

## **CABINET**

### **Minutes of the Extraordinary Meeting held on Tuesday, 20<sup>th</sup> June 2017 at Worksop Town Hall**

Present: Councillor S A Greaves (Chair),  
Councillors K Dukes, J Evans, J A Leigh, D G Pidwell, S Scotthorne  
and J White.

Advisory Member: None.

Liaison Members: Councillors H Burton, K H Isard and T Taylor.

Officers: B Alderton-Sambrook, D Armiger, G Bailey, J Hamilton, D Hill, L Prime,  
N Taylor, R Theakstone and S Wormald.

(The meeting opened at 5.30pm.)

(The Chairman welcomed all to the meeting and referred to the Fire Evacuation Procedure and the recording regulations – no press or members of the public were present.)

#### **1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors H M Brand, S Fielding and S E Shaw.

#### **2. 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.

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

#### **Key Decisions**

#### **3. REPORT(S) OF THE CABINET MEMBER – FINANCE – COUNCILLOR J EVANS**

##### **(a) Financial Outturn 2016/17 (Key Decision No. 638)**

Members were presented with the 2016/17 financial outturn position on the Council's revenue and capital budgets.

Members were presented with a summary of actual income and expenditure compared to the revised budget, and how any surpluses/deficits have been allocated to/from reserves.

Members' approval was sought for:

- the capital financing arrangements for 2016/17;
- the proposed capital budget reprofiling carry forwards into 2017/18;

- the movement in Provisions and Impaired Estimates on Debtors, and the creation of additional Usable Reserves; and
- the individual contributions to, and withdrawals from, Usable Reserves.

The report outlined:

- Overview of General Fund Revenue Outturn for 2016/17;
- Carry Forwards;
- Overview of Housing Revenue Account Outturn for 2016/17;
- Capital Outturn 2016/17;
- Provisions against Future Events;
- Impaired Estimates on Debtors;
- Usable Capital Reserves;
- Usable Revenue Reserves;
- Collection Fund 2016/17;
- Pensions;
- Balance Sheet at 31<sup>st</sup> March 2017; and
- Treasury Management Outturn Report.

The Annual Report on Treasury Management Activity for 2016/17 was also presented which demonstrated how the Treasury Management activity links to the Treasury Management Strategy, including the Prudential Indicators, which were approved by full Council on 7<sup>th</sup> March 2016.

### Options, Risks and Reasons for Recommendations

#### **Statement of Accounts 2016/17:**

The unaudited Statement of Accounts for 2016/17 were presented to the Audit and Risk Scrutiny Committee on 25<sup>th</sup> May 2017 for consideration and onward submission to the external auditor (KPMG) for audit and certification. The Council must publish the unaudited Statement of Accounts on its website prior to 30<sup>th</sup> June. The audited Statement of Accounts must then be approved by 30<sup>th</sup> September 2017. There would be a serious impact on the Council's accountability, reputation, and standing nationally and locally if it were to miss this deadline.

#### **Revenue Expenditure 2016/17:**

There are no options for Members to consider as the outturn represents the final position at the end of the financial year. Due consideration needs to be given to the ongoing effects of any reported in-year service overspends on the 2017/18 budgets, and early action is essential to mitigate further impacts on General Fund balances.

#### **Capital Expenditure and Financing 2016/17:**

There are no options for Members to consider as the financing is in accordance with approvals already obtained. The reprofiling on the Capital Programme may present a challenge to the Council's capacity to deliver the full programme of planned works in 2017/18.

#### **Treasury Management 2016/17:**

There are no options for Members to consider at this stage since past performance is being reported. Treasury Management is an important Council function since it deals with large value money transactions. The potential risk in this area is very high, however the Council has in place sound systems of financial control to minimise these risks. These controls are reviewed on an annual basis in order to provide the assurance that risk is being minimised. Additionally, by monitoring the Prudential Indicators, this also serves to minimise the risk in this area.

**RESOLVED** that:

1. Thanks be recorded to the Section 151 Officer and his team for the work involved in the Financial Outturn report.
2. The final outturn of revenue and capital spending for 2016/17 be approved.
3. The capital financing proposals, as set out in Appendix C of the report, be approved, and these be passed to the external auditors as part of the 2016/17 Statement of Accounts.
4. The net variations of £3.182m not spent in 2016/17 on the Capital Programme be approved for re-profiling and carried forward into 2017/18.
5. The movement in Provisions and Impaired Estimates on Debtors be approved.
6. The creation of an Invest To Save Reserve totalling £0.857m be approved.
7. The creation of the new reserves, as outlined in paragraph 3.22 of the report, be approved.
8. The new initiatives for 2017/18, as outlined in paragraph 3.23 of the report, be approved.
9. The individual contributions to, and withdrawals from, the revenue and capital Usable Reserves be approved.
10. The contents of the Pension Fund Actuary report be approved and the proposed assumptions be used in the IAS19 pensions report for inclusion in the 2016/17 Statement of Accounts.
11. The Annual Report on Treasury Management Activity be received and any comments be referred onto full Council for information, as required by the Chartered Institute of Public Finance and Accountancy's Code of Practice on Treasury Management.
12. It be noted that the Treasury Management activities are consistent with the objectives identified in the Treasury Management Strategy for 2016/17.

**4. REPORT(S) OF THE CABINET MEMBER – HEALTH AND COMMUNITY WELL-BEING**

**(a) Food Safety Service Plan 2017/18 (Key Decision No. 630)**

(This report was presented by Councillor S A Greaves in the absence of Councillor S E Shaw.)

Members were presented with the Food Safety Service Plan for 2017/18 for approval and adoption by the Council in accordance with Chapter 1, Paragraph 10 and Chapter 2, Paragraph 3.1 of the Food Standard Agency (FSA) 'Framework Agreement on Local Authority Food Law Enforcement'.

The Service Plan builds upon last year's Plan and seeks to ensure that national priorities and standards are addressed and delivered locally. It takes into account local circumstances and reflects the Council's ambitions for the District as contained within the current Corporate Plan. It also takes into account the national Food Hygiene Rating Scheme and forthcoming legislative changes.

The Environmental Health Manager outlined the key areas of work that were completed in 2016/17 and also the main work areas for 2017/18.

The Cabinet Member for Neighbourhoods congratulated the team on their work which places the Council within the top 10% of local authorities in the country for Food Safety.

**Options, Risks and Reasons for Recommendations**

Production and approval of a Food Service Plan is a requirement of Chapter 1, Paragraph 10 and Chapter 2, Paragraph 3.1 of the Food Standard Agency (FSA) 'Framework Agreement on Local Authority Food Law Enforcement'. There is therefore no other realistic option than to produce a Service Plan.

Failure to produce a Food Safety Service Plan could lead to the Food Standards Agency taking formal action to ensure that the Authority does produce such a plan.

**RESOLVED** that the Food Safety Service Plan for 2017/18 be endorsed and referred to full Council for approval and implementation.

(b) Health and Safety Service Plan 2017/18 (Key Decision No. 631)

(This report was presented by Councillor S A Greaves in the absence of Councillor S E Shaw.)

Members were presented with the Health and Safety Service Plan for 2017/18 for approval and adoption by the Council in accordance with the Health and Safety Commission (HSC) Section 18 Guidance Note to Local Authorities No. 3 – ‘Requirement to Produce a Service Plan, including the Investigation of Complaints, etc’.

The Service Plan demonstrates the Council’s commitment and approach to the enforcement of Health and Safety legislation within the District. It will help to ensure that policies, procedures and working practices are consistent with national guidance and in line with enforcement activities in local authorities across the country. The Plan also takes into account local circumstances and reflects the Council’s ambitions for the District as contained within the Corporate Plan.

The Environmental Health Manager outlined the key areas of work that were completed in 2016/17 and also the main work areas for 2017/18.

The Cabinet Member for Neighbourhoods praised the team for their excellent work.

Options, Risks and Reasons for Recommendations

Production and approval of a Health and Safety Service Plan is a legal requirement under Section 18 of the Health and Safety at Work etc Act 1974. There is therefore no other realistic option than to produce a Service Plan.

Failure to produce a Health and Safety Service Plan could lead to formal action to ensure that the Authority does produce such a plan.

**RESOLVED** that the Health and Safety Service Plan for 2017/18 be endorsed and referred to full Council for approval and implementation.

As there was no other business, the Chair closed the meeting.

(Meeting closed at 5.57pm.)