

CABINET

Minutes of the Meeting held on Tuesday, 5th November 2013 at Worksop Town Hall

Present: Councillor S A Greaves (Chair),
Councillors A Chambers, J Evans, S May, J White and G J Wynne.

Assistants: Councillors I J Campbell, G Jones and J Potts.

Advisory Members: Councillors H M Brand and D Challinor.

Liaison Members: Councillors B Barker and H Burton.

Officers: D Armiger, J Hamilton, M Hill, L Hull, M Ladyman, N Taylor and R Theakstone.

Also present: Councillors J M Sanger and K Sutton.

(The Chairman welcomed all to the meeting, read out the Fire Evacuation Procedure, and also enquired as to whether any member of the public wished to film the meeting or any part thereof.)

(The meeting opened at 6.35pm.)

76. QUESTION TIME - PUBLIC

Council Procedure Rules were suspended for fifteen minutes to allow questions from the public; however, although a member of the public was present, no questions were asked.

77. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors C A Palmer, K H Isard, J A Leigh and C Wanless.

78. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

(a) Members

There were no Declarations of Interest by Members.

(b) Officers

There were no Declarations of Interest by officers.

79. MINUTES OF THE MEETING HELD ON 1ST OCTOBER 2013

The Cabinet Member for Regeneration asked if "in Worksop" could be added to Minute No. 74(a)(2) to read: "...on the establishment of an information point *in Worksop* provided by the County Council" to provide further clarity.

RESOLVED that the minutes of the meeting held on 1st October 2013 be approved, subject to the amendment at Minute No. 74(a)(2) to read: "...on the establishment of an information point *in Worksop* provided by the County Council."

80. MINUTES FOR ACTION AND IMPLEMENTATION

RESOLVED that the Minutes for Action and Implementation be received.

81. OUTSTANDING MINUTES LIST

The Advisory Member for Rural Matters asked when the draft Corporate Plan would be available so that she could ensure that the Rural Strategy and the draft Corporate Plan are in alignment. The Leader advised that the draft Corporate Plan will be presented to the December Cabinet and that the draft would be released as soon as practicable in order that the alignment could take place.

RESOLVED that the Outstanding Minutes List be received.

82. FORWARD PLAN

It was noted that there are 22 items scheduled for the December meeting.

RESOLVED that the Forward Plan be received.

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

83. REPORT(S) OF THE CABINET MEMBER – POLICY AND COMMUNITY ENGAGEMENT – COUNCILLOR S A GREAVES

(a) Local Employment Initiatives (Key Decision No. 409)

Members' approval was sought for the commencement of local employment initiatives in which the Council will take a clear lead. The report outlined: local unemployment statistics; partnership work addressing unemployment; and exemplar working; and discussed potential options.

The Cabinet Member for Regeneration commented that the report was ambitious and forward-thinking; it highlights the lack of work which is being done by the County Council in this regard; and the District Council is one of the leading authorities in its approach. She also asked whether the Authority's partners had similar initiatives e.g. apprenticeships and paying the Living Wage. The Director of Community Services reported that this would be raised with Barnsley Premier Leisure at a forthcoming meeting, and that A1 Housing already has an excellent track record for offering apprenticeships, etc.

The Advisory Member for Rural Matters raised the issue of accessibility in rural areas, particularly poor public transport links, and asked if the District Council could offer any help.

Options, Risks and Reasons for Recommendations

Option One - To not commence a Local Employment Initiative and allow the current delivery mechanisms to address the on-going issues which are aimed at unemployment.

Option Two – To agree with the proposals that a Local Employment Initiative is adopted by the Authority.

RESOLVED that:

1. Thanks be recorded to officers for their hard work culminating in the report.

2. The commencement of a Local Employment Initiative be agreed, working with partners to effectively address current unemployment levels.
3. Officers continue with the work and produce an exemplar strategy aimed at ensuring the Authority offers various opportunities in a targeted, funded and co-ordinated manner.
4. The exemplar strategy be presented to a future Cabinet.

84. REPORT(S) OF THE CABINET MEMBER – FINANCE – COUNCILLOR J EVANS

- (a) Budget Monitoring and Capital Programme Update Report to 30th September 2013 (Key Decision No. 394)

Members were informed of:

- The spending position for the period 1st April to 30th September 2013 for the Council's General Fund, Housing Revenue and Capital Programme, and updated on any significant variances from the approved budgets.
- The proposed resourcing of the Capital Programme and the level of Capital resources available, including capital receipts.
- Treasury Management budget issues.
- The regular quarterly update on performance against the approved Treasury Management Prudential Indicators for the period ending 30th September 2013.
- The mid-year Treasury Management Strategy and Investment Strategy report.

Members' approval was sought for the new additions, variations and re-profiling to the existing Capital Programme.

The report is for the second quarter of the year, and current indications are that there will be a budget overspend of £0.098m in year for General Fund and £0.145m in year for the HRA. However it is important to note that the report is only highlighting that a problem may arise and that this needs to be closely monitored throughout the year.

The 2013/14 budget is challenging and will require spending officers' co-operation to recognise and address the financial pressures currently facing the Council, and ensuring that they do not overspend their respective budgets. They will need to put in place actions to address the pressures identified. The financial equation is simple, any overspends in the current year will increase the savings target for all services in future years if the Council is to survive the cuts to public sector funding that central Government is implementing.

The Leader praised the 'traffic light' system which made the report clearer and the Interim Chief Executive praised the proactive work by officers in securing capital receipts. The Assistant Cabinet Member for Regeneration enquired as to the advertising and marketing strategy for the Town Halls in light of the recent awarding of the contract to Every Occasion Catering. The Advisory Member for Rural Matters enquired as to what would happen if further legal fees are incurred through additional Planning Inquiries as the Legal Contingency pot is now expended; the Head of Community Prosperity explained the fees and what future action would be required.

Options, Risks and Reasons for Recommendations

The budget monitoring section of the report provides managers' forecasts and is for information only. There are always some risks that the actual outturn variance could be substantially different from that currently shown (mainly due to the volatility of income), but the report sets out officers' projections and, as such, the financial risk that may occur by 31st March 2014.

The Council has responsibility for delivering its Capital Programme on time and not doing so could undermine the achievement of its objectives. The Property and Regeneration Group will continue to monitor future programmes on a monthly basis.

There may be changes to the way the Capital Programme is financed as officers review the most appropriate methodology as part of the closedown process for 2013/14.

RESOLVED that:

1. Thanks be recorded to officers for their hard work culminating in the report.
2. A full response on advertising and marketing of the Town Halls be made available to the Assistant and Cabinet Members for Regeneration.
3. An update be given to Members on the re-profiling of the Airey Houses project.
4. The position with regard to Revenue and Capital budget monitoring be noted.
5. The 'new approvals' to the 2013/14 Capital Programme, totalling £1.300m, as detailed in Appendix 3 of the report, be approved.
6. The 'other variations' to the 2013/14 Capital Programme, totalling (£0.059m), as detailed in Appendix 3 of the report, be approved.
7. The 're-profiling' to the 2013/14 Capital Programme, totalling (£1.000m), as detailed in Appendix 3 of the report, be approved.
8. The proposed resourcing of the Capital Programme and the level of capital receipts currently available to fund any further capital expenditure be noted.
9. The quarterly update on performance against the approved Treasury Management Prudential Indicators for the period ending 31st March 2014, as detailed in Appendix 6 of the report, be noted.
10. The weekly investment balances made throughout the first quarter of the financial year, in conjunction with the Security, Liquidity and Yield benchmarking data for the Council, as detailed in Appendix 7 of the report, be noted.
11. The mid-year Treasury Management Strategy and Investment Strategy, as detailed in Appendix 8 of the report, be approved and reported to full Council on 12th December 2013.

(b) Workshop Bus Station (Key Decision No. 431)

Members were provided with an update on progress of the scheme and Members' approval was sought for the financial implications of this joint project with Nottinghamshire County Council.

The County Council has bought the vacant premises on Watson Road plus the land on the junction of Watson Road and Newcastle Street. The County Council will design and build the new facility and has asked the District Council to make two significant contributions:

- To cede approximately 30 existing parking spaces in the existing Queen Street car park to the bus station, on a long-term lease of up to 99 years, and forego the income from these spaces.
- To make a revenue contribution to the running costs of the facility once it has been completed, up to a maximum of £35,000 annual contribution, net of any such services such as CCTV that Bassetlaw incurs.

It was noted that the County Council has recently approved a similar report to progress the project.

Options, Risks and Reasons for Recommendations

The Council has been able to make a number of improvements to the District following the c£12.1m sale of the Tesco site in March 2009, including attracting the Savoy Cinema to Worksop, enhancing the local market offer, investing in Bridge Street, and also

making improvements to The Canch. A new bus station facility, albeit in partnership with the County Council, is another positive step.

This will not be without future costs, and these need to be built into future budget plans; but, without this commitment, the County Council will not be able to make any further progress.

RESOLVED that:

1. The continuation of joint working with Nottinghamshire County Council be agreed, to bring the new bus station scheme to fruition by 2015.
2. Approval be given to give up to 30 existing car parking spaces in the Queen Street car park to complete the site assembly of the new bus station on the basis of a long-term lease of up to 99 years.
3. A gross budget provision of £35,000 annually be approved towards the running costs of the bus station in Worksop, a figure which will be reviewed after five years of its operation.

85. REPORT(S) OF THE CABINET MEMBER – NEIGHBOURHOODS – COUNCILLOR J A LEIGH

(a) Bassetlaw CCTV System Update (Key Decision No. 348)

(This report was presented by the Head of Community Prosperity in the absence of the Cabinet Member.)

Members were provided with an update concerning the upgrade and roll-out of the Bassetlaw CCTV system:

- The management of the monitoring of the system has been undertaken by MITIE since 1st June 2013. This process retains a 24-hour service at a slightly lower cost than the previous contract.
- Contracts for the digital upgrade of the camera and transmission equipment and the upgrade of the Control Room were awarded to Television Installations Services. The Control Room move took place on 13th October 2013, although there are some outstanding issues to resolve with British Telecom.
- An allocation of £50,000 was made for the delivery of CCTV coverage to Harworth and Tuxford. Initial investigations show that it will be possible to provide a fully wireless system in both towns with a wireless link back to the main Control Room in Worksop. Costings were detailed within the report.
- An extension of CCTV coverage for the Carlton Forest Depot is also being considered which would improve security and result in significant savings.

The Advisory Member for Police Matters welcomed progress made, particularly the roll-out for Harworth, and especially in light of the decrease in neighbourhood policing. CCTV is further enhanced by the introduction of automatic number plate recognition within the District.

The Advisory Member for Rural Matters asked if other rural areas could “buy in” to the system, and the Head of Community Prosperity replied that the system is capable of further expansion, dependent upon the additional equipment being purchased.

Options, Risks and Reasons for Recommendations

As the roll-out of CCTV to Harworth and Tuxford has already been agreed, it is considered that there is now no obstacle to the delivery of this project.

RESOLVED that:

1. Thanks be recorded to the Head of Community Prosperity for the work to date in bringing the project to fruition.
2. The work undertaken to date on the CCTV digital upgrade and the roll-out of coverage to Harworth and Tuxford be endorsed and approval be given for the necessary work to complete the project.

Other Decisions

86. REPORT(S) OF THE CABINET MEMBER – REGENERATION – COUNCILLOR J WHITE

(a) Revised Affordable Housing Supplementary Planning Document (SPD)

Members were provided with details of the proposed changes to the Council's Affordable Housing Supplementary Planning Document (SPD) and approval for its publication was sought.

- The current Affordable Housing SPD sets out the contributions towards the provision of affordable housing in the District on all residential housing developments.
- Upon review of the operation of the document, it is clear that there may be some issues of delivery, particularly where pooling of contributions is necessary.
- Upon revision, the aim of the SPD is to ensure commuted sum contributions are only sought when they generate sufficient monies to deliver an affordable house.
- Developments that do not meet the minimum threshold will not be expected to contribute towards affordable housing.
- The preferred delivery option should be to purchase existing private dwellings, preferably former Council houses sold through the Right To Buy scheme, which would then be made available as social rented properties through A1 Housing.

Options, Risks and Reasons for Recommendations

It is proposed that a revised Affordable Housing SPD is published for consultation purposes in line with the principles outlined in the report, in order that the revised approach can be brought in as soon as possible.

Whilst it is possible not to accept this proposal and to continue to issue the existing document, this will have a direct impact upon the delivery of small scale housing sites.

RESOLVED that:

1. The publication of the draft revised Affordable Housing Supplementary Planning Document for consultation be agreed.
2. Delegated authority be given to the Cabinet Member for Regeneration to approve the final wording of the consultation document and to approve adoption of the document should no significant objections be received.
3. Alternatively, should significant objections be received, these be reported back to Cabinet together with the final document for formal approval.

87. REPORTING MINUTES

(a) Friends of Kings' Park Sub-Committee – 9th July 2013

RESOLVED that the minutes of the meeting of the Friends of Kings' Park Sub-Committee held on 9th July 2013 be received.

88. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

RESOLVED that, in accordance with Part 1 of Schedule 12A of the Local Government Act 1972, and after considering the public interest test as set out by the officer in the body of the report, Members agreed that the following items of business involved the likely disclosure of exempt information as defined in Paragraphs 2 and 3, and therefore, in accordance with Section 100A of the Act, the press and public be excluded from the meeting:

Agenda Item No. 13(a) – Shared Services – Disability Adaptations in Public and Private Sector Stock – Paragraph 2

Agenda Item No. 14(a) – Worksop Market – Operational Issues – Paragraphs 1 and 2

(Councillors J M Sanger and K Sutton remained in the meeting with the Chairman's permission.)

SECTION B – ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None.

Other Decisions

89. REPORT(S) OF THE CABINET MEMBER – HOUSING – COUNCILLOR A CHAMBERS

(a) Shared Services – Disability Adaptations in Public and Private Sector Stock

Members' approval was sought for the shared service approach to delivering the Disabled Facilities Grant (DFG) programme in the private sector and adaptations for tenants in the Council's own stock. The shared service structure will deliver savings of £32,692 which will be shared between the two organisations.

The staffing structure for the shared service, together with associated staffing costs, were appended to the report. Trade union comments and the management response were also appended to the report.

Options, Risks and Reasons for Recommendations

Option One – To not approve the shared services approach to delivery disability adaptations across all tenures detailed in the report. However, the efficiencies and improved working arrangements detailed in the Cabinet report agreed in March 2012 will not be realised.

Option Two – To agree to the shared services approach.

RESOLVED that:

1. The shared services approach between the Council and A1 Housing for the delivery of disability adaptations across all tenures be agreed and formalised, and the implementation of the new structure from 1st December 2013 be approved.
2. The changes to the BDC structure, as detailed in the report, be approved.
3. The 2013/14 pressure on the income budget for DFG fees be offset by the contribution of £23,000 received from A1 Housing.
4. The on-going saving be shared between the two organisations in order that an equal saving is made by the Council and A1 Housing.

90. REPORT(S) OF THE CABINET MEMBER – REGENERATION – COUNCILLOR J WHITE

(a) Worksop Market – Operational Issues

Members were updated on the consultation undertaken in relation to the proposed revised staffing structure for the operation of Worksop Market. The proposed structure will deliver savings of £48,000.

A proposed structure for the Worksop Market Team was detailed within the report and it was noted that this should read:

“Market Labourer (Day Team) = 0.54 fte
Market Labourer (Installation Team) = 2.70 fte”

Trade union comments and the management response were appended to the report.

Options, Risks and Reasons for Recommendations

Option One - To continue with the existing procedures which involve a high degree of over-staffing which in turn is placing a budget pressure on the market operation.

Option Two – To revise the structures to better reflect current working requirements.

RESOLVED that the revised structure and working hours for the Worksop Market Team, as detailed within the report, be approved, subject to the proposed structure reading “Market Labourer (Day Team) = 0.54 fte; Market Labourer (Installation Team) = 2.70 fte.”

91. ANY OTHER BUSINESS WHICH THE CHAIRMAN CONSIDERS TO BE URGENT

As there was no other urgent business to be considered, the Chairman closed the meeting.

(Meeting closed at 7.35pm.)