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WEDNESDAY, 27 APRIL 2016

I HEREBY SUMMON YOU TO ATTEND A MEETING OF THE **EXECUTIVE BOARD MEMBER DECISIONS MEETING FOR RESOURCES** WHICH WILL BE HELD IN **DEMOCRATIC SERVICES COMMITTEE ROOM, COUNTY HALL, CARMARTHEN**, AT **10.00 AM**, ON **THURSDAY, 5TH MAY, 2016** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

Mark James

CHIEF EXECUTIVE



PLEASE RECYCLE

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AGENDA

1. DECLARATIONS OF PERSONAL INTEREST.
2. TO SIGN AS A CORRECT RECORD THE DECISION RECORD OF THE MEETING HELD ON THE 24TH MARCH 2016 3 - 6
3. REPORTS NOT FOR PUBLICATION
FOLLOWING CONSIDERATION OF ALL THE CIRCUMSTANCES OF THE CASE AND FOLLOWING THE APPLICATION OF THE PUBLIC INTEREST TEST THE EXECUTIVE BOARD MEMBER MAY CONSIDER THAT THE FOLLOWING ITEMS ARE NOT FOR PUBLICATION AS THEY CONTAIN EXEMPT INFORMATION AS DEFINED IN PARAGRAPHS 14 OF PART 4 OF SCHEDULE 12A TO THE LOCAL GOVERNMENT ACT, 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) (WALES) ORDER 2007
4. FORMER TENANT DEBT WRITE-OFF SOCIAL LETTINGS AGENCY 7 - 14
5. NON DOMESTIC RATES - DISCRETIONARY RELIEF 15 - 28
6. COUNCIL TAX - DISCRETIONARY REDUCTIONS 29 - 40

**EXECUTIVE BOARD MEMBER DECISIONS MEETING FOR
RESOURCES**

THURSDAY, 24TH MARCH, 2016

PRESENT: Councillor D.M. Jenkins [Executive Board Member]

The following officers were in attendance:

Mr C. Moore	-	Director of Corporate Services
Mr M. Davies	-	Head of Property Maintenance & Construction
Mr L. James	-	Housing Services Manager
Mr E. Phillips	-	Area Building Manager
Mrs M. Evans Thomas	-	Democratic Services Officer

Democratic Services Committee Room, County Hall, Carmarthen : 11.00 a.m. – 11.45 a.m.

1. DECLARATIONS OF PERSONAL INTEREST

There were no declarations of personal interest.

2. DECISION RECORD OF THE MEETING HELD ON THE 3RD MARCH 2016

RESOLVED that the decision record of the meeting held on 3rd March, 2016 be signed as a correct record.

3. PROPERTY MAINTENANCE & CONSTRUCTION DIVISION - MONITORING OFFICER AND SECTION 151 OFFICER EXCEPTION REPORTS/ COMMERCIAL ROOFING/DECORATION ALLOWANCE REPORTS

The Executive Board Member was advised that the Property Maintenance and Construction Division procures the following key services on behalf of the Authority:-

- Servicing and maintenance of fixed mechanical and electrical plant and equipment;
- Maintenance of Sewer Treatment Works/Pumping Stations/Foul Drain Clearance/Tankering Services;
- Arboricultural works.

Many of these services are required to comply with legislation and approved industry codes of practice and are essential to indemnify the Authority from potential prosecution and protect the health, safety and wellbeing of our residents, service users, pupils and staff.

The existing arrangements which cover the procurement of the above services are due to expire and approval was sought to extend the existing arrangements until a compliant procurement exercise is undertaken.

In addition to the above, the division procures Commercial Roofing Works. Whilst the majority of the work in terms of value had been procured through competitive quotation tender exercises, it had inadvertently due to the amalgamation of a

number of contracts, not been procured totally in accordance with the Financial Procedure Rules. Approval was therefore sought to extend the current arrangements until the National Procurement Service delivers a Regional National Framework for Commercial Pitched and Flat Roofing.

The New Homes Team within the division undertakes repairs and maintenance to empty properties within the county. New tenants are offered a Decoration Allowance which can facilitate quicker sign-up of new tenants, thus reducing rent loss. Approval was sought to formalise the current arrangement with Wilko's.

The division has been in consultation with the Corporate Procurement Division in examining the potential for the NPS to provide frameworks to deliver some of these essential services. Whilst the provision of Electrical and Mechanical Services had been identified as a potential tender opportunity, this was yet to materialise in both content and delivery. The division had also attempted to develop a Regional Framework Partnership for Mechanical & Electrical Work with Ceredigion, Pembrokeshire, Neath Port Talbot and Swansea Councils but it was clear that other Authorities were unwilling to engage at that time.

RESOLVED

- 3.1 that the existing arrangements in relation to the procurement of servicing and maintenance of fixed mechanical and electrical plant and equipment be extended for a period of 9 months from 1st April, 2016 to 31st December, 2016 in order to establish a compliant procurement exercise;**
- 3.2 that the existing arrangements in relation to the procurement of maintenance of Sewer Treatment Works/Pumping Stations/ Foul Drain Clearance/Tankering Services be extended for a period of 6 months from 1st April, 2016 to 30th September, 2016 in order to establish a compliant procurement exercise;**
- 3.3 that the existing arrangements in relation to the procurement of arboricultural works be extended for a period of 12 months from 1st April, 2016 to 31st March, 2017 in order to establish an in-house solution.;**
- 3.4 that the current arrangements in relation to Commercial Roofing Works be extended until the National Procurement Services delivers a Regional National Framework for Commercial Pitched and Flat Roofing;**
- 3.5 that the current arrangement with Wilko's in relation to the Decoration Allowance be formalised;**
- 3.6 that an update report be presented to the Executive Board Member for consideration in six months' time.**

4. REPORTS NOT FOR PUBLICATION

RESOLVED pursuant to the Local Government Act 1972, as amended by the Local Government (Access to Information)(Variation)(Wales) Order 2007 that the following item was not for publication as the report contained exempt information as defined in Paragraph 14 of Part 4 of Schedule 12A to the Act.

5. FORMER TENANT DEBT WRITE-OFF

Following the application of the public interest test it was **RESOLVED** pursuant to the Act referred to in minute 4 above not to publicise the content of the report as it contained exempt information relating to the financial or business affairs of any particular person (including the Authority holding that information) (Paragraph 14 of Part 4 of Schedule 12A to the Act).

The public interest test in this matter related to the fact that the report included personal data relating to former council tenants, including details of their rent arrears. The publication of individual debts was unwarranted and would prejudice the rights and freedoms of the relevant data subjects. Accordingly, the public interest in disclosure was outweighed by the public interest in maintaining confidentiality.

The Executive Board Member considered a report prepared in accordance with the Council's Financial Procedure Rules seeking the write-off of former tenant debts in excess of £1,500. The Former Tenant Arrears Policy clearly detailed the criteria which needed to be met when determining whether it was uneconomical to pursue a former tenant debt any further.

The Executive Board Member considered a schedule of cases for write-off, all of which met the requirements of the policy.

RESOLVED that the former tenant debt arrears detailed within the report be written-off as irrecoverable.

CHAIR

DATE

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Agenda Item 4

By virtue of paragraph(s) 14 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

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Agenda Item 5

By virtue of paragraph(s) 14 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007.

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Agenda Item 6

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