

CABINET

Minutes of the Meeting held on Wednesday, 8th December 2010 at Retford Town Hall

Present: Councillor M W Quigley (Chair),
Councillors K H Isard, M G Pugsley, K Sutton, C Wanless and T E Yates.

Liaison Members: Councillors H Burton, G A N Oxby and G J Wynne.

Officers: C Forster, J Hamilton, D Hunter, M Ladyman, N Taylor and R Theakstone.

Standards Members: None.

96. 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 present.

97. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Miss M Stokes.

98. 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.

99. MINUTES OF THE MEETING HELD ON 2ND NOVEMBER 2010

RESOLVED that the Minutes of the meeting held on 2nd November 2010 be approved.

100. MINUTES FOR ACTION AND IMPLEMENTATION

RESOLVED that the Minutes for Action and Implementation be received.

101. OUTSTANDING MINUTES LIST

RESOLVED that the Outstanding Minutes List be received.

(Councillor Mrs K Sutton joined the meeting.)

SECTION A – ITEMS FOR DISCUSSION IN PUBLIC

Key Decisions

102. REPORT(S) OF THE CABINET MEMBER – ENVIRONMENT AND HOUSING – COUNCILLOR M G PUGSLEY

(a) Bassetlaw Allotment Strategy 2010-2015: 'A Growing Community' (Key Decision No 278)

Members' approval was sought for the Allotment Strategy 2010-2015 which was appended to the report for Cabinet and Liaison Members and had been deposited in the Members' Room.

Options, Risks and Reasons for Recommendations

The Strategy was produced in line with Select Panel 4's recommendation that the Strategy should look to supporting the policy statement of providing a stock of quality allotment sites which are able to meet the demand of residents from Retford and Worksop.

The Strategy was produced using the best practice guidelines contained within the Local Government Association's 'Growing in the Community' and the recently published 'A Place To Grow'.

RESOLVED that the Bassetlaw Allotment Strategy 2010-2015: 'A Growing Community' be adopted.

103. REPORT(S) OF THE CABINET MEMBER – FINANCE AND PROPERTY – COUNCILLOR T E YATES

(a) Fees and Charges 2011/12 (Key Decision No 252)

Members' approval was sought for the level of fees and charges for 2011/12 in accordance with the Corporate Charging Policy. The individual fees and charges were appended to the report.

An Elected Member asked if a comparison of Building Control fees and charges with private sector firms could be sought.

Options, Risks and Reasons for Recommendations

Members can decide to accept the recommendations and adopt the fees and charges set out in accordance with the adopted Corporate Charging Policy and its underlying principles.

Members can decide to not adopt the fees and charges as set out in the appendices.

RESOLVED that:

1. Officers engage with service users and taxpayers on a regular basis to inform of the fees and charges process for the following year.
2. The level of concessions to be applied to the Standard Charge for those services where concessions will apply be approved, as follows:
 - Leisure activities with a Leisure Membership Pass (bowls, putting, tennis, fishing): 20%;
 - Non-leisure activities (community centres, pest control, allotments): 50%
3. The level of discount to be applied to both the Standard Charge and the Concessionary Charge be approved at 10% for those services where discounts will apply as follows (subject to rounding and consistency adjustments):
 - Town Halls for regular bookings.
4. The individual fees and charges, as set out in the appendices to the report, be approved.

104. REPORT(S) OF THE CABINET MEMBER – REVENUES AND CUSTOMER SERVICES

(a) Calculation of Council Tax Base 2011/12 (Key Decision No 253)

Members' approval was sought for the next Council Tax year starting 1st April 2011. Appendices detailing the tax base and individual tax bases for parish councils, parish meetings and Charter Trustees were tabled at the meeting.

Options, Risks and Reasons for Recommendation

The Council has a statutory obligation to set a tax base and to notify its precepting authorities. Not to set a tax base would mean that the statutory requirement is not met and there would be no basis to set a Council Tax for 2011/12.

RESOLVED that:

1. A Council Tax collection rate of 98.5% be approved for the purposes of the tax base calculation for 2011/12.
2. The tax base, as detailed in Appendix 1 of the report, be approved for the year 1st April 2011 to 31st March 2012.
3. The individual tax bases for parish councils, parish meetings and Charter Trustees, as detailed in Appendix 2 of the report, be approved.

Other Decisions

105. REPORT(S) OF THE CABINET MEMBER – COMMUNITY ENGAGEMENT AND PERFORMANCE – COUNCILLOR M W QUIGLEY

(a) Forward Plan – December 2010 to March 2011

Members were presented with the Forward Plan of Key Decisions for the coming four months.

Options, Risks and Reasons for Recommendations

The report is for noting.

RESOLVED that the Forward Plan for the period December 2010 to March 2011 be approved.

(b) Risk Management – Corporate Top Risks

Members were asked to consider and agree the Council's top corporate risks. The Corporate Risk Register was appended to the report for Cabinet and Liaison Members and had been deposited in the Members' Room. One red risk has been identified – the economic recession/market instability.

Options, Risks and Reasons for Recommendations

To consider and agree the Authority's key corporate risks.

RESOLVED that:

1. The Council's Corporate Risk Register be received and the Authority's key corporate risks be agreed.
2. The report be referred onto full Council as per the Authority's Risk Management Strategy.

106. REPORT(S) OF THE CABINET MEMBER – ENVIRONMENT AND HOUSING –
COUNCILLOR M G PUGSLEY

(a) Partnership Arrangements: The Greenhouse Project

Members were asked to agree, in principle, the disposal of land assets to facilitate the Greenhouse Project. Location maps showing the proposed sites were appended to the report. Further approvals regarding disposal will be sought following feasibility studies, when the actual sites it is proposed to develop are known.

Options, Risks and Reasons for Recommendations

This is intended as a joint project and risks will therefore be mitigated. The Council will not require a capital receipt for the land until the completed properties are sold. Groundwork will be responsible for financing building, training and other associated costs from the existing Greenhouse Fund, and by securing additional grants for the training initiatives they facilitate. They will also be responsible for securing any other capital borrowing required.

It is desirable that the housing constructed will be made available as affordable housing for rent. However, this will only be achieved if grant is made available from the Homes and Community Agency (HCA) through the National Affordable Housing Programme (NAHP) funding and if a suitable Registered Provider is agreed. However, if subsidy, as outlined, is not forthcoming, the properties can be sold on the open market. This could allow construction to commence while NAHP funding is sought.

No other suitable projects have been identified to ensure the continuance of the Greenhouse Project at the present time.

RESOLVED that:

1. The disposal of a selection of sites, as identified at paragraph 3.4 of the report, be agreed, in principle.
2. Following completion of the feasibility studies, the final selection of sites be agreed and approved by the Cabinet Member for Environment and Housing.

(b) Service Charges for Leaseholders

Members' approval was sought to raise the management fee element of the service charges paid by long leaseholders by more than the rate of inflation. The costs of A1 Housing's and Bassetlaw District Council's officers' time spend managing leaseholder properties were appended to the report.

Options, Risks and Reasons for Recommendations

Members could choose to leave the management fee paid by leaseholders at the current rate, with only an annual inflationary increase being applied.

Members could approve the proposal to introduce a phased increase, as outlined in paragraph 3.5 of the report, in order to increase the management fee to a more realistic figure.

Members could propose an alternative solution to increase the management fee to a more realistic figure.

RESOLVED that:

1. A phased increase in the management fee paid by existing leaseholders at £20 per annum over the next three years be approved.
2. A1 Housing consult with leaseholders on the proposed increase in the management fee prior to 1st April 2011.
3. New Right To Buy applicants subject to lease have the actual management costs included in the Section 125 Notice of Purchase Price.

(c) Preventative Adaptations and Handy Persons Services

Members were advised of the current position regarding the delivery of Preventative Adaptations Scheme (PAS) and Handy Persons Services in Bassetlaw. A copy of the draft Handy Persons and Adaptations leaflet was appended to the report.

Options, Risks and Reasons for Recommendations

Members could choose to continue to support the funding for preventative services in Bassetlaw which, in turn, secures other external funding from the Primary Care Trust, Nottinghamshire County Council and the Communities and Local Government. This will enable us to continue delivery preventative services for elderly and vulnerable people to help them to remain living independently in their own homes.

Members could choose not to continue funding the scheme in 2013 but this would be contrary to the commitment made at the Cabinet Meeting held on 12th January 2010 (Minute No 132(c) refers).

RESOLVED that:

1. Funding the scheme until March 2013 be approved, subject to funding being available within existing budgets.
2. The carry forward to any under/overspend of the current Preventative Adaptations Scheme's and Handy Persons Services' budgets be approved.

107. REPORT(S) OF THE CABINET MEMBER – FINANCE AND PROPERTY – COUNCILLOR T E YATES

(a) Worksop Market Improvements

(This item was incorrectly listed under the Cabinet Member for Community Prosperity on the original Agenda.)

Members were updated on progress being made with the plans to relocate the market from its current site to Bridge Street, and approval was sought for the purchase of modern stalls and other improvements, details of which were appended to the report.

The improvements of 73 Bridge Street will take place in two main phases, the first will ensure that the market is ready to be supported when it relocates in January 2011. 73 Bridge Street will provide: storage for the stalls; wash and toilet facilities for the market traders; and an on-site base for the Market Superintendent. The second phase will be subject to another report to Cabinet and will consider the feasibility of moving other services to this central location in the town, eg toilet facilities, Shopmobility, Tourist Information.

Options, Risks and Reasons for Recommendations

The Council is engaged on a smooth transition process of the market to Bridge Street. Cabinet need to approve the resources to ensure this happens within the set timetable so that it synchronises with the cinema project.

RESOLVED that:

1. The substantial progress that has been made to date on relocating the market be noted.
2. £220,000 be vired from the savings from the original Turner Road cinema project for the relocation scheme, new stalls and ancillary equipment, as per paragraph 4(c) of the report.
3. A revenue budget be allocated for Worksop Market to meet the additional labour costs of £10,000 from January to March 2011 and £70,000 per annum for 2011/12 onwards, plus the £17,500 revenue costs for 73 Bridge Street.

(b) Request to Extend the Lease held by Tuxford Town Council of the Gilbert Avenue Playing Field, Tuxford

Members were asked to consider a request by Tuxford Town Council to extend their lease of Gilbert Avenue playing fields, Tuxford. A location map was appended to the report.

Options, Risks and Reasons for Recommendations

Option 1 – To grant Tuxford Town Council an option agreement to take a lease for 30 years, the option agreement only to be valid for a period of 18 months. The option only to be actionable if the Town Council is in a position to submit a funding bid for the substantial works as laid out in its request and this report. This will ensure that the Town Council acts expeditiously in obtaining the funding for carrying out the proposed works and will ensure that the requirements for the funding bid are met in regards to length of lease. This option is subject to Tuxford Town Council paying Bassetlaw District Council's costs. If the option is not actioned then the current lease remains in place.

Option 2 – To grant the extension to the term of lease allowing the Town Council to apply for funding to improve the facilities, subject to the Town Council agreeing to pay Bassetlaw District Council's cost in the matter.

RESOLVED that an option agreement be granted to Tuxford Town Council, as detailed in Option 1, with all costs in the matter to be paid by Tuxford Town Council.

(c) Mid-Year Prudential Indicators and Treasury Management Monitoring Report

Members were presented with the mid-year Prudential Indicators and Treasury Management monitoring report which updates the Prudential Indicators for future years.

It was noted that, from 4th October 2010, the Council's Treasury Advisors 'Butlers' transferred its services to 'Sector Treasury Services Limited'. The same level of service will continue and the former Butlers' representatives will continue to advise this Council.

Options, Risks and Reasons for Recommendations

There are no other options as the Prudential Code requires a mid-year report to be made to Members.

RESOLVED that:

1. The mid-year Prudential Indicators and Treasury Management monitoring report be noted.
2. The updated Prudential Indicators be approved.
3. It be noted that Sector Treasury Services Limited now provides treasury management advice to the Council.

108. REPORTING MINUTES

(a) Council's Health and Safety Committee – 6th July 2010

RESOLVED that the minutes of the meeting of the Council's Health and Safety Committee held on 6th July 2010 be received.

109. 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 15(a) – Facilities Management - Paragraph 2

Agenda Item No 16(a) – Support Services – Service Challenge – Paragraph 2

SECTION B – ITEMS FOR DISCUSSION IN PRIVATE

Key Decisions

None.

Other Decisions

**110. REPORT(S) OF THE CABINET MEMBER – FINANCE AND PROPERTY – COUNCILLOR
T E YATES**

(a) Facilities Management

Members were presented with the results of a service challenge by RSM Tenon, which examined some of the operational aspects of Support Services, Finance and Property Services, and Environment and Housing Services.

Members' approval was sought for proposals with regard to the Facilities Management function. The existing structure and the proposed structure were appended to the report, together with a full list of properties that will be managed by Property Services as part of this centralisation.

Options, Risks and Reasons for Recommendations

The advantages of continuing with the current provision are limited, with the only positive that it would not require any additional resource as there would not be any work or cost involved in implementing any change.

The Council could outsource the facilities management functions in whole or part, but this could lead to future budget inflexibility or a poor contract if there is little interest and the

level of Council resources fails. However, the proposals within the report will re-position the Council for this option in future years if required.

Whilst the report does provide an opportunity to make some savings, it concentrates on service improvement and a more co-ordinated and better-managed approach to property management. The Council has a significant property holder and the management of it is an important part of the Council's service delivery. The report lays the foundation to significant improvements in this area.

RESOLVED that:

1. The Council's consultation and enabling process with staff and their representatives be commenced.
2. A further report be submitted to Cabinet in March 2011 to approve any changes to the structure.
3. The proposed staff structure, detailed in Appendix 2 of the report, be approved for consultation and aligned to the savings as outlined in paragraph 4(c) of the report.

111. REPORT(S) OF THE CABINET MEMBER – SUPPORT SERVICES – COUNCILLOR MRS K SUTTON

(a) Support Services – Service Challenge

Members' approval was sought for proposed changes to the staff structure within Support Services arising from the recent Service Review and budget process. Future reports will deal with other issues from the review in the context of wider strategic considerations.

Options, Risks and Reasons for Recommendations

There is an option to do nothing and maintain the status quo and not to realise any savings.

All Service areas of the Council are subject to the requirement to be subject to periodic reviews of value for money and efficiency. The expectations are even more so for Support Services who do not predominantly provide 'frontline' services.

As part of the budget process, all Service areas are required to achieve savings targets.

There is the option to adopt or adapt the proposals, in full or part.

RESOLVED that:

1. The initial proposals, as outlined in the report, be approved and engagement with affected staff and their representatives be commenced in accordance with the Council's consultation and enabling process.
2. A further report be submitted to Cabinet for final approval of the proposed structure changes.

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

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