

COUNCIL

20 JULY 2017

LEADER'S REPORT

Councillor Alan Jarrett, Leader of the Council, will give a report on key developments since the last ordinary Council meeting on 27 April 2017.

He will include:

- Festivals including Battle of Medway
- Regeneration Update
- Medway on the Map
- Education
- Decisions made by the Cabinet on 9 May 2017, 6 June 2017 and 11 July 2017.

Record of Cabinet decisions

Tuesday, 9 May 2017

3.00pm to 4.38pm

Date of publication: 10 May 2017

**Subject to call-in these decisions will be effective from 18 May 2017
The record of decisions is subject to approval at the next meeting of the Cabinet**

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 Rodney Chambers, OBE	Portfolio Holder for Inward Investment, Strategic Regeneration and Partnerships
	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 Children's Services - Lead Member (statutory responsibility, including education)
	Councillor Martin Potter	Portfolio Holder for Educational Attainment and Improvement
	Councillor Rupert Turpin	Portfolio Holder for Business Management
In Attendance:	Joseph Dance, Democratic Services Officer	
	Ann Domeney, Interim Deputy Director, Children and Adults Services	
	Richard Hicks, Director of Regeneration, Culture, Environment and Transformation	
	Perry Holmes, Chief Legal Officer/Monitoring Officer	
	Helen Jones, Assistant Director – Partnership Commissioning	
	Julie Keith, Head of Democratic Services	
	Carrie McKenzie, Chief People Officer	
	Phil Watts, Chief Finance Officer	
	James Williams, Director of Public Health	

Cabinet, 9 May 2017

Apologies for absence

There were none.

Record of decisions

The record of the meeting held on 4 April 2017 was agreed and signed by the Leader of the Council as a correct record.

Declarations of disclosable pecuniary interests and other interests

Disclosable pecuniary interests

There were none.

Other interests

Councillor Gulvin declared an interest in agenda item 5 (Transformation of Early Help Services) because he is a Local Authority Governor at Oaklands School which has a children's centre attached to the school.

Councillor Turpin declared an interest in agenda item 5 (Transformation of Early Help Services) because his wife has set up a support group for children and toddlers with disabilities which receives occasional non-financial support from the Council and NHS.

Reference from Business Support Overview and Scrutiny Committee - Petition

Background:

The report provided details of a petition received and referred to the Cabinet for consideration. The petition entitled 'Petition for the Council to provide shelter and food for homeless people' was referred to the Business Support Overview and Scrutiny Committee on 13 April 2017. The comments of the Committee were set out in paragraph 3.6 of the report including details of the Committee's decision to refer the petition to Cabinet for consideration.

The report set out Director's comments in response to the comments raised by the Business Support Overview and Scrutiny Committee, as set out in paragraphs 3.7-3.12 of the report.

Decision number: ***Decision:***

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

The Cabinet recognised the scale of the ongoing work being done by the Council to co-ordinate and improve the overall quality of the service provided by all agencies,

public and voluntary, to the street homeless.

Reasons:

This petition has been referred to the Cabinet in accordance with Overview & Scrutiny's powers as set out in the Petitions Scheme.

Transformation of Early Help Services

Background:

The report provided details of transformation plans for Early Help services, including Children's Centres, through the establishment of integrated hub buildings in each of the existing four Children's Services areas to target resources and improve the impact of support for children and families.

The report provided details of three options for consideration, with Option C stated as the preferred option, details of which were set out in section 4 of the report. Cabinet Members instructed officers to ensure that the consultation materials should communicate the reasons for the proposed changes and prospective benefits in an accessible way with a view to maximizing constructive engagement in the process by a wide range of stakeholders. In particular, the Cabinet stated its intention to carefully review the locations and synergies of the proposed four integrated hubs in the light of feedback from consultation.

It was noted that a Diversity Impact Assessment would accompany the report on the outcomes of the consultation for Cabinet on 8 August 2017. It was also noted that the outcomes of consultation would be reported to the Children and Young People Overview and Scrutiny Committee on 1 August 2017.

Decision number:

Decision:

- | | |
|----------------|---|
| 44/2017 | The Cabinet agreed to a public consultation of six weeks to gain feedback from all interested parties in respect of the proposals set out in section 3.1 of the report. |
| 45/2017 | The Cabinet agreed that a report would be submitted to Cabinet on 8 August 2017, providing feedback from the public consultation. |
| 46/2017 | The Cabinet agreed the proposal to consult with trades unions and affected staff in accordance with the Organisational Change Policy, and to note that the Director of Children and Adults Services, in consultation with the Portfolio Holder for Children's Services (Lead Member) will consider and bring recommendations back to Cabinet on 8 August 2017. |

Cabinet, 9 May 2017

Reasons:

Compliance with statutory duties, whilst setting a balanced budget with very reduced resources requires consideration of how to reorganise services within available means.

Future Integrated Youth Support Services (IYSS) Delivery

Background:

The report provided an update on the future delivery model for Integrated Youth Support Services (IYSS), including the proposal to bring delivery of the statutory element of the Information, Advice and Guidance service (including the September Guarantee) in-house following the expiry of the current contract with Medway Youth Trust on 31 August 2017.

The report provided details of the basis for the recommendation to bring the service in-house from 1 September 2017, as set out in section 3 of the report.

Decision number:

Decision:

47/2017

The Cabinet agreed that the Medway Youth Trust (MYT) contract for the provision of the Information, Advice and Guidance (IAG) Services continues until its expiry on 31 August 2017.

48/2017

The Cabinet agreed to bring the Information, Advice and Guidance (IAG) element in-house and integrate it with Youth and Youth Offending Team (YOT) services from 1 September 2017.

The Cabinet noted that the reconfiguration of services to enable delivery and make further cost efficiencies will be undertaken by the Director of Children and Adults Services, in consultation with the Portfolio Holder for Children's Services (Lead Member).

Reasons:

A more coherent service for young people and greater efficiencies will be achieved by bringing the Information, Advice and Guidance (IAG) service in-house.

Dementia Task Group Report - How Far Has Medway Gone in Becoming a Dementia Friendly Community?

Background:

The report provided an overview of the final report of the in-depth Dementia Task Group review on 'How far Medway has gone in developing a Dementia Friendly Community?'

It was noted that the recommendations aimed to complement the wide variety of work already being undertaken by the Council and partners to implement the Council's Dementia Strategy. The review had a particular focus on how Medway Council and its partners could lead by example to help make Medway a Dementia Friendly Community. This included services that the Council directly controls and those, which while not directly under the control of the Council, it could influence through partnership working.

The report provided details of the comments of the Health and Wellbeing Board (14 March 2017), the Health and Adult Social Care Overview and Scrutiny Committee (16 March 2017) and the Regeneration, Culture and Environment Overview and Scrutiny Committee (28 March 2017).

A Diversity Impact Assessment (DIA) was included at Appendix 1 to the report.

Decision number:

Decision:

49/2017

The Cabinet agreed recommendations 1-25 made by the Dementia Task Group, as set out in section 7.3 on page 58 of Appendix 1 to the report.

Reasons:

The recommendations set out in the Dementia Task Group report aim to complement the Medway Dementia Strategy and to support Medway in becoming a Dementia Friendly Community.

Declaration of Four Elms Hill Air Quality Management Area

Background:

The report provided details of a need to declare a new Air Quality Management Area (AQMA) at Four Elms Hill and to seek approval from Cabinet to undertake a six-week consultation with statutory consultees and members of the public in line with the Environment Act 1995 prior to the formal declaration of the AQMA.

The report stated that the detailed assessment was completed in November 2016 which confirmed the need to declare the AQMA at Four Elms Hill. The detailed assessment was set out in Appendix 1 to the report.

Cabinet, 9 May 2017

The report noted that the outcomes of the consultation would be reported to the Regeneration, Culture and Environment Overview and Scrutiny Committee on 17 August 2017 and Cabinet on 5 September 2017.

A Diversity Impact Assessment was included at Appendix 4 to the report.

Decision number: ***Decision:***

50/2017 **The Cabinet approved the consultation on the proposal to declare a new Air Quality Management Area (AQMA) at Four Elms Hill (Option 1), as set out in paragraph 3.2 of the report.**

51/2017 **The Cabinet agreed that officers would report back to Cabinet on 5 September 2017 on the outcome of the consultation and to seek approval for the formal declaration of the Air Quality Management Area for Four Elms Hill.**

Reasons:

Medway has a statutory duty under the Environment Act 1995 to declare an AQMA where the air quality objectives are not being met.

Consultation would also provide Medway with some protection against potential infraction fines being passed down to the local authority by Central Government.

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

Background:

This report provided details of the six monthly review of the Council's Corporate Business Risk Register and asked Cabinet to consider amendments to the Register as set out in Appendix A to the report.

The report set out the comments of the Business Support Overview and Scrutiny Committee (13 April 2017), as set out in paragraph 5 of the report, together with the Director of Children and Adults Services comments in response to the key issues raised at the Committee in respect of children's social care, the shape of local government in Kent, changes to the Risk Register Framework, and adult social care transformation targets.

Decision number: ***Decision:***

52/2017 **The Cabinet noted the comments of the Business Support Overview and Scrutiny Committee and decided that**

Cabinet, 9 May 2017

Corporate Risk SR26 (Children's Social Care) should be downgraded from All to BII.

53/2017 **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.

Land at Marlborough Road/High Street, Gillingham

Background:

The report provided details of proposals to dispose of the council-owned site at Marlborough Road/High Street, Gillingham on the best terms reasonably obtainable.

The report stated that the site had not been used since October 2008 and the buildings on it were derelict with the site not being required for council use. In addition, the report noted that the site was within the Brompton Lines Conservation Area Appraisal (2006), and a Planning Statement had been produced (Appendix 2 to the report) to advise prospective purchasers of the main planning considerations relating to the site.

Decision number: **Decision:**

The Cabinet noted the production of a Planning Statement relevant to this disposal, as set out in Appendix 2 to the report.

54/2017 **The Cabinet agreed to delegate authority to the Chief Legal Officer, in consultation with the Portfolio Holder for Resources, to dispose of the land as shown edged black on the attached plan (land at Marlborough Road/High Street, Gillingham), with a covenant to limit future development to a single storey, as set out in Appendix 1 to the report, on the best terms reasonably available.**

Reasons:

In order to reduce management costs, facilitate development and obtain a capital receipt.

Cabinet, 9 May 2017

Recruitment Freeze

Background:

The 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).

Details of the posts were set out within Appendix 1 to the report, and one post which was tabled at the meeting.

An addendum report was tabled at the meeting which provided details of an additional post.

Decision number: ***Decision:***

55/2017 **The Cabinet agreed to unfreeze the following posts, as detailed in Appendix 1 to the report and Appendix 1 to the addendum report:**

Business Support

- a) **Assistant Head of Legal Services - Place**
- b) **Information Governance Officer**
- c) **Information Governance Officer (temporary recruitment)**
- d) **Locum Childcare Lawyer – People**

Children & Adults

- e) **Access to Resources Team (ART) Team Manager**
- f) **ART Adults Placement Officer (2 posts)**
- g) **Dynamic Project Lead**
- h) **Governing Board Support Officers (6 posts)**
- i) **Partnership Commissioner - Adults**
- j) **Placement Coordinator – Children**
- k) **Placement Officer – Children**
- l) **Programme Lead – Children’s Services**

Cabinet, 9 May 2017

Transformation

- m) Programme Lead – Community Services**
- n) Referral Information Officer (3 posts)**
- o) Senior Partnership Commissioner – Community Services**
- p) Senior Partnership Commissioner – Community Equipment and Technology**
- q) Student Services Administration Assistant**
- r) Team Leader – Integrated Family Support Service**
- s) Quality Assurance Manager - Children**

Public Health

- t) Health Improvement Project Officer – Smoking Cessation, Acute Hospital Service**

Regeneration, Culture, Environment and Transformation

- u) Communications Account Manager**
- v) Learning and Participation Officer (Command of the Heights)**
- w) Work Programme Job Broker Advisor**
- x) Administrator**

Reasons:

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

.....
Leader of the Council
.....

Date

Joseph Dance/Wayne Hemingway, Democratic Services Officers

Telephone: 01634 332008/332509
Email: democratic.services@medway.gov.uk

Cabinet, 9 May 2017

Record of Cabinet decisions

Tuesday, 6 June 2017

3.00pm to 4.00pm

Date of publication: 7 June 2017

Subject to call-in these decisions will be effective from 15 June 2017
The record of decisions is subject to approval at the next meeting of the Cabinet

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 Adults' 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 Children's Services - Lead Member (statutory responsibility, including education)
	Councillor Martin Potter	Portfolio Holder for Educational Attainment and Improvement
	Councillor Rupert Turpin	Portfolio Holder for Business Management
	In Attendance:	Neil Davies, Chief Executive
	Wayne Hemingway, Democratic Services Officer	
	Richard Hicks, Director of Regeneration, Culture, Environment and Transformation	
	Perry Holmes, Chief Legal Officer/Monitoring Officer	
	Julie Keith, Head of Democratic Services	
	Ian Sutherland, Director of Children and Adults Services	
	Phil Watts, Chief Finance Officer	
	James Williams, Director of Public Health	

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 9 May 2017 was agreed and signed by the Leader of the Council as a correct record.

Declarations of disclosable pecuniary interests and other interests

Disclosable pecuniary interests

Councillor Filmer declared an interest in agenda item 10 (Update on Medway Norse) because he is a Director of Medway Norse. He withdrew from the meeting for the discussion and voting thereon.

Other interests

Councillor Mackness declared an interest in agenda item 4 (Children's Traded Services) because he is the Chairman of the Medway Commercial Group Ltd Board. He withdrew from the meeting for the discussion and voting thereon.

Children's Traded Services

Background:

This report provided details of proposals to create a traded service for the delivery of children's traded services. The report gave details of six potential models and recommended that the services be provided by a Local Authority Trading Company, Medway Commercial Group Ltd (MCG), from 1 August 2017.

The report stated that the following services were included in the scope of the proposed transfer:

- Schools Services including:
 - School contracts (catering, cleaning and waste);
 - Free school meal eligibility.
- Governance Services;
- Teacher Recruitment.

A Diversity Impact Assessment had been undertaken on the proposals, as set out in Appendix 1 to the report. This had identified there would be minimal or no impact on users.

An exempt appendix set out the outline business case, options appraisal and detailed business case.

Cabinet, 6 June 2017

**Decision
number:**

Decision:

56/2017

The Cabinet approved the transfer of school and governance services to Medway Commercial Group Ltd with effect from 1 August 2017.

Reasons:

Transferring services to Medway Commercial Group Ltd represents the most time and cost effective solution that would allow Medway Council to benefit financially in the short, medium and long term.

Current services traded with schools have a consistent track record and desktop market analysis demonstrates that there is a considerable, as yet, untapped market for services.

Medway Music Education Hub

Background:

This report provided details of proposed changes to the delivery of music education in Medway. Currently, Medway Council was the lead partner for Dynamics – The Music Education Hub. Given that the Music Education Hub had now developed firm foundations, it was proposed that a community interest company (CIC) be set up to act as lead partner, independently of the Council.

The report stated that Dynamics CIC would be developed by DBA Ltd, a delivery partner for Dynamics, which currently undertook the day-to-day management of music provision, as per the Arts Council England funding agreement, on behalf of Medway Council.

The report also stated that whilst the Council would have no ownership of the CIC, it would have Member representation on the Board of Directors with a public interest veto, to ensure that board decisions would always be in the public interest.

A Diversity Impact Assessment screening had been undertaken on the proposals, as set out in Appendix 2 to the report. The key change related to governance with the CIC replacing the Council as the lead partner and as such there was deemed to be no impact on individual groups.

Cabinet, 6 June 2017

Decision number:

Decision:

- 57/2017** The Cabinet agreed, subject to formal Arts Council England approval, that the role of lead partner for Dynamics – The Medway Music Education Hub, is conferred to a newly formed community interest company, independent of Medway Council, for the provision of music education in Medway, with effect from 1 April 2018.
- 58/2017** The Cabinet agreed that the Portfolio Holder for Educational Attainment and Improvement takes a Director role on the Board of the community interest company with a public interest veto and noted that the Chief Executive will make the necessary appointment established under his delegation from Full Council in consultation with Group Whips.

Reasons:

It is not a requirement for local authorities to lead local Music Education Hubs. This proposal will provide for a governance model which allows the successful current provision to continue to develop in an agile and flexible manner whilst maintaining partnership links with the Local Authority.

Integration and Better Care Fund: Update and Section 75 Budget Arrangements

Background:

This report provided details of the Integration and Better Care Fund (iBCF) 2017/2019 and the requirement to establish a pooled budget in accordance with Section 75 of the Health and Social Care Act 2012 for the purpose of joining-up health and care services.

The report provided details of the iBCF and additional adult social care funding allocations and it was noted that the additional adult social care funding of £3,962,308 would be referred to Full Council to be added to the revenue budget.

The report also stated that whilst there was no requirement to consult on the totality of the iBCF arrangements, the Medway Clinical Commissioning Group was a joint signatory and would be involved in agreeing the final plan. Further to this, the Health and Wellbeing Board and the A&E Delivery Board would also be engaged on the development of the plan.

Cabinet, 6 June 2017

**Decision
number:**

Decision:

- 59/2017** The Cabinet agreed to delegate authority for the development and delivery of Medway's Integration and Better Care Fund (iBCF) programme to the Director of Children and Adults Services, in consultation with the Chief Legal Officer and the Portfolio Holder for Adults' Services, after it has been considered and endorsed by the Health and Wellbeing Board, to produce and finalise the agreement with the Accountable Officer of the Medway Clinical Commissioning Group (CCG) for the time-scale of the current programme: 2017/18 and 2018/19.
- 60/2017** The Cabinet recommended to Council to agree the additional Adult Social Care funding of £3,962,308 to the revenue budget.
- 61/2017** The Cabinet agreed to delegate authority to the Director of Children and Adults Services, in consultation with the Portfolio Holder for Adults' Services and the Accountable Officer at Medway Clinical Commissioning Group (CCG) to agree a set of proposals for the use of additional Adult Social Care funds.

Reasons:

Delegating authority to the Director of Children and Adults Services, in consultation with the Chief Legal Officer and the Portfolio Holder for Adults' Services allows more time to establish the pooled fund agreement within the foreshortened timeframes within which NHS England operates.

Regular reports on the progress of the iBCF programme will be provided but this arrangement will sit better with existing governance arrangements.

Risk Based Verification Policy

Background:

This report provided details of the Risk Based Verification Policy, the aim of which was to target resources at higher risk cases and to remove the need for low risk claims to be evidenced beyond statutory requirements, in relation to housing benefit and council tax reduction scheme claims.

The report stated that the Department for Work and Pensions had issued guidance on this type of Policy and had advised that it should not be made publicly available. It also stated that the introduction of the Policy would allow greater efficiencies to be gained in processing by reducing the level of customer contact and correspondence flowing through the system.

Cabinet, 6 June 2017

A Diversity Impact Assessment had been undertaken on the proposals, as set out in Appendix 2 to the report, including an action plan to be undertaken following implementation of the Policy.

An Exempt Appendix set out details of the Policy.

Decision number: **Decision:**

62/2017 **The Cabinet adopted the Risk Based Verification Policy, as set out in the Exempt Appendix, subject to an amendment to row no.14 in the table in Appendix 1 (Exempt Appendix) whereby the final column should contain the words 'Originals Required'.**

Reasons:

To gain efficiencies in the benefit administrative process whilst increasing protection against fraudulent claims.

Revenue and Capital Outturn and Draft Statement of Accounts 2016/17

Background:

This report provided details of the final revenue and capital outturn position for the financial year ended 31 March 2017 including the draft Statement of Accounts, as set out in Appendix 1 to the report.

An updated version of the report was tabled at the meeting.

The updated report stated that following the quarter 3 forecast which had indicated a £1.8 million pressure, the final outturn for the year had resulted in an underspend of £217,000.

The updated report also stated that the draft Statement of Accounts would be reported to the Audit Committee on 29 June 2017, following which they would be subject to external audit before being considered by the Audit Committee for final consideration and approval on 28 September 2017.

Decision number: **Decision:**

The Cabinet noted the revenue and capital outturn position for the financial year 2016/17.

The Cabinet noted the content of the draft Statement of Accounts, as set out in Appendix 1 to the report, to be presented to Audit Committee for approval on 29 June 2017.

Cabinet, 6 June 2017

Reasons:

The Cabinet is the body charged with the executive management of the Council's budget. Therefore, it is important that the final outturn is reported to Cabinet.

Council Plan Performance Monitoring Report End of Year: Quarter 4: 2016/17

Background:

This report provided details of how the Council had performed in 2016/17 against the Council's three priorities using 32 key measures of success and 13 key projects.

It was noted, with regards to quarter 4, that 70% of key measures of success were on target and that 55.2% of key measures of success had improved over the long term. In addition, it was noted that for 2016/17 overall, 71.9% of key measures were on target.

It was noted that the report would be considered by the Overview and Scrutiny Committees between June-August.

Cabinet Members highlighted a number of key issues during discussion.

Decision number: **Decision:**

The Cabinet noted the 2016/17 performance against the key measures of success used to monitor progress against the Council Plan 2016/17.

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 provided details of the achievements and performance of Medway Norse up to the end of the fourth quarter in its fourth year of trading.

The report stated that Medway Norse provided services to the Council in three main areas: Facilities Management, Grounds Maintenance and Special Educational Needs (SEN) Transport. The report gave details of these areas of operation, together with information relating to governance, local business participation, the corporate client function and the rebate for the Council.

An addendum report provided details of year-end figures in relation to local business participation.

Cabinet, 6 June 2017

The report also stated that the Business Support Overview and Scrutiny Committee would consider this report on 6 July 2017.

Decision number: **Decision:**

The Cabinet noted the report.

Reasons:

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

Cabinet Advisory Groups

Background:

This report provided a review of the various Cabinet Advisory Groups and asked the Cabinet to agree to the re-establishment of the Groups for 2017/2018. The report noted that these Groups did not have any decision making powers and could consist of both executive and non-executive Councillors.

Decision number: **Decision:**

63/2017 The Cabinet agreed the re-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 2017/2018.

Reasons:

The re-establishment of these groups would 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).

Details of the posts were set out within Appendix 1 to the report and an addendum report, which was tabled at the meeting.

Cabinet, 6 June 2017

**Decision
number:**

Decision:

64/2017

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

Business Support

- a) Paralegal – Legal Services (People)
- b) Information Governance Officer
- c) Democratic Services Officer
- d) Locum Childcare Lawyer, People Team, Legal Services (x 2)

Regeneration, Culture, Environment and Transformation

- e) Admin Support Officer x 2
- f) Apprenticeship Manager
- g) Customer Relations Team Compliance and Monitoring Officer.

Reasons:

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

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Leader of the Council

.....
Date

Joseph Dance/Wayne Hemingway, Democratic Services Officers

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Record of Cabinet decisions

Tuesday, 11 July 2017

3.00pm to 3.56pm

Date of publication: 12 July 2017

Subject to call-in these decisions will be effective from 20 July 2017
The record of decisions is subject to approval at the next meeting of the Cabinet

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 Adults' Services
	Councillor Rodney Chambers, OBE	Portfolio Holder for Inward Investment, Strategic Regeneration and Partnerships
	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 Children's Services - Lead Member (statutory responsibility, including education)
	Councillor Martin Potter	Portfolio Holder for Educational Attainment and Improvement
	Councillor Rupert Turpin	Portfolio Holder for Business Management

In Attendance: Joseph Dance, Democratic Services Officer
Neil Davies, Chief Executive
Richard Hicks, Director of Regeneration, Culture, Environment and Transformation
Perry Holmes, Chief Legal Officer/Monitoring Officer
Julie Keith, Head of Democratic Services
Carrie McKenzie, Chief People Officer
Ian Sutherland, Director of Children and Adults Services
James Williams, Director of Public Health

Apologies for absence

None.

Cabinet, 11 July 2017

Record of decisions

The record of the meeting held on 6 June 2017 was agreed and signed by the Leader as a correct record.

Declarations of disclosable pecuniary interests and other interests

Disclosable pecuniary interests

There were none.

Other interests

There were none.

Outcome of Public Consultation on the Proposed Closure of Thomas Aveling Library

Background:

This report provided details of the outcomes of the consultation on the future of Thomas Aveling Public Library, where the Council had indicated its preferred option was to close the library. The proposal for the potential closure of the library was included in the Capital and Revenue Budgets 2017/18 report submitted to Full Council on 23 February 2017. An analysis of Thomas Aveling's performance was undertaken and set out in the consultation document. Public consultation started on 21 April 2017, and ran to 15 June 2017.

Consultation documents, including analysis of the consultation findings were included in Appendices 1 and 2. The survey received 151 responses; of those responding, 145 identified themselves as current Thomas Aveling users.

Cabinet also considered an addendum report which set out the comments of the Business Support Overview and Scrutiny Committee on 6 July 2017.

A Diversity Impact Assessment (DIA) was included at Appendix 3 to the report.

Decision number:

Decision:

The Cabinet noted the comments of the Business Support Overview and Scrutiny Committee and endorsed the Assistant Director's Comments in section 2 of the addendum report.

65/2017 The Cabinet agreed the closure of Thomas Aveling Public Library.

66/2017 The Cabinet agreed that the precise closure date would be agreed by the Director of Regeneration, Culture,

Cabinet, 11 July 2017

Environment and Transformation, in consultation with the Deputy Leader and Portfolio Holder for Housing and Community Services.

67/2017 The Cabinet agreed that negotiations with Thomas Aveling School in relation to the notice period of the rent would be conducted by the Director of Regeneration, Culture, Environment and Transformation, in consultation with the Chief Legal Officer and the Deputy Leader and Portfolio Holder for Housing and Community Services.

The Cabinet noted that the implementation of the mitigations outlined in paragraph 5 of the report would be undertaken by the Director of Regeneration, Culture, Environment and Transformation, in consultation with the Deputy Leader and Portfolio Holder for Housing and Community Services.

The Cabinet noted that the Planning Committee would be asked to consider a report to vary the obligation on the school to facilitate provision of a community library as set out in the agreement made further to conditions to the relevant Planning decision.

Reasons:

The decision to close Thomas Aveling Public Library is due to it being a poorly performing library, with limited use by the local population. There is no scope to improve the library offer, as has been achieved elsewhere, due to the fixed and limited opening hours, with the library only available Monday to Friday from 3.00pm, not the most popular time that the public make use of libraries.

Alternative and better facilities and services for all users are available at other libraries, particularly the Community Hubs and these form a key part of a range of mitigation proposals that can be put into place.

Council Tax Reduction Scheme

Background:

This report provided details of the current Council Tax Reduction Scheme (CTRS), which had originally been adopted by Council on 23 January 2013, and sought Cabinet's approval to commence public consultation on options proposed to amend the eligibility criteria for CTRS discounts as set out in paragraph 4 of the report.

The report noted that the outcome of the consultation would be reported to the Business Support Overview and Scrutiny Committee on 30 November 2017 and Cabinet on 19 December 2017 for consideration, and that final approval of any revisions to the CTRS would be a matter for Full Council on 25 January 2018.

Cabinet, 11 July 2017

The report stated that a Diversity Impact Assessment would be undertaken following the consultation as part of the policy change process.

Decision number: ***Decision:***

68/2017 **The Cabinet agreed the commencement of a twelve-week consultation in relation to all the options proposed to amend the eligibility criteria for Council Tax Reduction Scheme (CTRS) discounts as set out in paragraph 4 of the report.**

Reasons:

The Council has a legal duty to review its CTRS every year and consult on any proposed changes.

Housing Company

Background:

This report provided details of proposals for the creation of a Housing Company to maximise the opportunities to invest in or develop property within and outside Medway, and in the first instance to enable the development of a number of Council-owned sites.

The report set out options on the structure and governance arrangements for the proposed Housing Company at paragraph 5.

An Exempt Appendix provided details of a potential five-year programme.

Decision number: ***Decision:***

69/2017 **The Cabinet agreed, in principle, the creation of a housing company limited by shares to undertake development activity and property investment principally within, but also outside Medway.**

70/2017 **The Cabinet noted the governance and operational features of a housing company as set out in section 5.7 of the report and agreed the proposed structure and the role of the Council as shareholder as set out in section 5.7 of the report.**

71/2017 **The Cabinet agreed the principle of the Council financing the housing company through a mix of equity and debt, with state aid compliant loans in a format to be agreed by the Chief Finance Officer.**

Cabinet, 11 July 2017

72/2017 The Cabinet agreed to delegate authority to the Chief Legal Officer, in consultation with the Deputy Leader and Portfolio Holder for Housing and Community Services, to commission a Business Case for future Cabinet approval prior to the setting up of a housing company.

73/2017 The Cabinet agreed to delegate authority to the Chief Legal Officer, in consultation with the Deputy Leader and Portfolio Holder for Housing and Community Services, to commission or produce Articles of Association, a Shareholders Agreement and all other ancillary documentation that may be needed prior to the setting up of a company.

74/2017 The Cabinet agreed to instruct the Chief Legal Officer to submit a further report to Cabinet to seek final approval for the creation of a housing company after consideration of the Business Case and once all of the necessary arrangements and requirements were in place.

Reasons:

To enable the generation of new and alternative revenue income streams for the Council and to deliver housing units principally in Medway.

Code of Corporate Governance

Background:

This report provided details of a revised Code of Corporate Governance and sought Cabinet's comments on the revised Code prior to consideration and approval at Full Council on 20 July 2017. The report stated that the revised Code was based on the CIPFA and the Society of Local Authority Chief Executives (SOLACE) guidance entitled 'Delivering Good Governance'.

The report noted that the revised Code of Corporate Governance was considered by the Audit Committee on 29 June 2017 as set out in paragraph 4 of the report.

Decision number:

Decision:

The Cabinet noted the comment of the Audit Committee as set out in paragraph 4 of the report.

75/2017 The Cabinet recommended the revised Local Code of Corporate Governance, set out in Appendix 2 to the report, to Full Council for approval and incorporation into the Constitution.

Cabinet, 11 July 2017

Reasons:

To ensure that the Council's Code of Corporate Governance reflects the latest CIPFA and the Society of Local Authority Chief Executives (SOLACE) guidance.

Additions to the Capital Programme

Background:

The Cabinet agreed to accept this report as urgent owing to the need to seek Cabinet's views and recommendations on the proposals to enable consideration and final approval at Full Council on 20 July 2017.

This report presented a number of schemes which require Full Council approval to be added to the Capital Programme.

A revised report was subsequently circulated in Supplementary Agenda No.2.

Decision number: ***Decision:***

76/2017 **The Cabinet recommended to Full Council to add the schemes set out in section 2 of the revised report to the Capital Programme.**

Reasons:

Additions to the Capital Programme are a matter for Full Council.

Treasury Management Outturn Annual Report

Background:

This report provided an overview of treasury management activity during 2016/17.

Overall the Interest and Financing budget made a surplus over its targeted budget of £181k. Bank rate continued at the historically low rate of 0.5% throughout 2015/16, however, the overall rate achieved on cash based investments averaged 1.3%.

The report noted that the treasury management activity report was considered by the Audit Committee on 29 June 2017, and comments from this committee were set out in section 13 of the report.

Decision number: ***Decision:***

The Cabinet noted the Treasury Management Outturn Report and the comments of the Audit Committee as set out in section 13 of the report.

Cabinet, 11 July 2017

Reasons:

Section 7.1(e) of the Council's Financial Rules state that the Chief Finance Officer shall report to Cabinet and the Audit Committee not later than September on treasury management activities in the previous year.

Recruitment Freeze

Background:

The 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).

Details of the posts were set out within Appendix 1 and an addendum report and a recruitment form tabled at the meeting.

Decision number: ***Decision:***

76/2017 **The Cabinet agreed to unfreeze the following posts, as detailed in Appendix 1 and an addendum report and a recruitment form tabled at the meeting:**

Children & Adults

- a) Deputy Director, Children and Adults**
- b) Social Worker – Youth Offending Team**
- c) Senior Partnership Commissioner (Children)**

Business Support

- d) Information Governance Officer (temporary)**
- e) Trainee Solicitor**
- f) Locum Adult Services Lawyer**
- g) Accounting Technician Control Team**
- h) Information Governance Paralegal**
- i) Finance Assistants – exchequer**
- j) System Support Officer (Finance)**

Cabinet, 11 July 2017

Regeneration, Culture, Environment and Transformation

k) Senior Administration Officer

l) Communications Account Manager

m) Parking Processing Assistant x 2

n) Admin Support Officer x 3

Public Health

o) Senior Public Health Intelligence Manager

Reasons:

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

.....
Leader of the Council

.....
Date

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