

Record of Cabinet decisions

Tuesday, 11 June 2013

3.00pm to 3.15pm

Date of publication: 12 June 2013

Subject to call-in these decisions will be effective from 20 June 2013

The record of decisions are subject to approval at the next meeting of the Cabinet

Present:	Councillor Alan Jarrett	Deputy Leader and Portfolio Holder for Finance	
	Councillor David Brake	Portfolio Holder for Adult Services	
	Councillor Jane Chitty	Portfolio Holder for Strategic Development and Economic Growth	
	Councillor Phil Filmer	Portfolio Holder for Front Line Services	
	Councillor Peter Hicks	Portfolio Holder for Community Safety and Customer Contact	
	Councillor Mike O'Brien	Portfolio Holder for Children's Services	
	Councillor Kelly Tolhurst	Portfolio Holder for Educational Improvement	

In Attendance:	Neil Davies, Chief Executive
	Robin Cooper, Director of Regeneration, Community and Culture
	Mick Hayward, Chief Finance Officer
	Wayne Hemingway, Democratic Services Officer
	Richard Hicks, Deputy Director, Customer First, Leisure, Culture, Democracy and Governance
	Perry Holmes, Assistant Director Legal and Corporate Services/Monitoring Officer
	Julie Keith, Head of Democratic Services
	David Quirke-Thornton, Deputy Director, Children and Adults Services

Deputy Leader's Announcement

The Deputy Leader welcomed Councillor Peter Hicks (Community Safety and Customer Contact) to his first Cabinet meeting.

Apologies for Absence

Apologies for absence were received from Councillors Rodney Chambers (Leader of the Council) and Howard Doe (Housing and Community Services).

Record of Decisions

The record of the meeting held on 23 May 2013 was agreed and signed by the Deputy Leader as correct.

Declarations of Disclosable Pecuniary Interests

There were none.

Cabinet Advisory Groups

Background:

This report provided a review of the various Cabinet Advisory Groups and sought the reestablishment of a number of Groups for 2013/2014. The report noted that these Groups did not have any decision making powers and could consist of both executive and non-executive Councillors.

The report stated that it was not proposed to re-establish the Shadow Health and Wellbeing Board owing to the formal Health and Wellbeing Board having been established as a Committee of the Council by Full Council on 25 April 2013. It was also proposed not to re-establish the Medway Regeneration, Community and Culture Cabinet Advisory Group given the recent re-establishment of the Chatham Regeneration Board and the continuation of the Rochester Riverside Board.

Decision number: ***Decision:***

97/2013	The Cabinet agreed the establishment of the Cabinet Advisory Groups with the terms of reference set out in this report and appointment of members to these bodies, as set out in appendix 1 to the report, for 2012/2013.
----------------	--

Reasons:

The establishment of these groups will support the Cabinet in decision-making and the development of policies.

Recruitment Freeze

Background:

This report presented information on vacancies that officers had requested approval to commence recruitment for, following the process agreed by Cabinet on 7 January 2003 (decision number 9/2003).

Appendix 1 to the report provided details of the posts, with details of one further post tabled at the meeting.

Cabinet, 11 June 2013

Decision number:

Decision:

98/2013

The Cabinet agreed to unfreeze the following posts, as detailed in Appendix 1 to the report to enable officers to commence the recruitment process:

Children and Adults

- (a) Family Worker**
- (b) SEND Pathfinder Project Manager and Personal Budget Practitioner Lead**
- (c) SEND Pathfinder Project Officer**

Public Health

- (d) Health Improvement Assistant**

Regeneration, Community and Culture

- (e) IMPRESS Project Coordinator.**

Reasons:

The posts presented to Cabinet will support the efficient running of the Council.

Brompton Westbrook Primary School - Business Case for Expansion to Two Forms of Entry

Background:

This report provided details of the business case, based on an initial feasibility study, for the expansion of Brompton Westbrook Primary School to two forms of entry. The report stated that the development supported the School Organisation Plan 2011-2016 which highlighted the need for more pupil places in the Gillingham area.

The report provided background details of the school including its location, site surveys and the three options for the proposed new accommodation, with Option 2 as the preferred option. This would enable the school to be expanded to two forms of entry, with a planned admission number (PAN) of 60 pupils.

The report also provided details of the consultation process as well as resources and project management issues and contract management issues.

An exempt appendix contained finance and option costings information.

Cabinet, 11 June 2013

Decision number: **Decision:**

99/2013 **The Cabinet approved the outline business and the preferred design option to allow more detailed design work to be undertaken.**

Reasons:

Option 2 is the preferred choice of the design team, the school and planners. This option also provides best value for money.

The cost estimates indicate that the preferred scheme, which will deliver the identified accommodation requirements, should be affordable within the provisional budget. Accurate cost estimates will be developed during the detailed design stage and presented for approval at Gateway 1 stage, prior to going out to tender.

Gateway 1 Procurement Commencement: Special Education Needs Transport Contracts 2013-14

Background:

This report sought permission to commence a new commissioning strategy for the procurement of Special Educational Needs (SEN) Transport contracts. The report included a review of current service provision and it was proposed that procurement for this contract be through an area based contract procurement.

The Gateway 1 report had been approved for submission to Cabinet after review and discussion at Corporate Management Team. The Procurement Board had also considered this report on 22 May 2013 and supported the recommendations.

An exempt appendix contained key information in respect of finance and whole life costings.

The exempt appendix also included details of a number of contracts ending in July 2013 it was proposed to extend.

Decision number: **Decision:**

100/2013 **The Cabinet agreed the proposed procurement strategy at option 3.10.2 in the report and the commencement of the proposed process for recommissioning this service.**

101/2013 The Cabinet agreed to delegate authority to the Assistant Director Legal and Corporate Services, in consultation with the Portfolio Holders for Children's Services and Front Line Services and appropriate officers in SEN and Integrated Transport, for the extension of relevant existing SEN transport contracts concluding in July 2013.

Reasons:

The commissioning strategy provides an opportunity to increase both the quality of service provision and the cost efficiency of service for SEN home to school transport. One specific transport operator for each school site, or geographic grouping of smaller school sites, will allow for a more consistent and informed service. The decision will also improve the communication and relationship between school sites, their operators, and the Council's SEN and Transport teams. A renewed commissioning strategy provides an opportunity to review and rework the SEN transport service specification, incorporating current service requirements such as required length of journey for specific passengers (wheelchair and non-wheelchair), with improved specification conditions.

In addition, it is anticipated that an operator will be able to provide better overall service value when undertaking all transport to a specific school site as opposed to smaller individual route contracts as currently.

**Gateway 1 Procurement Commencement and Outline Business Case:
Refurbishment and Remodelling Works at Chatham Primary Free School**

Background:

This report sought approval of the Outline Business Case and proposed procurement route, based on an initial feasibility study and evaluation of procurement and construction options, for the new Chatham Primary Free School. It was noted that this project supported the Council's School Organisation Plan 2011 – 2016, which highlighted the need for more pupil places in the Chatham area.

The Procurement Board considered this report on 22 May 2013 and supported the recommendations set out in the report.

An exempt appendix contained key information in respect of finance and whole life costing, including the Outline Business Case.

Cabinet, 11 June 2013

Decision number: **Decision:**

102/2013 **The Cabinet approved the Outline Business Case/Gateway 1 High Risk Report to progress to Gateway 2 of the procurement process and invite tenders for the building refurbishment and remodelling works.**

103/2013 **The Cabinet approved the virement of sufficient funding of £500,000 from the basic need capital programme to undertake further surveys, develop a detailed design and deal with asbestos removal, prior to the main contract works.**

Reasons:

The new remodelled accommodation is required to enable the new primary academy to open in September 2014. The capital programme approved by Cabinet on 23 February 2013 includes funding for the project.

Gateway 3 Contract Award: Wainscott Primary School Refurbishment Works

Background:

This report sought permission for refurbishment works to convert teaching space into a multiple use hall, create a larger staff room and undertake alterations to existing classrooms and toilets for use by younger pupils at Wainscott Primary School. These works would coincide with the new building for the school's expansion to two forms of entry.

The Procurement Board considered this report on 22 May 2013 and supported the recommendations.

An exempt appendix contained key information in respect of finance and whole-life costing and procurement process tender evaluation information.

Decision number: **Decision:**

104/2013 **The Cabinet approved the procurement contract award to NP Trutwein Ltd.**

Reasons:

The procurement will deliver the objectives outlined in the business case and summarised in Section 2.1 of the report, to enable the refurbishment works in the existing building as part of the overall expansion of the school to two forms of entry as described in the business case section of the gateway 1 report.

Cabinet, 11 June 2013

.....
Leader of the Council

.....
Date

Wayne Hemingway/Anthony Law, Democratic Services Officers

Telephone: 01634 332509/332008

Email: democratic.services@medway.gov.uk