

COUNCIL

21 JULY 2011

LEADER'S REPORT

Rodney Chambers, Leader of the Council, will give a report on key developments since the last ordinary Council meeting on 14 April 2011.

He will include:

- Opportunities and challenges for the new four years
- World Heritage Status (and the Great Lines Heritage Bid)
- Armed Forces Day
- City Status bid
- Decisions made by the Cabinet on 19 April 2011, 7 June 2011 and 5 July 2011.

Record of Cabinet decisions

Tuesday, 19 April 2011

3.00pm to 3.40pm

Date of publication: 20 April 2011

**Subject to call-in these decisions will be effective from 4 May 2011
The record of decisions are subject to approval at the next meeting of the Cabinet**

Present:	Councillor Rodney Chambers	Leader of the Council
	Councillor Alan Jarrett	Portfolio Holder for Finance and Deputy Leader
	Councillor Janice Bamber	Portfolio Holder for Customer First and Corporate 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 Tom Mason	Portfolio Holder for Adult Services
	Councillor Mike O'Brien	Portfolio Holder for Community Safety and Enforcement
	Councillor Les Wicks	Portfolio Holder for Children's Services
	Councillor David Wildey	Portfolio Holder for Children's Social Care
In Attendance:	Neil Davies, Chief Executive	
	Mick Hayward, Chief Finance Officer	
	Richard Hicks, Assistant Director, Customer First, Leisure, Culture, Democracy and Governance	
	Julie Keith, Head of Democratic Services	
	Anthony Law, Democratic Services Officer	
	Andy McGrath, Assistant Director, Front Line Services	
	Deborah Upton, Assistant Director, Housing and Corporate Services/Monitoring Officer	

Apologies for absence

There were none.

Record of decisions

The record of the meeting held on 29 March 2011 was agreed and signed by the Leader as correct.

Declarations of interest

There were none.

Quarter 3 Council Plan Monitoring

Background:

This report presented details of the Council's performance for the third quarter of 2010/2011 against indicators and actions agreed in the 2010-2013 Council Plan.

Appendix 1 to the report provided a summary of performance against the six priorities in the Council Plan and Appendix 2, as an exceptions report, set out the performance achieved against actions and indicators where performance was below target.

It was noted that of the 51 key measures that could be reported this quarter 36 (71%) had achieved or outperformed the target and a further 4 (8%) were below target but within acceptable variance limits. 11 (22%) key measures were below target and outside acceptable variance limits.

The report set out in detail the discussions that had taken place on the report at the council's Overview and Scrutiny Committee meetings.

Decision number: **Decision:**

The Cabinet noted performance for Quarter 3 2010/2011.

Reasons:

Full and accurate performance reporting to Members is consistent with best practice, and allows Members to review the Council's performance.

Grant of Easement at Pier Approach Road, Gillingham

Background:

This report sought authority to grant an easement for a right of way to serve the former Akzo Nobel site at Pier Approach Road, Gillingham.

It was noted that the approved masterplan for Berkeley Homes (Eastern) Limited's development of the former Akzo Nobel site required a secondary emergency access over Pier Approach Road, as the level of residential development was above the threshold for a single access route. The Council in its capacity as the Gillingham Pier Authority owned a short section of land on Pier Approach Road, as shown hatched on the plan attached to the report, and therefore consent had been requested for a vehicular right of way for emergency vehicles.

Cabinet, 19 April 2011

Decision number: **Decision:**

59/2011 **The Cabinet agreed to delegate authority to the Assistant Director of Housing and Corporate Services, in consultation with the Portfolio Holder of Finance, to grant a Deed of Easement in relation to Pier Approach Road at the best consideration reasonably obtainable.**

Reasons:

The proposed Deed of Easement will enable the Council to obtain a capital receipt for the continued management and maintenance of the Pier and facilitate the continued regeneration of the area.

Letting of Eastgate Annex, High Street, Rochester

Background:

This report sought authority to grant a lease of Eastgate Annex, High Street, Rochester on the best terms reasonably obtainable.

It was noted that Eastgate Annex had recently become vacant and, as the Council did not have an immediate operational use for the building, there was an opportunity to let the premises in the short to medium term.

Decision number: **Decision:**

60/2011 **The Cabinet delegated authority to the Assistant Director of Housing and Corporate Services, in consultation with the Portfolio Holder for Finance, to grant a lease of Eastgate Annex, Rochester on the best terms reasonably obtainable.**

Reasons:

The letting will increase income and reduce costs in maintaining an empty building.

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).

Cabinet, 19 April 2011

Appendix 1 to the report provided details of the posts, with a further post being circulated under separate cover.

Decision number: **Decision:**

61/2011 **The Cabinet agreed to unfreeze the following posts, as detailed in Appendix 1 to the report and within the supplementary agenda, to enable officers to commence the recruitment process:**

Children and Adults

a) **Support Services Assistant (CAST Team)**

Regeneration, Community and Culture

b) **Bus Station Assistant (2 Posts)**

c) **Markets Officer – Part Time.**

Reasons:

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

**Gateway 3 Procurement Tender Process Review and Contract Award Report:
Mercury Abatement and Improvements to Medway Crematorium - Cremator Works**

Background:

This report sought permission to secure the design skills of a specialist supplier to supply and fit cremators and abatement equipment by December 2012 at Medway Crematorium. The scheme had been tendered as single stage tender, but would be let as a two-part contract. The first part being the design stage and the second being the supply and installation.

The supplier would join a design team delivering the wider project that incorporated the new equipment at the crematorium and enlarging chapel accommodation and parking space.

It was reported that the Cabinet had agreed to commence procurement (Gateway 1) on 8 June 2010 and the report gave details of the procurement process, the options available and an evaluation of the tender information. An exempt appendix set out details of the whole life costings for the contract, together with the detailed tender evaluation information.

It was noted that the Strategic Procurement Board had considered this report on 30 March 2011 and referred it to Cabinet for approval.

Cabinet, 19 April 2011

**Decision
number:**

Decision:

62/2011

The Cabinet agreed to approve the procurement contract award for Mercury Abatement and Improvements to Medway Crematorium – Cremator Works to Crawford Equipment Europe Ltd. as the most economically advantageous tender subject to satisfactory financial assurances.

Reasons:

The contractor satisfied the compliance checks and its proposal indicated that the scheme would be within budget. The criteria as set out in the Invitation to Tender were met and the Public Contracts Regulations 2006 (as amended) require the decision to award the contract be on the basis of the most economically advantageous tender.

Gateway 4 Procurement Post Project Completion Review: Grounds Maintenance, Bereavement Services

Background:

This report provided a review on the progress of the Bereavement and Registration Services Grounds Maintenance Contract, which was currently awarded to The Landscape Group (previously English Landscapes).

The contract was for the provision of grounds maintenance activities at Medway Crematorium and 5 cemeteries across Medway and included grass cutting; litter collection; road and hard surface cleaning; the maintenance of trees, hedges, roses, flower and shrub borders; the fixing of memorials and some premises security.

This Procurement Gateway 4 report has been approved for submission to Cabinet after review and discussion at the Business Support Directorate Management Team meeting on 22 March 2011 and the Strategic Procurement Board on 30 March 2011.

**Decision
number:**

Decision:

63/2011

The Cabinet approved the continuation of the current Bereavement and Registration Services Grounds Maintenance Contract and to subject the contract to further Gateway 4 and/or Gateway 5 reporting requirements.

Reasons:

Cabinet, 19 April 2011

There are no adverse observations regarding this contract and the contractor is performing to a standard equal or better than that set out in the contract specification.

Gateway 5 Procurement Contract Management Report: Extension of Housing Responsive Maintenance Contract and Proposal for Fixed Fee Approach for Repairs and Voids Service

Background:

This report sought permission to extend the responsive repairs and maintenance contract, approve a pilot fixed fee approach for three months and give authority, subject to the success of the fixed fee trial, to enter into arrangements to formalise this arrangement for the remainder of the contract period. The contract was currently awarded to Mears PLC.

The contract included repairs to tenanted properties (including sheltered schemes and communal areas), vacant property repairs, out of hours emergency repairs, gas servicing/breakdowns and capital works.

It was noted that approval to extend the contract was based upon the procurement process undertaken during 2006, which led to an award of contract in December 2006 to Erinaceous Property Maintenance and commenced 1 April 2007. The Contract was subsequently novated to Mears PLC, and the contract contains provisions, which allow for it to be extended.

The Strategic Procurement Board reviewed a Gateway 4 Appraisal Report on 16 February 2011 and this Gateway 5 report was ratified by the Strategic Procurement Board on 30 March 2011 and recommended for referral to Cabinet.

Decision number: Decision:

- 64/2011 The Cabinet agreed:**
- a) that the Responsive Repairs and Maintenance Contract be extended for two years with effect from 1 April 2012,**
 - b) that the pilot approach for delivery of the repairs and maintenance service, incorporating voids via a “fixed fee” approach, be approved for a three calendar month period, subject to completion of successful negotiations which is to be delegated for agreement to the Assistant Director of Housing and Corporate Services in conjunction with the Portfolio Holder for Housing and Corporate Services.**
 - c) subject to a successful pilot of the fixed fee that the Assistant Director of Housing and Corporate**

Cabinet, 19 April 2011

Services be delegated authority, in consultation with the Housing and Community Services Portfolio Member, to enter into arrangements with Mears PLC to formalise these arrangements for the remainder of the contract term.

Reasons:

The reasons for the decisions are set out in Option 1 in section 4.1 of the report. This option provides for:

- budgetary stability
- further development of improvements with Mears that have been made over the last 12 months
- further efficiencies in terms of other cost savings
- increased speed of customer service
- development of ICT to improve service delivery
- Officers to concentrate on management of the existing contract rather than be distracted by work to re-tender the contract and potentially have a new contractor to build working methods and relationships with from April 2012.

Leader's Announcement

The Leader announced that Councillor Janice Bamber would be leaving the Council in May and Members recorded their thanks for her contribution and support during her term of office.

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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, 7 June 2011

3.00pm to 3.16pm

Date of publication: 8 June 2011

**Subject to call-in these decisions will be effective from 16 June 2011
The record of decisions are subject to approval at the next meeting of the Cabinet**

Present:	Councillor Rodney Chambers	Leader
	Councillor Alan Jarrett	Deputy Leader and Portfolio Holder for Finance
	Councillor David Brake	Portfolio Holder for Adult Services
	Councillor Jane Chitty	Portfolio Holder for Strategic Development and Economic Growth
	Councillor Phil Filmer	Portfolio Holder for Front Line Services
	Councillor Tom Mason	Portfolio Holder for Corporate Services
	Councillor Mike O'Brien	Portfolio Holder for Community Safety and Customer Contact
	Councillor Les Wicks	Portfolio Holder for Children's Services
	Councillor David Wildey	Portfolio Holder for Children's Social Care

In Attendance: Neil Davies, Chief Executive
Mick Hayward, Chief Finance Officer
Wayne Hemingway, Democratic Services Officer
Richard Hicks, Assistant Director, Customer First, Leisure, Culture, Democracy and Governance
Julie Keith, Head of Democratic Services
Andy McGrath, Assistant Director, Front Line Services
Chris McKenzie, Head of School Organisation and Student Services
Deborah Upton, Assistant Director, Housing and Corporate Services/Monitoring Officer

Apologies for absence

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

Record of decisions

The record of the meeting held on 19 April 2011 was agreed and signed by the Leader as correct.

Declarations of interest

There were none.

Cabinet Advisory Groups

Background:

This report provided details of the various Cabinet Advisory Groups which required to be re-established on an annual basis. It was noted that the proposed Medway Regeneration, Community and Culture Advisory Group would replace the Chatham Board, Medway Regeneration Advisory Group and Strood Regeneration Advisory Group. In addition, the report provided details of the proposed Children and Adults Capital Programme Cabinet Advisory Group which would review, analyse and scrutinise progress on the Children and Adults Capital Programme.

Decision number: ***Decision:***

65/2011 **The Cabinet agreed the establishment of the Cabinet Advisory Groups with the terms of reference set out in the report and the appointment of Members to these bodies, as set out in appendix 1 to the report, for 2011/2012.**

Reasons:

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

Recruitment Freeze

Background:

This report presented information on vacancies that officers had requested approval to commence recruitment for, following the process agreed by Cabinet on 7 January 2003 (decision number 9/2003).

Appendix 1 to the report provided details of the posts, with a further post being circulated under separate cover.

Decision number: ***Decision:***

66/2011 **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) Administration Assistant (Complaints)**
- b) Housing Finance Assistant**

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c) Auditor

Children and Adults

d) Data Inputter

Regeneration, Community and Culture

e) URBACT II Project Assistant

f) Project Officer

g) Project Coordinator

h) Cleaning Operative Team Leader

Reasons:

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

Disposal of 231/233 Beechings Way and Conversion of 89 Beechings Way Into a Flat

Background:

This report provided details of a proposal to declare two properties surplus (231 and 233 Beechings Way, Gillingham) and to provide capital funding to meet the costs of converting 89 Beechings Way, Gillingham, from office use to an affordable housing unit. The report set out the history of the properties and further information on the proposals.

Decision number: Decision:

67/2011 The Cabinet recommended to Full Council that it makes an addition to the capital programme of £45,000 to pay for the cost of conversion once planning consent has been obtained for the conversion of 89 Beechings Way into a flat.

68/2011 The Cabinet agreed to delegate authority to the Assistant Director of Housing and Corporate Services, in consultation with the Portfolio Holder for Finance, to declare surplus 231 and 233 Beechings Way, once 89 Beechings Way has been converted into a flat and then sell 231 and 233 Beechings Way at best consideration.

Reasons:

To reduce revenue costs, reuse a void property, realise capital receipts and gain investment in the Medway area, without a reduction in affordable housing.

Cabinet, 7 June 2011

Gateway 3 Procurement Tender Process Review and Contract Award: All Faiths Children's Community School Building Project

Background:

This report sought permission to award a contract for a school building project, which would include additional teaching space and new hall, a new Children's Centre and combined reception area and provide safer vehicular access and additional parking for staff and parents.

It was noted that Cabinet had agreed to commence procurement (Gateway 1) on 15 February 2011 and the report gave details of the procurement process, the options available and an evaluation of the tender information. An exempt appendix set out details of the whole life costings for the contract, together with the detailed tender evaluation information.

It was noted that the Strategic Procurement Board had considered this report on 27 May 2011 and referred to it to Cabinet for approval.

The Cabinet accepted this as an urgent item to enable the necessary preparations to be undertaken prior to the commencement of the works on 25 July 2011.

Decision number: ***Decision:***

69/2011 **The Cabinet agreed to award the contract for the All Faiths' Children's Community School Building Project to King and Johnston.**

Reasons:

The procurement will deliver the objectives outlined in the business case and summarised in section 4.1 of the report, to provide improved accommodation to enable the school offer a much improved teaching and learning environment to the children at the community school and Children's Centre.

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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, 5 July 2011

3.00pm to 4.30pm

Date of publication: 6 July 2011

**Subject to call-in these decisions will be effective from 14 July 2011
The record of decisions are subject to approval at the next meeting of the Cabinet**

Present:	Councillor Rodney Chambers	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 Tom Mason	Portfolio Holder for Corporate Services
	Councillor Mike O'Brien	Portfolio Holder for Community Safety and Customer Contact
	Councillor Les Wicks	Portfolio Holder for Children's Services
	Councillor David Wildey	Portfolio Holder for Children's Social Care

In Attendance:	Neil Davies, Chief Executive
	Peter Bown, Accounting Manager
	Rose Collinson, Director of Children and Adults
	Robin Cooper, Director of Regeneration, Community and Culture
	Wayne Hemingway, Democratic Services Officer
	Richard Hicks, Assistant Director, Customer First, Leisure, Culture, Democracy and Governance
	Julie Keith, Head of Democratic Services
	Deborah Upton, Assistant Director, Housing and Corporate Services/Monitoring Officer

Apologies for absence

An apology for absence was received from Councillor Filmer (Front Line Services).

Record of decisions

The record of the meeting held on 7 June 2011 was agreed and signed by the Leader as correct.

Declarations of Interest

There were none.

Annual Review of the Community Safety Partnership Plan 2011 - 2012 (Policy Framework)

Background:

This report provided details of the progress towards developing a new Community Safety Partnership Plan 2011-2012. The Police and Justice Act 2006 had placed a statutory requirement to produce an annual rolling three year plan, underpinned by an annual strategic assessment, for the purpose of reducing crime and disorder and combating substance misuse.

The seven priorities for 2011-2012, which had been reviewed and refreshed, were:

- Tackling substance and alcohol abuse.
- Improving the local street scene.
- Reducing youth offending.
- Reducing night time economy related crime and disorder.
- Working with vulnerable victims to reduce harm and repeat victimisation.
- Reducing Theft and Shoplifting.
- Reducing the number of people killed or seriously injured in Road Traffic Collisions.

The Regeneration, Community and Culture Overview and Scrutiny Committee had considered the plan on 16 June 2011 and the Committee's views were set out in section 6 of the report. It was also noted that as part of the strategic assessment, the Community Safety Partnership had undertaken consultation on the identified priorities.

As a policy framework document the revised Community Safety Partnership Plan 2011 – 2012 would be referred to Council on 21 July 2011 for approval. The outcome of a Diversity Impact Assessment screening was attached to the report. It was noted that a full Diversity Impact Assessment was not necessary at this stage.

The Portfolio Holder for Community Safety and Customer Contact informed the Cabinet that the job title of Superintendent Rachel Adams and reference to Rochester Contact Point would be updated in the version of the Plan presented to Council on 21 July 2011.

Decision number: **Decision:**

70/2011 **The Cabinet noted the recommendation from the Regeneration, Community and Culture Overview and Scrutiny Committee and recommended the Community Safety Partnership Plan to Council on 21 July 2011 for**

approval.

Reasons:

The Community Safety Partnership Plan discharges the council's statutory requirement to produce a 3-year plan for community safety, and refresh that plan annually.

The Community Safety Partnership Plan forms part of the Policy Framework and the Constitution requires the Cabinet to finalise its proposals for the Council to consider having taken into account any proposals from Overview and Scrutiny.

Statement of Accounts

Background:

This report provided details of the Council's draft Statement of Accounts for 2010/2011. The Council was required under the Accounts and Audit Regulations 2003 (as amended) to produce an annual statement of accounts that is subject to scrutiny by the external auditors. The auditor would subsequently give an opinion on the accounts, and additionally interested parties would have the right to inspect the accounts and make representations to the auditor.

It was reported that the final accounts showed a revenue surplus of £3.2 million and a reduced requirement from General Reserves of some £2.5 million. It was noted that the final position was a significant achievement and a reflection both of the successful efforts to maintain services at minimum cost and the robustness of the budgets that were originally set. The final capital expenditure for 2010/2011 was £79.9 million compared to the 2009/2010 outturn of £63.40 million.

A revised page 4 of the Explanatory Foreword which provided correct figures in respect of borrowing/investment was tabled at the meeting.

It was noted that the draft Statement of Accounts would be considered by the Audit Committee later on 5 July 2011 for approval.

The Cabinet considered this as a matter of urgency to ensure Members were advised of the latest position, ahead of the submission of the audited accounts in September 2011. It was noted that the Statement of Accounts needed to be certified by the Chief Finance Officer by 30 June each year and that Barnett Waddingham, the Council's pension fund actuaries, had recently submitted a revised valuation of the pension fund resulting in a favourable movement of some £4 million. The principal financial statements and accompanying notes had been updated to reflect this change.

Decision number: **Decision:**

71/2011 The Cabinet noted the revenue and capital outturns as reported in sections 4, 5, 6 and 7 of the report and approved the actions taken in producing the Statement of

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Accounts as set out in these sections.

72/2011 The Cabinet recommended to the Audit Committee that it approves the draft statement of accounts for 2010/2011.

Reasons:

Good practice recommends that Members approve the statement of accounts as soon after 30 June as practicable.

Treasury Management Annual Report

Background:

This report provided an overview of treasury management activity during 2010/2011. The report covered a number of issues including the Council's treasury position as at 31 March 2011, performance measurement, the strategy for 2010/2011, borrowing and investment rates, the borrowing outturn, compliance with treasury limits and prudential indicators, investment outturn and debt rescheduling.

It was reported that the Interest and Financing budget had fallen short of the targeted budget by £1.319m, prior to any contributions from the rate equalisation reserve. Members were informed that the budget had been predicated upon anticipated earnings of 2% on internal investments and earnings from the fund manager and a contribution from the rate equalisation reserve of £908,000. In light of the continued historically low bank rate, which continued at 0.5% throughout 2010/11, the overall rate achieved for the in-house team was 0.994% and 1.175% for the fund manager. The rate equalisation reserve had therefore been fully utilised resulting in a short fall from budget of £0.269m. The body of the report and the appendices outlined the significant financial implications.

It was noted that this report would be referred to Audit Committee later on 5 July 2011 for consideration and approval.

Decision Decision:
number:

73/2011 The Cabinet noted, in accordance with the CIPFA Code of Practice, the content of the Treasury Management Annual report and recommended it to the Audit Committee.

Reasons:

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

School Organisation Plan 2011-2016

Background:

This report provided details of the School Organisation Plan 2011-2016 which set out Medway's plans for the development of schools in Medway over the next five years, including priorities for capital investment. It made proposals based on an analysis of need across the early years, primary and secondary phases, as well as the council's provision for pupils with special educational needs. It included a detailed analysis of current and forecast pupil numbers.

It was noted that whilst there was no longer a statutory requirement for local authorities to have a School Organisation Plan, having such a plan would enable the Council to establish a framework for decisions to ensure an appropriate supply of good quality school places.

It was proposed that consultation would be undertaken on the School Organisation Plan between 13 July 2011 and 21 September 2011 with interested stakeholders. The outcome would then be reported to the Children and Young People Overview and Scrutiny Committee in September 2011 before returning to Cabinet on 1 November 2011, for consideration and approval.

A revised page 9 of the School Organisation Plan which provided a revised table "Pupil numbers and forecast 2003-2006 by primary type", was tabled at the meeting.

Decision number: ***Decision:***

74/2011 **The Cabinet noted the School Organisation Plan 2011-2016 and gave officers authorisation to proceed with the proposed consultation, as set out in the report.**

Reasons:

This will enable the Council to put in place a planned and structured approach to school organisation over the next 5 years to address the risks in section 5 of the report.

Interim Housing Revenue Account Business Plan 2011 - 2012

Background:

This report provided details of the Interim Housing Revenue Account (HRA) Business Plan which was a strategic update of the 2005-34 HRA Business Plan, giving up to date information on the nature and condition of the housing stock and targets for improving the service in the future. It was noted that due to the current uncertainty of the policy environment, the Business Plan had been developed as an interim plan on a planning horizon of one year.

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It was reported that the Interim Plan had been developed using the work and consultation that led to the development of the HRA Asset Management Strategy Plan, the Annual Report to Tenants along with resident surveys consultation with Resident Forums and Focus Groups. The Plan had also been considered and approved by the HRA's Housing Improvement Board, a scrutiny panel comprising of tenants.

It was noted that the Business Support Overview and Scrutiny Committee had considered the interim plan on 9 June 2011. The report gave details of the committee's discussion and noted that the plan had been recommended for adoption subject to the inclusion of a breakdown of planned maintenance. This had been included within the plan attached to the Cabinet report.

It was noted that a Diversity Impact Assessment screening had been undertaken and the result of this showed that a full Diversity Impact Assessment was required. A copy of the screening form was attached to the report.

Decision number: **Decision:**

75/2011 The Cabinet agreed to adopt the Interim Housing Revenue Account (HRA) Business Plan.

Reasons:

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

Revisions to the Private Sector Housing Assistance Policy

Background:

This report set out details of a revised Private Sector Housing Assistance Policy (HAP). The policy, originally approved in August 2008, detailed the assistance that could be provided to homeowners, landlords and tenants in dealing with substandard housing in the area.

Members were advised that it was proposed to revise the policy to take account of the reduced funding available for housing assistance. The report gave details of the implications of this, which included a number of decreases in the level of loan or grant being made available and the deletion of empty property improvement loans. Despite these reductions the aim of the policy remained to support vulnerable and elderly people.

A Diversity Impact Assessment screening had been undertaken and the result of this showed that a full assessment was not required and a copy was attached as Appendix Two. It was noted that access to the service would be monitored and reviewed a year following the introduction of the policy.

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Decision number: **Decision:**

76/2011 **The Cabinet approved the revisions to the Private Sector Housing Assistance Policy as set out in Appendix One to the report.**

Reasons:

To ensure that the Authority operates a fit for purpose housing assistance policy in accordance with guidance and best practice.

End of Year Performance Report 2010/2011

Background:

This report set out year-end performance against the Council Plan objectives for 2010/11. It was noted that not all Children's social care performance indicators had been validated at this time. The report also gave details of the new measures of success that would be used to monitor Council progress in 2011/12.

It was noted that of the 56 key performance indicators that could be rated at year-end, 35 had achieved or outperformed the annual target, 4 were below target but within acceptable variance limits and 17 had performed below target.

The Regeneration, Community and Culture and Health and Adult Social Care Overview and Scrutiny Committees had considered the report and this was summarised in paragraph 4 of the report. It was noted that the remaining Overview and Scrutiny Committees would receive the report at their next meetings.

Decision number: **Decision:**

77/2011 **The Cabinet noted the outcomes achieved against priorities and identified the following areas for remedial action:**

- **Strengthen school leadership**
- **Reduce reliance on bed and breakfast**
- **Continue to drive down SEN out of area placements**
- **Continue to push the personalisation agenda to exceed the 30% target**
- **Improve mental health services**

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- **Drive down energy use via property rationalisation and other measures.**

Reasons:

Full and accurate performance reporting to elected Members is consistent with best practice, and will allow Members to review the Council's performance.

Walderslade Village Library Renewal of Lease

Background:

This report provided details of a proposal to take a new lease of Walderslade Village Library on the best terms reasonably available.

It was noted that the Council was holding over in occupation of the library premises as a protected tenant under the terms of a 25-year lease that commenced in 1986. Negotiations had commenced with the Landlord's Agents with a view to obtaining a new lease of up to 25 years incorporating tenant only break clauses at five yearly intervals.

Decision number: Decision:

78/2011 The Cabinet delegated authority to the Assistant Director of Housing and Corporate Services, in consultation with the Portfolio Holder for Finance, to enter into a new lease agreement of not more than 25 years with tenant only break clauses and otherwise on the best terms reasonably obtainable.

Reasons:

To preserve the quality of the library network as the facility is a vital part of the service available to the public.

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:**

79/2011 **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 Department

a) Auditor

Children and Adults

b) Administration Assistant

c) Senior Administrator

d) Governor Services Manager

e) System Administrator

f) Support Services Assistant

Regeneration, Community & Culture

g) Casual Halls Attendant (x5)

h) Casual Information Assistants (x4).

Reasons:

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

Gateway 3 Procurement Tender Process Review and Contract Award: Bishop of Rochester Academy New Buildings

Background:

This report presented the Final Business Case for the Bishop of Rochester Academy for approval along with the associated contract documents to approve the appointment of BAM Construction Limited as the main contractor.

The Final Business Case presented the proposals for the new building at the existing academy site, as planned in the Medway Academy Programme approved by Partnerships for Schools (PfS) in December 2009 following approval by Cabinet (decision 223/2009).

The Final Business Case was a key stage in the procurement process for the Academy Programme and was presented with the various contractual documents

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that supported the financial close for the Bishop of Rochester Academy new build project.

It was noted that the Procurement Board had considered this report on 8 June 2011 and had supported the recommendations as set out.

An exempt appendix set out details of the Final Business Case, Design & Build Contract, Development Agreement, Future Schools Agreement, ITT submission evaluation report and Risk Register.

Decision number: **Decision:**

80/2011 **The Cabinet approved the Final Business Case for Bishop of Rochester Academy and authorised the Director of Children and Adults, in consultation with the Portfolio Holder for Children's Services, to submit it to Partnerships for Schools for approval.**

81/2011 **The Cabinet agreed to the award of the contract to construct new buildings for Bishop of Rochester Academy to BAM Construction Limited using the Partnerships for Schools (PfS) Design & Build Lump Sum Contract for use with the PfS Contractor Framework along with the PfS Development Agreement.**

The Cabinet noted the governance arrangements described in section 7 of the report.

Reasons:

The use of the Partnerships for Schools (PfS) National Framework for the procurement of the Design and Build Contractor is the best option to allow delivery of the new Academy Buildings within the desired timeframes.

The submission of a completed Final Business Case is required by PfS, before works can commence.

**Gateway 3 Procurement Tender Process Review and Contract Award:
Brompton Academy New Buildings**

Background:

This report presented the Final Business Case for the Brompton Academy for approval along with the associated contract documents to approve the appointment of BAM Construction Limited as the main contractor.

The Final Business Case presented the proposals for the new building at the existing academy site, as planned in the Medway Academy Programme approved by Partnerships for Schools (PfS) in December 2009 following approval by Cabinet (decision 223/2009).

Cabinet, 5 July 2011

The Final Business Case was a key stage in the procurement process for the Academy Programme and was presented with the various contractual documents that supported the financial close for the Brompton Academy new build project.

It was noted that the Procurement Board had considered this report on 8 June 2011 and had supported the recommendations as set out.

An exempt appendix set out details of the Final Business Case, Design & Build Contract, Development Agreement, Future Schools Agreement, ITT submission evaluation report and Risk Register.

Decision number: **Decision:**

82/2011 **The Cabinet approved the Final Business Case for Brompton Academy and authorised the Director of Children and Adults, in consultation with the Portfolio Holder for Children’s Services, to submit it to Partnerships for Schools for approval.**

83/2011 **The Cabinet agreed to the award of the contract to construct new buildings for Brompton Academy to BAM Construction Limited using the Partnerships for Schools (PfS) Design & Build Lump Sum Contract for use with the PfS Contractor Framework along with the PfS Development Agreement.**

The Cabinet noted the governance arrangements described in section 7 of the report

Reasons

The use of the Partnerships for Schools (PfS) National Framework for the procurement of the Design and Build Contractor is the best option to allow delivery of the new Academy Buildings within the desired timeframes.

The submission of a completed Final Business Case is required by PfS, before works can commence.

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Leader of the Council

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Date

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