

Record of Cabinet decisions

Tuesday, 4 October 2011

3.00pm to 4.17pm

Date of publication: 5 October 2011

**Subject to call-in these decisions will be effective from 13 October 2011
The record of decisions are subject to approval at the next meeting of the Cabinet**

Present:	Councillor Alan Jarrett	Deputy Leader and Portfolio Holder for Finance	
	Councillor David Brake	Portfolio Holder for Adult Services	
	Councillor Jane Chitty	Portfolio Holder for Strategic Development and Economic Growth	
	Councillor Howard Doe	Portfolio Holder for Housing and Community Services	
	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 David Wildey	Portfolio Holder for Children's Social Care	

In Attendance: Neil Davies, Chief Executive
Robin Cooper, Director of Regeneration, Community and Culture
Stephanie Goad, Assistant Director Communications, Performance and Partnerships
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
Deborah Upton, Assistant Director, Housing and Corporate Services/Monitoring Officer

Apologies for absence

Apologies for absence were received from Councillors Rodney Chambers (Leader) and Les Wicks (Children's Services).

Record of decisions

The record of the meeting held on 6 September 2011 was agreed and signed by the Deputy Leader as correct.

Declarations of interest

There were none.

Children and Young People's Plan 2011/2014 (Policy Framework)

Background:

This report provided details of the draft Children and Young People's Plan 2011/2014. This Plan provided the key priorities for children's services in Medway together with the key priorities for partnership action to improve outcomes for Medway's children and young people. The Plan was informed by the Every Child Matters needs assessment which explored current data about needs and outcomes for children and young people together with an analysis of a range of information from a variety of multi-agency partners.

It was noted that there were 12 partnership priorities, which had a number of associated key actions that would drive the implementation of the priorities across the partnership. The priorities were attached to the following age groups: Pregnancy and Early Years; School Years and; Becoming an Adult.

The report had been previously considered by the Children and Young People Overview and Scrutiny Committee (19 July 2011) and the Children's Trust Board (4 September 2011).

Details of a Diversity Impact Assessment screening form were set out in Appendix B to the report. The report stated that a full impact assessment was not required as all areas of activity covered in the plan were subject to the equalities policies of the relevant organisations involved in the partnership.

Additional information was tabled at the meeting which presented some revisions to the Plan, replacing pages 26, 50, 63, 78/79, 80/81, 85/86 and 93 of the Plan set out in the Cabinet agenda.

Decision number:

121/2011 **The Cabinet noted the comments of the Children and Young People Overview and Scrutiny Committee and recommended approval of the Children and Young People's Plan 2011/2014 to Council on 20 October 2011, including the revisions to the Plan tabled at the meeting.**

Reasons:

The Children and Young People's Plan is currently one of the key documents in the authority's policy framework.

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This Plan sets the vision and strategic direction for Medway Council and the partners of the Medway Children's Trust to collectively improve children's lives and ensure Medway is a great place in which to live, learn and grow up.

Better for Less Programme - Establishment of New Models for Customer Contact and Administration

Background:

This report provided details of the Better for Less Programme with particular regard to the establishment of new models for customer contact and administration. The programme had been agreed as part of the Council Plan 2011/2012 and that following extensive staff engagement, new models of shared customer contact and administration had been developed which would build on the existing practice present in different parts of the Council. These models were scheduled to be implemented in four phases over three years, with the first phase due to go live in January 2012.

The report stated that the models and associated staffing changes had been subject to formal consultation with those staff potentially affected within phase 1 services and it was noted that the numbers included in the consultation had been significant at over 500.

The report stated that the Council was complying with the requirements of its Diversity Impact Assessment process. A Diversity Impact Assessment was being carried out considering any issues that might arise as a result of staffing restructures and that this would be reported to a future meeting of the Employment Matters Committee.

Decision number:

Decision:

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| 122/2011 | The Cabinet approved the establishment of the new models of customer contact and administration, as set out in paragraph 3 of the report and appendices 2 and 3 and delegated authority to the Chief Executive, in consultation with the Leader, to make any minor modifications required to the customer contact and administration models flowing from consideration of counter proposals. |
| 123/2011 | The Cabinet recommended the Council to delegate authority to the Chief Executive, in consultation with the Leader, to implement any subsequent restructure that crosses directorate boundaries as set out in paragraph 3 of the report. |
| 124/2011 | The Cabinet recommended to Council that the budget for Libraries totalling £4.1m be transferred from Business Support to the Regeneration, Community and Culture Directorate. |

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125/2011 **The Cabinet recommend to Council that the Chief Finance Officer, in consultation with the Deputy Leader, be given delegated authority to make such budget transfers across directorate headings as required to implement the new models of customer contact and administration, for this and subsequent phases of implementation, with reports of the delegations exercised to be included in quarterly budget monitoring reports to Cabinet and Overview and Scrutiny Committees.**

Reasons:

The authority, to make the structural and budget changes, is required to allow implementation of the new models for customer contact and administration. Staff recruitment to the new model is scheduled to take place from November onwards, to allow the new models to go live for phase 1 services in January 2012.

Housing Strategy 2011-2014

Background:

This report provided details of the draft Housing Strategy which contained information about the housing market in Medway, demographics, housing needs and prioritisation and target setting. The Strategy aimed to reflect policies and priorities at national, regional and local level and would help to deliver the strategic housing priorities for Medway.

The report stated that the Strategy was designed around three aims consisting of: bridging the gap; early prevention and; health and housing, the aim of which was to produce seven outcomes.

The report had been considered by the Business Support Overview and Scrutiny Committee on 20 September 2011 and the Committee's views, alongside officers' responses, were set out in paragraph 6 of the report.

Details of a Diversity Impact Assessment screening form were set out in Appendix 2 to the report. The report stated that the screening found that it was not necessary to proceed to a full assessment.

Decision number: **Decision:**

126/2011 **The Cabinet approved the Housing Strategy 2011-2014 as set out in Appendix 1 to the report subject to the inclusion of the recommendations from the Business Support Overview and Scrutiny Committee as set out in paragraphs 7.2 – 7.7 of the report.**

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Reasons:

Approval of the Strategy will enable the Council to comply with the requirement of Section 87 of the Local Government Act 2003 that the Council has a Local Housing Strategy and ensure that there is a common understanding of Medway's housing market and how gaps in housing and/or housing related support can be addressed.

Bradfields School - Business Case for Development of Autistic Spectrum Disorder Unit

Background:

This report set out details of the business case, based on an initial feasibility study, for the Autistic Spectrum Disorders Unit at Bradfields School, Chatham. The Council had agreed to add this scheme to the capital programme in the sum of £1.5 million at the budget setting meeting on 24 February 2011. Subsequently, the Cabinet had agreed, on 2 August 2011, for a public consultation to take place to make prescribed alterations to the School including: an expansion of the upper and lower age limits; an addition to the SEN categories and; an increase in the number of pupils.

The report provided details of two options for the development of the School, with option 2 being the preferred option of the Design Team and the School.

An exempt appendix set out the detailed finance and whole-life costing information.

Decision number:

127/2011 **The Cabinet approved the business case and the preferred option (option 2) to allow more detailed design work to be undertaken.**

Reasons:

Option 2 is the preferred choice of the design team and the school, as it provides the provision of the new accommodation adjacencies allowing for opportunities of fuller integration between the two existing school buildings. This option also provides best value for money.

The cost estimates indicate that the preferred scheme, which will deliver the identified accommodation requirements, should be affordable within the provisional budget envelope of £1.5m. Accurate cost estimates will be developed during the detailed design stage and presented for approval at Gateway 1 stage, prior to going out to tender.

Enhancements to Young People's Concessionary Travel in Medway

Background:

This report provided details of the options and future costs of young people's concessionary travel in Medway. It was noted that the Council had agreed an additional £250,000 for this purpose, at the budget setting meeting on 24 February 2011 and subsequently, modelling work was carried out by the Council's consultants, MCL, on the options. This included an improved half fare scheme and flat/capped fares for either £1 or 50p per single journey.

The report analysed the options and provided details of the actions required to ensure the scheme would be operational by January 2012.

Details of the Diversity Impact Assessment on the change in services was attached at Appendix B to the report. The screening form stated that it was not necessary to proceed to a full assessment.

Decision number: **Decision:**

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| 128/2011 | The Cabinet agreed the implementation of an extension to the existing young people's half fare travel concession to allow all young people up to the end of the academic year after their 18th birthday with a valid pass to pay half fare at all times when travelling on any local bus service starting in Medway. |
| 129/2011 | The Cabinet agreed to delegate authority to the Director of Regeneration, Community and Culture, in consultation with the Portfolio Holders for Front Line Services and Finance, to finalise the name/branding of the enhanced scheme. |
| 130/2011 | The Cabinet requested that officers evaluate the benefits of the scheme after 12 months in operation and consider any possible enhancements. |

Reasons:

The proposed extension to the existing half fare travel concession on bus services will provide the young people of Medway with much improved transport opportunities and represents good value for money.

Recycling Clear Bags

Background:

This report provided details of proposals to continue to issue the single use clear sacks to work alongside the reusable bags. The report explained the current system in terms of kerbside recycling collection and the operational issues arising as a

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consequence. Three options had been developed in terms of how the service could continue which were detailed in paragraph 3 of the report. The report also provided details of the financial implications regarding the continuation of the service.

Details of a Diversity Impact Assessment regarding the twin stream recycling service was attached as Appendix 3 to the report. The screening form stated that it was not necessary to proceed to a full assessment.

Decision number: ***Decision:***

131/2011 **The Cabinet approved Option 1, as set out in paragraph 3.1 of the report, to enable the continuation of the issue of clear sacks.**

132/2011 **The Cabinet instructed the Director of Regeneration, Community and Culture to report further on options for containing the anticipated overspending in 2011/12 as part of the revenue monitoring process.**

Reasons:

This provides the Council with a sustainable approach for recycling collection services, enabling the Council to continue to encourage and increase recycling rates whilst providing best value for money.

Proposed New Supermarket and Community Hub in Strood

Background:

This report provided details of the proposed development of a new supermarket and Community Hub in Strood Town Centre. The report provided details of a number of Council sites which could be declared surplus and disposed of to facilitate the Community Hub (consisting of a library and potentially other services) within a new Tesco supermarket development.

An exempt appendix provided details regarding the potential short term lease of part of the Civic Centre site and detailed financial implications.

Decision number: ***Decision:***

133/2011 **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 the land and buildings not required for highway improvements at 173-175 and 1a-7a Cuxton Road (as shown cross hatched black on the plan set out in Appendix 1 to the report) and proceed with their disposal**

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upon the best terms reasonably obtainable.

134/2011 The Cabinet agreed to delegate authority to the Assistant Director of Housing and Corporate Services, in consultation with the Portfolio Holder for Finance, to take a lease of the new Community Hub in Strood on the best terms reasonably obtainable.

135/2011 The Cabinet delegated authority to the Assistant Director of Housing and Corporate Services, in consultation with the Portfolio Holder for Finance, to grant a short term (no more than 2 years) lease of part of the Civic Centre site, Strood, as set out in the exempt appendix, on the best terms reasonably obtainable.

136/2011 The Cabinet agreed, once the new Community Hub is open, to delegate authority to the Assistant Director of Housing and Corporate Services, in consultation with the Portfolio Holder for Finance, to declare surplus the Library complex in Bryant Road, Strood (as edged black on the plan set out in Appendix 2 to the report) and proceed with its disposal on the best terms reasonably obtainable.

137/2011 The Cabinet recommended to Full Council that the Temple Street Car Park and the adjoining yard (as shown edged black and hatched black on the plan set out in Appendix 1 to the report), are declared surplus and that it delegates authority to the Assistant Director of Housing and Corporate Services, in consultation with the Portfolio Holder for Finance, to enable their disposal upon the best terms reasonably obtainable.

The Cabinet noted that a further report on the capital costs to the Council of the new Strood Community Hub will be submitted to Cabinet once Tesco's plans are further advanced, to be recommended to Council as an addition to the Capital Programme.

Reasons:

To secure a new Community Hub in Strood Town Centre, rationalise the property estate and realise capital receipts from the sale of surplus property assets.

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).

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Appendix 1 to the report provided details of one of the posts, with details of four further posts tabled at the meeting.

Decision number:

Decision:

138/2011

The Cabinet agreed to unfreeze the following posts, as detailed in Appendix 1 to the report (and additional posts tabled at the meeting) to enable officers to commence the recruitment process:

Business Support Department

a) Electoral Services Officer

Children and Adults

b) Support Services Assistant – Redvers Centre

c) Support Services Assistant (CAST Team) (Temp) – Elaine Centre

d) Support Services Assistant – Woodlands Place

e) Service Support Assistant (MILAC) – Elaine Centre.

Reasons:

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

Gateway 1 Procurement Commencement: Connexions

Background:

This report sought permission to commence the procurement of the Connexions Services contract in Medway, to begin in April 2012 for a five year term with an option to extend for a further two years. The contract would enable the Council to make available to young people below the age of 19 and relevant young adults (i.e. those aged 20 –25 with learning difficulties) support that would encourage, enable or assist them to participate in education and training.

The Strategic Procurement Board considered this report on 7 September 2011 and recommended approval to the Cabinet.

An exempt appendix provided details of finance and whole life costings.

Decision number:

Decision:

139/2011

The Cabinet approved the commencement of the procurement project to provide Connexions Services contract service as per the preferred option highlighted at Section 4.1 'Preferred Option' - Option 3.5 a (Open market

procurement via one contract with one external provider with appropriate skills and resource in line with EU Procurement Regulations).

Reasons:

The proposal underpins the Core Values of Medway Council and will meet the business needs of Children and Adults Directorate in line with the Department for Education requirements.

Gateway 1 Procurement Commencement: Family Group Conference Service

Background:

This report sought permission to commence the procurement of a Family Group Conference (FGC) service for a period of three years with the provision to extend for a further two years. The contract would provide for FGCs which would enable a child's or vulnerable adult's family and support network to establish a plan to keep the child or adult safe and deal with a range of issues that may be affecting them adversely.

The Strategic Procurement Board had considered this report on 7 September 2011 and exercised its duty under contract procedure rule 2.3.7 to upgrade this medium risk project to a high risk project for Cabinet consideration.

An exempt appendix provided details of the detailed finance and whole life costings.

Decision number:

Decision:

140/2011

The Cabinet approved the commencement of the procurement project to provide a Family Group Conference Service as per the preferred option highlighted at Section 4.1 'Preferred Option' - Option 3.5 (Formal tender process in line with EU Procurement Regulations) together with Option 3.6 (Internal Medway Council Collaboration between departments).

Reasons:

This method of procurement will provide the opportunity to deliver much improved services.

These services will be supported by a robust objective to improve service excellence that ensures that children and young people remain safe and vulnerable adults are protected.

The Family Group Conference model is an internationally recognised method of meeting the required outcomes for children on the cusp of care. Family Group

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Conferences are also recognised in court proceedings as providing solutions to a range of issues, including finding alternative carers for children.

Gateway 1 Procurement Commencement: Supporting People Services

Background:

This report sought permission to commence the procurement of a range of services from April 2012 for three years with provisions to extend the contract for a further year. The contract would provide a range of services providing housing related support to vulnerable adults in Medway under the supporting people programme. Details of a Diversity Impact Assessment screening form were set out in Appendix B to the report. The report stated that the procurement of the project would not have an adverse effect on the equality of access to the supporting people services.

The Strategic Procurement Board had considered this report on 7 September 2011 and recommended approval to Cabinet.

Decision number:

141/2011 **The Cabinet approved the re-procurement of housing related support services as per the preferred option highlighted at Section 4.1 'Preferred Option' - Formal tender process in line with EU Procurement Regulations.**

Reasons:

This method of procurement will provide the opportunity to deliver much improved services. These services will be supported by a robust objective to improve service quality and maximise independence for service users ensuring that more vulnerable people can have access to services that meet their needs and aspirations.

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Leader of the Council

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Date

Wayne Hemingway/Anthony Law, Democratic Services Officers

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