

COUNCIL

24 JULY 2014

LEADER'S REPORT

Rodney Chambers, Leader of the Council, will give a report on key developments since the last ordinary Council meeting on 24 April 2014.

He will include:

- Sporting legacy
- Summer events
- Rochester Riverside
- Local Enterprise Partnership (LEP)
- Decisions made by the Cabinet on 13 May 2014, 10 June 2014 and 15 July 2014.

Record of Cabinet decisions

Tuesday, 13 May 2014

3.00pm to 3.32pm

Date of publication: 14 May 2014

Subject to call-in these decisions will be effective from 22 May 2014
The record of decisions is subject to approval at the next meeting of the Cabinet

Present:	Councillor Rodney Chambers, OBE	Leader
	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 Howard Doe	Portfolio Holder for Housing and Community Services
	Councillor Phil Filmer	Portfolio Holder for Front Line Services
	Councillor Peter Hicks	Portfolio Holder for Community Safety and Customer Contact
	Councillor Mike O'Brien	Lead Portfolio Holder for Children's Services
	Councillor Kelly Tolhurst	Portfolio Holder for Educational Improvement

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

Apologies for absence

There were none.

Record of decisions

The record of the meeting held on 8 April 2014 was agreed and signed by the Leader as correct.

Declarations of disclosable pecuniary interests and other interests

Disclosable pecuniary interests

There were none.

Other interests

Councillor Filmer declared an interest in agenda item 9 (Transfer of Grounds Maintenance Services to Medway Norse) because he was a Director of Medway Norse. He chose to leave the room during consideration and determination of this item.

Review of Health Inequalities - In-depth Task Group Report

Background:

This report presented the final report of the Review of Health Inequalities in Medway In-depth Task Group, which had been established by the Health and Adult Social Care Overview and Scrutiny Committee. The focus of this review had been Health Inequalities across Medway wards and how to direct investment where it was most needed.

It was noted that the Task Group had met with a cross section of service managers, working for the Council and key stakeholders, to establish standards of working across Medway. A summary of the evidence was set out in Appendix 3 to the review document.

The Health and Adult Social Care Overview and Scrutiny Committee had recommended the review document and accompanying recommendations to Cabinet on 8 April 2013. The Health and Wellbeing Board had also commended the recommendations with some suggestions and comments on 22 April 2014.

The main findings of the review were set out under a number of theme headings. These included:

- Targeted work to minimise the impact of wider determinants on health inequalities
- An investigation into inequity in access and outcomes at GP practices in Medway
- The development of alcohol, smoking and workplace health good practice
- A new strand within the Health and Wellbeing Boards engagement plan relating to barriers to the uptake of services
- The development of a framework to enable the application of proportionate universalism in a structured way
- The use of health equality audits in identifying and addressing health inequalities
- The use of health impact assessments at an early point in the planning of local services and service redesign

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- The adoption of three key principles to assist the Council and partners to direct investment where it is most needed.

A Diversity Impact Assessment Screening form had been completed and was attached at Appendix 1 to the review document. This indicated that a full assessment was not necessary.

Decision number: **Decision:**

83/2014 **The Cabinet tasked the Council to continue to work with landlords, developers, partners and residents to aspire to raise housing standards. Where it was apparent that the legal standards were not being met, to seek a resolution to those issues in line with the Council's Housing Enforcement Policy.**

84/2014 **The Cabinet tasked the Director of Public Health to engage with the Director of Regeneration, Community and Culture to inform the development of the Medway Local Plan and establish a joint officer project group to ensure that the Local Plan maximises the opportunity to improve the wider determinants of health through the planning system.**

85/2014 **The Cabinet tasked the Director of Public Health to continue to engage with Licensing Officers to maximise the opportunity to improve the wider determinants of health through licensing, building on the partnership working to date between Public Health, Licensing and other departments and agencies to provide ongoing messages to licensees and the public on public safety and public health issues.**

86/2014 **The Cabinet agreed to request NHS England (Kent and Medway Local Area Team) to work with NHS Medway Clinical Commissioning Group (CCG) to investigate inequity in access and outcomes at GP practices and report back to the Health and Wellbeing Board with its plan to address the issue.**

87/2014 **The Cabinet noted that as a large employer Medway Council plays an important leadership role in reducing health inequalities. As such the implementation of workplace health initiatives are welcomed, and it was agreed that the drug and alcohol policy for the Medway Council workforce would be refreshed covering all types of workers.**

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- 88/2014** The Cabinet requested the Director of Regeneration, Community and Culture and the Director of Public Health to expand and build on work with local businesses to support them to implement workplace health initiatives within the framework of the Public Health Department's 'A Better Medway' services.
- 89/2014** The Cabinet requested the Health and Wellbeing Board engage with members of the public and seek views on barriers to uptake of health and social care services – whether they be Council, NHS or volunteer – in the development and implementation of the Health and Wellbeing Board engagement plan in the next 12 months. The findings of this engagement exercise should be used to programme and target further work to address health inequalities with Council service managers, NHS colleagues and the voluntary sector.
- 90/2014** The Cabinet noted that one mechanism for providing services to reduce health inequalities, consistent with proportionate universalism, is to provide a universal service with targeted support where appropriate, and requested Public Health to investigate developing a framework to enable the application of proportionate universalism approaches in a structured way in the planning and delivery of all services.
- 91/2014** The Cabinet requested the Health and Wellbeing Board to identify where health equity audits may help to determine action that would reduce health inequalities across council services and those commissioned by the CCG and NHS England (Kent and Medway Local Area Team). The Public Health department should then provide support or leads on conducting those which are determined to be the highest priority by the Health and Wellbeing Board.
- 92/2014** The Cabinet tasked the Director of Regeneration, Community and Culture and Director of Public Health to work together to develop a protocol for dealing with any future planning developments in Medway that may have a significant impact on the health and wellbeing of the local populations. (This is to enable the Director of Public Health's comments to be considered as a material consideration in the determination of those applications).

93/2014 **The Cabinet supported the following three principles to assist the Council and partners, where relevant, to direct investment where it is most needed in order to tackle health inequalities:**

Principle 1: Actively seek ways of working in partnership across teams and agencies to tackle health inequalities and direct resources

Principle 2: Assess the impact of all significant decisions on health inequalities before decisions are made

Principle 3: Review and evaluate how equitable services are, e.g. through health equity audit, and adjust service delivery to address any inequalities found.

Reasons:

The decisions bring forward a comprehensive package in the interests of all Medway's residents and are designed to direct investment to where it is most needed.

Outcomes of Consultation for the Proposed Prescribed alterations at Abbey Court Special School

Background:

This report outlined the outcomes of the informal consultation period on the Council's proposals to 'Increase pupil numbers' and 'transfer to a new site' at Abbey Court Special School, by way of statutory prescribed alterations and requested authority to commence the period of statutory consultation.

The report and accompanying appendices set out details of the seven week period of informal public consultation, where proposals were published and made available to interested parties. This had included a public consultation document and a public meeting.

A breakdown of the 150 written responses received was set out in the report. It was noted that 144 (96%) supported the proposal, five objected and one, from Temple Mill Primary School that shared the Temple site, ticked neither box but raised some concerns. A transcript of the public meeting was attached as Appendix 3 to the report and a response from the children of Abbey Court was included at Appendix 6 of the report. The report provided officer responses to the issues and concerns raised.

It was noted that the Children and Young People Overview and Scrutiny Committee had considered the response to the informal consultation on 25 March 2014. Details of the Committee's discussion were set out in the report.

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Decision number:

Decision:

- 94/2014** The Cabinet noted the responses to the informal consultation process together with the comments of the Children and Young People Overview and Scrutiny Committee and agreed to instruct the Director of Children and Adults Services to commence the period of statutory representation of the proposals for the expansion of Abbey Court as set out in section 12.2 of the report, when statutory notices and full proposals will be published.
- 95/2014** The Cabinet agreed to delegate authority to the Director of Children and Adults Services, in consultation with Portfolio Holder for Children's Services (Lead Member), to determine whether to approve the proposals at the end of the statutory consultation period if no objections are received. However, if any objections are received during that time then a report will be prepared and presented to Cabinet for determination.

Reasons:

Approval to proceed to a period of statutory representation will ensure the Council complies with its duty to follow the full consultation process when proposing changes to school organisation.

Expansion of Primary School Places in Hoo St. Werburgh Village

Background:

This report requested authorisation from Cabinet to take action to provide sufficient primary school places in Hoo St Werburgh from September 2015.

It was noted that the School Organisation Plan had been reviewed in July 2013 and that the updated action plan, which accompanied the review, included the action to provide additional primary places in Hoo St Werburgh village for September 2015. The report gave details of the increasing demand for primary school places and considered the two options of expanding the current primary school or supporting the establishment of an all-through academy in partnership with the Williamson Trust on the Hundred of Hoo Academy site.

Decision number:

Decision:

- 96/2014** The Cabinet instructed the Director of Children and Adults Services, in consultation with the Portfolio Holder for Children's Services (Lead Member), to proceed with supporting the establishment of an all-through academy, working in partnership with the Williamson Trust, to

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provide the additional primary school places required in Hoo St Werburgh, to be implemented in readiness for 1 September 2015 and therefore authorised officers to request an in-year variation from the Office of the Schools Adjudicator to enable the PAN at Hoo St Werburgh Primary School to revert to 60.

Reasons:

To ensure the Council meets its duty to provide sufficient good school places.

To comply with the actions in the approved School Organisation Plan 2011-16 and its review in July 2013, which highlight the need for additional places in the Hoo St Werburgh village area for September 2015.

Queen Street/Slickett's Hill Car Parks, The Brook, Chatham

Background:

This report requested that Cabinet delegate authority to officers to declare surplus and then dispose of the Queen Street/Slickett's Hill car park site, so that it can be disposed of for development on the best terms reasonably obtainable.

It was noted that the Council owned the freehold of the site (edged black on the plan attached to the report) and that outline planning consent had been granted in 2013 for a mixed use scheme, comprising of residential and 3,375 sq metres of commercial space (retail Classes A1 and A2) with ancillary parking for 146 spaces/202 cycle spaces.

The report considered the implications of disposing of the car park site and also the Council's regeneration objectives for Chatham. Members noted the availability of alternative car parking within Chatham and considered, in particular, the condition of the Market Hall multi-storey car park.

Decision number:

97/2014 **The Cabinet delegated authority to the Assistant Director, Legal and Corporate Services in consultation with the Portfolio Holder for Finance, to declare surplus and then dispose of the Queen Street/Slickett's Hill car park site, so that it can be disposed of for development on the best terms reasonably obtainable.**

Reasons:

To bring forward the site for development.

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.

Decision number:

Decision:

98/2014

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

Business Support Directorate

- (a) Chief Finance Officer
- (b) Democratic Services Officer (0.6FTE up to 1.0FTE)
- (c) Civic and Ceremonial Officer

Children and Adults

- (d) Assistant Director, Inclusion
- (e) SEN Case Officer
- (f) SEND Pathfinder Project Officer
- (g) SEND Pathfinder Project Manager and Personal Budget Practitioner Lead
- (h) SEN Team Co-ordinator
- (i) Partnership Commissioning Officer, Maternity Cover for one year
- (j) Head of Partnership Commissioning

Regeneration, Community & Culture

- (k) RCC Business Support Officer
- (l) Graduate Trainee Project Officer.

Reasons:

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

Transfer of Grounds Maintenance Services to Medway Norse

Background:

This report recommended an amendment to the decision made by Cabinet on 29 October 2013 on the report entitled 'Establishing a subsidiary company for the transfer of grounds maintenance services'.

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The revised proposal was that the Council should transfer the grounds maintenance services to a division of Medway Norse rather than establish a subsidiary company.

It was noted that as part of finalising the financial model for transferring the grounds maintenance services, it had become clear that minimising costs in relation to the services being transferred was necessary and therefore it was suggested and agreed that a division rather than a subsidiary company should be created. However, the specific nature of the original recommendations in the October 2013 report meant that before the deed of variation to the original contract with Medway Norse was signed, a revised decision was needed for the activities to be transferred into Medway Norse. It was reported that Medway Norse had taken on responsibility for the grounds maintenance services and therefore the deed of variation needed to be signed as soon as possible.

It was reported that, in line with rule 16.11 of Chapter 4, Part 5 of the Constitution, call-in would be waived on this item to enable the deed of variation to be sealed as soon as possible. It was noted that the Chairman of the Business Support Overview and Scrutiny Committee had agreed that the decisions proposed were reasonable in all the circumstances and to them being treated as a matter of urgency and to waive call-in.

Decision number:

Decision:

99/2014

The Cabinet agreed the revised proposal for the transfer of grounds maintenance services, as follows: That the transfer of grounds maintenance services should be to a division of Medway Norse.

100/2014

The Cabinet agreed that decision 178/2013, naming the subsidiary company, was no longer required.

The Cabinet noted that decisions 176/2013, 177/2013 and 179/2013 (as set out in Appendix 1 to the report) made by Cabinet on 29 October 2013 remain unchanged.

101/2014

The Cabinet agreed that the decision at 99/2014 was urgent and therefore should not be subject to call in.

Reasons:

The need to minimise costs related to transferring the grounds maintenance services.

The need to have the contract signed as soon as possible.

Gateway 3 Contract Award: Local and Yellow Bus Contracts Retendering

Background:

This report provided details of the proposed Yellow and Local Bus service contracts.

It was noted that, in contrast with previous practice, both the Yellow and Local Bus contracts had been amalgamated and tendered together as one procurement exercise. This was designed to maximise opportunities for economies. The process was run through an OJEU open procedure in order to appeal to the largest market available with the understanding that there were a finite number of capable contractors.

The contract was made up of 48 individual Local Bus routes and 9 Yellow Bus routes and the outcome of the tender process was set out in the exempt appendix accompanying the report.

The Strategic Procurement Board had considered this report on 22 April 2014 and supported the recommendations set out in the report.

An exempt appendix contains key information in respects of financial analysis.

Decision number:

102/2014 The Cabinet noted the evaluation process and approved the award of the Lots as detailed within section 2.3 and 2.4 of the Exempt Appendix as follows:

Service no.	Operator
100 (M-F)	Arriva
100 (Sats, Op1)	Arriva
101 (Eves, Op2)	Arriva
113/114	Arriva
116 (am)	Arriva
116 (eves)	Arriva
120/121 (M-F)	Arriva
120/121 (Sat, Op1)	Arriva
130/131	Nu-Venture
132 (Op 2 Suns)	Arriva
132/141 (eves)	Arriva
133 (infill)	ASD
135/145	Arriva
136 (am)	Arriva
136 (eves)	Arriva
140/141 (Op 2 Sun)	Arriva
141 (am)	Arriva
142/185	Nu-Venture
156/197	ASD

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164 (eves)	Arriva
164 (Suns)	Arriva
169/179/675	Arriva
172-175/192	Nu-Venture
176 (eves)	Arriva
176 (Suns, Op 2)	Arriva
181 (eves)	Arriva
182 (Suns)	Arriva
191 (Infill)	Arriva
191 (eves)	Arriva
191/193	Arriva
196	Arriva
600	Arriva
638	Arriva
701A/702 (Suns)	Arriva
702 (eves)	Arriva
783	ASD
M1	ASD
MM	ASD
N1/N2	ASD
MY1/MY2	ASD
MY3	ASD
MY4-MY7	ASD
MY8/MY9	ASD

Reasons:

The decisions are made due to the cost savings to the Council and the improved service that this would provide.

Gateway 3 Contract Award: Young People's Community Substance Misuse Service in Medway

Background:

This report sought permission to award a contract for the Young People's Community Substance Misuse Service in Medway.

The service would include:

- Early intervention for vulnerable young people
- Named drug worker within the Youth Offending Team
- One-to-one support and treatment
- Support for young people who require prescribing and needle exchange services provided by Medway's Adult Integrated Substance Misuse Service
- Drug use screening tool (DUST) training for the wider children's workforce and consultation for professionals and parents/carers
- Defined processes to ensure that the Child Assessment Framework (CAF) and Team around the Child (TAC) are followed

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- A robust transition policy for 19 year olds transferring to adult services
- Protocols for working with mental health services for those young people with dual diagnosis.

It was reported that the proposed procurement would provide the opportunity to deliver a cohesive young people's substance misuse service in Medway, with the potential for saving costs by amalgamating the current service level requirements into one specification to be tendered.

It was noted that this Gateway 3 Report had been approved for submission to Cabinet after review and discussion at the Children and Adults Directorate Management Team Meeting on 15 April 2014 and Procurement Board on 22 April 2014

An exempt appendix contained key information in respect of financial analysis and tender evaluation result.

Decision number: **Decision:**

103/2014 **The Cabinet approved the award of Young People's Community Substance Misuse Service in Medway to Open Road.**

Reasons:

The supplier received an overall weighted score of 81%, which, as the highest score demonstrated that it is the most economically advantageous tender.

.....
Leader of the Council

.....
Date

Wayne Hemingway/Anthony Law, Democratic Services Officers

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Record of Cabinet decisions

Tuesday, 10 June 2014

3.00pm to 3.27pm

Date of publication: 11 June 2014

**Subject to call-in these decisions will be effective from 19 June 2014
The record of decisions is subject to approval at the next meeting of the Cabinet**

Present:	Councillor Rodney Chambers, OBE	Leader
	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	Lead Portfolio Holder for Children's Services
	Councillor Kelly Tolhurst	Portfolio Holder for Educational Improvement

In Attendance: Neil Davies, Chief Executive
Dr Alison Barnett, Director of Public Health
Robin Cooper, Director of Regeneration, Community and Culture
Mick Hayward, Chief Finance Officer
Wayne Hemingway, Democratic Services Officer
Richard Hicks, Deputy Director, Customer Contact, Leisure, Culture, Democracy
and Governance
Julie Keith, Head of Democratic Services
Barbara Peacock, Director of Children and Adults Services

Apologies for absence

An apology for absence was received from Councillor Howard Doe (Housing and Community Services).

Record of decisions

The record of the meeting held on 13 May 2014 was agreed and signed by the Leader as correct.

Declarations of Disclosable Pecuniary Interests and other Interests

Disclosable pecuniary interests

There were none.

Other interests

There were none.

Planning Policy Update

Background:

This report provided details of the programme for the production of a replacement Local Plan as set out in an updated Local Development Scheme (Appendix 1 to the report), following the withdrawal of the draft Medway Core Strategy from Examination in November 2013. The report also presented the findings of independent demographic modelling and relevant data analysis to establish a basis for assessing housing needs in Medway. This information was set out in the Housing Position Statement (Appendix 2 to the report) and this indicated a revised annual target of needing to plan for 1000 new homes annually in Medway.

It was noted that planning for Medway would be based on the principles of sustainable development. Sustainability Appraisals would be carried out at key stages of the plan preparation process, to ensure that the impacts of options and draft policies were properly identified and considered.

A Diversity Impact Assessment screening had been completed (Appendix 3 to the report). The Council's planning policy sought to deliver sustainable development for the benefit of all communities, and to recognise the needs of specific groups for services and infrastructure. It was considered the content of this report did not have a disproportionate impact on any specific community sector or group.

Clarification was provided at the meeting regarding the reference to the 25% (60/40 split) of affordable housing (recommendation 9.1.3 (h)), in that there was a 60/40 split between affordable rent and shared ownership or other form of intermediate housing.

Decision number: ***Decision:***

The Cabinet noted the content of the report and the documents set out in the Appendices.

104/2014 The Cabinet approved the publication of the updated Local Development Scheme 2014-2017, as set out in Appendix 1 to the report.

Cabinet, 10 June 2014

- 105/2014** The Cabinet approved the use of an updated housing needs target of 1000 dwellings per year as a basis for planning in Medway, pending the completion of a comprehensive assessment of housing and economic needs in 2015.
- 106/2014** The Cabinet approved the recommendations set out in the Housing Position Statement, as set out in Appendix 2 to the report, as follows:
- a) Seek endorsement from adjoining authorities to the boundaries of the functional Medway housing market area being the administrative boundary, not least to ensure continuity with the assessments for adjoining market areas.
 - b) That Opinion Research Services's recommended annual housing requirement figure for Medway of 1,000 dwellings per annum be accepted as the 'basis for calculating 5 Year land Supply and determining planning applications until a full Strategic Housing Market Assessment has been completed in 2015.
 - c) Put in place specific monitoring arrangements for the key variables identified in this assessment and particularly migration so that the robustness of the 1,000 per annum figure can continue to be tested.
 - d) This monitoring should also cover house and land prices to ensure that over supply does not soften a market that is markedly more affordable than adjoining and nearby market areas.
 - e) Pending preparation of the new local plan, seek to ensure a balance of house types comes forward, including:
 - Smaller units suitable for single person households
 - Family housing, including detached properties (particularly through to 2021)
 - Flatted schemes that are of a standard that will encourage cohesive communities and can be adequately maintained.
 - f) Establish a self-build register that is available online.
 - g) Utilise the IPC Extra Care Housing Needs Analysis, reproduced at Appendix 2b to the report, in negotiating provision for specific needs housing.

- h) Retain the current 25% (60/40 split) affordable housing policy pending preparation of a full affordable housing analysis that will inform the new Local Plan.**
- i) Ensure that a full replacement needs assessment is commissioned to inform the new Local Plan at the appropriate time. This will cover the full plan period and feed in the most up to date demographic and economic projections to establish the objectively assessed need for Medway.**

107/2014 **The Cabinet approved the commission of a full assessment of development needs in line with policy requirements to inform the new Local Plan.**

Reasons:

These decisions will establish a sound basis for the preparation of a new Local Plan for Medway and to provide an appropriate calculation of housing needs in advance of the adoption of the replacement plan.

Medway Statement of Community Involvement

Background:

This report provided details of the Medway Statement of Community Involvement (SCI). The purpose of the SCI was to lay out in a concise and clear way, how the Council would engage with stakeholders in matters relating to the Local Plan and the principles to be considered in consulting on planning applications. This included publicity methods at key stages in the planning process to reach all sectors of the community. It was noted that the SCI was a statutory requirement to support development policy and was a key document needed in order to progress through the stages to an adopted Local Plan.

The updated Consultation Draft SCI 2014 was set out at Appendix 1 to the report. This sought to update the policy context for the document, and provide clearer guidance on the principles and methods of consultation to be used. A flexible approach would be adopted to reflect the needs and circumstances of different groups in order that all sections of the community had an opportunity to be involved in planning for Medway.

A Diversity Impact Assessment screening had been completed for the revised draft SCI (Appendix 2 to the report). This assessment concluded that there were no disproportionate impacts on particular sectors of the community. The purpose of the SCI was to make explicit considerations of the diverse needs of the communities across Medway. It was therefore a helpful tool in contributing to the awareness of equalities issues to be addressed through the plan making process.

Cabinet, 10 June 2014

**Decision
number:**

Decision:

108/2014 **The Cabinet considered the revised draft Medway Statement of Community Involvement as set out at Appendix 1 to the report and approved its publication for consultation to inform an updated version of the document.**

109/2014 **The Cabinet agreed that a revised version of the Medway Statement of Community Involvement be submitted to Cabinet on 30 September, following the consultation process, seeking approval to adopt the document.**

Reasons:

This is to provide the Council with an appropriate updated SCI in line with legislative requirements that can be used to inform the process for the preparation of a new Local Plan.

Disposal of Premises at Doust Way

Background:

This report provided details of a proposal to dispose of the premises (student accommodation) at Doust Way, Rochester. The former City Council of Rochester Upon Medway granted Hyde Housing Association Limited a 125 year ground lease of the site from 12 September 1997 with 5 yearly rent reviews, and Hyde had granted a 30-year sub-lease of the completed development to the University for the Creative Arts for use by its students.

The proposed disposal to the purchaser would be made subject to and with the benefit of the 125 year lease to Hyde and the sub-lease granted by Hyde, both of which would continue. The purchaser would effectively step into the Council's shoes and take over the Council's obligations as landlord of the premises.

The purchaser had stipulated that it must complete the purchase by 31 July 2014 and given the capital receipt was likely to be over £1 million, this would normally be a matter for Full Council. However, the next meeting of Full Council was not until 24 July 2014, therefore, this did not give sufficient time to complete the disposal by the purchaser's deadline of 31 July 2014 and so it was proposed that the Chief Executive uses the urgency provisions as set out in paragraph 4.1 of the Employee Delegation Scheme to agree the proposed disposal on behalf of Full Council, to avoid the cost and inconvenience of holding an extraordinary Council meeting for the sole purpose of considering this disposal. It was noted that the use of these urgency provisions would be reported to Full Council on 24 July 2014 for information.

Cabinet, 10 June 2014

Decision number: **Decision:**

- 110/2014** **The Cabinet agreed to dispose of the premises at Doust Way and recommended to the Chief Executive (using urgency powers (in place of referring this matter to Full Council)) that he grants delegated authority to the Assistant Director, Legal and Corporate Services, in consultation with the Portfolio Holder for Finance, to declare the premises at Doust Way surplus to the Council's requirements and to dispose of them on the best terms reasonably obtainable.**
- 111/2014** **The Cabinet agreed to take account of the income budget for commercial property as part of the budget building exercise for 2015/16, to account for the revenue foregone.**

Reasons:

To realise a capital receipt, reduce management costs and to enable improvements to the premises to take place.

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 2014/2015. 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 included details of changes to the names of two Cabinet Advisory Groups, namely the Corporate Parenting Board (instead of the Corporate Parenting Group) and the Development Plans Advisory Group (instead of the Local Development Framework Advisory Group).

Decision number: **Decision:**

- 112/2014** **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 2014/2015.**

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.

Decision number:

Decision:

113/2014 **The Cabinet agreed to unfreeze the following posts, as detailed in Appendix 1 to the report, to enable officers to commence the recruitment process:**

Business Support Directorate

- (a) Data Compliance Officer**
- (b) Review and Disposals Officer**

Children and Adults

- (c) School Service Project Officer**
- (d) Action for Families Data Analyst**
- (e) Action for Families Administrator**
- (f) Student Services Administrator**
- (g) Programme Manager – Better Care Fund**

Regeneration, Community & Culture

- (h) Project Officer.**

Reasons:

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

Gateway 3 Contract Award: Corporate School Meal Provision

Background:

This report provided details of the tender process and evaluation for the Corporate School Meals contract for a 5 year period commencing on 1 August 2014 for three years with the option to extend for up to 24 months. The report noted that in preparation for the new contract start and the introduction of Universal Infant Free School Meals for KS1 pupils in September 2014, the corporate catering specification had undergone changes to adhere to changes in Government guidelines surrounding food standards for school meals. All changes had been undertaken in consultation with the Public Health Team.

Cabinet, 10 June 2014

The School Contracts Team had a service level agreement with each of the 47 participating schools, under which the School Contracts Team had been engaged to commission a service provider for the catering services and to monitor provision of the service provision.

The Procurement Board considered this report on 20 May 2014 and its comments were set out in paragraph 6 of the report.

An exempt appendix contained key information in respect of the financial analysis and the tender evaluation result.

Decision number:

114/2014

Decision:

The Cabinet approved the procurement contract award to Chartwells.

Reasons:

This decision has been made on the basis that the successful contractor meets the criteria set out in the Invitation to Tender most closely. In addition, the current contract term at the 47 schools was due to end on 31 July 2014 so to allow sufficient time for planning and mobilisation to prepare for the Universal Free School Meals introduction in September 2014.

Gateway 3 Contract Award: Will Adams Pupil Referral Unit

Background:

This report provided details of the tender process and evaluation for works (option 8) to the Will Adams Pupil Referral Unit, Gillingham as follows:

- Internal and external refurbishment works to the Will Adams PRU existing building
- Internal refurbishment works to Summit House.
- Internal refurbishment works to Outreach Centre
- External works to Outreach Centre, including replacement windows, internal wall reinforcements to protect walls against vandalism, which may result from end users, upgrade to existing external ramp.
- Agreed enhancement to main entrance to improve security.
- An extended 5-a-side- football pitch.

The following works were also included in the tender following a request by the school:

- A fully enclosed weatherproof link between Will Adams PRU and Summit House
- Additional external works to the field and landscaping to provide extended playing field in keeping with BB102 guidance for a school

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with 100 pupils to provide nearer to the 5,000sqm of playing field identified as the requirement.

The Procurement Board considered this report on 20 May 2014 and its comments were set out in paragraph 7 of the report.

An exempt appendix contained key information in respect of the financial analysis and the tender evaluation result.

Decision number: **Decision:**

115/2014 **The Cabinet approved the procurement contract award to Walker Construction for the delivery of option 8 plus the following additional works:**

- **A fully covered link between the Summit House and the existing Will Adams buildings;**
- **Additional external landscaping works.**

Reasons:

This decision is made on the basis that the tenderer has submitted the most beneficial tender in terms of both quality and cost.

Gateway 4 Report: Homecare Services

Background:

This report provided details of a review of the Homecare Services contract. Homecare services provided care and support to eligible vulnerable individuals to enable them to remain within their own home and community. Homecare was only provided where there was an assessed need for the service and a financial assessment was made to determine the contributions towards the cost of care payable by the service user.

Following the first six months of the contract, one provider withdrew from the framework, which reduced the number of providers from 20 to 19. The success of this model following the first six monthly review Key Performance Indicator (KPI) had seen eight of the 19 suppliers improve their ranking by demonstrating that they delivered good quality services that met the need of service users and the Council. Two of the providers had been given a warning that should they score 0 in the 12 month review two or more times they would be suspended. At the present time this related to two providers, who had failed to return KPIs. Overall, the current contract had performed well and delivered against the original tender objectives and specification.

The Procurement Board considered this report on 20 May 2014 and its comments were set out in paragraph 8 of the report.

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An exempt appendix contained key information in respect of the financial analysis.

**Decision
number:**

Decision:

116/2014 **The Cabinet noted the positive performance of the framework agreement during its first year and agreed there was no requirement to submit Gateway 5 reports unless there were any major issues with the framework agreement and/or suppliers performance or until the end of the contract.**

Reasons:

The framework agreement continues to meet the strategic aims and statutory obligations of Medway Council and service users as outlined in the Gateway 1 and 3 reports. The dynamic nature of the framework agreement has demonstrated its ability to incentivise suppliers to adopt a continuous improvement ethos. With robust contract management and continued partnership working, the Council will see further service improvements and a better placed supply base to meet its future commissioning aspirations.

.....
Leader of the Council

.....
Date

Wayne Hemingway/Anthony Law, Democratic Services Officers

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Record of Cabinet decisions

Tuesday, 15 July 2014

3.00pm to 4.45pm

Date of publication: 16 July 2014

**Subject to call-in these decisions will be effective from 24 July 2014
The record of decisions is subject to approval at the next meeting of the
Cabinet**

Present:	Councillor Rodney Chambers, OBE	Leader
	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 Howard Doe	Portfolio Holder for Housing and Community Services
	Councillor Phil Filmer	Portfolio Holder for Front Line Services
	Councillor Peter Hicks	Portfolio Holder for Community Safety and Customer Contact
	Councillor Mike O'Brien	Lead Portfolio Holder for Children's Services
	Councillor Kelly Tolhurst	Portfolio Holder for Educational Improvement

In Attendance: Dr Alison Barnett, Director of Public Health
Robin Cooper, Director of Regeneration, Community and Culture
Neil Davies, Chief Executive
Mick Hayward, Chief Finance Officer
Richard Hicks, Deputy Director, Customer Contact, Leisure, Culture, Democracy
and Governance
Perry Holmes, Assistant Director, Legal and Corporate Services/Monitoring
Officer
Julie Keith, Head of Democratic Services
Anthony Law, Democratic Services Officer
Barbara Peacock, Director of Children and Adults Services
Stephanie Goad, Assistant Director Communications, Performance and
Partnerships

Apologies for absence

There were none.

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Record of decisions

The record of the meeting held on 10 June 2014 was agreed and signed by the Leader as correct.

Declarations of disclosable pecuniary interests and other interests

Disclosable pecuniary interests

There were none.

Other interests

Councillor Filmer declared an interest in agenda item 14 (Update on Medway Norse) because he was a Director of Medway Norse. He chose to leave the room during consideration and determination of this item.

Councillor O'Brien declared an interest in agenda item 8 (Outcomes of Consultation for the Proposed Alterations at Danecourt Special School) because members of his extended family worked in this area. He advised that he would stay and participate in the consideration and determination of this item.

Statement of Accounts 2013/2014

Background:

This report provided details of the Council's draft Statement of Accounts for 2013/2014, as set out in Supplementary Agenda No.2. Copies of a number of revised 'Notes to the Principal Financial Statements' and 'Supplementary Financial Statements' were tabled at the meeting.

The Council was required under the Accounts and Audit Regulations 2003 (as amended) to produce an annual statement of accounts that was subject to scrutiny by the external auditors. The auditor would subsequently give an opinion on the accounts, and additionally interested parties would have the right to inspect the accounts and make representations to the auditor.

It was noted that the draft accounts were required to be certified by the responsible finance officer by 30 June 2014. Due however to complications presented by the change in accounting requirements for the Collection Funds (in respect of the Business Rates Retention Scheme) the certification by the Chief Finance Officer had not been possible until 4 July 2014.

It was reported that the revenue account showed a revenue surplus of £0.267 million. It was noted that the final position was a significant achievement and a reflection both of the successful efforts to maintain services at minimum cost and the robustness of the budgets that were originally set.

The final Housing Revenue Account for 2013/2014 showed a surplus of £1.258 million against a budgeted surplus of £1.059 million. However, a revenue

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contribution to capital expenditure of £1.664 million and an agreed contribution of £2 million meant that the balance on the account had been reduced to £1.969 million.

The final capital expenditure for 2013/2014 was £45.2 million with £5.8 million slipping to future years.

It was noted that the Audit Committee would consider the draft Statement of Accounts on 17 July 2014.

Decision number:

117/2014 **The Cabinet noted the revenue and capital outturns as reported and recommended to the Audit Committee that it approves the draft statement of accounts for 2013/2014 (as amended).**

Reasons:

Good practice recommended that Members approve the Statement of Accounts as soon after 30 June as practicable.

Treasury Management Outturn Annual Report

Background:

This report provided an overview of treasury management activity during 2013/2014. The report covered a number of issues including the Council's treasury position as at 31 March 2014, performance measurement, the strategy for 2013/2014, borrowing and investment rates, the borrowing outturn, compliance with treasury limits and prudential indicators, investment outturn and debt rescheduling.

It was noted that overall the Interest and Financing budget made a surplus over its targeted budget by £0.043 million. In light of the continued historically low bank rate, which continued at 0.5% throughout 2013/2014, the overall rate achieved for investments averaged 0.75% composed of 1.02% from the In-House team and 0.22% from the external fund manager Investec.

The body of the report and the appendices outlined the significant financial implications and it was reported that any transactions undertaken on either investments or borrowings were governed by the London Code of Conduct, the Council's Treasury Policy Statement, and the CIPFA Code of Practice on Treasury Management in Local Authorities.

This report would be referred to Audit Committee on 17 July 2014 for consideration and approval.

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Decision number: **Decision:**

118/2014 **The Cabinet, in accordance with the CIPFA Code of Practice, noted the content and recommended this report to the Audit Committee.**

Reasons:

In line with CIPFA's Code of Treasury Management Practice an annual report must be taken to Cabinet detailing the Council's treasury management outturn within six months of the close of each financial year.

Hot Food Takeaways in Medway: A Guidance Note

Background:

This report provided details of the public consultation process undertaken in relation to the draft Hot Food Takeaways in Medway Guidance Note.

The report gave details of the background to the development of the guidance note, stating that work on its preparation had emerged as part of a holistic package of measures to promote better health in Medway. It sought to manage the location and operation of new hot food takeaways particularly in locations in close proximity to schools.

Public consultation had taken place over a six week period, from 20 March 2014 to 2 May 2014, and it was noted that there had been 20 formal written responses received. In addition, it had been decided to seek the support of the Medway Young Inspectors to directly get the views of young people and it was reported that 147 young people had responded to surveys conducted by the Medway Young Inspectors. Other consultation was also carried out with a variety of stakeholders as detailed in paragraphs 4 and 6 of the report.

Details of a number of amendments to the guidance note, in response to the comments received during the consultation process, were set out.

The Business Support Overview and Scrutiny Committee considered this report on 3 July 2014 and its comments were set out in paragraph 6 of the report. The Portfolio Holder updated Members as to the comments, with regards to section 106 agreements and minimum floorspace. It was noted that the last bullet point under paragraph 6.12 of the report should read: "It was suggested there should be no minimum floor space requirement for new takeaways for the purposes of developer contributions under Section 106 agreements". In addition, paragraph 6.14.8 of the report should read: "The Committee asked for an investigation into the possibility of there being no minimum square metre requirement for developer contributions under Section 106 agreements for all new takeaway premises designated with A5 Use Class".

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The Portfolio Holder further advised Cabinet that she had been informed that the Overview and Scrutiny discussion had referenced Batchelor Street and not Best Street, as set out within section 6 of the report.

A Diversity Impact Assessment had been carried out on the Guidance Note, as set out in Appendix 4 of the report. This noted that there was no direct impact on any protected characteristic group, as all planning applications were subject to a standard assessment process. The guidance note sought to improve the health of people in Medway through promoting a healthier environment, as part of a wider package of public health interventions.

Appendices 1-4 to the report were set out in Supplementary Agenda No.1 to the report.

Decision number: **Decision:**

119/2014 The Cabinet approved the changes as set out in paragraph 4.27 of the report and in the amended guidance note (attached as Appendix 1 to the report) with adoption of the document as a material consideration in the determination of planning applications for hot food takeaways in Medway.

Reasons:

Implementation of the guidance note is likely to help reduce the levels of childhood obesity in Medway in combination with other initiatives introduced by the Public Health Directorate.

Review of the Guide to Developer Contributions

Background:

This report provided details of the public consultation process undertaken on the draft Guide to Developer Contributions. It was noted that the latest version of the Guide had been approved by Cabinet on 30 October 2012 and that the new draft, as attached to the report, included up to date contact details and the inclusion of sport facilities and public realm sections.

A schedule of representations and responses was set out in Appendix 2 to the report and the draft Guide updated, where appropriate, to address issues raised by consultees.

The Regeneration, Community and Culture Overview and Scrutiny Committee considered the outcome of consultation on 26 June 2014 and its comments were set out in paragraph 7 of the report.

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A Diversity Impact Assessment had been carried out on the proposals and this indicated that no further assessment was required, as set out in Appendix 3 to the report.

Appendices 1-3 to the report were set out in Supplementary Agenda No.1.

Decision number:

Decision:

120/2014 **The Cabinet agreed to adopt the updated 2014 draft Guide to Developer Contributions, as set out in Appendix 1 to the report subject to 4.1 (page 19 of the guide) being amended to read:**

“The Council’s target is up to 25% of homes to be affordable homes on any site meeting the Council’s size thresholds.”

121/2014 **The Cabinet agreed to delegate authority to the Director of Regeneration, Community and Culture, in consultation with the Portfolio Holder for Strategic Development and Economic Growth, to make any minor amendments needed to the draft Guide to Developer Contributions, prior to adoption.**

Reasons:

The updated Guide to Developer Contributions (2014) will provide up to date information on Medway Council’s policy on developer contributions. This will benefit all stakeholders, including developers and Medway Council services.

Outcomes of Consultation for the Proposed alterations at Danecourt Special School

Background:

This report provided details of the outcome of consultation regarding the proposals to increase pupil numbers and extend the range of SEN designation at Danecourt Special School, by way of statutory prescribed alterations. The report provided detailed information of the informal public consultation, where proposals were published and made available to interested parties, for a period of six weeks from 24 February to 6 April 2014. This included a public meeting, details of which were set out in Appendix 3 to the report. In addition, 45 written responses were received to this consultation, of which 41 (91%) supported the proposal, with four (9%) objections.

The comments of the Children and Young People Overview and Scrutiny Committee were set out in paragraph 8 of the report.

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A Diversity Impact Assessment (DIA) screening form was set out in Appendix 4 to the report. The DIA looked at how the proposed changes could impact upon various groups. This showed that there could potentially be some impact upon certain groups, however it showed that any impacts were expected to be positive.

Decision number:

Decision:

- 122/2014** **The Cabinet noted the responses to the informal consultation process together with the comments of the Children and Young People Overview and Scrutiny Committee and instructed the Director of Children and Adults Services to commence the period of statutory representation of the proposals for the expansion of Danecourt Special School as set out in section 11.2 of the report, when statutory notices and full proposals will be published.**
- 123/2014** **The Cabinet agreed to delegate authority to the Director of Children and Adults Services, in consultation with the Portfolio Holder for Children's Services (Lead Member), to determine whether to approve the proposals at the end of the statutory consultation period if no objections are received. However, if any objections are received during that time then a report will be prepared and presented to Cabinet for determination.**

Reasons:

Approval to proceed to a period of statutory representation will ensure the Council complies with its duty to follow the full consultation process when proposing changes to school organisation.

Expansion and Relocation of Rivermead Community Special School by way of Prescribed Alterations

Background:

This report provided details of a proposal to expand and relocate Rivermead Community Special School to an additional site, by way of statutory prescribed alterations. This would enable an increase in the number of pupils, by up to 60 primary aged pupils, and the expansion of age limits, which would formally increase the age range to include children from 4 to 19.

The report provided details of the rationale for the proposals, namely that there was an increase in the number of primary age pupils with statements requiring specialist provision in Medway. The proposals, subject to the outcome of the consultation period, would be implemented in readiness for 1 September 2016.

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The report noted that proposals for any physical building or adaptation works at the current Abbey Court Rainham site to make it suitable for the pupils attending Rivermead would follow the Council's procurement and financial approval processes at the appropriate time.

Decision number: **Decision:**

124/2014 **The Cabinet agreed to instruct the Director of Children and Adults Services, in consultation with the Portfolio Holder for Children's Services (Lead Member), to commence the recommended period of public consultation to allow views to be expressed on the proposal to make prescribed alterations to Rivermead Community Special School, which would result in an increase in the number of pupils provided for and the transfer to an additional site on or before 1 September 2016.**

Reasons:

To consult on the proposals in accordance with the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013.

Rochester Riverside Retail Unit

Background:

This report sought delegated authority to acquire the vacant retail unit on Rochester Riverside.

Rochester Riverside is a flagship project in the Council's regeneration programme and it was reported that the first phase of development – the Southern Gateway - had already been delivered through the completion of 73 affordable housing units by Hyde Housing and the creation of the 'Southern Gateway' public square.

It was noted that Block 1 of the Hyde Housing scheme (Royal Oak House) included a ground floor retail unit. The intention was for the unit to provide an amenity for local residents, in accordance with the principles of mixed-use development at Rochester Riverside including housing, retail, commercial and public open spaces. The unit had however remained vacant and, given its location in a key strategic gateway to the site, it was proposed that it be acquired to enable its letting to a tenant who would meet the Council's aspirations for the regeneration site.

It was proposed that the unit be purchased using Growing Places Funding allocated to the Rochester Riverside project, in the Council's approved capital programme.

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Decision number: **Decision:**

125/2014 **The Cabinet agreed to delegate authority to the Assistant Director, Legal and Corporate Services, in consultation with the Leader, to:**

- a) Acquire the shell and core of the vacant retail unit together with any ancillary areas (for example parking and forecourts etc) on Rochester Riverside.**
- b) Enter into a deed of variation of the head-lease granted to Hyde.**
- c) Sub let the unit to an occupier(s).**

Reasons:

To ensure the continued regeneration of a key strategic gateway to the Council priority development site.

Relocation of Services Provided at Riverside One, Chatham

Background:

This report sought authority to take a lease or leases of new premises to relocate the services currently provided at the Riverside One building in Chatham (Revenue and Benefits, Customer Contact, Housing Solutions and Client Financial Services).

The report considered the implications of retaining Riverside One, which was not considered to be either cost effective or desirable. It was reported that the proposed relocation would overcome the need to rectify the structural subsidence associated with the building and allow its demolition to facilitate the future restoration of the Great Barrier Ditch.

Decision number: **Decision:**

126/2014 **The Cabinet agreed to:**

- a) Delegate authority to the Assistant Director of Legal and Corporate Services, in consultation with the Portfolio Holder for Finance, to acquire a lease of alternative premises and ancillary parking on the best terms reasonably obtainable;**
- b) recommend to Full Council that it makes an addition of £800,000 to the capital programme to fund the**

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adaptation and fit-out of new premises, associated relocation costs and the demolition of the Riverside One building.

Reasons:

To improve service delivery, reduce the council's maintenance requirement and to facilitate the demolition of Riverside 1 and the restoration of the Great Barrier Ditch.

Strood Sports Centre

Background:

This report sought permission for an additional £1.4m funding to be added to the capital programme in order to proceed with the proposed redevelopment of Strood Sports Centre. Redevelopment of the centre will create a facility that reflects the needs of customers and provides opportunities to increase revenues helping to make the operation of Medway Council sports centres more cost effective.

It was noted that in March 2013 a Gateway 1 report for the £1.9m refurbishment of Strood Sports Centre had been approved, and since then a project team had been developing proposals for its redevelopment. Council approved the addition of the Strood Sports Centre redevelopment to the capital programme in April 2014, with funding of £500,000 at that stage, pending Gateway 3 approval of the substantive works.

It was reported that Gateway 3 approval had been granted at Procurement Board on 19 June 2014, with the award of the successful tender demonstrating that the original budget projection of £1.9m was robust.

Approval of the additional £1.4m funding (financed through Prudential Borrowing) for the project would allow the contract for the substantive works to be issued.

Decision number: ***Decision:***

127/2014 **The Cabinet recommended to Council the approval of the additional works to Strood Sports Centre redevelopment to the capital programme, with funding of £1.4m to be funded by Prudential Borrowing.**

Reasons:

Approval of funding will allow the redevelopment of Strood Sports Centre to proceed, with the award of the contract for the substantive development works.

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2013/2014 Year End Performance Monitoring

Background:

This report summarised the performance of the Council's Key Measures of Success for 2013/2014 as set out in the Council Plan 2013/2015.

The report also summarised the feedback from service users, as recorded within the quarterly tracker phone survey, the Citizens Panel and the Customer satisfaction measurement at point of contact (GovMetric). The report also included a summary of how the council's performance compared to other authorities.

Successful achievements as well as areas for improvement were highlighted within the report. This included, in relation to overall Council wide performance, 50% of 78 Council Plan key measures of success being on target; whilst 31% were significantly below target.

Detailed background information supporting the report had been circulated within Supplementary Agenda No. 1.

Members discussed the performance report in detail and it was noted that for 2014/2015, aspiring to excellence in performance across all services was at the core of the Council's work programme.

Decision number:

Decision:

128/2014

The Cabinet noted the 2013/2014 performance against the Key Measures of Success used to monitor progress against the Council Plan 2013/2015 and agreed that Cabinet Members would continue to work with officers to improve performance.

Reasons:

Regular monitoring of performance by management and Members is best practice and ensures achievement of corporate objectives.

Update on Medway Norse

Background:

This report reviewed the first trading year of Medway Norse and the plans for its second year of trading.

It was explained that Medway Norse is a joint venture company that was originally established in 2013 for the provision of facilities management services. The aim in establishing the joint venture was, and remained, that it would be considered as a potential delivery mechanism as part of any options appraisal for the delivery of

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Council services. It was also intended that financial growth would be achieved through winning external contracts and support for the local economy.

This review set out details of the governance arrangements, as well as details of how the scope of the operation had expanded over the year. This included additional grounds maintenance activities and Medway Norse taking responsibility for managing all Special Educational Needs transport.

It was noted that for the eight months of trading in 2013/2014 the Council had received a rebate of £285,000, which exceeded the target set by Council.

The agreed rebate target set for Medway Norse for the second year of trading was £263,000 and it was reported that the plan focused on winning business from other public bodies such as schools and health care providers.

It was noted that the Business Support Overview and Scrutiny Committee had considered this report on 3 July 2014 and details of that discussion were set out in section 5 of the report.

Decision number: **Decision:**

The Cabinet noted the report.

Reasons:

When Cabinet agreed to establish the joint venture company it was also agreed that regular monitoring reports would be brought back to Cabinet.

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.

Decision number: **Decision:**

129/2014 The Cabinet agreed to unfreeze the following posts, as detailed in Appendix 1 to the report, to enable officers to commence the recruitment process:

Business Support Directorate

- a) Electoral Services Officer**
- b) Electoral Services Assistants (Temporary) X 5**
- c) Business Administration Support Service/Meeting Support Officers X 2**

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Children and Adults

- d) DOLS Assistant
- e) DOLS Officer

Regeneration, Community & Culture

- f) Community Recycling Assistant
- g) Customer Services Officer
- h) WORK Programme Job Broker Advisors X 2.

Reasons:

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

Gateway 1 Procurement Commencement: Alternative Delivery Model for the Complete Management of the Medway Control Centre Service

Background:

This report provided details of the proposed procurement process to procure an alternative delivery model for the management of the entire Medway Control Centre service, including the CCTV Partnership, out-of-hours and associated personal safety services such as telehealthcare and lone-working.

It was noted that this Gateway 1 Report had been approved for submission to Cabinet after review and discussion at Regeneration, Community and Culture Directorate Management Team on 19 December 2013 and Procurement Board on 20 May 2014.

An exempt appendix contained key financial analysis information.

Decision number:

Decision:

130/2014

The Cabinet agreed to the alternative delivery model for CCTV and telehealthcare services being the subject of a procurement exercise and agreed to delegate authority to the Assistant Director, Legal and Corporate Services, in consultation with the Portfolio Holders for Finance and Customer Contact & Community Safety, to commence the procurement of the provision of the CCTV service.

131/2014

The Cabinet noted that a Project Board would be established that would enable Finance, Legal, ICT, HR, Adult Social Care Partnership Commissioning representative and a representative from the CCTV Partnership executive board to contribute to developing the tender documentation and evaluation criteria.

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Reasons:

As per the option analysis in appendix one to the report, an alternative delivery model for CCTV and telehealthcare services is more likely to safeguard the future of this non-statutory but highly valued service.

Gateway 1 Procurement Commencement: Danecourt Community Special School - Expansion Works

Background:

This report provided details of the proposed procurement process for the expansion works at Danecourt Community Special School.

It was noted that this Gateway 1 Report had been approved for submission to Cabinet after review and discussion at Children and Adults Directorate Management Team and Procurement Board on 18 June 2014.

An exempt appendix contained key financial analysis information.

Decision number: ***Decision:***

132/2014 **The Cabinet agreed that this Gateway 1 high risk report progress to Gateway 2 of the procurement process and tenders for the extension and remodelling of Danecourt School be invited.**

Reasons:

The new accommodation is required to enable an additional 40 spaces to be available from September 2015.

Gateway 4 Report: Local Welfare Provision

Background:

This report reviewed progress of the contract with West Kent Extra for the delivery of Medway's Local Welfare Provision, following Cabinet approval to award the contract on 9 July 2013.

It was noted that this Gateway 4 Report had been approved for submission to Cabinet after review and discussion at Children and Adults Directorate Management Team and Procurement Board on 18 June 2014.

An exempt appendix contained key financial analysis information.

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**Decision
number:**

Decision:

133/2014

The Cabinet noted the positive performance of the contract during its first year and agree to a Gateway 5 report being submitted at the next anniversary of the contract in 2015.

Reasons:

The contract continues to meet the aims and objectives set out by Medway Council as outlined in the Gateway 3 report and has delivered to the quality and financial requirements of the contract.

Gateway 4 Report: Platters Farm Lodge

Background:

This report reviewed progress of the contract with Strode Park Foundation for the services provided at Platters Farm Lodge.

The contract had originally been approved by Cabinet on 15 January 2013. It was for two services: respite and rehabilitation residential-based care and day care services.

It was noted that this Gateway 4 Report had been approved for submission to Cabinet after review and discussion at Children and Adults Directorate Management Team and Procurement Board.

An exempt appendix contained key financial analysis information.

**Decision
number:**

Decision:

134/2014

The Cabinet noted the performance of the contract during its first year and agreed to a Gateway 5 report being submitted at the next anniversary of the contract in 2015, with subsequent gateway 5 reports only being brought back to review in advance of the 5 year break dates.

Reasons:

The contract continues to meet the strategic aims and statutory obligations of Medway Council and service users as outlined in the Gateway 3 report and has delivered to the quality requirements of the contract.

Cabinet, 15 July 2014

.....
Leader of the Council

.....
Date

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