

**MINUTES OF: THE CABINET**

**Date of Meeting: Wednesday 13<sup>th</sup> March 2024**

**Present: Councillor A Barnes (Chair)  
Councillors B Ashworth, Lythgoe, McInnes and Oakes**

**Rob Huntington, Chief Executive  
David Smurthwaite, Director of Economic Development  
Clare Birtwistle, Head of Legal (Monitoring Officer)  
Clare Law, Head of People and Policy  
Kimberly Haworth, Head of Financial Services  
Andy Taylor, Head of Environmental Services**

**Also present: Councillor Neal  
1 member of the public**

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**1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**2. MINUTES OF THE LAST MEETING**

**Resolved:**

That the minutes of the meeting held on 7<sup>th</sup> February 2024 were agreed as a correct record.

**3. URGENT ITEMS OF BUSINESS**

There were no urgent items.

**4. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**5. PUBLIC QUESTION TIME**

There were no public questions.

**6. UPDATE FROM THE CHAIR OF THE OVERVIEW & SCRUTINY COMMITTEE**

There had been no meetings since Cabinet last met.

**7. RETENTION AND DISPOSAL POLICY**

The Lead Member for Environment and Corporate Services outlined the report which asked Cabinet to approve the policy and delegate minor amendments to the Data Protection Officer and Lead Member.

Members were invited to comment on the report:

- Time limits on the retention of live stream recordings was being considered.
- Training was needed for members on the use of social media platforms. There were issues with retention and disposal on such platforms.
- The Legal Team were thanked for their hard work on the policy.

**Resolved:**

1. Cabinet approved the Retention and Disposal Policy and its related schedule.

2. Future minor amendments to the policy and related schedule were delegated to the Data Protection Officer in consultation with the Lead Member.

**Reason for Decision:**

The adoption of this updated policy would further enhance the Council's compliance with the UK GDPR and Data Protection Legislation and ensure compliance with all relevant legislation.

**Alternative Options Considered:**

None.

**8. DEBT WRITE OFFS**

The Lead Member for Resources outlined the report, which asked Cabinet to approve write offs in relation to irrecoverable Sundry debts, Non-Domestic Rate debts and Council Tax debts.

The following clarification was provided and action agreed:

- Debts would continue to be pursued where possible.
- Clarification to be provided on the recovery of debts where a business had entered into an IVA (Individual Voluntary Arrangement).

**Resolved:**

Cabinet approved:

1. The write off of £20,163.55 in respect of irrecoverable Sundry debts.
2. The write off of £34,027.35 in respect of irrecoverable Non-Domestic Rate debts (NNDR).  
Direct cost to Rossendale Borough Council £13,610.94.
3. The write off of £25,266.41 in respect of irrecoverable Council Tax debt. Direct cost to Rossendale Borough Council £3,436.23.

**Reason for Decision:**

It was prudent practice to clear any debts from the ledgers which were now deemed to be irrecoverable.

**Alternative Options Considered:**

None.

**9. PERFORMANCE MANAGEMENT REPORT Q3 2023/24**

The Lead Member for Environment and Corporate Services outlined the report which asked Cabinet to consider the Council's performance and consider a recommendation from the February Overview and Scrutiny Committee.

Members were invited to comment on the report:

- The need to remember the positive outcomes in the report.
- Some of the red risks were outside the Council's control.
- Measurement of the vibrancy of Rossendale town centres was now part of the residents' survey which was highlighted in the Quarter 3 report and provided a baseline going forward.
- Food waste collections would not impact on the frequency of residual collections.
- The processing of Disabled Facilities Grants (DFGs) was red due to issues with invoicing at Lancashire County Council. Quarter 4 should show a different picture.
- The recommendation from the Overview and Scrutiny Committee was agreed.
- Councillor Neal thanked the Council for working in partnership with Whitworth Town

Council on matters such as the Leisure Centre and installation of the cattle grid.

- Officers were thanked for their work.

**Resolved:**

1. Cabinet noted and consider the Council's performance detailed in the report.
2. Cabinet noted and consider a recommendation from the February Overview and Scrutiny Committee as detailed in point 3.6 of the report.

**Reason for Decision:**

Monitoring the Council's performance would enable Cabinet to identify and consider any actions, projects, performance measures or corporate risks requiring further action.

**Alternative Options Considered:**

None.

**10. FINANCIAL MONITORING REPORT Q3 2023/24**

The Lead Member for Resources outlined the report which asked Cabinet to note the content of the report.

Cabinet members were invited to comment on the report:

- The Council were aware of the unprecedented levels of homelessness in the borough which was a priority for the team.
- The Finance Team were thanked for their work.

**Resolved:**

1. Cabinet noted the content of the Q3 financial monitoring report.

**Reason for Decision:**

To consider and monitor the Medium Term Financial Strategy.

**Alternative Options Considered:**

None.

**The meeting concluded at 7.07pm**

\_\_\_\_\_ CHAIR \_\_\_\_\_ DATE