-18 via the Delivering Change process.

Reasons for Decisions

The national Troubled Families initiative had been implemented in Staffordshire as part of the County-wide 'Building Resilient Families' (BRF) programme. Within Cannock Chase, 123 families had been identified (so far) as those who would benefit from the BRF programme; these families meet the following three criteria:

- Truancy issues
- Anti-social behaviour reports/ongoing issues
- At least one person in the family being in receipt of Job Seeker's Allowance.

Of these 123 families, a steering group of local professionals from a wide range of partner agencies met to consider the levels of support required by each family and categorised them as follows:

- Intensive – 44

- Light – 49
- Super light – 30

Those families in the 'Intensive' category required significant levels of support and, therefore, the Family Intervention Programme (FIP) was established in September 2013 to meet this need. The FIP allocated a lead worker from one of the partner agencies involved to act as the single point of contact for the family and provide additional levels of support above and beyond those offered to families in the light and super-light categories. The FIP was managed through the County Council's Local Support Team and partners have funded workers within this Team to ensure the need was met (Staffordshire Police had seconded a full-time post into the FIP whilst Staffordshire County Council provided management of the scheme and two FIP workers).

Cannock Chase has a high number of families within the 'Intensive' category when compared to most other Districts across the County and, as such, adequate resourcing levels within the FIP to manage the demand.

**135. Exclusion of the Public**

RESOLVED:

That the public be excluded from the remainder of the meeting because of the likely disclosure of exempt information as defined in Paragraph(s) 1 and 3, Part 1, Schedule 12A of the Local Government Act 1972 (as amended).



**CANNOCK CHASE COUNCIL**  
**MINUTES OF THE MEETING OF THE**  
**CABINET**

**HELD ON THURSDAY, 30 JANUARY, 2014 AT 4:00 P.M.**

**IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK**

**PART 2**

**136. SRB Funding Agreement – Change of Use**

Consideration was given to the Not for Publication Report of the Head of Housing and Waste Management (Item 22.1 – 22.5 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The action of the Head of Housing and Waste Management following consultation with the Housing Portfolio Leader regarding the change of use of the Maple Place housing scheme to shared single person accommodation be confirmed.
- (B) Should the shared single person accommodation scheme fail to proceed, the Head of Housing and Waste Management following consultation with the Housing Portfolio Leader be authorised to agree an alternative use for Maple Place.

Reasons for Decisions

Cabinet on 22 August 2013 agreed that the Council would waive its requirement to comply with certain covenants in relation to Maple Place Women's Refuge to facilitate its purchase, from Adullam Homes, by Staffordshire Women's Aid.

Staffordshire Women's Aid had now decided not to proceed with the property purchase and Adullam had asked the Council to permit Maple Place to be used for an alternative housing use in accordance with the SRB Funding Agreement.

Adullam wished to lease Maple Place to the Derventio Housing Trust to provide shared accommodation for single people. This had been recognised as a priority need and would meet the requirements of the SRB Funding Agreement.

Derventio wished to proceed with the single person scheme as soon as



possible. In order that their lease with Adullam could be concluded at the earliest opportunity and following consultation with the Housing Portfolio Leader, the use of Maple Place as a shared single person housing scheme had been agreed. Confirmation of action was therefore requested.

There was no reason to believe that the lease between Adullam and Derventio Housing Trust would not be concluded. However, should this fail to proceed it was proposed that the alternative use for Maple Place be authorised by the Head of Housing and Waste Management following consultation with the Housing Portfolio Leader.

### **137. Debt Recovery**

Consideration was given to the Not for Publication Report of the Head of Finance (Item 23.1 – 23.13 of the Official Minutes of the Council).

RESOLVED:

That

- (A) The amounts detailed in Appendices 1, 2 and 3 of the report be written off.
- (B) The actions of the Head of Financial Management in writing off the irrecoverable debts, below £1,000, be noted.

#### Reasons for Decisions

Council Tax:

Appendix 1 to the report listed of Council Tax arrears over £1,000 which could not be collected for the reasons stated. This included one case with arrears totalling £3227.13. All of the amounts written off would be charged against the provision for bad debts.

Non-Domestic Rates:

Appendix 2 to the report listed Non-Domestic arrears over £1,000 which could not be collected for the reasons stated. This included thirteen cases with arrears totalling £51,388.16.

Some of the Business Rates debts were being recommended for write-off on the grounds of insolvency of the companies that previously occupied the properties. The debts were only submitted for write-off when the Council was sure that they could not be recovered.

Housing Benefits Overpayments:

Appendix 3 listed Housing Benefits Overpayments with arrears over £1,000 which could not be collected for the reasons stated. These included eleven

cases with arrears totalling £33,748.14.

Additionally fifty-two irrecoverable Benefits Overpayments with a value of £10,198.22 had been written off by the Head of Financial Management.

The meeting closed at 4.45 pm

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LEADER