

## **CABINET**

### **Minutes of the Meeting held on Tuesday, 2<sup>nd</sup> October 2012 at Worksop Town Hall**

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

Advisory Members: Councillor H Brand.

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

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

Also present: Councillors R Leigh – Young Person’s Ambassador.  
Councillors D Challinor and J Sanger.

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

#### **57. QUESTION TIME - PUBLIC**

Council Procedure Rules were suspended for fifteen minutes to allow questions from the public.

*Does Bassetlaw District Council welcome the call by the Lib Dems at their recent conference for all private landlords to be registered, and will the Council promote the landlord scheme to the public as many are not aware of it?*

The Cabinet Member for Housing replied that the Council is working with private landlords, it has established a landlords forum and has held conferences. It is pursuing the scheme in the interests of both the landlords and tenants.

*On 3<sup>rd</sup> July, I enquired as to the possibility of forming town councils for both Worksop and Retford, and I was told that people were not aware of this. I have done a survey of people in the two towns and over 67% are in favour of a town council for Worksop. Is Bassetlaw District Council prepared to investigate this, as these two areas are the only parts of the District without a representative body?*

The Leader of the Council replied that he is not minded to pursue this and to burden the taxpayer with further expense based on an unscientific study. He didn’t say that people are not aware of this but it is up to the residents to pursue this if they want to.

#### **58. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor C Palmer.

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

(a) Members

Councillor S May declared a non-pecuniary interest in Agenda Item No. 13(a) – Proposed Letting of 78 Lowtown Street, Worksop, S80 2JR, as she is a member of the Food Bank Steering Group; she remained in the meeting.

Councillor C Wanless declared a Disposable Pecuniary Interest in Agenda Item No. 7(a) – Worksop Library, as he is a Trustee of Aurora Wellbeing; he stated that he would leave the meeting.

Councillor G J Wynne declared a non-pecuniary interest in Agenda Item No. 13(a) - Proposed Letting of 78 Lowtown Street, Worksop, S80 2JR, as he is a Director of The Crossing SEC. An employee of The Crossing was mentioned in the discussion in relation to the food bank; he remained in the meeting.

(b) Officers

There were no declarations of interest by officers.

60. MINUTES OF THE MEETING HELD ON 4<sup>TH</sup> SEPTEMBER 2012

**RESOLVED** that the minutes of the meeting held on 4<sup>th</sup> September 2012 be approved.

61. MINUTES FOR ACTION AND IMPLEMENTATION

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

62. OUTSTANDING MINUTES LIST

The Cabinet Member for Community Prosperity informed Members that, with regard to Outstanding Minute No. 12(a), 7.6.11 – Welbeck Colliery Regeneration, there now appeared to be some progress on the site. The Head of Community Prosperity explained that the planning applications would be considered by Nottinghamshire County Council and Mansfield District Council, but that matters were now progressing.

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

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

**Key Decisions**

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

(a) Worksop Library (Key Decision No. 286)

Members' approval was sought to finalise the Council's commitment to bring the former Worksop Library building up to acceptable standards and prevent any further decline in the building.

Options, Risks and Reasons for Recommendations

Members can decide how they want to proceed with this, either with Aurora or with some other use. In coming to a decision, the issues Members need to consider include:

Mothballing the premises will not resolve the ongoing decay of the premises. Leaving the premises empty will accelerate the building's decline and commitments for NNDR, insurance, security, etc, will still need to be met.

There are unlikely to be any other tenants in the current economic climate and, if there are, the Council will either have to deal with the outstanding repairs and bring the building up to an acceptable condition for an incoming tenant, or receive a very poor rental income that reflects the building in its current state of disrepair.

Bassetlaw needs to reduce its premises costs, and retaining the CCTV Control Room at the Library does not achieve this.

Local Ward Members want the Library building to be used and to support the Aurora project.

Aurora has raised over £0.12m on the expectation of having the arrangements outlined in the report honoured and has generated a lot of local publicity for their work.

Toilets are needed in The Canch to support the successful facilities the Council has provided there.

**RESOLVED** that:

1. The Council confirms its £0.235m commitment to upgrading the Library in the 2013/14 Capital Programme.
2. An additional £30,000 be allocated from the 2012/13 Capital Programme for remedial electrical works to the former Library building.
3. The Council finalises its commitment to the Aurora project.

(Councillor C Wanless left the meeting during consideration of the above item, having declared a Disclosable Pecuniary Interest, and took no part in the discussion and voting thereof.)

**64. REPORT(S) OF THE CABINET MEMBER – HOUSING – COUNCILLOR A RHODES**

**(a) Community Centres Review (Key Decision No. 283)**

Members' approval was sought for the proposed changes of use and redevelopment of a number of community centres within the District.

In conjunction with A1 Housing, the Council carried out a consultation exercise with centre users in August 2011 at Beverley Road, Devonshire Road, Cleveland Close, Laburnum Road and Rayton Spur. The findings of this consultation were appended to the report for Cabinet, Advisory and Liaison Members and deposited in the Members' Room, together with the findings of a survey by the Nottinghamshire Listens Panel in December 2011. A tour of the majority of the centres was carried out by Members and officers from the Council and A1 Housing in October 2011.

**Options, Risks and Reasons for Recommendations**

Option One – To do nothing and keep the community centres as they are without realising the potential of valuable community assets.

Option Two – Agree in principle to the changes detailed in the report. A further report will be presented to Cabinet following further consultation with any affected groups and after a full cost analysis of the proposed works has been completed.

**RESOLVED** that:

1. Agree in principle to the remodelling of Laburnum Road Community Centre into a ground floor, two-bedroomed flat.

2. Agree in principle to the remodelling of Beverley Road Community Centre into a two/three-bedroomed bungalow.
3. Explore the option of TRA members opening and closing The Beeches Community Centre in Tuxford.
4. If any of the community centres are currently used as polling station, any changes to use will be carried out in conjunction with an exercise to identify a suitable alternative polling station facility.

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

**(a) The Council's Anti-Poverty Strategy (Key Decision No. 324)**

Members' approval was sought for the Anti-Poverty Strategy and Action Plan, which were appended for Cabinet, Advisory and Liaison Members and deposited in the Members' Room.

A recent study indicated that Bassetlaw is ranked 61<sup>st</sup> in England for the biggest risk of poverty and 64<sup>th</sup> for child poverty out of 326 local authorities. The Strategy proposes a programme for tackling poverty over the next three years in line with the Corporate Plan. The draft Strategy was approved by Cabinet at its June meeting, and consultation has taken place with over 30 individual organisations, together with all town/parish councils in Bassetlaw, and also through the Council's website. An update will also be given to the Parish Councils Liaison Group on 10<sup>th</sup> October 2012.

**Options, Risks and Reasons for Recommendations**

Cabinet can accept, amend or reject the proposals contained within this report. Given the priority placed upon this work by the Corporate Plan for 2012/13, Cabinet is recommended to agree the proposals.

**RESOLVED** that:

1. The Anti-Poverty Strategy and Action Plan be approved.
2. The Anti-Poverty Strategy be referred to full Council for endorsement.
3. Regular reports be presented to Cabinet on the progress on developing the Strategy and the actions arising from that work.

**Other Decisions**

**66. REPORTS OF THE CABINET MEMBER – POLICY AND COMMUNITY ENGAGEMENT – COUNCILLOR S A GREAVES**

**(a) Forward Plan – October 2012 to January 2013**

**RESOLVED** that the Forward Plan for October 2012 to January 2013 be approved.

**(b) Bassetlaw Youth Unemployment Taskforce**

Members were updated on the first meeting of the Bassetlaw Youth Unemployment Taskforce; the second meeting took place on 1<sup>st</sup> October 2012. The report outlined: the objectives; Terms of Reference; membership; frequency of meetings; and resources and support.

**Options, Risks and Reasons for Recommendations**

Option One - The Council could leave the promotion of training and job opportunities for young people in Bassetlaw to other agencies.

Option Two – The Council could exercise its community leadership role and spearhead local action to tackle youth unemployment.

**RESOLVED** that:

1. The creation of the Bassetlaw Youth Unemployment Taskforce be supported.
2. Members be advised of progress on the activities and outcomes of the Taskforce.

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

(a) Neighbourhood Plans – Designation of a Neighbourhood Area for Hayton

Members' approval was sought for a Neighbourhood Area for Hayton, a map of which was appended to the report, for the purposes of producing a Neighbourhood Plan, as defined in the Neighbourhood Planning (General) Regulations 2012.

Options, Risks and Reasons for Recommendations

Option One – To approve the Neighbourhood Area designation for Hayton Parish. There are no obvious risks associated with this approval, as the areas follow natural administrative boundaries. This will enable the Parish Council to progress with its Plan accordingly.

Option Two – To not approve the designations. This will carry the risk that the nascent plans of the community in question will be unable to progress to Examination.

**RESOLVED** that the Neighbourhood Area designation for Hayton Parish be approved.

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

(a) Leisure Management Contract

Members were updated on the current position of the leisure management contract held with BPL and the necessary actions prior to the end of the fifth year of the current contract were identified. Members' approval was sought for a programme of work that will support future decision making regarding the contract.

Options, Risks and Reasons for Recommendations

Option One - To re-appoint BPL under the current agreement, with re-negotiated figures for the management fee in Years 6 to 10 of the contract. BPL is exceeding the targets set in terms of participation, health and safety, price and quality. They are highly co-operative and supportive with Members and officers, and make regular presentations to the Council's Overview and Scrutiny Committee. They have achieved full Quest accreditation for all the leisure centres and are Customer First accredited. Facilities, programmes and levels of customer satisfaction have all improved in the past 2½ years.

Option Two – To give BPL notice that the Council will be re-tendering the contract in the two years prior to termination in 2015. Tendering is a costly exercise with uncertain outcomes and may affect the positive relationship with BPL. It is also a stressful and uncertain situation for employees; however, new organisations bring new opportunities as well as new risks.

Option Three – That the Council's leisure facilities be managed by the Council itself. At the time when the initial contract was let, the management fee provided a significant

saving over the Council managing its own facilities. It would be prudent to check that this is still the case before making any decisions on the next steps to take. This would, of course, be something of a synthetic estimate but still a valuable exercise.

**RESOLVED** that:

1. Officers be instructed to commence formal negotiations with BPL to identify costs and conditions of a contract extension for a further five years from April 2015.
2. Officers be instructed to provide a model for the future management of the Council's leisure facilities by the Council.
3. Officers obtain a costing for any potential re-tendering exercise of the leisure management contract, and this to include details of national and regional comparisons of how leisure facilities are managed.
4. A report be presented to a future Cabinet Meeting to include these three elements.

(b) Open Spaces Improvement Groups

Members were informed of the intention to amend, enhance or create sub-committees or improvement groups for the major open spaces sites in the District, i.e. Kings' Park, Retford; The Canch, Worksop; and Langold Country Park.

It is hoped that it will be possible to draw down funds for development in the future and it is felt necessary to have more formal groups at each of the three major parks to oversee improvements and developments. It is intended that the groups will hold the same constitutional position as that of the current Friends of Kings' Park Sub-Committee.

Options, Risks and Reasons for Recommendations

Option One – To form two new parks' improvement groups and process the membership of these groups through full Council, in accordance with the Council's Constitution. To continue to support and enhance the existing Friends of Kings' Park Sub-Committee.

Option Two – To form three working parties that will consider the future development of the sites and make recommendations, but they will not have a formal constitutional role.

Option Three – To continue with the already established Friends of Kings' Park Sub-Committee and create project specific officer groups for advising on developments at each of the other two sites as they arise.

**RESOLVED** that:

1. Two fully constituted groups be created to support the existing group to act as consultation bodies to bring forward ideas on the development and management of each of the parks, to consider and make recommendations on the overall plans for the parks and to commend specific projects and development plans for the parks.
2. The three groups to be called: Friends of Kings' Park Sub-Committee; Friends of The Canch Park Sub-Committee; and Langold Country Park Improvement Group; and Terms of Reference for the Friends of The Canch Park Sub-Committee and Langold Country Park Improvement Group be presented to full Council for approval, in accordance with the Council's Constitution.

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

(a) Proposed Letting of 78 Lowtown Street, Worksop, S80 2JR

Members' approval was sought for the Bassetlaw Food Bank Project, which currently operates under the umbrella of a local registered charity organisation, HOPE, to rent the above shop premises from the Council. However, the charity has indicated that, as they are a newly formed organisation, they do not have funds to pay rental on the property. A map identifying the property was appended to the report.

#### Options, Risks and Reasons for Recommendations

Option One – Given current market conditions and outgoings, it is recommended that approval be given to the letting of the charity, subject to conditions as outlined in the report.

Option Two – Not to grant consent to rent to the prospective tenant which will result in the charity having to find alternative premises, with the Council continuing to be responsible for outgoings on the premises and management of a vacant property.

#### **RESOLVED** that:

1. Consent be granted for a concessionary agreement for the Bassetlaw Food Bank Project to rent 78 Lowtown Street, Worksop, S80 2JR, subject to the following conditions:
  - (i) The tenancy be granted for a term of five years at a peppercorn rent;
  - (ii) The lease agreement be contracted out of the Landlord and Tenant Act 1954 for secured tenancies, thereby allowing control over the future use of the premises on the expiry of the term and/or on renewal, allowing the option to renew to market rates should the Council so require.
2. The letter(s) referred to in the report be circulated to all Cabinet, Advisory and Liaison Members for information.

(Councillors S May and G J Wynne had declared non-pecuniary interests in the above item but remained in the meeting.)

#### (b) Developing Manton

Members' approval was sought to allocate the remaining resources from the previous Manton Community Alliance project to support local Manton schemes. Officers have been working with local Ward Members, the BCVS and North Notts College representatives to assess the best way to use the remaining resources available.

#### Options, Risks and Reasons for Recommendations

This is a discretionary matter and Members can decide to support the proposals or amend them as they wish.

#### **RESOLVED** that:

1. The remaining £98,000 from the resources carried forward from 2010/11 be allocated for:
  - (i) A one-off grant of £25,000 for a dance studio based at the Centre for Sport and Learning;
  - (ii) £60,000 for regeneration schemes, centred on improvements to the Radford Street allotments in Manton; and
  - (iii) A £13,000 contribution for a play area at Manton Villas.
2. That plans for the project scheme are consulted on with local residents and costings assessed before any formal inclusion in the Capital Programme.
3. £73,000 be applied from unallocated capital resources and Bassetlaw's General Fund General Reserve be increased by £73,000.

4. A new capital scheme for the Manton allotments be added to the 2012/13 Capital Programme with an allocated budget of £60,000.
5. A new capital scheme for the Manton Villas play area be added to the 2012/13 Capital Programme with an allocated budget of £13,000.

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

(a) **Children and Young People's Issues and Action Plan**

The Young Person's Ambassador, Councillor R Leigh, presented the report which sought Members' approval for the new Children and Young People's Plan and support for external activities. The draft Plan was appended for Cabinet, Advisory and Liaison Members and deposited in the Members' Room.

The report also updated Members on the work to date of: the Bassetlaw Youth Council; Local Democracy Week; Early Intervention Locality Management Group; Child Poverty Act 2010; Bassetlaw Games; Bassetlaw Rural Youth Initiative; and the Big Lottery Talent Match.

**Options, Risks and Reasons for Recommendations**

The Children and Young People's Plan for the Council takes account of future strategic priorities and the level of resource available.

Members can decide not to support the Bassetlaw Youth Council; however, it is in line with the Council's priorities.

**RESOLVED** that:

1. The updated Children and Young People's Action Plan be approved.
2. The transition from the Bassetlaw Youth Board to the Bassetlaw Youth Council be noted and free use of the Town Halls for its meetings be approved.
3. The Council's participation in the Early Intervention Locality Management Group be approved.
4. The development of the Talent Match be approved.

**71. REPORTING MINUTES**

(a) **Joint Employee Council – 12<sup>th</sup> June 2012**

**RESOLVED** that the minutes of the meeting of the Joint Employee Council held on 12<sup>th</sup> June 2012 be received.

(b) **Information Technology and Access Sub-Committee – 14<sup>th</sup> June 2012**

**RESOLVED** that the minutes of the meeting of the Information Technology and Access Sub-Committee held on 14<sup>th</sup> June 2012 be received.

(c) **Bassetlaw Enterprise Board – 9<sup>th</sup> July 2012**

**RESOLVED** that the minutes of the meeting of the Bassetlaw Enterprise Board held on 9<sup>th</sup> July 2012 be received.

(d) **Work of the Sub-Committees, etc**

**RESOLVED** that thanks be recorded to the Members and officers of the Sub-committees, etc, for their work.

## 72. 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. 16(a) – Voluntary Redundancy, Early Retirement, Flexible Working and Flexible Retirement Requests - Paragraph 2

Agenda Item No. 17(a) – Provision of Conservation Advice to Newark and Sherwood District Council – Paragraph 2

Agenda Item No. 17(b) – High Court Challenge Cost – White’s Farm, South Leverton – Request for Additional Funding – Paragraph 3

Agenda Item No. 18(a) – Modernisation and Improvement – Revenues and Customer Services – Paragraph 2

(Councillors D Challinor and J Sanger remained in the meeting with the Chairman’s permission.)

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

#### **Key Decisions**

None.

#### **Other Decisions**

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

#### **(a) Voluntary Redundancy, Early Retirement, Flexible Working and Flexible Retirement Requests**

Members were informed of the applications for voluntary redundancy, early retirement, flexible working and flexible retirement, as part of the recent exercise; and Members’ approval, or non-approval, was sought for these applications.

#### **Options, Risks and Reasons for Recommendations**

This is a voluntary exercise and Members can reject the recommendations but would have to achieve the required savings for 2013/14 in other ways.

**RESOLVED** that:

1. Thanks be recorded to officers for the work involved in assessing the applications.
2. The recommendations of the Directors as a response to the applications, as set out in Appendix 1 of the report, be approved, with all staffing changes being implemented by no later than 31<sup>st</sup> March 2013.
3. The deferred decisions pending the service reviews in IT and Legal Services to be the subject of a future report to Cabinet.
4. Officers apply for a Capitalisation Direction application to the DCLG if all of the financial qualifying criteria for an application are met.
5. In the event that Bassetlaw’s Capitalisation Direction application to the DCLG is unsuccessful, the Council funds the £39,262 (possibly up to £89,714 including the three

pending/deferred) severance costs from the Job Evaluation reserve which would be repaid in 2013/14 (and, if necessary, 2014/15) from net savings achieved through this exercise to enable the cost of Job Evaluation and Equal Pay to be adequately provided for.

6. The Interim Chief Executive and Head of Human Resources and Organisational Development bring a further report to Cabinet after 31<sup>st</sup> March 2013 to provide an update on the status of staffing changes.
7. Bassetlaw continued to consider a corporate invitation for voluntary redundancies each year as part of future years' budget preparations. This is independent of the rights of employees at any time to request early retirement or flexible working/flexible retirement, in accordance with the relevant Council policies and procedures.

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

(a) Provision of Conservation Advice to Newark and Sherwood District Council

Members' approval was sought for the provision of conservation advice to Newark and Sherwood District Council and the new fee and budget.

Bassetlaw's Conservation Team has recently begun providing Conservation advice to Ashfield District Council for one day a week, and a request has now been received from Newark and Sherwood District Council for support. Unlike Ashfield District, Newark and Sherwood has a significant number of listed buildings and conservation areas. Consequently, they are seeking 2½ days' worth of officer time, to commence from the beginning of October, to complement their existing staff capacity.

Options, Risks and Reasons for Recommendations

Option One – To provide conservation advice to Newark and Sherwood District Council. It is possible that the Council's own conservation service may be adversely affected, in which case a review of the arrangements would be required. The Team's more proactive work will need to be scaled back.

Option Two – Not to provide conservation advice to Newark and Sherwood District Council. There are no risks associated with this approach.

**RESOLVED** that:

1. The provision of conservation advice to Newark and Sherwood District Council be approved until such a time as the arrangement is terminated by either party.
2. The new fee and budget of approx. £12,000 for 2012/13 be approved.
3. Thanks be recorded to the Conservation Team for their continued excellence in this area.

(b) High Court Challenge Cost – White's Farm, South Leverton – Request for Additional Funding

Members' approval was sought for additional funding to be made available to address the costs award against the Council in relation to a High Court Challenge relating to a planning application at White's Farm, Station Road, South Leverton.

Options, Risks and Reasons for Recommendations

Having considered the legal issues surrounding this matter, it has been concluded that the Council has no option but to pay the costs associated with this appeal.

**RESOLVED** that the sum of a maximum of £26,500 be provided to settle the cost award in relation to the White's Farm, Station Road, South Leverton challenge.

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

(a) Modernisation and Improvement – Revenues and Customer Services

Members' final approval was sought for the change proposed in the June 2012 report to introduce a combined manager post for the Local Taxation and Benefits Units. Appended to the report were: the outcomes of consultation with staff and trade unions and the management responses; revised structure and job description; and the financial impact.

Options, Risks and Reasons for Recommendations

Option One – To do nothing and maintain the existing service staff structures and not realise the efficiencies stated. The salary saving, taken as part of the 2011 Star Chamber, would then have to be revisited.

Option Two – To adopt the recommendation and approve the service structures as appended to the report, which will provide the basis for effective management of the Local Taxation and Benefits Service in challenging times.

**RESOLVED** that:

1. The revised structures for the Local Taxation and Benefits Units, as detailed in Appendix 2 of the report, and the job description for the Local Taxation and Benefits Manager, as detailed in Appendix 3 of the report, be approved.
2. Delegated authority be given to the Director of Resources to complete the process of reviewing other job descriptions as highlighted in the report.
3. The £10,456 saving in 2012/13, as detailed in Appendix 4 of the report, be retained in the service to partially address the £24,100 vacancy provision.
4. Thanks be recorded to officers for the work involved in reaching this outcome and to the Local Taxation and Benefits Units for their innovative working.

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

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