

MINUTES OF: THE CABINET

Date of Meeting: Wednesday 13th 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**

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 7th 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

MINUTES OF: THE CABINET (SPECIAL)

Date of Meeting: Wednesday 22nd May 2024

**Present: Councillor A Barnes (Chair)
Councillors Lythgoe, McInnes, M Smith and Walmsley**

**David Smurthwaite, Director of Economic Development
Clare Birtwistle, Head of Legal (Monitoring Officer)
Karen Spencer, Chief Finance Officer
Clare Law, Head of People and Policy
Sean O'Hagan, LUF Programme Manager**

**Also present: Councillor Neal
4 members of the public**

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATIONS OF INTEREST

Councillor Walmsley declared that he owned a building within the Bacup area as disclosed on his Declaration of Interests.

3. PUBLIC QUESTION TIME

One written question had been submitted. In response, the Leader advised that in order to apply for the Levelling Up funding, Rossendale Borough Council worked closely with Partners, Genecon and Into Places to complete a feasibility study on the Bacup Market development. This provided detailed insight into the demographics and catchment for the facility and provided an analysis on competitor sites.

The funding application also required a full cost-benefit analysis, including operating and maintenance costs along with potential revenue streams and the economic, social environmental and cultural benefits.

Since the award of the funding, Market Curators have been appointed to develop the detail of the financial model which sits hand in hand with the design of the facility. This included a forecast cash flow and projected profitability which takes into account the operating hours and costs.

4. Rossendale LUF Regeneration Programme – Temple Court Market Stage 3 Design Approval (Temple Court Market, Bacup)

The LUF Programme Manager and Leader/Lead Member for Economic Development outlined the report which asked Cabinet to approve the designs for Temple Court Market and to delegate the procurement and appointment of a market management organisation and appoint the most economically advantageous construction contracts.

Delegations to include Lead Member for Resources and s151 Officer at recommendations 2 and 3.

Cabinet members were invited to comment on the report:

- Costs were still a pressure due to inflation.
- A Dedicated Programme Board would oversee the project.
- It aligned with the Council’s priority to create a thriving local economy.
- The Consultation resulted in changes which showed the success of the process.
- Officers were thanked for their hard work.
- The timeline was challenging but the project would be delivered on time.
- Frameworks were being investigated to ensure a successful tender process.

Members were invited to comment on the report:

- Taxis parking took up valuable space when a rank could be used.
- The direct costs of bidding for resources together with the hidden cost of officer time.

Resolved:

1. To approve the RIBA Stage 3 design of the Temple Court Market in order to proceed with the planning application.
2. To Delegate Authority to the Director of Economic Development, Head of Legal Services and s151 Officer in consultation with the Lead Member for Regeneration and Lead Member for Resources, to procure and appoint a market management organisation for Temple Court Market.
3. To Delegate Authority to the Director of Economic Development, Head of Legal Services and s151 Officer in consultation with the Lead Member for Regeneration and Lead member for Resources, to procure and appoint the most economically advantageous relevant construction contracts to deliver Temple Court Market.

Reason for Decision:

The Delivery of the Capital Levelling Up Fund will support Rossendale to have a Thriving Local Economy and in turn support our Economic Development Aspirations. Approval to move forward with the proposed plans for Temple Court Market Place will enable delivery of the programmes within the approved timescales.

Alternative Options Considered:

None.

The meeting concluded at 7.00pm

_____ CHAIR _____ DATE