


CABINET

MINUTES of a MEETING held at on Tuesday, 23 February 2010.

Cllr Lionel Grundy OBE	Cabinet Member for Children's Services
Cllr Keith Humphries	Cabinet Member for Health and Wellbeing
Cllr John Noeken	Cabinet Member for Resources
Cllr Fleur de Rhe-Philippe	Cabinet Member for Finance, Performance and Risk
Cllr Jane Scott OBE	Leader of the Council
Cllr T Sturgis	Cabinet Member for Waste, Property and Environment
Cllr John Thomson	Deputy Leader and Cabinet Member for Community Services
Cllr Dick Tonge	Cabinet Member for Highways and Transport
Cllr Stuart Wheeler	Cabinet Member for Leisure, Sport and Culture

Also in Attendance:

Cllr Jemima Milton	Portfolio Holder for Adult Care
Cllr Chris Cochrane	Portfolio Holder for ICT, Information Management and Business Transformation
Cllr Howard Greenman	Portfolio Holder for Housing
Cllr Peter Doyle	

Key Decisions Matters defined as 'Key' Decisions and included in the Council's Forward Work Plan are shown as 

23. Apologies

Any apology for absence was received from Cllr John Brady, Cabinet member for Economic Development, Planning and Housing.

24. Minutes of the previous meeting

The minutes of the last meeting held on 11 February 2010 were presented.

Resolved:

To approve as a correct record and sign the minutes of the meeting held on 11 February 2010.

25. **Declarations of Interest**

No interests were declared.

26. **Chairman's announcements**

(a) **Withdrawal of agenda items**

The Leader explained that the following items had been withdrawn from this meeting:

Item 13 – Design Review in Wiltshire
Item 15 – Housing Strategy Statement

(b) **Date of May meeting**

The Leader explained that the date of the May Cabinet meeting had been rescheduled from 25 to 24 May. This was to accommodate the Chief Executive and several Cabinet members including herself attending a meeting arranged by Shropshire Council on unitary authorities.

27. **Public participation**

The Leader explained that as usual, she would be happy to allow the public to speak at the start of each item if they wished to do so.

There was no public participation.

28. **Budget Monitoring April – December 09**

a. **Revenue Budget Monitoring April – December 09**

Cllr de Rhe-Philippe presented a report on the monitoring of the revenue budget for the period April – December 2009. She explained that the financial pressures previously reported as £1.484 million had now been managed down to £0.956 million of outstanding pressures. Cllr de Rhe Philippe explained that work was ongoing to reduce this with the aim of having a balanced budget by year-end.

The Chief Executive reported that officers would be working towards a solution which would be reported to the next Cabinet meeting in March.

Resolved:

That the report be noted.

Reason for Decision

To make Councillors aware of the Council's budgetary pressures.

b. **Capital Budget Monitoring April – December 09**

Cllr de Rhe-Philipe presented a report on the monitoring of the capital budget for the period April – December 2009. The report also drew Cabinet's attention to various changes to the capital programme and sought approval of additional budget requirements in respect of the second element of the affordable housing bid to fill the funding gap.

It was noted that there was a projected variation of £4.116m against the full year budget for 2009/10

Resolved:

That Cabinet:

- (i) **note the current financial position of the 2009/10 capital budget and**
- (ii) **note the budget changes in sections 1 and 2 of Appendix B and to approve the additional budget requirement as detailed in section 3 of Appendix B of the report presented.**

Reason for Decision

To inform Cabinet of the current financial position of the 2009/10 capital budget and to identify schemes within the programme where expenditure is not progressing as anticipated.

29. **Procurement of New Revenues and Benefits System**

Cllr de Rhe-Philipe presented a report which sought approval to commence a tendering exercise for a new Revenues and Benefits system.

In order to fully integrate the Revenues and Benefits Service following the creation of Wiltshire Council it was necessary to procure and implement a new system. Cllr de Rhe-Philipe commented that it was a high performing service and paid tribute to the staff for maintaining their performance during the transition process to Wiltshire Council. The report presented explained the present situation of having 3 different systems across four hubs and the benefits

of having a single system. Implementing a new system would cost an estimated £1.5m which would be managed through the capital programme. Annual maintenance costs would be in the region of £200,000 and would be offset by efficiency savings.

In response to a query, the Chief Finance Officer undertook to provide Cabinet members with indicative figures on the pay-back period for the proposed system.

Resolved:

That Cabinet:

- (a) approve the commencement of a tendering process for a new Revenues and Benefits system.**
- (b) approve that the award of the contract be delegated to Councillor de Rhe Philippe Cabinet member for Finance, Performance and Risk in liaison with the Chief Finance Officer and Service Director for Legal and Democratic Service**

Reasons for Decision

To enable the procurement process to commence and to enable the contract to be awarded.

30. Performance Update - First Year Plan and Local Agreement for Wiltshire

The Leader presented a report which provided a high level summary of progress against the First Year Plan and performance for the period April to December 2009 for the Local Agreement for Wiltshire.

The report also provided information about the refresh of a small number of Local Area Agreement (LAA) targets for the final year of the LAA. As negotiations usually continued right up to submission of targets, it was usual to delegate authority to the Leader to agree the targets before these were sent to the Government Office South West. Such delegation was therefore sought.

Resolved:

That Cabinet:

- (a) note the progress for the third quarter of 2009/10 as presented and**
- (b) delegate authority to the Leader to agree the small number of targets “refreshed” for the final year of the Local Area Agreement before these are submitted to the Government Office South West.**

Reason for Decision

To keep Cabinet informed about progress against the First Year Plan and the Local Agreement for Wiltshire; and to comply with the national requirement to refresh small number of LAA targets for the final year of the LAA.

31. **Framework Contract for the Provision of Agency Staff**

Cllr Noeken presented a report which sought approval to commence a competitive tender exercise under the European Union 'Restricted Tender' provisions for the future supply of Temporary Agency Staff through a Neutral Vendor Managed Service.

The report explained that the planned use of temporary staff provides the Council with flexibility during a period of transition and transformation. However, in order to provide necessary control and to provide important management information it was necessary to change the current service model.

The Chief Executive reported that in addition to this, the Corporate Leadership Team had agreed measures to control expenditure on agency and consultancy appointments and that such measures would be implemented immediately.

Resolved:

That Cabinet:

- (a) note the report;**
- (b) approve the commencement of the tendering process for the supply of Temporary Agency Staff;**
- (c) delegate authority to the Director of Resources in consultation with Councillor John Noeken, Cabinet member for Resources to agree the final specification and tender evaluation methodology**

Reason for Decision

To enable the procurement process to commence to ensure the new arrangements are in place later this calendar year.

32. **Review of the Pest Control Service**

Cllr Humphries presented a report on the review of the pest control service in order to harmonise the service offered and fees charged across the Council's

area. Details of the way in which the service was provided and the charging structure inherited from the former Wiltshire district councils were presented.

Cabinet's views were sought on four options, namely:

1. extending the current in-house provision (with charging) to the former Salisbury District Council area;
2. contracting out the entire service with the harmonisation of fees across the Council area
3. withdrawing the local authority pest control service completely and
4. operating a mix of service delivery models by contracting out service for the southern area and continue offering free rodent treatments whilst continuing the in-house service for the north, west and east areas.

An alternative fifth option was to provide a subsidy for across the Council's area which would cost approximately £200,000 per annum.

The advantages, disadvantages and financial implications of each option were detailed in the report presented. Any charging policy would include concessions in cases of genuine hardship and would be the subject of review.

Bird feeding was considered a major contributory factor to the increase in the rat population. The Director of Public Health reported that she would be taking this up with the RSPCA and the Wiltshire Wildlife Trust to help with raising awareness of the situation.

In the discussion which ensued, it was noted that treatment of communal areas in the Council's housing stock would be carried out by the Council's in-house team. Registered Social Landlords operated a similar arrangement for the communal areas in their housing stock and also included concessions in cases of genuine hardship in their charging structure.

Resolved:

That Cabinet endorse option one as detailed in the report, retain the in-house service and expand this to cover the Salisbury area with the introduction of consistent fees across the Wiltshire council area with the aim to develop a cost neutral service.

Reason for Decision

By extending the in-house pest control service to cover all former district council areas will deliver a high quality harmonised service at a lower cost compared to the other service delivery options.

33. **Delegation of Services to Town & Parish Councils**

In accordance with Cabinet's request at its meeting on 15 December 2009, Cllr Tonge presented a report which updated Cabinet on the progress to date with the delegation of services to town and parish councils.

A consultation exercise was undertaken in 2008 involving all 255 town and parish councils and included workshops attended by a number of representatives from interested town and parish councils. Details of the outcomes of this consultation as reported to Corporate and Service Directors in April 2009 were presented.

A Senior Manager had been seconded to progress the project and a Project Initiation Document and work programme had been drawn up, details of which were also presented. The programme included working towards operating a pilot scheme in a town or parish council. Town and parish councils had been canvassed for their interest in participating in the pilot scheme.

A discussion ensued on the types of services which could be more appropriately provided at a more local level; this included allotments and street naming. It was accepted that there might be legal reasons why this Council might need to retain management over the entry of street names on the Land and Property Gazetteer. However, it was hoped that elements of this service could be delegated to town and parish councils with a view to them securing agreement with the various interested parties and presenting the results to this Council to update the Gazetteer accordingly. Cllr Tonge undertook to arrange for a report on this matter to be prepared.

Resolved:

- (a) To note the report and approve the work programme to complete the delegation of services to town and parish Councils project.**
- (b) That the possibility of delegating as much of the street naming service as possible to town and parish councils be investigated observing any legal constraints.**

Reason for Decision:

To record that updated information has been provided for Cabinet and to agree the future work programme.

34. **Salisbury Vision Update**

In Cllr Brady's absence, the Leader presented a report which updated Cabinet on the progress of Salisbury Vision since the last report to the Implementation Executive in March 2009.

The report also sought approval of the proposed approach for the delivery of the following three key projects:

- The Market Place
- The Maltings and Central Car Park and
- Churchfields

The Leader read out a letter from Cllr Dalton who in referring to comments made recently by Sir Christopher Benson, sought an assurance that any proposals to redevelop the Market Square would allow for the Charter Market and Charter Fair to continue. The Leader explained that the intention was for the Charter Market to remain in Market Place. As far as the future of the Charter Fair was concerned, this would be discussed by the Salisbury Vision Board, Salisbury City Council and the local Area Board.

Resolved:

That the Cabinet:

- (a) note the progress of Salisbury Vision, especially in relation to the delivery of the Market Place, the Maltings and Central Car Park and Churchfields projects;**
- (b) approve the recommended approach for taking the three key projects forward as set out in Table 1, Table 2 and in section 3.3 of the report presented and.**
- (c) delegate authority to the Director, Economy and Enterprise, in consultation with Cllr Brady, Cabinet Member for Economic Development, Planning and Housing to progress the three key projects as detailed; to be brought back to the Cabinet for key updates and decisions, as required.**

Reasons for Decision

The Implementation Executive meeting on 16 March 2009 requested further detail on the delivery timetable and approach on the three key projects. This report provides an update on progress and seeks the Cabinet's support for the recommended approach including indicative delivery programmes for each project being developed by Salisbury Vision.

To ensure the Cabinet is in full support as we move into the implementation phase.

35. **Design Review in Wiltshire**

This item was withdrawn from this meeting.

36. **Wiltshire Gypsy And Traveller Site Allocations Development Plan Document (DPD)**

Cllr Sturgis presented a report which sought approval for the Gypsy and Traveller Site Allocation Study General Approach Report as the basis for the first stage of public consultation on the Gypsy and Traveller Site Allocations Development Plan Document and for the proposed arrangements for public consultation, details of which were presented.

Resolved:

That Cabinet:

- (a) **approve the Gypsy and Traveller Site Allocation Study General Approach Report as the basis for the first stage of consultation on the Gypsy and Traveller Site Allocations Development Plan Document;**
- (b) **approve the approach to consultation and**
- (c) **authorise the Director for Economy and Enterprise in consultation with Cllr Brady, Cabinet Member for Economic Development, Planning and Housing to make the necessary arrangements for consultation including preparation of documents.**

Reason for Decision:

To ensure that progress continues to be made on preparing an up to date planning policy framework for Wiltshire in line with the Wiltshire Local Development Scheme and statutory requirements.

37. **🔑 Housing Strategy Statement**

This item was withdrawn from this meeting.

38. **New Council House Building Contracts**

In Cllr Brady's absence, the Leader presented a report which sought Cabinet's approval to enter into five build contracts to deliver a total of 65 new affordable homes on Council owned sites.

This was in line with Cabinet's previous decisions dated 15 July and 20 October 2009 to approve the submission of a programme of bids to the Homes and Communities Agency to deliver a total of 64 new affordable homes across 5 sites owned by the Council. It was now possible to deliver an additional unit on the Southview 1 site. All five schemes had now been progressed and were at various stages within the procurement process.

Resolved:

That Cabinet:

- (a) give approval to enter into build contracts for 5 schemes to deliver a total of 65 new affordable homes to be owned and managed by the Council as detailed in Appendix A to the report presented and**
- (b) give delegated approval to the Director of Housing in consultation with Cllr Brady, Cabinet Member for Economic Development, Planning and Housing to sign the build contracts.**

Reasons for Decision:

To enable the Council to enter into contract on all 5 schemes and to be able to deliver completions within the timescales agreed with the Homes and Communities Agency. (Full reasons as detailed in the report presented).

39. Urgent Items

There was no urgent business.

40. Exclusion of the Press and Public

Resolved:

That in accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the following item of business because it was likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighed the public interest in disclosing the information to the public.

41. New Council House Building Contracts

Cabinet received the confidential appendix relating to the item – New Council House Building Contracts (minute no. 38 above refers).

Resolved:

That the appendix be noted.

(Duration of meeting: 5.15pm – 6.40pm)

<p>These decisions were published on 25 February 2010 and will come into force on 5 March 2010.</p>

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