

## **CABINET**

### **Minutes of the Meeting held on Thursday, 14<sup>th</sup> February 2013 at Worksop Town Hall**

**Present:** Councillor S A Greaves (Chair),  
Councillors A Chambers, J Evans, S May, D R Pressley and G J Wynne.

**Advisory Members:** Councillors H M Brand, D Challinor and C Palmer.

**Liaison Members:** Councillors B Barker, H Burton, K H Isard and C Wanless.

**Officers:** D Armiger, A Brammall, J Hamilton, M Hill, L Hull, M Ladyman,  
R Schofield (for Agenda Item No. 9(a) only), N Taylor and R Theakstone.

**Also present:** Councillors J M Sanger, K Sutton and J White.

(The Chairman welcomed all to the meeting and read out the Fire Evacuation Procedure.)

#### **129. QUESTION TIME - PUBLIC**

Council Procedure Rules were suspended for fifteen minutes to allow questions from the public; however, there were no members of the public in attendance.

#### **130. APOLOGIES FOR ABSENCE**

Apologies for absence were given for Councillor J A Leigh.

#### **131. DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS**

##### **(a) Members**

Councillor B Barker declared a non-pecuniary interest in Agenda Item No. 17(c) – Review of Tourist Services, as he is the Chair of the Worksop Civic Society; he remained in the meeting.

Councillor D R Pressley declared a Disclosable Pecuniary Interest in Agenda Item No. 10(A) – General Fund Budget 2013/14 and 2015/16 (Key Decision No. 336), as he is a volunteer at the Bassetlaw Citizens' Advice Bureau; however, there was no discussion on this organisation.

##### **(b) Officers**

There were no declarations of interest by officers.

#### **132. MINUTES OF THE MEETING HELD ON 8<sup>TH</sup> JANUARY 2013**

**RESOLVED** that the minutes of the meeting held on 8<sup>th</sup> January 2013 be approved.

#### **133. MINUTES FOR ACTION AND IMPLEMENTATION**

**RESOLVED** that the Minutes for Action and Implementation be received.

134. OUTSTANDING MINUTES LIST

**RESOLVED** that the Outstanding Minutes List be received.

135. FORWARD PLAN

**RESOLVED** that the Forward Plan be received.

**SECTION A – ITEMS FOR DISCUSSION IN PUBLIC**

**Key Decisions**

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

(a) Sheffield City Region Governance Review (Key Decision No. 371)

Members were updated on the outcomes of the Governance Review undertaken by the Sheffield City Region (SCR). The nine local authorities that make up the SCR have a long history of collaboration at a scale that reflects the natural economic geography of the region. A City Region Deal has been successfully negotiated, securing £25m from Round 3 of the Regional Growth Fund.

The report outlined: background; the three key reasons for establishing a SCR Combined Authority; and the remit of the SCR Authority. The Heads of Terms and the scheme for 'Strengthening Governance in the Sheffield City Region' were appended to the report. A summary document of the scheme was tabled at the meeting which provided information on: objectives; skills; investment; innovation; and governance.

Members raised issues on: rural implications of the SCR; apprenticeships and upskilling; and scrutiny arrangements. The Leader of the Council will update Members on the arrangements for the launch of an apprenticeship scheme in Sheffield by the Deputy Prime Minister after a meeting on 16<sup>th</sup> February.

Options, Risks and Reasons for Recommendations

Cabinet has the option of supporting or not supporting the outcome of the Governance Review and the formation of a Combined Authority for the Sheffield City Region. However, should Cabinet choose not to support the proposals then the Combined Authority, as outlined within the report and appended documents, cannot be formed. Agreement must be sought and attained by each constituent and non-constituent council defined in the review and encompassed in the scheme. This may then jeopardise future collaboration with the SCR and deny the District of Bassetlaw potential strategic economic and transport benefits.

**RESOLVED** that the outcomes of the Sheffield City Region Governance Review, including participation in the establishment of a Combined Authority, be endorsed and referred to full Council for formal ratification.

137. REPORT(S) OF THE CABINET MEMBER – COMMUNITY PROSPERITY –  
COUNCILLOR D R PRESSLEY

(a) Community Infrastructure Levy (Key Decision No. 367)

Members' approval was sought for the Community Infrastructure Levy (CIL) Charging Schedule, as modified by the Examiner's Report, and agreement for its referral to full Council for adoption. The CIL will apply to all new floorspace.

Members' approval was also sought for the Paying in Instalments Policy, Payment in Kind Policy and Exceptional Circumstances Policy. The Charging Schedule, Charging Zones and Charging Rates were appended to the report.

An amendment to the Instalment Policy was proposed, i.e. to delete the paragraph "Where the chargeable amount is less than £50,000..." and to amend the paragraph "Where the chargeable amount is £50,000-£250,000" to read "Where the chargeable amount is £0-£250,000." This will give smaller companies longer to pay the instalments.

#### Options, Risks and Reasons for Recommendations

Option One – The Council can stop work on the CIL Charging Schedule and continue to rely on Section 106 agreements as a means of securing funding for new infrastructure in the District. The risk of doing so is that the Council is unable to secure the level of contributions that it may wish from new development, given the restrictions on pooled contributions in the CIL Regulations.

Option Two – The Council can progress the CIL Charging Schedule. There are no significant risks in doing so. By so doing, the Council would have an independently agreed, transparent Schedule setting out the charges that a developer will need to consider. There will be greater certainty over the amount and timing of receipt of the funds for wider infrastructure required to support new growth across the District. CIL will be levied on all new development which should result in a greater return for the Council, which presently only tends to secure Section 106 funds from major housing applications.

#### **RESOLVED** that:

1. The Community Infrastructure Levy (CIL) Charging Schedule be approved and referred to full Council for adoption and implementation.
2. The Instalment Policy be amended, as follows: the paragraph "Where the chargeable amount is less than £50,000..." be deleted, and the paragraph "Where the chargeable amount is £50,000-£250,000" be amended to read "Where the chargeable amount is £0-£250,000."
3. The Payment in Instalments and Payment in Kind Policies be approved, along with agreement that the Council publishes notice that relief for exceptional circumstances is available in its area.

#### 138. REPORT(S) OF THE CABINET MEMBER – FINANCE AND PROPERTY – COUNCILLOR J EVANS

- (a) Budget Monitoring and Capital Programme Update Report to 31<sup>st</sup> December 2012 (Key Decision No. 335)

Members were provided with information on: the spending position for the period 1<sup>st</sup> April to 31<sup>st</sup> December 2012 for the Council's General Fund, Housing Revenue and Capital Programme; any significant variances from the approved budgets; the proposed resourcing of the Capital Programme and the level of Council capital resources available, including capital receipts; regeneration projects and sites that are not monitored through the Council's Capital Programme; Treasury Management budget issues; and the regular quarterly update on performance against the approved Treasury Management Prudential Indicators for the period ending 31<sup>st</sup> December 2012.

Members' approval was sought for: new additions, variations and re-profiling to the existing Capital Programme; and to write off uncollectable debts that individually exceed £25,000.

Members raised issues/asked questions on: car parking; Retford market; and the fair at Retford. The Cabinet Member for Community Prosperity advised Members that all Retford Ward Members would be invited to join any discussions regarding the fair and market at Retford.

### Options, Risks and Reasons for Recommendations

The budget monitoring section provides managers with 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 31<sup>st</sup> March 2013.

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 2012/13.

Members could decide to continue funding Disabled Facilities Grants from General Fund capital receipts for 2012/13 but this would leave little resources for any non-housing capital investment in the District.

### **RESOLVED** that:

1. The position with regard to Revenue and Capital budget monitoring be noted.
2. The 'new approvals' to the 2012/13 Capital Programme totalling £0.205m, as detailed in paragraph 3.14 and Appendix 3 of the report, be approved.
3. The 'other variations' to the 2012/13 Capital Programme totalling £0.492m, as detailed in paragraph 3.14 and Appendix 3 of the report, be approved.
4. The 'reprofiling' to the 2012/13 Capital Programme totalling (£1.22m), as detailed in paragraph 3.14 and Appendix 3 of the report, be approved.
5. The proposed resourcing of the Capital Programme and the level of capital receipts currently available to fund any further capital expenditure be noted.
6. Expenditure in 2012/13 for private sector Disabled Facilities Grants be funded from available Housing capital receipts.
7. The update on the Langold Lake key regeneration project be noted.
8. The quarterly update on performance against the approved Treasury Management Prudential Indicators for the period ending 31<sup>st</sup> December 2012 be noted.
9. The weekly investment balances made throughout the third quarter of the financial year, in conjunction with the Security, Liquidity and Yield benchmarking date for the Council, be noted.
10. The four cases of Business Rates, as detailed in paragraph 3.35 of the report, be approved for write-off as an uncollectable debt.

### (b) Local Authority Mortgage Scheme (Key Decision No. 375)

Members' approval was sought for an 'in principle' agreement to the implementation of the Local Authority Mortgage Scheme (LAMS) within Bassetlaw. The report detailed: background; current situation; the scheme; and timescales. A risk assessment produced as a result of the pilot scheme, outlining the key risks and potential mitigating controls, was appended to the report.

The scheme is aimed at first-time buyers, providing help for potential buyers who can afford mortgage payments, but not the initial deposit, to get onto the property ladder. Under the scheme, each local authority will be able to specify three qualifying criteria: the maximum level of indemnity; the maximum loan size (based on 95% of the maximum property valuation); and

the qualifying postcodes. The scheme is standardised as much as possible and all the administration for the scheme will be undertaken by the lender.

Once Bassetlaw's scheme is up and running, the Council will give the lender £1m which, assuming there are no defaults on repayments, will raise a 4% return on the investment. The Cabinet Member for Finance and Property added that there are currently 44 local authorities operating 57 schemes and no defaults to date have been reported.

#### Options, Risks and Reasons for Recommendations

There is always the option of not introducing the scheme and relying upon the success of the Nottinghamshire County Council scheme. There is, of course, the possibility that the majority of their funding is spent in non-Bassetlaw areas.

The introduction of the LAMS within Bassetlaw will be dependent upon either the County Council scheme coming to a natural conclusion, or a new financial institution entering the market, or both. For this reason, timescales are not known at this stage but could be between three and six months.

There are a number of risks associated with the LAMS, and the Council should give careful consideration to how to manage those risks and the mitigating controls to be put in place.

#### **RESOLVED** that:

1. An 'in principle' agreement to the implementation of the Local Authority Mortgage Scheme (LAMS) be made.
2. A sum of £1.0m of Council resources be set aside for the purposes of the cash-backed LAMS, this to be funded either through borrowing or as an investment depending upon the final view of the external auditor.
3. Authority be delegated to officers to develop a Bassetlaw LAMS in discussion with Sector Treasury Services.
4. A report be brought back to Cabinet for final approval in due course.

(Agenda Items 10(A), (B), (C), (D) and (E), together with Agenda Item No. 13(F) all comprised the Draft Budget Book 2013/14 which had been considered by the Audit and Risk Scrutiny Committee at its meeting held on 12<sup>th</sup> February 2013.)

#### (c) General Fund Budget 2013/14 and 2015/16 (Key Decision No. 336)

Members' approval was sought for the General Fund Budget proposals for 2013/14 for recommendation to full Council on 4<sup>th</sup> March 2013. It was noted that a 0% Council Tax increase for Bassetlaw District Council will be proposed at full Council.

The report outlined: introduction; General Fund reserves and balances; Formula Grant Settlement for 2013/14; inflation and other budget provisions; Council Tax; and Collection Fund surplus.

#### Options, Risks and Reasons for Recommendations

The Council is required to set a balanced budget but may otherwise vary its spending and taxation proposals below the excessive capping trigger.

Option One – Change the level of service spending or income projections.

Option Two – Revise the level of any reserves to support the Revenue budget.

Option Three – Change the planned level of increase in Council Tax for 2013/14 but any increase above 0% will mean the forfeit of the Council Tax Freeze Grant.

Option Four – Revise the General Fund Capital Programme and its associated funding strategy.

**RESOLVED** that the following be agreed and recommended to full Council on 4<sup>th</sup> March 2013 for approval:

1. The Budget for 2013/14 and future years, together with the associated comments from Audit and Risk Scrutiny Committee on 12<sup>th</sup> February 2013 and Cabinet on 14<sup>th</sup> February 2013 be considered.
2. A Council Tax increase of 0% for 2013/14 be recommended to keep it at the same level as 2009/10.
3. The declaration of a nil surplus on the Collection Fund for 2013/14, as summarised in paragraph 3.27 and detailed in Appendix 3 of the report, be noted.
4. Authority be delegated to the Cabinet Member for Finance and Property for addressing any issues arising from the Business Ratepayers meeting in February 2013.
5. Authority be delegated to the Director of Resources to deal with amendments to the Budget for any changes to Drainage Board and Parish Town Council precepts (these will not affect the level of Bassetlaw's Council Tax).

**FURTHER RESOLVED** that officers and Members be thanked for their hard work in achieving a balanced Budget.

(d) General Fund Capital Programme 2013/14 to 2017/18 (Key Decision No. 337)

Members' approval was sought for the General Fund Capital Programme for 2013/14 to 2017/18 for recommendation to full Council on 4<sup>th</sup> March 2013.

The report outlined: schemes approved from 2012/13; resources; Prudential Borrowing/100% externally funded schemes; new schemes 2013/14 to 2017/18; and the Capital prioritisation process.

Options, Risks and Reasons for Recommendations

Members can decide what schemes to include or exclude. Any schemes which include external finance will have implications for those organisation.

**RESOLVED** that the following be agreed and recommended to full Council on 4<sup>th</sup> March 2013 for approval:

1. The Capital Programme for 2013/14 for £6.737m, as detailed in Appendix A of the report, be approved, subject to amendment to the detail of the scheme for Kings' Park.
2. The indicative Capital Programme for 2013/14 to 2017/18 of £11.719m, as detailed in Appendix A of the report, be approved, subject to the delivery of the necessary capital receipts.
3. Regular updates be provided to Cabinet throughout 2013/14 as and when specific capital receipts are made so that the Council does not overextend its commitments.

**FURTHER RESOLVED** that officers and Members be thanked for their hard work in achieving a balanced Capital Programme.

(e) Treasury Management Policy and Strategy 2013/14 to 2015/16 (Key Decision No. 338)

Members' approval was sought for the Treasury Management Strategy, Borrowing Strategy, Investment Strategy, Minimum Revenue Provision Policy and Prudential Indicators, updated in accordance with latest guidance, for recommendation to full Council on 4<sup>th</sup> March 2013.

Appended to the report were: the Treasury Management Strategy, Borrowing Strategy and Investment Strategy; Minimum Revenue Provision Statement; interest rate forecasts; economic background; specified and non-specified investments; Credit and Counterparty Risk; Treasury Management Scheme of Delegation; and the treasury management role of the Section 151 Officer. A replacement page for Appendix 5 was tabled at the meeting, which gave additional information regarding term deposits with banks and building societies.

Options, Risks and Reasons for Recommendations

The only option is to accept the recommendations and adopt the Treasury Management Strategy, Borrowing Strategy, Annual Investment Strategy and Minimum Revenue Provision Statement, and to approve the Prudential Indicators.

To not approve these policies would contravene the requirements of both legislation and good practice. In addition, the KPMG External Auditors may pass comment on their Annual Governance Report.

**RESOLVED** that the following be agreed and recommended to full Council on 4th March 2013 for approval:

1. The Treasury Management Strategy 2013/14 to 2015/16, incorporating the Borrowing Strategy and the Annual Investment Strategy, as detailed in Appendix 1 of the report, be approved.
2. The Minimum Revenue Provision (MRP) Statement, as detailed in Appendix 2 of the report, which sets out the Council's policy on MRP, be approved.
3. The Prudential Indicators and Limits for 2013/14 to 2015/16, as detailed in Appendix 3 of the report, be approved.
4. The Authorised Limit Prudential Indicator, as detailed in Appendix 3 of the report, be approved.

(f) Capital Investment Strategy 2013/14 to 2017/18 (Key Decision No. 339)

Members' approval was sought for the Capital Investment Strategy 2013/14 to 2017/18, which was appended to the report, for recommendation to full Council on 4<sup>th</sup> March 2013.

Options, Risks and Reasons for Recommendations

The Capital Investment Strategy is a key document which sets out how capital resources will be deployed to meet the priorities of the Council.

**RESOLVED** that the Capital Investment Strategy 2013/14 to 2017/18 be approved and recommended to full Council on 4<sup>th</sup> March 2013 for approval.

(g) Property Asset Management Plan 2013/14 to 2017/18 (Key Decision No. 340)

Members' approval was sought for the Property Asset Management Plan, which was appended to the report, for recommendation to full Council on 4<sup>th</sup> March 2013. It was noted that the Plan detailed the repairs for Council-owned property which are necessary to bring them up to an acceptable standard.

### Options, Risks and Reasons for Recommendations

The Asset Management Plan is a key document that sets out how the Council effectively manages its assets to support the efficient delivery of its priorities and objectives.

**RESOLVED** that the Asset Management Plan 2013/14 to 2017/18 be approved and recommended to full Council on 4<sup>th</sup> March 2013 for approval.

### **Other Decisions**

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

##### (a) Co-operative Councils Network

Members' approval was sought for engagement with the Co-operative Councils Network which is a group of Labour local authorities who are driving forward new co-operative approaches to transform the way local public services are delivered in their areas. A list of the 21 councils who currently form the Network was appended to the report, and examples of what being a co-operative council means in practice were given within the report.

### Options, Risks and Reasons for Recommendations

Option One – To not explore the option of signing up to the Co-operative Councils Network.

Option Two – To agree that the Council can see merit in the Co-operative Councils model, register its interest with the Network to join, and pursue this option for selected services of the Council.

**RESOLVED** that:

1. The Council approaches the Co-operative Councils Network and seeks to become a member.
2. The subscription for membership be paid from the Council's Corporate Subscription budget.
3. The Council's Corporate Plan be reviewed if membership of the Co-operative Councils Network is accepted.

#### 140. REPORT(S) OF THE CABINET MEMBER – COMMUNITY PROSPERITY – COUNCILLOR D R PRESSLEY

##### (a) High Street Innovation Fund

Members were updated on progress of the use of the High Street Innovation Fund. Funding was allocated to all four of the District's towns, namely: Worksop, Retford, Harworth and Tuxford; and an update was given on progress within each town.

### Options, Risks and Reasons for Recommendations

There are few options to be discussed since the report is mainly an update. The risks are being mitigated at Retford by the direct involvement of Council staff on the new company, and a similar approach will be taken with the Worksop Community Interest Company; plus, independent auditors have, and are being, appointed to ensure the responsible use of public funds. Funding has been allocated to Harworth and will be subject to a six-month review.



**RESOLVED** that:

1. Progress on the use of the High Street Innovation Fund be noted.
2. Further reports be presented to Cabinet as progress is made.

(Councillor D Challinor left the meeting at this point.)

141. REPORT(S) OF THE CABINET MEMBER – FINANCE AND PROPERTY –  
COUNCILLOR J EVANS

(a) Robustness of Estimates and Adequacy of Reserves 2013/14

Sections 25 and 26 of the Local Government Act 2003 place a personal duty on the chief finance officer to make a report to Council when considering its budget and Council Tax. The report must deal with the robustness of the estimates and the adequacy of reserves. The Act requires Members to “have due regard to the report in making their decisions”. Where this advice is not accepted, it should be formally recorded within the Minutes of the Council Meeting.

Options, Risks and Reasons for Recommendations

The Head of Finance and Property’s judgement of the residual risks of there being variances (over or underspending) from the Budget, after taking account of the measures discussed in paragraph 3.3 of the report, was detailed in paragraph 5.2 of the report.

**RESOLVED** that the conclusion of the Section 151 Officer i.e. that overall the estimates are sufficiently robust and the levels of reserves and balances forecasted to be held at 31<sup>st</sup> March 2014 are adequate to allow the Council to set the Revenue Budget, Capital Programme and Council Tax for 2013/14, be noted and recommended to full Council on 4th March 2013 for approval.

142. REPORT(S) OF THE CABINET MEMBER – REVENUES, CUSTOMER AND SUPPORT  
SERVICES – COUNCILLOR S MAY

(a) ICT Strategy for Bassetlaw 2013-16

Members’ approval was sought for the final ICT Strategy for Bassetlaw 2013-16 which had been referred from the Information Technology and Access Sub-Committee. A summary and the full Strategy had been appended for Cabinet, Liaison and Advisory Members and deposited in the Members’ Room.

The Strategy looks to drive towards delivering services, both internally and to the citizen and business community, that are “Digital by Default”. The Strategy defines the high level way forward and approach, and will be followed by a Tactical Implementation Plan, managed by a new Strategic ICT Work Programme, which will ensure the delivery to time, cost and promised benefits of the number of projects designed to deliver the Strategy.

Options, Risks and Reasons for Recommendations

Members can contribute to the existing Strategy or fundamentally reject the new Strategy.

**RESOLVED** that:

1. Thanks be recorded to A Brammall, Strategic ICT Manager, for his work on drafting the new ICT Strategy.
2. The ICT Strategy 2013-16 be approved and implemented.

3. Relevant updates on the implementation of the ICT Strategy be reported directly to Cabinet and the future requirement for the IT and Access Sub-Committee be considered.

#### 143. REPORTING MINUTES

- (a) Council's Health and Safety Committee – 9<sup>th</sup> October 2012

**RESOLVED** that the minutes of the meeting of the Council's Health and Safety Committee held on 9<sup>th</sup> October 2012 be received.

- (b) Parish Councils Liaison Group – 10<sup>th</sup> October 2012

**RESOLVED** that the minutes of the meeting of the Parish Councils Liaison Group held on 10<sup>th</sup> October 2012 be received.

#### 144. 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 Paragraph 2, and therefore, in accordance with Section 100A of the Act, the press and public be excluded from the meeting:

Agenda Item No. 16(a) – Service Budget Reviews for 2013/14 Onwards - Paragraph 2

Agenda Item No. 17(a) – Review of Car Parking and Facilities Management – Paragraph 2

Agenda Item No. 17(b) – Review of Bassetlaw Museum – Paragraph 2

Agenda Item No. 17(c) – Review of Tourist Services – Paragraph 2

Agenda Item No. 18(a) – Cancellation of the Environmental Health and Pest Control Out-of-Hours Services – Paragraph 2

Agenda Item No. 18(b) – The Pest Control Service – Paragraph 2

Agenda Item No. 19(a) – Revenues and Customer Services – Paragraph 2

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

#### **SECTION B – ITEMS FOR DISCUSSION IN PRIVATE**

##### **Key Decisions**

None.

##### **Other Decisions**

#### 145. REPORT(S) OF THE CABINET MEMBER – FINANCE AND PROPERTY – COUNCILLOR J EVANS

- (a) Service Budget Reviews for 2013/14 Onwards

Members were briefed on the outcomes of the Service Budget Review work, and approval was sought for consultation on changes to the establishment and structure of the Services to secure

the savings outlined within the report. Proposals in respect of Community Prosperity, Environmental Health Services, Human Resources, Revenues and Customer Services, and Support Services were appended to the report.

#### Options, Risks and Reasons for Recommendations

There is always an option to do nothing and maintain the status quo and not realise the savings. This would, however, result in an unbalanced budget which is, in itself, a breach of the Local Government Finance Act 1992.

The report identifies the most acceptable options for achieving a balanced Budget and provides a way forward for further savings to be made from 1<sup>st</sup> October 2013 following extensive consultation with both staff and trade unions.

**RESOLVED** that:

1. The commencement of consultation on the proposed restructure of Services, as outlined in the report and the associated appendices, be approved.
2. A further report be brought back to Cabinet seeking approval to implement the refined proposals, in light of the consultation process and impact assessments.

#### 146. REPORT(S) OF THE CABINET MEMBER – COMMUNITY PROSPERITY – COUNCILLOR D R PRESSLEY

##### (a) Review of Car Parking and Facilities Management

Members' approval was sought to commence consultation regarding the options for changes to the existing structures within the Car Parking and Facilities Management Services, as detailed in the report.

#### Options, Risks and Reasons for Recommendations

Members may decide not to agree with the proposals set out in the report and continue with current practices. However, given the nature of the "demand-led" income, particularly within the car park area, this will not address the on-going shortfall in income figures, or a more co-ordinated approach to the emptying of the car park pay and display machines.

**RESOLVED** that:

1. The commencement of the consultation process on the options for changes to the existing structures within the Car Parking and Facilities Management Services, as detailed in the report, be approved.
2. A further report be brought back to Cabinet seeking approval to implement the final proposals, in light of the consultation process.

##### (b) Review of Bassetlaw Museum

Members' approval was sought for a review of the operation of the Council's Museum Service to achieve the necessary savings identified through the 2013/14 budgetary process.

#### Options, Risks and Reasons for Recommendations

Whilst the Council could continue to operate the Service as it does presently, there is a clear need to respond to wider budget pressures and look at ways of making savings from the Museum's budget.

**RESOLVED** that:

1. The review of the Museum Service, as outlined in the report, be approved, and the formal consultation process with staff and trade unions be commenced.
2. Initiatives/proposals to achieve income for the Museum be investigated.
3. A further report be brought back to Cabinet seeking approval to implement the final proposals, in light of the consultation process.

(c) Review of Tourist Services

Members' approval was sought for a review of the operation of the Council's Tourist Service to achieve the necessary savings identified through the 2013/14 budgetary process.

Members discussed various ways in which tourism could be maximised within the District. It was noted that 2020 will be the 400<sup>th</sup> anniversary of the Pilgrim Fathers' departure from Bassetlaw.

Options, Risks and Reasons for Recommendations

Whilst the Council could continue to operate the Service as it does presently, there is a clear need to respond to wider changes within the tourism field and, in addition, there remains a budget pressure within the Tourist Information Centres' budget.

**RESOLVED** that:

1. The review of the Tourist Service, as outlined in the report, be approved, and the formal consultation process with staff and trade unions be commenced.
2. A further report be brought back to Cabinet seeking approval to implement the final proposals, in light of the consultation process.

147. REPORT(S) OF THE CABINET MEMBER – ENVIRONMENT AND LEISURE – COUNCILLOR J A LEIGH

(a) Cancellation of the Environmental Health and Pest Control Out-of-Hours Service

(This item was taken by the Deputy Leader in the absence of the Cabinet Member.)

Members' approval was sought to commence consultation regarding the cancellation of the Environmental Health and Pest Control out-of-hours standby services. It was noted that there has been a significant decrease in requests for these services during the last twelve months.

Options, Risks and Reasons for Recommendations

Option One – To leave both services unchanged; however, this would not lead to any savings.

Option Two – To progress proposals to cancel both out-of-hours services. This will require consultation with staff and trade unions. The withdrawal of the services will achieve the significant budgetary saving to the Council.

**RESOLVED** that:

1. The proposals, as detailed in paragraph 5.2 of the report, be approved and consultation be commenced with staff and trade unions.
2. A further report be brought back to Cabinet seeking approval to implement the final proposals, in light of the consultation process.

(b) The Pest Control Service

(This item was taken by the Deputy Leader in the absence of the Cabinet Member.)

Members' approval was sought to review the Council's Pest Control Service. The report outlined options for change of this non-statutory service, and it was noted that there are already companies operating in the District which charge less than the Council currently does.

The Advisory Member for Retford raised the issue of pigeons in Retford town centre, and was advised that actions are being progressed to stop their feeding.

Options, Risks and Reasons for Recommendations

Option One – To approve the commencement of consultation on the proposal to withdraw the provision of the Council's Pest Control Service.

Option Two – To retain the Service in its current form; however, no savings will be realised for the 2013/14 Budget.

**RESOLVED** that:

1. The commencement of consultation on the proposal to withdraw the current Pest Control Service be approved.
2. A further report be brought back to Cabinet seeking approval to implement the final proposals, in light of the consultation process.

**148. REPORT(S) OF THE CABINET MEMBER – REVENUES, CUSTOMER AND SUPPORT SERVICES – COUNCILLOR S MAY**

(a) Revenues and Customer Services

Members' approval was sought for the voluntary early retirement/redundancy of the Head of Revenues and Customer Services, and the implications of any subsequent changes.

The Leader of the Council commended the Head of Revenues and Customer Services for his invaluable work during his service with the Council, particularly in respect of the recently approved Council Tax Reduction Scheme.

Options, Risks and Reasons for Recommendations

The current Director of Resources is a member of the Institute of Revenues Rating and Valuation (IRRV) but the removal of such an experienced IRRV specialist as the Head of Revenues and Customer Services is a risk factor but a balanced one. Potential risks, such as the balancing of the annual Council Tax debit can be covered by strengthening work with the Finance and Property Service.

By joining up the work with Customer Services and ICT, the Council will generate some capacity and synergy to further streamline its customer services work in other areas such as Environmental Services, together with greater investment in customer focussed ICT. This will enable the Council to start developing more in-depth ICT access and self-service facilities in the One Stop Shops in preparation for Universal Credit and the Government's 'Digital by Default' approach to services. This will also make uniform progress beyond the existing confines of Customer Services in other Directorates, not just Resources; and capacity will also be enhanced by amalgamating work in ICT and Customer Services on things like telephony.

**RESOLVED** that:

1. The request by the Head of Revenues and Customer Services to be voluntarily made redundant, with effect from 1<sup>st</sup> October 2013, be approved in principle, subject to a further report to Cabinet in April 2013 finalising the proposed management structure as detailed in the report.
2. Appreciation of the Head of Revenues and Customer Services' invaluable work for the Council during his 22 years of service be recorded.

**149. ANY OTHER BUSINESS WHICH THE CHAIRMAN CONSIDERS TO BE URGENT**

As there was no other business to be considered, the Chairman closed the meeting, after thanking Members and officers for their attendance and their work, particularly in respect of the Draft Budget for 2013/14.