

## Record of Cabinet decisions

**Tuesday, 12 June 2018**

**3.00pm to 4.35pm**

**Date of publication: 13 June 2018**

**Subject to call-in these decisions will be effective from 21 June 2018  
The record of decisions is subject to approval at the next meeting of the Cabinet**

<b>Present:</b>	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
<b>In Attendance:</b>	Neil Davies, Chief Executive	
	Wayne Hemingway, Principal Democratic Services Officer	
	Richard Hicks, Director Regeneration, Culture, Environment and Transformation and Deputy Chief Executive	
	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

There were none.

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### Record of decisions

The record of the meeting held on 8 May 2018 was agreed and signed by the Leader as a correct record.

### Declarations of Disclosable Pecuniary Interests and Other Significant Interests

#### Disclosable pecuniary interests

There were none.

#### Other significant interests (OSIs)

Councillor Turpin declared an OSI in agenda item 10 (Medway Norse Update) because he was being appointed to the position of Chairman of the Medway Norse Board. He left the meeting during consideration of this item.

#### Other interests

There were none.

### Revenue and Capital Outturn 2017/18

#### **Background:**

This report provided details of the final revenue and capital outturn position for the financial year ended 31 March 2018. The report stated that the final revenue outturn reflected an underspend of £58,000. The report also provided details of the variance between the 2017/18 revenue budget and outturn position for Children and Adults, Regeneration, Culture, Environment and Transformation and Business Support.

The capital programme year end position reflected a carry forward budget of £58,010,000 which would be available for use within 2018/19 and beyond.

It was noted that the final audited Statement of Accounts would be presented to the Audit Committee on 30 July 2018 for consideration and approval.

**Decision number:**      **Decision:**

**The Cabinet noted the 2017/18 outturn position.**

#### **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.

## Adoption of Strood Waterfront Development Brief 2018

### Background:

This report provided details of the outcome of consultation on the Strood Waterfront Development Brief 2018. The aim of the updated policy would be to support the Council's ambitions to realise the regeneration opportunities presented by a number of sites in Strood, to secure investment and deliver development that would boost the area's economic, environmental and community wellbeing.

The report stated that a public consultation had been undertaken for an eight week period and was carried out in accordance with the Medway Statement of Community Involvement 2014. In summary, there were 82 respondents to the consultation survey. 83% of residents responding to the consultation stated that they would like to see the regeneration of the Strood Waterfront sites. Details of the outcome of the consultation were set out in section 6 and Appendix C to the report.

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

### ***Decision number:***

### ***Decision:***

- |                |  |
|----------------|--|
| <b>81/2018</b> | <b>The Cabinet approved the adoption of the Strood Waterfront Development Brief 2018, as set out in Appendix A to the report as a Supplementary Planning Document (Option 1).</b>  |
| <b>82/2018</b> | <b>The Cabinet agreed to delegate authority to the Director Regeneration, Culture, Environment and Transformation and Deputy Chief Executive, in consultation with the Portfolio Holders for Inward Investment, Strategic Regeneration and Partnerships and Planning, Economic Growth and Regulation, to approve minor changes to the Development Strategy document prior to publication for the purpose of presentation or improving clarity.</b> |

### Reasons:

Adopting the Strood Waterfront Development Brief as a Supplementary Planning Document will enable the Development Brief to form part of the Council's development plan, and allow the marketing of the sites at Riverside and Civic to proceed and bring forward homes at pace, through providing greater certainty to the development sector.

## Use of Commuted Sums - in Lieu of Onsite Affordable Housing Delivery

### Background:

This report provided details of the Utilisation of Commuted Sums Policy. Council and Government policy currently required affordable housing to be provided on site to meet housing need and create mixed sustainable communities. The process for achieving this was via the Council's section 106 negotiation process. When the Council was unable to achieve the contribution as built units, a commuted affordable sum could be sought from the developer to enable the delivery of affordable housing on another site. This policy would provide the basis for when it would be appropriate to seek a commuted sum, how it would be calculated and how it would be spent.

Details of the consultation undertaken on the proposals was set out in section 5 of the report. A Diversity Impact Assessment had been undertaken on the proposals, as set out in Appendix 3 to the report.

### **Decision number:**

**83/2018**

### **Decision:**

**The Cabinet agreed the Utilisation of Commuted Sums Policy, as set out in Appendix 1 to the report.**

### Reasons:

Approval of the Policy will allow the allocation of commuted sums to deliver affordable housing to meet the housing need of Medway's residents. Delivering new homes will reduce the financial burden placed on the Council for placing households in temporary accommodation.

## Designation of High Halstow Neighbourhood Area

### Background:

This report provided details of an application from High Halstow Parish Council to designate a Neighbourhood Area for the purpose of preparing a Neighbourhood Plan.

The report stated that a Neighbourhood Plan was a community-led framework for guiding the future development, regeneration and conservation of an area. Neighbourhood planning was being promoted as a means of involving local people in planning the future development of their areas. A Neighbourhood Plan 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 would form part of the statutory development plan for the area, alongside Medway Council's own planning policy documents.

The report stated that High Halstow Parish Council submitted an application for the designation of its parish area as a Neighbourhood Area on 11 May 2018, for the purpose of preparing a Neighbourhood Plan. The Council was required to publish the

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application for the proposed Neighbourhood Area for a minimum period of 4 weeks. The Council would then be required to determine the application for the Neighbourhood Area within eight weeks from the date immediately following that on which the application was first published.

**Decision number:**      **Decision:**

**84/2018**      **The Cabinet approved the publication of the application for the proposed Neighbourhood Area consistent with the parish boundary of High Halstow, as set out in Appendix 1 to the report, for the purposes of statutory consultation.**

**85/2018**      **The Cabinet agreed to delegate authority to the Director Regeneration, Culture, Environment and Transformation and Deputy Chief Executive, in consultation with the Portfolio Holder for Planning, Economic Growth and Regulation, to approve the designation of the proposed High Halstow Neighbourhood Area, consistent with the parish boundary, for the purpose of producing a Neighbourhood Plan, following the statutory consultation period.**

### **Reasons:**

Cabinet approval is required to meet statutory requirements in preparing Neighbourhood Plans. As 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 asked the Cabinet to agree to the re-establishment of the Groups for 2018/2019. 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:**

**86/2018**      **The Cabinet agreed the re-establishment of the Cabinet Advisory Groups with the terms of reference set out in this report and appointment of Members to these bodies, as set out in Appendices 1-3 to the report, for 2018/2019.**

### **Reasons:**

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

## **Council Plan Performance Monitoring Report Quarter 4 and End of Year 2017/2018**

### **Background:**

This report provided details of how the Council had performed in 2017/18 against the Council's three priorities using 40 key measures of success and 13 programmes which supported these priorities.

It was explained that, with regards to quarter 4, it was only possible to report on 35 of the key measures of success as 5 were not currently available. It was noted that 65.7% of key measures of success were on target and that 76.5% of key measures of success had improved over the long term.

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

Cabinet Members highlighted a number of key issues during discussion.

### ***Decision number:***      ***Decision:***

**The Cabinet noted the quarter 4 and end of year 2017/18 performance of the measures of success used to monitor progress against the Council's priorities.**

### **Reasons:**

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

### **Medway Norse Update**

#### **Background:**

This report outlined the achievements and performance of Medway Norse up to the end of the 2017/2018.

It was noted that Medway Norse provided services to the Council in four areas – Facilities Management, Grounds Maintenance, Special Educational Needs (SEN) transport and Household Waste. 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.

It was noted that the Business Support Overview and Scrutiny Committee would also consider this report on 5 July 2018.

**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.

**Recruitment Freeze**

**Background:**

This report presented information on a number of 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 the addendum report tabled at the meeting.

**Decision number:**      **Decision:**

**87/2018**      **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 Department**

- a) **Electoral Services Officer**
- b) **Systems Manager**
- c) **Finance Assistant**
- d) **Operations Officer**
- e) **Head of Category Management**
- f) **Electoral Services Manager**

**Children and Adults**

- g) **Specialist Occupational Therapist – Integrated Community Equipment Contract**
- h) **Admin Support Assistant**
- i) **Admin Support Officer**

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- j) Interim Project Manager/Commissioner for Transforming Care and Learning Disabilities**
- k) Virtual School Deputy Headteacher**
- l) Virtual School Practice Support Officer**
- m) Senior Admin Support Officer (Legal)**
- n) Senior Admin Support Officer (Roi/Cafcass)**
- o) Senior Admin Support Officer (Recruitment & Retention)**
- p) Vulnerabilities Coordinator**
- q) Youth Offending Team Officer**

**Regeneration, Culture, Environment and Transformation**

- r) Administrative Support Officer**
- s) Processing Appeals Officer – Processing & Income Recovery**
- t) Assistant Director Physical and Cultural Regeneration**
- u) Digital Communications Assistant (Public Health)**
- v) Internal Communications and Engagement Officer**

**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**

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