

Record of Cabinet decisions

Tuesday, 16 June 2015

3.00pm to 3.23pm

Date of publication: 17 June 2015

Subject to call-in these decisions will be effective from 25 June 2015
The record of decisions is subject to approval at the next meeting of the Cabinet

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|-----------------------|--|---|
| Present: | Councillor Alan Jarrett | Leader of the Council |
| | Councillor Howard Doe | Deputy Leader and Portfolio Holder for Housing and Community Services |
| | Councillor David Brake | Portfolio Holder for Adult Services |
| | Councillor Jane Chitty | Portfolio Holder for Planning, Economic Growth and Regulation |
| | Councillor Phil Filmer | Portfolio Holder for Front Line Services |
| | Councillor Adrian Gulvin | Portfolio Holder for Resources |
| | Councillor Andrew Mackness | Portfolio Holder for Corporate Services |
| | Councillor Mike O'Brien | Portfolio Holder for Children's Services |
| | Councillor Rupert Turpin | Portfolio Holder for Business Management |
| In Attendance: | Neil Davies, Chief Executive | |
| | Dr Alison Barnett, Director of Public Health | |
| | Stephanie Goad, Assistant Director Communications, Performance and Partnerships | |
| | 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 | |
| | Phil Watts, Chief Finance Officer | |

Apologies for absence

An apology for absence was received from Councillor Rodney Chambers OBE (Inward Investment, Strategic Regeneration and Partnerships).

Record of decisions

The record of the meeting held on 14 April 2015 was agreed and signed by the Leader as correct.

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Declarations of disclosable pecuniary interests and other interests

Disclosable pecuniary interests

Councillor Filmer declared a disclosable pecuniary interest (DPI) in agenda item 5 (Medway Norse Six Monthly Update) because he is a Director of Medway Norse. He left the room during consideration of this item.

Other interests

The Assistant Director, Communications, Performance and Partnerships left the room during consideration of agenda item 5 (Medway Norse Six Monthly Update) because she is a Director of Medway Norse.

Medway Norse Six Monthly Update

Background:

This report provided details of Medway Norse's achievements and performance up to the fourth quarter in its second year of trading and its plans for future growth and development.

The report stated that Medway Norse had continued to make good progress and in this quarter it had experienced further growth across the board. For the year-to-date the joint venture was 6.9% up on the budgeted target for total sales and 2.2% up on its latest profit target, which subject to final accounts, was anticipated to be £508,151. Under the terms of the joint venture agreement in Year 2 the Council would retain 66.6% of the profit at year-end. In total in the first 19 months of operation, a rebate of 8% of the core budget had been returned to the Council.

The report provided a number of examples of its activities including a breakdown of expenditure in Medway.

It was noted that the report would be referred to the Business Support Overview and Scrutiny Committee for consideration on 25 June 2015.

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 provided to Cabinet.

Designation of a Neighbourhood Area - Cliffe and Cliffe Woods

Background:

This report provided details of an application from Cliffe and Cliffe Woods Parish Council to designate a Neighbourhood Area for the purpose of preparing a Neighbourhood Plan. A map of the proposed neighbourhood area was attached at Appendix 2 to the report.

The Neighbourhood Plan was a community-led framework for guiding the future development, regeneration and conservation of an area. It could cover a wide range of economic, social and environmental issues, or could choose to focus on a small number of selected matters. The Neighbourhood Plan formed part of the statutory development plan for the area, alongside Medway Council's own planning policy documents.

The report provided details of the application submitted by the Parish Council, a copy of which was attached at Appendix 1 to the report, and it was noted that a public notice was placed in the Medway Messenger and on the Council's website notifying people of the application to designate a Neighbourhood Area in Cliffe and Cliffe Woods – no responses were received in response to the consultation.

It was noted that there were further stages of consultation associated with the preparation of the Neighbourhood Plan. This would include a formal consultation organised by Medway Council in advance of an Independent Examination.

Decision number: **Decision:**

83/2015 The Cabinet approved the designation of a Neighbourhood Area at Cliffe and Cliffe Woods, which was consistent with the parish boundary and as set out in Appendix 2 to the report, for the purpose of producing a Neighbourhood Plan.

Reasons:

The application is valid and consistent with legislation and there are no grounds on which to reject the application.

Cabinet Advisory Groups

Background:

This report provided a review of the various Cabinet Advisory Groups and sought the re-establishment of a number of Groups for 2015/2016. The report noted that these Groups did not have any decision making powers and could consist of both executive and non-executive Councillors.

Cabinet, 16 June 2015

The report recommended that the Airport Proposals, the International Economic Development and the Local Transport Plan Cabinet Advisory Groups should not be re-established for 2015/2016 as they were not considered necessary at this time. Proposals to establish a new group called the Strood Regeneration Board were also set out in the report.

**Decision
number:**

Decision:

84/2015

The Cabinet agreed the establishment of the Cabinet Advisory Groups with the terms of reference set out in the report and appointment of Members to these bodies, as set out in Appendix 1 to the report, for 2015/2016 subject to the following amendments:

Development Plans Advisory Group – increase no. and ratio to 7 (4:3) through the inclusion of Councillors Rodney Chambers OBE and Stamp.

Strood Regeneration Board – remove 1 x Strood Rural Ward Councillor from the membership.

85/2015

The Leader agreed to delete paragraph 8.20 of the Employee Delegation Scheme (International Relations Project Funding).

Reasons:

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

The deletion of paragraph 8.20 of the Employee Delegation Scheme (International Relations Project Funding) will ensure that the Constitution is up to date.

Irrecoverable Debt

Background:

This report provided details of a request for a debt of £32,335.49 in relation to adult social care to be written off, as it had been deemed irrecoverable by officers.

The report stated the amount of debt to be written off exceeded officers' delegated authority, therefore, Cabinet approval was required.

**Decision
number:**

Decision:

86/2015

The Cabinet approved the £32,335.49 write-off as detailed in section 3 of the report.

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Reasons:

It was considered that all practical steps had been taken to recover the debt and pursuing the debt was deemed impractical. Writing off this debt was important in ensuring the Council's accounts are maintained.

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:

87/2015

The Cabinet agreed to unfreeze the following posts, as detailed in Appendix 1 to the report:

Business Support

- a) Admin Assistant – BASS x3
- b) Admin Assistant – BASS x3
- c) HR Support Assistant
- d) Management Accountant – School Funding & Support
- e) Finance Assistant (Full Time)
- f) Finance Assistant (Part Time)
- g) Auditor
- h) ICT Business Services Assistant

Children and Adults

- i) Admin Support Officer x4
- j) ROI/Access to Records
- k) Admin Support Assistant x2
- l) Student Services Admissions Programme Officer (Maternity Cover)
- m) Student Services Admissions Programme Officer
- n) Student Services Administrator

Regeneration, Community and Culture

- o) Command of Heights Project Officer
- p) Rochester Riverside Project Manager.

Reasons:

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

Gateway 1 Procurement Commencement: Education Capital Programme

Background:

This report provided details of the proposal to commence the procurement of a series of contractors, and consultant design teams as required, to deliver three projects within the mainstream primary expansions and special schools capital programme. These projects would take place at Hundred of Hoo Academy, Elaine Primary School and Bligh Infant School.

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

The Procurement Board considered this report on 13 May 2015 and supported the recommendation set out in the report.

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

Decision number: ***Decision:***

88/2015 **The Cabinet approved the procurement of a series of contractors via the Kent Business Portal to deliver the improvement works at The Hundred of Hoo Academy, Elaine Primary School and Bligh Infant School.**

Reasons:

The accommodation is required to enable the additional spaces to be available from September 2016, and to ensure that the Council meets its statutory duty to provide sufficient school places.

Gateway 1 Procurement Commencement: Local Growth Fund Programme

Background:

This report provided details of the proposal to commence the procurement process of one or more contractors, and consultant design teams as required, to deliver four projects within the Local Growth Fund programme:

- A289 Four Elms Roundabout to Medway Tunnel improvements
- Strood town centre journey time improvements
- Medway City Estate connectivity improvements
- Medway Cycling Action Plan.

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

Cabinet, 16 June 2015

The Procurement Board considered this report on 13 May 2015 and supported the recommendation set out in the report.

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

Decision number:

Decision:

89/2015

The Cabinet approved the procurement of one or more consultants for design and contractors for construction of the projects outlined in the report in order to successfully deliver the Local Growth Fund programme, as follows:

- **Cycle Action Plan project – Traditional procurement approach**
- **Strood Town Centre project – Traditional procurement approach**
- **Medway City Estate project – Traditional procurement approach**
- **A289 Four Elms roundabout project – Procurement options report to be presented to a future meeting.**

Reasons:

The decision to commence procurement of the necessary design consultation for each project will allow officers to commence the delivery of each project. A delay in the ability to procure the required design consultancy and construction delivery will have a negative impact on the Council's ability to deliver these Local Growth Fund projects.

Gateway 3 Contract Award: Dynamic Purchasing System - Supported Living Services for Adults

Background:

This report provided details of the outcome of the procurement process to admit suppliers to the Dynamic Purchasing System (DPS) for Supported Living services so that the DPS could be used to award contracts for individual placements to appropriate suppliers.

It was noted that the Medway definition for Supported Living services was “to promote service users self-determination and personal responsibility and re-establish lost skills or develop new skills. Packages of support may vary from a couple of hours per week to support provided 24 hours a day, 7 days a week and shall be provided in the home environment or in the community to support individuals with all aspects of their chosen lifestyle.”

A Diversity Impact Assessment had been undertaken on the proposals and was included at Appendix 1 to the report.

Cabinet, 16 June 2015

An exempt appendix contained key information in respect of the financial analysis, the evaluation stages and the results of the evaluation.

The Procurement Board considered the report on 13 May 2015 and supported the recommendation set out in the report.

Decision number: **Decision:**

90/2015 **The Cabinet agreed that the tenderers as set out below be admitted onto the Supported Living Dynamic Purchasing System:**

- 1. I Say Supported Living Services**
- 2. Anchor Support Services Ltd**
- 3. Carers Relief Service**
- 4. Dimensions (UK) Ltd**
- 5. Everycare (Medway/Swale) Ltd**
- 6. Future Home Care Ltd**
- 7. KentSCP**
- 8. Lifeways Community Care**
- 9. Scott Care Ltd**
- 10. The Royal National Institute for Deaf People t/a Action on Hearing Loss**
- 11. Turning Point**
- 12. Voyage Care**
- 13. Mcch society Ltd.**

91/2015 **The Cabinet agreed that a Dynamic Purchasing System Supported Living Briefing Note be presented annually to Procurement Board and Cabinet which will provide an update on the number of providers who join the Dynamic Purchasing System at a later stage.**

Reasons:

The tenderers have demonstrated the ability to deliver services at, or exceed, the minimum standard required for Supported Living. They have accepted to deliver services at cost effective rates within the price cap published as part of the tender exercise.

As the terms of the Dynamic Purchasing System permit new providers to join at any point during the life of the system, the DPS Supported Living Briefing Note will provide an update on the number of providers who join the Dynamic Purchasing System at a later stage.

Cabinet, 16 June 2015

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Leader of the Council

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Date

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