

COUNCIL

23 APRIL 2015

LEADER'S REPORT

Rodney Chambers OBE, Leader of the Council, will give a report on key developments since the last ordinary Council meeting on 22 January 2015.

He will include:

- Education
- Regeneration
- Budget
- Decisions made by the Cabinet on 10 February 2015, 10 March 2015 and 14 April 2015.

Record of Cabinet decisions

Tuesday, 10 February 2015

3.00pm to 4.00pm

Date of publication: 11 February 2015

**Subject to call-in these decisions will be effective from 19 February 2015
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: Neil Davies, Chief Executive
Dr Alison Barnett, Director of Public Health
Kim Carey, Interim Deputy Director - Children and Adults Services
Mick Hayward, Chief Finance Officer
Wayne Hemingway, Democratic Services 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

Apologies for absence

There were none.

Record of decisions

The record of the meeting held on 13 January 2015 was agreed and signed by the Leader as correct.

Cabinet, 10 February 2015

Declarations of disclosable pecuniary interests and other interests

Disclosable pecuniary interests

There were none.

Other interests

Councillor Mike O'Brien (Children's Services (Lead Member)) declared an interest in agenda items 6 (Final Funding Formula for Mainstream Schools and Academies 2015/2016) and 11 (Schools Admissions Arrangements September 2016) because members of his extended family either worked at or attended Medway schools.

Funding for Health and Social Care

Background:

This report provided details of the transfer and allocation of the 2014/2015 Health Funding for Adult Social Care from NHS England to the Council. This funding would support a range of services for older people and adults with disabilities, such as:

- Community rehabilitation services and supporting people to live at home - adaptations
- Rapid Response, health and social care team
- Intermediate care (social) services
- Supporting the hospital social work team
- Mental health community and voluntary sector services
- Stroke support
- Support to maintain current Fair Access to Care Services (FACS) eligibility levels at Substantial and Critical to meet assessed need and associated packages of care.

NHS England would provide £4,573,577 for which the Council was required to enter into a Section 256 Agreement in accordance with the National Health Service Act 2006. A copy of the Section 256 Agreement was attached to the report at Appendix 1. It was reported that the Health and Wellbeing Board had considered and noted this report at its meeting on 21 January 2015.

Decision number: **Decision:**

19/2015 **The Cabinet approved the Council entering into a Section 256 Agreement (draft set out at Appendix 1 to the report) with NHS England to receive £4,573,577 funding transfer from the NHS budget for the purposes of supporting Health Funding for Adult Social Care.**

20/2015 **The Cabinet agreed to delegate authority to the Director of Children and Adults Services, in consultation with the Portfolio Holder for Adult Services, to finalise and enter into the Section 256 Agreement (on the basis of the draft set out at Appendix 1 to the report).**

Reasons:

To enable the Council to receive the NHS funding for Adult Social Care in order that adults are supported to maintain their independence and live healthy lives.

Medway Archives and Local Studies - Relocation

Background:

This report provided details of the site options considered for the relocation of the Medway Archives and Local Studies Centre, from its current location in Annex B on the former Civic Centre Site in Strood together, with the background to the rationale for the relocation.

Details of the consultation undertaken with the National Archives, stakeholders and users at Medway Archives and Local Studies was set out in the report.

An Exempt Appendix to the report provided an overview of each of the six sites and an assessment of the sites' suitability for being the new location for Medway Archives & Local Studies, with Strood Library (Bryant Road) identified as the preferred location for Medway Archives & Local Studies Centre.

A Diversity Impact Assessment (DIA) had been completed (Appendix 1 to the report) which identified no adverse impact with the proposed relocation of Medway Archives & Local Studies to the Strood Library (Bryant Road) site.

Decision number: ***Decision:***

21/2015 **The Cabinet approved Strood Library (Bryant Road) as the preferred new location for Medway Archives & Local Studies and recommended to Full Council the addition of the scheme to the capital programme.**

22/2015 **The Cabinet agreed to delegate authority to the Director of Regeneration, Community and Culture, in consultation with the Portfolio Holder for Housing and Community Services, to undertake further research and secure agreement on a proposed name for the Archives.**

Cabinet, 10 February 2015

Reasons:

To enable the Council's redevelopment aspirations for the former Civic Centre site in Strood and reduced building maintenance liabilities, a new location for Archives needs to be identified and funded.

Final Funding Formula for Mainstream Schools and Academies 2015-2016

Background:

This report provided details of the final funding proposals for Medway's schools and academies for 2015/2016. Officers, working with the Schools Forum, had consulted with schools and academies on the 2015/2016 options and arrangements. It was noted that the Schools Forum had recommended these options and arrangements to Cabinet in October 2014, which were approved. Following this, the provisional funding formula was submitted to the Education Funding Agency (EFA) and was approved, subsequently, in December 2014. Final pupil numbers and the total funding available through the Dedicated Schools Grant (DSG) had been confirmed by government.

The Schools Forum met on 8 January 2015 and its final recommendations to Cabinet were set out in paragraph 4 of the report.

Decision number:

23/2015 **The Cabinet instructed officers to implement the new funding formula for schools and academies and approved the Final Funding Formula 2015-16, as set out in paragraph 4.5 of the report.**

Reasons:

The local authority is required to implement the funding formula arrangements and changes from 2015-16 in accordance with the School and Early Years Finance (England) Regulations 2014. This is a Cabinet function.

Housing Revenue Account Capital and Revenue Budgets 2015/2016

Background:

This report provided details of the Housing Revenue Account (HRA) revenue budgets for 2015/2016 and also:

- contained details of the proposed 3 year capital programme budget;
- provided details of proposed rent and service charges levels for 2015/16;
- provided an update on the HRA Business Plan which is an integral part of the strategic planning and setting of priorities for the HRA Service.

Cabinet, 10 February 2015

The report informed Members that the Government had recently introduced a new rent setting formula for social housing landlords to follow for rent increases from April 2015. This policy and proposal had been subject to consideration at the Business Support Overview and Scrutiny Committee on 26 August 2014 and 7 October 2014, and was approved by Cabinet on 30 October 2014.

The Business Support Overview and Scrutiny Committee considered this report on 3 February 2015 and its comments were set out in an addendum report (Supplementary Agenda No.2).

A Diversity Impact Assessment had been carried out on the proposals, as set out in Appendix F to the report.

Decision number:

Decision:

The Cabinet noted the recommendations from the Business Support Overview and Scrutiny Committee.

24/2015

The Cabinet recommended to Council:

- (a) A proposed average rent increase of 2.2% for the housing stock as set out in Appendix A to the report (based upon 50 collection weeks) and a rent increase of 1.2% for garages.**
- (b) To approve the harmonisation of all garage rents, charging across all garage sites managed by the HRA Service specifically those as set out as per Appendix B.**
- (c) That the service charges and increases as set out in appendix C to the report for 2015/16 be approved.**
- (d) That the revenue budget for the HRA Service for 2015/16 as per Appendix D to the report be approved.**
- (e) That the provision for the repayment debt continues to be based on a minimum revenue payment of 2% on the 2015/2016 HRA opening outstanding debt.**
- (f) That a three year capital programme as set out in paragraph 8.5 of this report be agreed.**
- (g) To increase the 2015/16 HRA housing building development programme amount by the 2014/2015 MRP payment as set out in paragraph 9.4 of this report.**

Cabinet, 10 February 2015

25/2015 **The Cabinet adopted the attached HRA Business Plan 2014 – 2044 as set out in Appendix E to the report.**

Reasons:

The Council is required to carry out an annual review of rents and notify tenants not less than 28 days prior to the proposed date of change. The Council is required under the Local Government and Housing Act 1989 to ensure that the Housing Revenue Account does not fall into a deficit position.

Local Authorities are required to produce and maintain a HRA Business Plan that meets the Governments 'fit for purpose' criteria. The adoption of this Business Plan would allow the Council to continue to meet this requirement.

Refresh of Council Plan Performance Indicators 2015/2016

Background:

This report provided details of the proposal to extend the current Council Plan by one further year to 2015/2016.

The purpose of this review was to ensure the delivery of the Council Plan was assessed using a focused and informative set of indicators to cover the period 2015-16 that take account of recent financial and service developments. It was noted that Directorates had reviewed their respective indicators and key projects and had been adjusted as necessary.

The Business Support Overview and Scrutiny Committee had considered this report on 3 February 2015 and its comments were set out in an addendum report (Supplementary Agenda No.2).

A Diversity Impact Assessment of the refreshed Council Plan indicators had been prepared with the report, in line with the Council's established procedure for new strategic documents, as set out in Appendix 5 to the report. This had not identified any adverse impact on residents with protected characteristics based on the proposed changes to Council Plans key projects and indicator suite.

Decision number: **Decision:**

The Cabinet noted the comments of the Business Support Overview and Scrutiny Committee on the Council Plan Indicators for 2015-16 (Appendix 1) and Key Projects for 2015-16 (Appendix 2).

Cabinet, 10 February 2015

- 26/2015** The Cabinet accepted the specific recommendations by the Business Support Overview and Scrutiny Committee and recommended these to Full Council accordingly:
- (i) *“Carer satisfaction with adult social care services”* – retain target at its current level of 46%.
 - (ii) *“The proportion of carers who felt that they had been included or consulted in discussions about the person they care for”* – retain target at its current level of 75%.
- 27/2015** The Cabinet accepted the specific recommendation by officers in response to comments of the Business Support Overview & Scrutiny Committee to amend the indicator:
- “Percentage of children who were absent from school for more than 15 percent of the school year”* to be replaced with:
- “the percentage of children who were persistently absent from school”* and the target be changed to *“TBC”* and recommended this to Full Council accordingly.
- The Cabinet noted that Members of the the Business Support Overview & Scrutiny Committee agreed with the overall proposals and felt it compared favourably with previous versions of the Council Plan scrutinised by the Committee.
- 28/2015** The Cabinet recommended the revised Council Plan 2015-2016 Indicators (Appendix 1 to the report) and the Target Profile document (Appendix 2 to the report), to Full Council for approval.
- 29/2015** The Cabinet recommended to Full Council to delegate to the Chief Executive, in consultation with the Deputy Leader and Portfolio Holder for Finance, authority to deal with any necessary changes to align the Plan to the agreed budget, including any updates required to the Council Plan document.

Reasons:

The selection of relevant and focused indicators will enable the organisation to demonstrate how it is using resources to meet locally specific objectives

Cabinet, 10 February 2015

Capital and Revenue Budgets 2015/2016

Background:

This report presented proposals for the capital and revenue budgets for 2015/2016.

It was noted that the Cabinet had considered initial budget proposals on 2 December 2014, which had been developed in accordance with the principles set out in the Medium Term Financial Plan 2014/2018. It was noted that considerable effort had been made to achieve a balanced budget without seriously impacting on direct services to the public and that the proposed revenue budget of £318.069 million was based on a Council Tax increase of 1.994%.

The Cabinet report noted that the budget build assumed a nil increase in pay costs for staff, however, a provision of £800,000 had been identified for increases in pay, equivalent to about 1% of the overall paybill cost.

The proposed capital programme for 2015/2016, incorporating existing schemes and anticipated grant allocations, was £53.144 million. An overall summary and a summary by directorate of the proposed capital programme were attached at Appendix 2 to the report.

It was noted that budget proposals had been referred to all the Overview and Scrutiny Committees for consideration. The Overview and Scrutiny Committees' views were detailed in the report, with the recommendations of the Business Support Overview and Scrutiny Committee set out for Cabinet consideration within an addendum report (Supplementary Agenda No.2).

The summarised Housing Revenue Account was set out in Appendix 6 to the report with the capital component in Appendix 2 to the report.

The schedule of fees and charges was set out in Appendix 7 to the report (Supplementary Agenda No.1).

The report set out the requirements under equality legislation and a Diversity Impact Assessment, that aggregated the impact of reductions in funding to services, was tabled at the meeting.

During discussion, the Deputy Leader and Portfolio Holder for Finance, Councillor Jarrett, made reference to some typographical errors in the report which would be corrected in the report to be submitted to Full Council on 26 February 2015, in relation to funding for highway maintenance and integrated transport (paragraph 5.3.1 and table 9 of the report refers) and the revenue budget gap.

Cabinet, 10 February 2015

Decision number:

Decision:

The Cabinet noted the recommendations from overview and scrutiny committees as summarised in section 8 of the report and detailed in Appendix 1 to the report and in particular the recommendation at paragraph 8.4(b) requesting the reinstatement of 2 FTE administrative posts.

- 30/2015** The Cabinet recommended to Council the capital budget proposals, as set out in Appendix 2 to the report.
- 31/2015** The Cabinet recommended to Council that the net revenue budget summarised at Table 10 in the report, amounting to £318.069 million, should be adopted and that this be funded by a 1.994% increase in Council Tax for 2015/16 with the equivalent Band D figure at £1,187.46. The £247,000 gap would be met as follows:
- £220,000 – The additional monies from the final settlement re: Local Welfare Provision
- £20,000 – Public Rights of Way budget
- £7,000 – Additional parking income.
- 32/2015** The Cabinet recommended to Council the fees and charges set out at Appendix 7 to the report.
- 33/2015** The Cabinet agreed that the Chief Finance Officer be requested to calculate the formal requirements under Sections 30 to 36 of the Local Government Finance Act 1992 for resolution by Special Council on 26 February 2015.
- 34/2015** The Cabinet recommended that Council approve a delegation to the Chief Finance Officer, in consultation with the Portfolio Holder for Finance, to make adjustments to budgets as the identification of the Corporate savings targets occur.
- 35/2015** The Cabinet authorised the recruitment to the 2 WTE vacant administrative posts in the Mental Health Social Work Team that remain funded.

Reasons:

The Constitution requires that Cabinet's budget proposals must be forwarded to Council for consideration and approval.

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The Council is required by statute to set a budget and council tax levels by 11 March each year.

Treasury Management: Strategy Statement and Annual Investment Strategy 2015/2016 and Mid-Year Review Report 2014/2015

Background:

This report provided details of the mid-year review of the Treasury Management Strategy 2014/15 and the Council's Treasury Management Strategy for the 2015/16.

The mid-year report element of this report has been prepared in compliance with CIPFA's Code of Practice on Treasury Management, and covered the following:

- An economic update for the first six months of 2014/15
- A review of the Treasury Management Strategy Statement and Annual Investment Strategy
- A review of the Council's investment portfolio for 2014/15
- A review of the Council's borrowing strategy for 2014/15
- A review of any debt rescheduling undertaken during 2014/15
- A review of compliance with Treasury and Prudential Limits for 2014/15.

The prudential and treasury indicators and treasury strategy sections of the report covered two main areas:

Capital issues

- The capital plans and the prudential indicators
- The minimum revenue (MRP) policy.

Treasury management issues

- The current treasury position
- Treasury indicators which limit the treasury risk and activities of the Council
- Prospects for interest rates
- The borrowing strategy
- Policy on borrowing in advance of need
- Debt rescheduling
- The investment strategy
- Creditworthiness policy
- Policy on use of external service providers.

These elements covered the requirements of the Local Government Act 2003, the CIPFA Prudential Code, Communities and Local Government Guidance on Minimum Revenue Position (CLG MRP Guidance), the CIPFA Treasury Management Code and CLG Investment Guidance.

The Audit Committee considered this report on 15 January 2015 and its comments were set out in paragraph 7 of the report.

Appendices 1-10 were set out in Supplementary Agenda No.1.

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A Diversity Impact Assessment had been undertaken on the Treasury Management Strategy, details of which were included at Appendix 9 to the report.

Decision number:

Decision:

The Cabinet noted the comments of the Audit Committee.

- 36/2015** The Cabinet noted and recommended to Council the mid-year review of the Treasury Management Strategy 2014/15, as set out in section 3 of the report.
- 37/2015** The Cabinet recommended to Council the Treasury Management Strategy and associated policies and strategy statements as set out in section 4 and Appendices 1-6 to the report.
- 38/2015** The Cabinet approved the amendments to the Treasury Management Practices as set out in Appendix 10 to the report.

Reasons:

Cabinet has the responsibility to make recommendations to Full Council on the approval of the Council's Treasury Management, Investment Strategy and Minimum Revenue Provision Policy Statement and has responsibility for the implementation of the Treasury Management Practices and associated schedules.

School Admission Arrangements September 2016

Background:

This report provided details of the proposed coordinated admission schemes and arrangements for primary and secondary schools for September 2016, following consultation.

There were no changes proposed for 2016 secondary admissions other than the revision of dates to reflect the 2016 admissions timetable. It was noted that all Medway secondary schools and academies were their own admission authorities and, therefore, responsible for the consultation and determination of their own admission arrangements (including their published admission number and oversubscription criteria).

The proposed changes to the co-ordinated scheme and admission arrangements (other than the revision of dates to reflect the 2016 primary admissions timetable and changes made to ensure that the arrangements comply with the School Admissions Code and other DfE guidance) were to remove the 'Child's health reasons' criterion and replace with 'Medical, health and special access reasons' and that the published

Cabinet, 10 February 2015

admission number for admission in September 2016 for Riverside Primary School be increased from 25 to 30.

The consultation period took place between November 2014 and 5 January 2015 in accordance with the requirements of the School Admissions Code and no responses were received.

The Children and Young People Overview and Scrutiny Committee considered this report on 14 January 2015 and its comments were set out in paragraph 7 of the report.

A Diversity Impact Assessment screening had been undertaken on the proposals, details of which were set out in Appendix 3 to the report.

Decision number:

Decision:
The Cabinet noted the outcome of the consultation process and the comments of the Children and Young People Overview and Scrutiny Committee.

39/2015 The Cabinet approved the proposed admissions arrangements and schemes as set out at Appendices 1 and 2 to the report.

Reasons:

The Council is required to undertake a detailed consultation exercise prior to the determination of its school admission arrangements and schemes. The decisions take into account the responses from consultation.

Dementia Strategy

Background:

This report provided details of the draft Dementia Strategy, following consultation. A copy of the Dementia Strategy was attached at Appendix 1 to the report (Supplementary Agenda No.1). It was noted that Dementia was a syndrome – usually of a chronic or progressive nature – in which there was deterioration in cognitive function (i.e. the ability to process thought) beyond what might be expected from normal ageing. The development of the Dementia Strategy would support the Council's aims set out in the Joint Health and Wellbeing Strategy and the Council Plan in relation to older people.

The report provided details of the consultation process which had included consideration of the Strategy by the Health and Adult Social Care Overview and Scrutiny Committee in September 2014 and January 2015, details of which were set out in paragraphs 5 and 6 of the report.

Cabinet, 10 February 2015

It was noted that to assist the Council in fulfilling its legal obligations, officers would complete a Diversity Impact Assessment (DIA) following the work of the Implementation Plan being developed and completed and commissioning recommendations being made.

Decision number: **Decision:**

The Cabinet noted:

- (i) **The actions outlined in the Dementia Strategy made to improve the quality of life for people living with dementia in Medway.**
- (ii) **The comments of the Health and Adult Social Care Overview and Scrutiny Committee.**

40/2015 The Cabinet approved the Dementia Strategy, as attached at Appendix 1 to this report.

Reasons:

The Dementia Strategy has been subject to consultation and seeks to develop a greater community awareness and understanding of dementia illnesses and the effect dementia has on people's lives, as well as the importance of focusing on 'living well with dementia' and developing earliest possible interventions.

An implementation plan will be developed to ensure that the actions outlined in the Dementia Strategy are supported.

South Thames Gateway Building Control Business Plan 2015/2018

Background:

This report provided details of the South Thames Gateway Building Control Partnership Business Plan and Delivery Plan for 2015/2018, in accordance with the Constitution of the South Thames Gateway Building Control Joint Committee. It was noted that the partnership's business plan would be refreshed each year to reflect changing circumstances and would outline how the building control function for the three partnership Councils would be delivered throughout that period. An Executive Summary of the Business Plan was set out in paragraph 3 of the report. It was noted that total contributions would have reduced for the current three partners by £61,472 between April 2012 and March 2016 in the current arrangement.

A Diversity Impact Assessment had been carried out on the Business Plan, details of which were set out in Appendix B to the report.

The Business Plan and Delivery Plan (Appendix A) were set out within Supplementary Agenda No. 1.

Cabinet, 10 February 2015

Decision number: **Decision:**

41/2015 **The Cabinet approved the proposed Business Plan and Delivery Plan for 2015/18 for the South Thames Gateway Building Control Partnership, as set out in Appendix A to the report.**

Reasons:

The Constitution of the Joint Committee requires approval of the Business Plan for the following year by the Cabinet of each Partner Authority.

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:**

42/2015 **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

- a) **Customer Relations Team Leader**
- b) **Administration Officer**
- c) **BASS Apprentice**
- d) **Head of Internal Audit and Counter-Fraud**
- e) **Operations Manager (Initial Contact)**

Children and Adults

- f) **Administration Support Officer**
- g) **SEN Business Manager**

Regeneration, Community and Culture

- h) **Market Superintendent x1 (37 hours)**
- i) **Market Superintendent x1 (10 hours).**

Cabinet, 10 February 2015

Reasons:

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

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Leader of the Council

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Date

Wayne Hemingway/Anthony Law, Democratic Services Officers

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Record of Cabinet decisions

Tuesday, 10 March 2015

4.00pm to 4.45pm

Date of publication: 11 March 2015

Subject to call-in these decisions will be effective from 19 March 2015
The record of decisions is 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	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	
	Richard Hicks, Deputy Director, Customer Contact, Leisure, Culture, Democracy and Governance	
	Anthony Law, Democratic Services Officer	
	Phil Watts, Chief Finance Officer	

Apologies for absence

Apologies for absence was received from Councillor Rodney Chambers OBE (Leader) and Councillor Howard Doe (Housing and Community Services).

Record of decisions

The record of the meeting held on 10 February 2015 was agreed and signed by the Deputy Leader as correct.

Declarations of disclosable pecuniary interests and other interests

Disclosable pecuniary interests

There were none.

Other interests

There were none.

Chatham Waterfront

Background:

This report updated Members on the acquisition of land at the Chatham Waterfront development site.

The site (as illustrated at Appendix 1 to the report) is located at a key gateway to Chatham town centre, facing onto the River Medway, Medway Street, the bus station and the Pentagon Shopping Centre. The acquisition and development of the site was therefore a major regeneration focus, and would be supported by funding from the Growing Places Fund. The Council's aspirations for the site, together with details of the associated planning policy framework and proposals for redevelopment were set out in the report.

It was noted that three third parties currently owned the land and part was leased to the Council for use as a temporary car park. Previous reports to Cabinet (12 February 2013 and 5 August 2014) had addressed the land ownership issues and Members were advised that negotiations with landowners, to date, had progressed significantly. The Council would continue to seek to acquire the land by agreement, however, in case negotiations were not successful and to allow redevelopment to take place within a reasonable timeframe to meet the Council's aspirations, the Council would continue to promote a compulsory purchase order in parallel should that be required.

Dependent on the outcome of current negotiations, a further report would be submitted to Cabinet, and possibly Full Council, later in the year.

Decision number: **Decision:**

The Cabinet noted the report.

Reasons:

To allow the Council's aspirations for the site to be realised within a reasonable timeframe.

Procurement Strategy

Background:

This report updated Cabinet on the progress made against the Council's Procurement Strategy.

Cabinet, 10 March 2015

The Procurement Strategy, approved in September 2013, contained 14 'measures of success' across the following four key strands:

- Supporting the local economy
- Reducing red tape
- Improved services, better outcomes
- Intelligent spending.

Appendix 1 to the report presented data that tested progress against these measures and it was noted that delivery had been positive to date, with 10 out of 14 measures either already met or exceeded.

The amount of contracted spend that was awarded to small and medium sized enterprises (which was up to 45% from 42%, against a target by 2016 of 50%) and the reduction in the average timescale for procurements (down to 59 days from 140 days against a target of 50 days by 2016) were highlighted.

The strategy would be considered at a Supplier Event, arranged for 18 March 2015, which would give suppliers, the Kent and Medway Federation for Small Business and the Kent Invicta Chamber of Commerce the opportunity to comment. The views of the Business School of the University of Kent would also be sought. Any major amendments to the Procurement Strategy would be reported back to Cabinet for consideration, with other revisions being dealt with through delegated authority.

Decision number: ***Decision:***

43/2015 **The Cabinet noted the progress made against the Procurement Strategy and approved the Strategy for further consultation.**

44/2015 **The Cabinet agreed to delegate authority to the Assistant Director of Legal and Corporate Services, in consultation with the Deputy Leader, to engage in further consultation on the Procurement Strategy to ensure that it was robust and relevant, with suppliers, leading academics and other representatives of the business community and to report back to Cabinet should there be any proposed major amendments.**

Reasons:

To ensure that progress against the strategy is maintained.

Public Health - Transfer of Commissioning Responsibilities for the Healthy Child Programme (0-5 years)

Background:

This report provided details of the transfer of responsibilities for commissioning the Healthy Child Programme for 0-5 year olds from NHS England to the Council.

Cabinet, 10 March 2015

The Healthy Child Programme (HCP) is the government's prevention and early intervention evidence-based public health programme for children, young people and families. It aims to support parents, promote child development, improve child health outcomes and ensure that families at risk are identified at the earliest opportunity. It focuses on providing families with a programme of screening, immunisation, health and development reviews, supplemented by advice around health, wellbeing and parenting.

It was explained that whilst a range of public health responsibilities had transferred from the NHS to the Council on 1 April 2013, the Healthy Child Programme (HCP) for 0-5 year olds had remained with NHS England (NHSE) to enable the expansion of health visitor numbers and places on the Family Nurse Partnerships to be completed by April 2015. The transfer of responsibility for commissioning the HCP 0-5 year olds would occur on 1 October 2015 and Department of Health guidance on the scope of the transfer was set out in Appendix 1 to the report.

Members were advised that the Council had been preparing for the transition of these functions through a project steering group, with representation from the Director of Public Health, NHSE Director of Nursing and Contract Leads within MCH. Public Health had also attended performance management meetings and were working with NHSE on the development of the 2015/2016 service specification.

Decision number:

Decision:

- 45/2015** **The Cabinet agreed to formally receive the transfer of the commissioning function and novation of contracts in relation to the Healthy Child Programme 0-5 year olds taking place on 1 October 2015 under the Health and Social Care Act 2012.**
- 46/2015** **The Cabinet agreed to delegate authority to the Monitoring Officer, in consultation with the Portfolio Holder for Adult Services, to enter into all documentation necessary to effect the legal receipt through transfer of this function including resources, information and contracts related to them including the deed of novation and to fulfil any statutory instrument transferring the functions to the Council.**

Reasons:

To comply with legislative requirements under the Health and Social Care Act 2012 and subordinate legislation issued under that Act.

Council Plan Monitoring Q3 2014/15 Performance Monitoring Report

Background:

This report summarised the performance of the Council's Key Measures of Success for October – December (Quarter 3) 2014/15 as set out in The Council Plan 2013/15.

The report and accompanying appendix included progress reports on performance against 51 Key Measures of Success and 24 Key Projects. It also included feedback from the Council's customers using GovMetric, a customer satisfaction measurement at the point of contact (phone, web and face to face). The performance results and associated service comments were set out under each of Medway's four key priorities and two values.

The report highlighted the following:

- 70% (26 out of 37) of measures were achieving target in Quarter 3
- 54% (19 out of 35) of measures had improved over the long trend
- 63.1% (466 out of 738) of respondents were satisfied overall with the way the Council ran its business (Citizen Panel November 2014)
- 64% (3,360 out of 5,248) of respondents rated their contact with the Council as 'good' (GovMetric).

Decision number: **Decision:**

The Cabinet noted Quarter 3 2014/15 performance against the Key Measures of Success used to monitor progress against the Council Plan 2013/15.

47/2015 The Cabinet agreed to work with officers to build on current achievements and deliver remedial action where required.

Reasons:

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

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.

An additional form for the post of Contracts Monitoring Officer was tabled at the meeting.

Cabinet, 10 March 2015

Decision number: **Decision:**

48/2015 **The Cabinet agreed to unfreeze the following posts, as detailed in Appendix 1 to the report and tabled at the meeting, to enable officers to commence the recruitment process:**

Business Support

- a) **Database Administrator**
- b) **Application Support Engineer**
- c) **Service Desk Engineer**
- d) **Principal Network Engineer**

Children and Adults

- e) **Transport Officer (SEN)**
- f) **Support Services Assistant**
- g) **Support Services Assistant**
- h) **Contracts Monitoring Officer**

Regeneration, Community and Culture

- i) **Technical Assistant (Highways Scheme Design and Planned Maintenance).**

Reasons:

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

Gateway 3 Contract Award: HRA Development at Beatty Avenue for Additional Housing Stock

Background:

This report sought permission to award a contract for the construction of affordable bungalows in Beatty Avenue, Gillingham, Kent.

The contract would deliver a development of 32 affordable homes on the site of the former Gillingham College, consisting of 23 one bed roomed bungalows and 9 two-bed roomed bungalows, along with all associated site clearance, infrastructure, external works and landscaping. These units would be completed in phases for hand-over from May 2016.

It was explained that this procurement linked to the recently revised Housing Revenue Account (HRA) Business Plan 2014 – 2044 and Asset Management Strategy. The cost of the scheme would be funded from borrowing created with the introduction of the HRA self-financing arrangements. The report gave details of the procurement process undertaken and the evaluation criteria. An exempt appendix contained key financial analysis and detailed procurement process tender evaluation information.

Cabinet, 10 March 2015

It was noted that the Procurement Board had considered this report on 25 February 2015 and supported the recommendation as set out in the report.

Decision number: **Decision:**

49/2015 **The Cabinet approved the contract award for the HRA Development for Additional Housing Stock – Beatty Avenue, to Chartway Group Ltd, achieving the outputs described in Section 3 of the report.**

Reasons:

This proposed development project would both improve and add to the HRA's existing housing stock, which will benefit existing tenants and Medway residents that qualify for affordable housing.

Gateway 3 Contract Award: SEN Provision at New Horizons Children's Academy

Background:

This report provided details of the Monitoring Officer's decision, in consultation with the Procurement Board (25 February 2015), to award the New Horizons Academy SEN Works contract to Re-Gen UK.

Details of the proposed works were set out in paragraph 2 of the report, along with the procurement process and business case. It was noted that the building designated for the additional provision at New Horizons was the science block on the former Chatham South site. This building did not form part of the project to create mainstream primary provision, which had now been completed and had been handed over to the Trust.

The Procurement Board had considered this report, together with the tender submissions, submitted tender values and the overall tender scores on 25 February 2015. At this stage this procurement had been reclassified as medium risk and the Monitoring Officer, in consultation with the Procurement Board, agreed to award the New Horizons Academy SEN Works contract. The Procurement Board had referred this report to Cabinet for information.

Decision number: **Decision:**

The Cabinet noted the report.

Reasons:

The project supports the Council's School Organisation Plan 2011 – 2016 and the Special Educational Needs – An Inclusive Policy and Strategy for Medway 2009 –

Cabinet, 10 March 2015

2014. Delivery of this provision will also reduce the number of children placed in out of area independent provision.

.....
Leader of the Council

.....
Date

Wayne Hemingway/Anthony Law, Democratic Services Officers

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Email: democratic.services@medway.gov.uk

Record of Cabinet decisions

Tuesday, 14 April 2015

3.00pm to 3.40pm

Date of publication: 15 April 2015

**Subject to call-in these decisions will be effective from 23 April 2015
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 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
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

Apologies for absence

An apology for absence was received from Councillor Jane Chitty (Strategic Development and Economic Growth).

Record of decisions

The record of the meeting held on 10 March 2015 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 12 (Gateway 3 Contract Award: SEN Transport Framework) 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 12 (Gateway 3 Contract Award: SEN Transport Framework) 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.

Support for Care Leavers Task Group

Background:

This report asked Members to consider the final report of the in-depth review that had considered support for care leavers in Medway.

It was noted that the Task Group had considered the scope and complexity of the services available for care leavers, together with the potential impact on Medway Council's children and adults services and the Council's partners. Having reviewed existing internal and external provision of services, the Task Group brought together evidence and identified both positive practices and some gaps where improvements were already being made or could be made to close these gaps and improve the overall experiences for care leavers to smoothen their transition into young adulthood.

A copy of the Task Group's final report was attached at Appendix A.

The Children and Young People Overview and Scrutiny Committee had considered the Task Group report on 25 March 2015 and details of the discussion were set out in section 7 of the report. The Committee had endorsed the report, subject to reference to the recent statutory guidance on promoting the health and wellbeing of looked after children (which had been incorporated within the version attached to the Cabinet report).

A Diversity Impact Assessment was attached to the Task Group report. This identified that a wide range of evidence was gathered to support the recommendations, which sought to improve opportunities for Care Leavers 18+ across a range of outcomes e.g. access to employment, education and training, suitable accommodation.

Cabinet, 14 April 2015

**Decision
number:**

Decision:

- 50/2015** The Cabinet agreed that the future Joint Strategic Needs Assessment (JSNA) include within its Children in Care section, information on health outcomes and needs data for Care Leavers and recommended the Medway CCG, in partnership with the Council, ensure a focus on care leavers when commissioning services using evidence about their needs by using the JSNA.
- 51/2015** The Cabinet recommended that the Medway CCG, in partnership with the Council, work with provider agencies to develop and implement all age pathways that help bridge the gaps caused from transition from children to adult services (e.g. CAMHS, ADHD, SEN).
- 52/2015** The Cabinet agreed that Personal Advisors receive additional support and training to provide: -
- a. Promotion of healthy lifestyles advice, including emotional wellbeing (engaging with Public Health on contributing to this via workforce development)
 - b. Information on how to access support services where necessary.
- 53/2015** The Cabinet agreed to note and support the changes in relation to commissioning to improve choice and availability of accommodation and support options and that the impact and success of this be reviewed in six months time.
- 54/2015** The Cabinet agreed that Partnership Commissioning (on behalf of Children Social Care) and Housing Services: -
- a. Review the newly commissioned supported accommodation and floating support arrangements to ensure compliance and that care leavers are being supported appropriately.
 - b. Monitor allocations policy to ensure adequate and appropriate priority is being awarded to care leavers.
 - c. Review the provision of arrangements where care leavers are provided with temporary housing to ensure that it is meeting demands and conforms with relevant standards and that targeted support is provided.

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- 55/2015** The Cabinet agreed that Children's Social Care work with Children in Care Council and Care Leavers to develop a checklist of things that carers need to support looked after children to develop skills to be able to carry out by the age of 16 to help with their transition into independence (e.g. cook 7 simple nutritious meals, register with a GP, manage a budget).
- 56/2015** The Cabinet agreed to request that the Director of Children and Adult Services assess the resource viability of appointing at a low level of involvement, a Personal Advisor to each looked after child when they reach 17 to co-work with the young person's Social Worker to build a relationship with the young person to improve transition arrangements and experience of the young person.
- 57/2015** The Cabinet agreed that Director of Children and Adults Services explore the options of setting up a multi-agency hub for Care Leavers, possibly in partnership with another agency, to provide access to a one-stop-shop of support services, as well as informal and comfortable space where the young people can meet.
- 58/2015** The Cabinet agreed that Personal Advisors receive additional support and training to be able to effectively signpost to Medway Youth Trust (MYT) for specialist careers advice.
- 59/2015** The Cabinet agreed that Category Management ensure that support with securing employment, education or training opportunities is built in more formally into future commissioning and contractual arrangements.
- 60/2015** The Cabinet agreed that a Looked After Child's last Personal Education Plan (PEP) meeting also include: -
- a. The Personal Advisor so that ambitions and intentions are clear for transitional purposes.
 - b. Mid-Kent College (or any other relevant higher/further educational establishment, including the Russell Group Universities) and employers where the child is transferring on from a school, to ensure all information is shared and transition is smooth.
- 61/2015** The Cabinet agreed that the Director of Children and Adult Services recommend the Department for Education that guaranteed bursary funding should continue for students leaving care until they finish their education.

Cabinet, 14 April 2015

- 62/2015** The Cabinet agreed that officers improve the offers of traineeships and apprenticeships in Medway to Care Leavers by working across the authority corporately to provide more wrap-around support to help them to succeed in these roles.
- 63/2015** The Cabinet agreed that the Director of Children and Adult Services review current sufficiency of mentoring for Care Leavers in Medway and explore the feasibility of commissioning a mentoring scheme like the Care Ambassador Scheme in Hampshire County Council. Part of this review of mentoring will involve scoping the development of a scheme from across Medway Council staff.
- 64/2015** The Cabinet agreed to support the idea around developing use of social media technologies including an app if financially viable, plus exploring other options including the use of Facebook, dedicated website or use of the existing Children in Care Council website and other models.
- 65/2015** The Cabinet agreed that the Children's Social Care Service work in partnership with the Participation Service to deliver a phone survey with Care Leavers to obtain full and meaningful feedback about their experiences of services to improve delivery.
- 66/2015** The Cabinet agreed that within the existing complement and through a review of service, the Director of Children and Adult Services aim to provide dedicated administration support for the Leaving Care Team. Administration support to this team should be specialised and can act as triage, thereby helping to build the team's capacity in dealing with its Care Leavers, particularly if a low level of support is begun at 17 years old.
- 67/2015** The Cabinet agreed that in addition to the update report to the Children and Young People Overview and Scrutiny Committee on progress in 6-12 months time, the Corporate Parenting Board should regularly monitor the implementation of this report and its recommendations.

Reasons:

The Task Group has considered the support for care leavers in Medway. This included evidence from Care Leavers themselves, a range of relevant partners, stakeholders and provider agencies, and from a Local Authority where their care leaving service was rated 'outstanding'. The decisions seek to provide positive outcomes for Medway's Care Leavers through a range of actions.

Sufficiency Report 2015-2016

Background:

This report provided details of the 2015-2016 Medway Sufficiency Report, which set out how Medway Council would meet the placement needs of its current and future Children in Care and Care Leavers and improve their outcomes in light of an understanding of their needs and current provision.

The report explained that the scope was not restricted to just making good quality placements. The intention was to co-ordinate the range of activity across Children's Services, including a clear focus on supporting families to stay together, wherever it was safe to do so, thus minimising the need for children to come into care, or supporting their timely return to their families.

The Sufficiency Report (attached at Appendix A to the report) identified a number of Commissioning priorities:

- secure sufficiency of provision for 16+ Homeless young people and Care Leavers
- drive up quality standards of supported accommodation
- address the gaps in provision around emotional well-being and behavioural support for 18+ young people
- drive forward improvements in performance in respect of Initial Health Assessments and Health Histories
- drive forward improvements in the number of Care Leavers in education, employment and training
- secure more cost effective provision for Looked After Children
- improve process for assessing and monitoring placements.

It was noted that the Children and Young People Overview and Scrutiny Committee had considered this report on 25 March 2015 and its comments were set out in section 7 of the report.

The report included a Diversity Impact Assessment screening form at Appendix B to the report. This indicated that a full assessment was not necessary.

Decision number:

Decision:

The Cabinet noted the comments of the Children and Young People Overview and Scrutiny Committee, as set out in paragraph 7 of the report.

68/2015

The Cabinet approved the Medway Sufficiency Report 2015-2016 as set out in Appendix A to the report.

Reasons:

The Medway Sufficiency Report is set within the context of national policy, legislation and guidance. The purpose of this document is to set out how

Cabinet, 14 April 2015

Medway Council will meet the placement needs of current and future children in care and Care Leavers, and improve their outcomes, in light of the Council's understanding of their needs and current provision.

Council Tax Discretionary Relief Policy

Background:

This report sought approval of a revised Discretionary Council Tax Relief Policy.

The policy, originally adopted by Cabinet in March 2013, provided additional help with Council Tax, helping to alleviate hardship in the transition from long-term benefit dependence into work.

It was noted that following clarification from the President of the Valuation Tribunal, there was a right of appeal against any decision not to award Council Tax Discretionary Relief. As such, officers were seeking to incorporate the right of appeal to the Valuation Tribunal into the existing policy. It was also explained that after two years in operation, a number of administrative inefficiencies in the operation of the policy had been identified and officers were seeking to streamline the process.

The report included a Diversity Impact Assessment screening form at Appendix 2 to the report. Given that the changes introduced an additional appeal right and were otherwise administrative rather than decision-making there were no concerns that any particular groups would be adversely affected by the changes to this policy. It was noted however, that officers were in the process of completing a new Diversity Impact Assessment for the Local Council Tax Reduction Scheme, which would encompass the Council Tax Discretionary Relief Policy.

Decision number: ***Decision:***

69/2015 **The Cabinet adopted the amended Council Tax Discretionary Relief Policy, as set out at Appendix 1 to the report.**

Reasons:

The Council Tax Discretionary Relief policy continued to provide assistance to those facing financial hardship as a result of welfare reform changes. However, after two years in operation it was believed that the revised policy would provide a more robust policy for claimants and a more efficient application process for both the claimant and the authority.

Rent Setting - Housing Revenue Account (HRA) New Build Properties

Background:

This report sought agreement to the setting of rent and service charges for 10 new build Council owned homes.

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It was noted that the current programme was to develop a total of 55 new Council homes by 2017 and that the development of new Council Housing in Medway was progressing well. The next phase of these new properties was set out in paragraph 2.4 of the report and these would be ready for advertising, via the Council's Kent Homechoice Scheme, from May 2015.

Members were advised that the rent and service charge for each property had been set in accordance with the Council's current Social Housing Rent formula.

Decision number: **Decision:**

70/2015 **The Cabinet recommended to Council the proposed rent setting and service charges as set out in paragraph 2.4 of the report.**

Reasons:

Full Council was recommended to set the rent and service charges for 10 new build Council owned homes, ahead of advertising via the Homechoice letting system from May 2015. Each property had its rent and service charge set in accordance with the Council's current Social Housing Rent formula. Failure to set rent and service charges will mean a loss of income to the Housing Revenue Account Business Plan and the inability to let the new build properties.

South East Local Enterprise Partnership (SELEP) Accountability Board

Background:

This report sought agreement from the Leader of Medway Council to join an executive Joint Committee of the South East Local Enterprise Partnership (SELEP).

It was explained that Medway Council was part of the SELEP, which covered Medway, Essex, Southend-on-Sea, Thurrock, Kent and East Sussex local authorities.

SELEP commissioned a delivery review in July 2014. The aim of the review was to ensure that SELEP was fit for purpose and resourced to manage major capital programmes within its governance framework. Recommendations from the review were presented to and agreed at the SELEP December 2014 Board meeting. It was reported that these provided a robust framework for programme management by creating a new Accountability Board that would enable the main Board to perform a strategic role. The report set out details of the proposal and sought agreement for Medway Council to join the SELEP Accountability Board.

It was noted that Essex County Council had considered a report on this matter on 27 January 2015 and this was attached at Appendix 1 to the report. This included details of membership and terms of reference for the Accountability Board. It was noted that Medway Council would be entitled to one place on the Board (with an appointed substitute Member). During the discussion on this item, it was also noted

Cabinet, 14 April 2015

that the reference to “Medway Borough Council” within the Draft Membership and Terms of Reference of the SELEP Accountability Board would need to be corrected.

In accordance with Article 10 of the Council’s Constitution, the authority to establish joint arrangements in respect of executive functions was devolved to the Leader. Article 10 provided that, except in certain circumstances, only a Cabinet Member can be appointed to a Joint Committee exercising executive functions.

Decision number: **Decision:**

71/2015 **The Cabinet recommended that the Leader approve the establishment of an executive Joint Committee called the SELEP Accountability Board and that Medway Council join that Joint Committee.**

72/2015 **The Cabinet recommended that the Leader appoint one Member to the SELEP Accountability Board (Councillor Rodney Chambers OBE with Councillor Jarrett to act as his substitute).**

The Cabinet noted the establishment of Kent and Medway Economic Partnership.

The Cabinet noted the success in securing £4.4m from round 2 of the Local Growth Fund for the Rochester Airport scheme along with a £4m loan for Strood flood defences and £28.6m of transport schemes in Local Growth Fund round 1 making a total of £37 million.

A289 Four Elms	£11.1m
Chatham Town Centre	£4.0m
Medway Cycling	£2.5m
Medway City Estate	£2.0m
Strood Town Centre	£9.0m
	<u>£28.6m</u>

73/2015 **The Leader approved the establishment of an executive Joint Committee called the SELEP Accountability Board and that Medway Council join that Joint Committee.**

74/2015 **The Leader appointed one Member to the SELEP Accountability Board (Councillor Rodney Chambers OBE, with Councillor Jarrett to act as his substitute).**

Cabinet, 14 April 2015

Reasons:

These decisions are necessary in order to give approval to Medway Council accepting and joining the new Accountability Board for SELEP.

6 Monthly Review of the Council's Corporate Business Risk Register

Background:

This report provided details of the latest review of the Council's Corporate Business Risk Register and proposed changes to the Risk Register were detailed in Appendix A and B to the report.

It was noted that the 6 monthly review of the Council's Corporate Business Risk Register would normally be submitted to the Business Support Overview and Scrutiny Committee, ahead of consideration by Cabinet. On this occasion, with cross-party agreement, the Committee meeting on 9 April 2015 was cancelled subject to a briefing being arranged on the Risk Register report for Cabinet for the Chairman, Vice-Chairman and Group Spokespersons of the Business Support Overview and Scrutiny Committee, which took place on 20 March 2015. The Chairman, Vice-Chairman and Labour Group Spokesperson attended this briefing and details of their comments were set out in section 5 of the report.

Decision number: **Decision:**

75/2015 **The Cabinet noted the comments of the Chairman, Vice-Chairman and Labour Group Spokesperson of the Business Support Overview and Scrutiny Committee, as set out in paragraph 5 of this report, and approved the addition of a new corporate risk for the Better Care Fund (with a risk rating of C2).**

76/2015 **The Cabinet approved the amendments to the Council's Risk Register, as detailed in Appendix A and B to the report.**

Reasons:

The establishment of a corporate framework for risk management is recommended by CIPFA and SOLACE and will complement and support the work already being carried out within each directorate to manage risks.

Section 75 Agreement with NHS England for Commissioning HIV Services

Background:

This report sought agreement to enter into a Section 75 agreement with NHS England for the commissioning of Human Immunodeficiency Virus (HIV) services. This would allow the Council to commission an integrated sexual health service for Medway including provision of contraception and the diagnosis and treatment of

Cabinet, 14 April 2015

sexually transmitted infections including HIV. The report had been distributed within Supplementary Agenda No. 1.

It was noted that the Health and Social Care Act 2012 gave upper tier local authorities responsibility for commissioning comprehensive sexual health services including contraception and the testing and treatment of sexually transmitted infections as part of their new public health duties. Responsibility for commissioning services for the treatment of HIV remained with the NHS and was part of the specialist commissioning function of NHS England.

A section 75 agreement was proposed, with Medway Council as the lead commissioner, to facilitate the commissioning of an integrated sexual health service through a single procurement process and contract.

The Cabinet agreed to accept this report as an urgent item because the next Cabinet meeting was not scheduled to take place until mid June. Delaying the approval of the Section 75 agreement until then will cause a delay in the tender process for the commissioning of an integrated sexual health service, which in turn would leave the new premises for the delivery of these services unoccupied at the Council's expense.

It was noted that a revised Forward Plan had been published in accordance with both Section 11 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) 2012 and Rule 17 (Special Urgency) of the Access to Information Rules as set out in the Constitution. The Chairman of the Health and Adult Social Care Overview and Scrutiny Committee had also agreed that the proposed decision was urgent and could not reasonably be deferred for the reasons set out above.

Decision number: **Decision:**

77/2015 **It was agreed that the Director of Public Health, in consultation with the Assistant Director, Legal and Corporate Services and the Portfolio Holder for Adult Services, is given delegated authority to negotiate the terms of the agreement and enter into it on behalf of the Council.**

Reasons:

A Section 75 agreement with NHS England for Medway Council to commission HIV treatment and care services on their behalf would enable the commissioning of an integrated sexual health service for the residents of Medway.

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

Cabinet, 14 April 2015

2003 (decision number 9/2003). Appendix 1 to the report provided details of the posts.

Nine further posts were tabled at the meeting within Supplementary Agenda No. 1.

**Decision
number:**

Decision:

78/2015

The Cabinet agreed to unfreeze the following posts, as detailed in Appendix 1 to the report and tabled at the meeting within Supplementary Agenda No. 1, to enable officers to commence the recruitment process:

Business Support

- a) Senior Administration Officer x2
- b) Information Mapping Analyst
- c) Research Data Analyst
- d) Head of Legal
- e) Lawyer – Place Team
- f) Paralegal – People
- g) Resourcing Team Leader
- h) Resourcing Officer
- i) Legal Support Assistant
- j) HR Consultant (Schools)

Children and Adults

- k) Commissioning Officer
- l) MSCB Project Support Officer
- m) Contracts Monitoring Officer
- n) Admin Assistant (Temporary)
- o) Programme Lead, Traded Services
- p) Key Worker x 2
- q) Social Workers X 4
- r) Administrator

Regeneration, Community and Culture

- s) Principal Transport Planner – Local Growth Fund
- t) Project Officer – Local Growth Fund
- u) Maintenance Coordinator

Public Health

- v) Public Health Project Manager (Making Every Contact Count - Kent Surrey Sussex)

Reasons:

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

Gateway 1 Procurement Commencement: Expansion Works at Cuxton Infants and Junior Schools

Background:

This report provided details of the proposal to commence the procurement process for single phase works at Cuxton Infants and Junior Schools, the aim of which was to increase capacity at the schools in accordance with the School Organisation Plan 2011-2016.

The report provided details of the procurement process options together with a recommended way forward.

The Procurement Board considered this report on 26 February 2015 and supported the recommendation as set out in the report.

An exempt appendix provided details of the whole life costings for this project.

Decision number:

79/2015

The Cabinet agreed the commencement of the procurement process via the Kent Business Portal, as set out in paragraph 4.1.2 of the report, to carry out the additional works at Cuxton Infants and Junior Schools.

Reasons:

To ensure a sufficient supply of good quality school places in the Cuxton and Halling area.

Gateway 3 Contract Award: SEN Transport Framework

Background:

This report provided details of the outcome of the tender process to award contracts for the provision of SEN Transport, via a Framework, from September 2015 that would be managed by Medway Norse under arrangements put in place in April 2014. The Framework would cover three areas, namely:

- Spot Purchase/Ad Hoc Routes;
- School Sites;
- Write Trak (home tutoring transport service).

The report gave details of the procurement process undertaken and the business case for this procurement. An exempt appendix provided details of the whole life costings of the contract and the tender evaluation process.

The Procurement Board considered this report on 25 March 2015 and supported the recommendations as set out at section 8 of the report.

**Decision
number:**

Decision:

80/2015

The Cabinet approved the following operators for inclusion on the SEN Transport Framework, as set out in the exempt appendix:

Lot 1 – Write Trak

Framework Ranking List:

- 1 - Vokes Taxis Ltd**
- 2 - SAS Executive Travel**
- 3 - ABC Taxis**
- 4 - ASD Transport**

Lot 2 - Spot Purchase

Hackney Carriage Vehicle Up to 20 Miles Ranking List:

- 1 - SAS Executive Travel**
- 2 - Canada Cabs**
- 3 - Vokes Taxis**
- 4 - Lance Ridden**
- 5 - Mark Jennings**
- 6 - Rainham Coach Co**
- 7 - ABC Taxis**
- 8 - John Reilly Transport**

Hackney Carriage Vehicle Over 20 Miles Ranking List:

- 1 - Canada Cabs**
- 2 - SAS Executive Travel**
- 3 - Vokes**
- 4 - Mark Jennings**
- 5 - Lance Ridden Contractors**
- 6 - Rainham Coach Co**
- 7 - John Reilly Transport**
- 8 - ABC Taxis**

**Hackney Carriage Wheelchair Vehicle Up to 20 Miles
Ranking List**

- 1 - Canada Cabs**
- 2 - Vokes Taxis Ltd**
- 3 - Lance Ridden Contractors**
- 4 - Rainham Coach Co**
- 5 - John Reilly Transport**
- 6 - ABC Taxis**
- 7 - SAS Executive Travel**
- 8 - City travel**

Hackney Carriage Wheelchair Vehicle Over 20 Miles Ranking List

- 1 - Canada Cabs
- 2 - Vokes Taxis Ltd
- 3 - Lance Ridden Contractors
- 4 - Rainham Coach Co
- 5 - John Reilly Transport
- 6 - ABC Taxis
- 7 - SAS Executive Travel
- 8 - City Travel

PSV:

***PSV Vehicle Up to 50 Miles Ranking List:**

- 1 - Rainham Coach Co
- 2 - Vokes Taxis Ltd
- 3 - ABC Taxis
- 4 - SAS Executive Travel
- 5 - London Hire Ltd
- 6 - City Travel
- 7 - ASD Transport

***PSV Vehicle Over 50 Miles Ranking List:**

- 1 - Rainham Coach Co
- 2 - Vokes Taxis Ltd
- 3 - SAS Executive Travel
- 4 - ABC Taxis
- 5 - London Hire Ltd
- 6 - ASD Transport
- 7 - City Travel

***PSV Wheelchair Vehicle Up to 50 Miles Ranking List**

- 1 - Rainham Coach Co
- 2 - Compaid
- 3 - SAS Executive Travel
- 4 - ABC Taxis
- 5 - City Travel
- 6 - London Hire Ltd
- 7 - ASD Transport

***PSV Wheelchair Vehicle Over 50 Miles Ranking List**

- 1 - Rainham Coach Co
- 2 - Compaid
- 3 - SAS Executive Travel
- 4 - ABC Taxis
- 5 - London Hire Ltd
- 6 - ASD Transport
- 7 - City Travel

***The Cabinet noted that the PSV Ranking Lists only have 7 operators on each, opposed to the maximum of 8 outlined**

within the OJEU notice, as these were the only operators to pass the quality criteria.

Lot 3 – School Sites

- 1 - ABC Taxis
- 2 - ASD Transport
- 3 - City Travel
- 4 - Compaid
- 5 - John Reilly Transport
- 6 - Lance Ridden Contractors
- 7 - London Hire Ltd
- 8 - Rainham Coach Co
- 9 - SAS Executive Travel
- 10 - Vokes Taxis Ltd.

Reasons:

This award will:

- Provide an essential replacement for the current SEN Transport Framework which is due to end in August 2015, allowing officers to continue to procure a statutory service.
- Provide a mechanism for procuring spot purchase / ad-hoc SEN transport from quality assessed operators, with a transparent cost structure.
- Provide a mechanism for extending the School Site approach to contracting SEN transport which will allow for less fluctuation in SEN transport budget across the year, provide each school site with a dedicated quality transport operator, and potentially achieve a cost saving on the current spend on transport to these school sites.

Gateway 5 Report: Household Waste Recycling Centres

Background:

This report provided details of the review of the Household Waste Recycling Centres (HWRCs) contract delivered by FCC. This contract consisted of a number of elements including the management of the three HWRCs at Capstone, Cuxton and Hoath Way.

The FCC Annual Service Report was attached at Appendix 1 to the report.

An exempt appendix provided details of the whole life costings of the contract.

Decision number: **Decision:**

81/2015 **The Cabinet agreed that the Council continue this termed contract for the remainder of the contract duration of 7 + 2 years (from October 2010-September 2019) with the inclusion of further Gateway 5 reports.**

Reasons:

This contract is providing value for money and FCC have exceeded their year on target of a 60% recycling rate while delivering high quality services for the residents of Medway with high satisfaction levels recorded.

Gateway 5 Report: Waste Collection and Disposal Contracts

Background:

This report provided details of the review of the waste collection and disposal contracts. These contracts were delivered by Veolia and consisted of a number of elements including waste collection and street cleansing services, for example, residual waste collection, recycling collection from kerbside and bring sites and the disposal of residual waste via a combination of landfill and energy from waste.

The Veolia Annual Service Report was attached at Appendix 1 to the report.

An exempt appendix provided details of the whole life costings of the contracts.

Decision number:

Decision:
The Cabinet noted the progress made to date with the waste collection and disposal contracts.

82/2015 **The Cabinet agreed that the Council continue with the current waste collection and disposal contracts with a requirement for further Gateway 5 reporting at end of year five.**

Reasons:

The contracts provide value for money and Veolia have a track record of delivering high quality services for the residents of Medway with very high satisfaction levels recorded.

Further to this, the contracts have been well managed by the client department, through the adoption of contract management and the forming of a strong working relationship between Veolia and the Council.

Cabinet, 14 April 2015

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Leader of the Council

.....
Date

Wayne Hemingway/Anthony Law, Democratic Services Officers

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