

CANNOCK CHASE COUNCIL

MINUTES OF THE MEETING OF THE

CABINET

THURSDAY, 17 DECEMBER, 2009 AT 4.30 P.M.

IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK

PART 1

PRESENT: Councillors

Stanley, N.K.	Leader of the Council
Grocott, M.R.	Culture, Sport and Services for Children & Young People Portfolio Leader
Jillings, J.	Safe, Strong and Cohesive Communities Portfolio Leader
Williams, A.	Environmental Sustainability Portfolio Leader
Yates, Ms. W.	Healthier Communities and Older People Portfolio Leader

Order of Business

Prior to commencement of the meeting, the Leader agreed to amend the order of items on the agenda in order to ensure that Cabinet considered and determined associated matters in a logical order.

86. Apologies

Apologies for absence were received from Councillors M. P. Freeman, Deputy Leader of the Council and Housing Portfolio Leader and D.N. Davies, Access to Education, Skills and Employment Portfolio Leader.

87. Minutes

RESOLVED:

That the Minutes of the meetings held on 5 and 19 November, 2009 be approved as a correct record and signed.

88. Forward Plan

A revised Forward Plan of Decisions for the period December, 2009 – March, 2010 was circulated for Members' information (Enclosure 4.1 -4.2 of the Official Minutes of the Council). The revised Forward Plan was considered.

RESOLVED:

That the revised Forward Plan of Decisions for the period December 2009 – March 2010, be

approved, subject to an amendment in respect of the date of consideration of the Update on Concessionary Travel "Dial-a-Ride" Scheme.

89. Part 1 Minutes of Policy Development Committees

RESOLVED:

That the Part 1 Minutes of the following Policy Development Committees be received for information:

- (i) Healthier Communities and Older People – 14 September, 2009
- (ii) Culture, Sport and Services for Children & Young People – 10 November, 2009

90. Draft Children, Young People and Vulnerable Adults Protection Policy

Consideration was given to a report of the Director of Organisational Improvement (Enclosure 6.1 – 6.8 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The draft Children, Young People and Vulnerable Adults Policy be recommended to Council for adoption.
- (B) The legal advice on the position regarding Criminal Record Bureau (CRB) checks for elected Members be noted and the approach be recommended to Council.

Reasons for the Decision

The protection of children and vulnerable adults is of primary importance for any Council delivering services to the public. The Children, Young People and Vulnerable Adults Protection Policy had been drafted in order to contribute to the five 'Every Child Matters' objectives – particularly the 'stay safe' objective – as well as the Care Standards Act, 2000, and the Protection of Vulnerable Adults Scheme. The draft policy had been circulated for consultation purposes, and feedback from the consultation incorporated into the Policy. The views of Members of the Policy Development Committee were also reflected in the report.

91. 2009-10 Quarter 2 Performance and Finance Report

Consideration was given to a report of the Chief Executive (Enclosure 7.1 – 7.174 of the Official Minutes of the Council).

Cabinet was advised of the views of the Scrutiny Committee held on 7 December, 2009, that the proposed revisions to target and indicators as detailed in paragraph 2.6 of the report, be approved.

Cabinet was also advised of the Scrutiny Committee's concerns that, in respect of the changes to corporate improvement actions, under performance may have possible negative implications for future external inspections.

RESOLVED:

That:

- (A) The report be noted.
- (B) The revisions to targets for actions / indicators as approved by Scrutiny Committee be noted and the revised targets be reflected in future performance reports.
- (B) Scrutiny Committee's concerns that, in respect of the changes to Corporate Improvement actions, under performance may have possible negative implications for future external inspections be noted.

Reason for the Decision

In respect of the Council's Performance Management Framework and the Council's drive for continuous improvement it was important to receive a report outlining the progress that was being made in delivering the Council's priorities. It was also important that the Performance Management Framework be considered as a 'living document' with targets for actions / indicators that were realistic and relevant, which reflected the environment in which the Council was operating.

92. Update on Concessionary Travel "Dial-a-Ride" Scheme

Cabinet deferred consideration of this matter until the Cabinet meeting of 11 February, 2010, to enable public consultation to take place.

93. Wheeled Bin Container Provision for Dry Recyclable Waste Collection

Consideration was given to a report of the Director of Service Improvement (Enclosure 15.1 – 15.17 of the Official Minutes of the Council.)

RESOLVED:

That:

- (A) The contents of the report on the outcome of the Recycling Wheeled Bin Trial be noted.
- (B) The contents of options/financial implications on the potential provision of wheeled bins for waste dry recyclable collections be noted and wheeled bin containers to all households across the district be provided.
- (C) The provision of wheeled bin containers be funded using prudential borrowing; that Council be recommended to approve its inclusion in the Council's Capital Programme; and that, subject to this, Cabinet approved that the scheme proceed.
- (D) Wheeled bin containers be procured using a framework agreement similar to those used previously within the authority.

Reason for the Decision

The trial of wheeled recycling bins was considered successful and increased the amount of recycling diverted from landfill during the period. Evidence suggested this increase had continued following the trial where wheeled bin containers had been left in place.

The Council currently spends approximately £17,000 per annum on the provision of recycling boxes and nets to replace those reported lost and stolen. Owing to the nature of their construction and size both are relatively easily lost during inclement weather, damaged during normal use and prone to be stolen for a number of reasons. It was considered that the introduction of wheeled bin containers would significantly reduce the incidences of containers being lost or stolen.

There was also concern that the continued use of a box and bag collection system was not considered best practice by the HSE or the waste collection industry.

Therefore, it was considered the provision of wheeled recycling containers to be the best option for the Council to maximise its amounts of recycling and waste diverted from landfill.

94. Draft General Fund Revenues Budget 2010-11 to 2012-13

Consideration was given to a report of the Head of Financial Management (Enclosure 8.1 – 8.29 of the Official Minutes of the Council), and the three year standstill budget for the Council.

RESOLVED:

That:-

- (A) In light of the ongoing impact of the recession; uncertainty of the level of Government funding in 2011-12 and 2012-13 and in particular the widely anticipated material reductions in public sector spending and its potential impact on the financial position of this Council, there was a necessity to adopt a pro-active approach to the three year budget to avoid severe cuts in future years.
- (B) Cabinet proposed the Savings Options (Annex A) and limited service enhancements (Growth Options -Annex B), be submitted for consultation.
- (C) Annex C of the Consultation Budget represented the three year draft Financial Plan of Cabinet and included the following changes to the Standstill Budget:
 - a) Preliminary Impact of Government's Pre Budget Report 2009
 - b) Corporate and Support Services savings that would be taken from the budget under officer delegated powers (Annex D)
 - c) The proposed use of the Regeneration and Invest to Save Reserve to offset the impact of the Development of Chase Leisure Centre in 2010-11 and 2011-12
 - d) Together with the Growth and Savings Options referred to earlier
 - e) To note that Cabinet would recommend to Council at its Budget setting meeting in February, 2010, that the funding for the wheeled bin container provision for dry recyclable waste collection be included in the Capital Programme and the scheme be

implemented.

- (D) The Draft Budget was based upon a balanced three year budget and assumed at that stage a Council Tax increase of 4.9% per annum in each of the next three years. These presented indicative levels at this stage and would be reviewed as part of the formal budget setting process in February 2010.
- (E) In addition, due to the likelihood of ongoing impact of reductions in Government Funding post 2012-13; the need to secure Value for Money for all its taxpayers, and to ensure that future Council Tax increases are affordable, the Council would continue to actively develop the Shared Services Agenda and the use of a Private Sector Partner/ Charitable Trust for Leisure Service provision as part of its Medium Term Financial Strategy.

Financial Plan 2009-10 to 2012-13
Saving Options Subject to Consultation

		2010-11	2011-12	2012-13
		£	£	£
CE01	Chairman's AGM Dinner	-2,000	-2,030	-2,060
CE05	Chairman's Hospitality	-2,000	-2,000	-2,000
CE07	Leader's Hospitality	-500	-500	-500
CS04	Shopmobility Contract - Revise (#)	-13,000	-30,000	-30,000
CS07	Review of Counter Services Function #	0	0	0
GV02	Deletion of Long Service Awards	-3,160	-3,220	-3,270
KL02	Car Parks - Charges	0	-102,000	-102,000
KL03	Community Safety Efficiency Saving	0	-16,940	-17,110
LT01	Deletion of Discretionary Concessionary Fares - Dial-A-Ride	-80,000	-80,000	-80,000
ME04a	Private Sector Partner Options *	0	0	-380,000
ME07	Reduce Arts Development Programme	-10,000	-10,000	-10,000
PL01	Senior Planner - Delete one post	-39,150	-40,030	-40,640
PL06	Economic Development (Tourism) budget - Reduce	-5,000	-5,000	-5,000
PL07	Tech Support / Admin posts - Delete 1 of 2	-7,060	-11,130	-11,310
PL09	Market Traders - Cannock Market Hall Reduce Access	310	-6,370	-6,510
PR01	Chase Matters - Self Fund Publications	-17,000	-17,260	-17,520
SH02	Delete GF Contribution Imp'n of Homelessness Act	-7,490	-7,890	-8,300
SS01	Review of Street Warden/ Environmental Enforcement Functions *	-30,780	-31,460	-32,180
		-216,830	-365,830	-748,400

post trial implementation

Financial Plan 2009-10 to 2012-13
Growth Options Subject to Consultation

		2010-11 £	2011-12 £	2012-13 £
KL07	Wheeled Bin Container Provision for Dry Recyclable	22,200	22,200	22,200
KL08	Urban Forestry Strategy	40,000	19,000	8,000
KL09	Bereavement Services Service Plan	15,000	15,000	0
KL10	Green Flag Award 2009-10	2,200	0	0
ME04a	Private Sector Partner Options - CCDC (*) - Costs	100,000	50,000	0
PL10	Workforce Development Strategy	20,000	20,000	20,000
PL11	- - Economic Downturn - -	40,000 -	25,000 -	25,000 -
		<u>239,400</u>	<u>151,200</u>	<u>75,200</u>

ANNEX C**General Fund Revenue Budget 2009-10 to 2012-13**

Consultation Budget - Cabinet 17 December 2009

	Forecast Outturn 2009-10 £m	Standstill Budget 2010-11 £m	Standstill Budget 2011-12 £m	Standstill Budget 2012-13 £m
Original Budget 2009-10	14.632			
Standstill Budget 2009-10 to 2012-13		14.741	15.040	15.040
Supplementary Estimates since Original Budget Approval				
Additional Election - Vacancy	0.009			
Costs Awarded - Planning Appeal	0.035			
Equal Pay Claim	0.076			
Rollovers	0.241			
Annual Leave	0.019	0.015	0.015	0.016
Approved Budget				
Committed Changes				
District Elections		0.055	0.102	-0.069
Benefits Administration				0.017
Stadium	0.020			
Likely Additional Commitments				
NI Contributions			0.050	0.050
Chase Leisure Centre - Pool		0.286	0.638	0.586
NDR Revaluation		0.012	0.013	0.019
Demographic Changes				
Refuse & Recycling				0.014
Concessionary Fares				0.020
Pension contributions - Gross				0.057
HRA Recharges				-0.010
2010 Actuarial Valuation - Gross				0.057
HRA Recharges				-0.010
LABGI	-0.021			
Civil Parking Enforcement				-0.036
Place Survey			-0.017	
Staffing reviews	-0.055	-0.012	-0.012	-0.029
Inflation				
Pay Award/Inflation adj	-0.168	-0.469	-0.693	-0.553
Total Base Budget	14.788	14.629	15.137	15.169

General Fund Revenue Budget 2009-10 to 2012-13

Consultation Budget -Cabinet 17 December 2009

	Forecast Outturn 2009-10 £m	Standstill Budget 2010-11 £m	Standstill Budget 2011-12 £m	Standstill Budget 2012-13 £m
Potential Changes and Adjustments				
Base Budget Review				
Expenditure				
Turnover	-0.150	-0.050	-0.050	-0.050
Rates	0.013	0.013	0.013	0.013
Interest	0.090		0.040	0.040
Concessionary fares	-0.150	-0.100	-0.105	-0.110
Energy Costs	0.190	0.190		
Insurances				
Less Recharges				
Managers Variations	0.036	0.000	0.055	0.026
Income				
Rebate Subsidy	-0.100	-0.100	-0.100	-0.100
Prince of Wales	0.020	0.020	0.020	0.020
Income - Development related fees				
Planning - Fees Net	0.051	0.163		
Markets -Income Net	0.001	0.021	0.008	0.002
Building control - Fees Net	0.046	0.072		
Car Park Income	0.120	0.120	0.120	0.120
Land Charges	0.030	0.030		
Leisure Centres Income	0.064	0.070	0.070	0.070
Industrial Estates	0.024	0.024	0.014	0.014
Golf Course	0.015			
Efficiency Savings				
Equipment and other controllable budgets		-0.095	-0.097	-0.097
Corporate & Support		-0.201	-0.232	-0.242
Policy Options				
Growth		0.239	0.151	0.075
Savings		-0.217	-0.366	-0.748
Estimated Net Spending	15.088	14.828	14.677	14.201

General Fund Revenue Budget 2009-10 to 2012-13

Consultation Budget -Cabinet 17 December 2009

	Forecast Outturn 2009-10 £m	Standstill Budget 2010-11 £m	Standstill Budget 2011-12 £m	Standstill Budget 2012-13 £m
Financing				
Anticipated Grant Income, Use of Balances & Reserves				
Balances	0.822	-0.158	-0.080	-0.524
Regeneration & Invest to Save Reserve		0.286	0.638	
Actuarial Valuation	0.263	0.169	0.095	0.053
Interim use	-0.228	-0.027	-0.293	-0.025
Collection Fund Surplus	0.036			
RSG/NNDR	8.429	8.518	7.918	7.918
Council Tax	5.765	6.040	6.399	6.780
Total Grant Income, Use of Balances & Reserves	15.088	14.828	14.677	14.201
Amount to be found from Council Tax	5.765	6.040	6.399	6.780
	30,080	30,044	30,344	30,648
Estimated Council Tax Level	191.64	201.03	210.88	221.21
Estimated Council Tax Increase	3.90%	4.90%	4.90%	4.90%
Balances				
Opening Balances at 1 April	1.664	0.842	0.999	1.079
Use of Balances to Support Budget	0.822	-0.158	-0.080	-0.524
Closing Balances at 31 March	0.842	0.999	1.079	1.603
Saving Requirement				
Required Balances	0.830	0.999	1.315	1.602
Cumulative Shortfall	0.012	0.000	-0.236	0.001

Financial Plan 2010-11 to 2012-13
Corporate & Support Services
Efficiency Saving Options Taken From Budget

		2010-11 Estimate £	2011-12 Estimate £	2012-13 Estimate £
SH01	Strategic Housing - Temp' Accom' Officer Post	21,750	22,240	22,590
CS05/08	Central Admin Review	9,790	10,010	10,180
FM01	Accountancy Restructure	17,260	17,580	23,470
FM02	Revenues & Benefits - Increased Subsidy	65,000	65,000	65,000
GV01	Governance & HR - Operational Budgets	11,540	11,660	11,780
KL01	Car Parks - Operational Budgets	26,520	26,790	27,060
	Sub-Total	<u>151,860</u>	<u>153,280</u>	<u>160,080</u>

Efficiency Saving Options Subject to Shared Services
(Only to be Implemented If Shared Services Does Not Proceed)

		2010-11 Estimate £	2011-12 Estimate £	2012-13 Estimate £
PB01	Building Control Restructure	0	27,400	27,880
GV03	IT Audit Budget Reduction	7,000	7,070	7,140
IT01	ICT Restructure	23,040	24,430	25,740
LG01	Legal Restructure	19,290	20,360	21,210
	Sub-Total	<u>49,330</u>	<u>79,260</u>	<u>81,970</u>
	Grand Total	<u>201,190</u>	<u>232,540</u>	<u>242,050</u>

Reason for the Decision

In order that a balanced consultation budget for the period 2010-11 to 2012-13 could be determined enabling the results of the consultation budget to be considered in setting the formal budget in February 2010

95. Housing Revenue Account Capital Programme 2009-10 – Second Quarter

Consideration was given to a joint report of the Director of Service Improvement and the Head of Financial Management (Enclosure 9.1 – 9.13 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The position with regard to actual (as at 30 September 2009) and estimated expenditure in respect of the 2009-10 be noted and approval be given to incur £60,000 of additional scheme costs met through the virement of existing resources in respect of External Envelope Works.
- (B) The current position regarding the estimated availability of capital resources be noted

Reason for the Decision

The report presents the second quarter review of the 2009-10 HRA Capital Programme in accordance with the Council's agreed Capital Expenditure Control Procedures and Financial Regulations.

96. Rugeley Town Centre Area Action Plan Preferred Options – Development Plan Document – Responses to Consultation

Consideration was given to a report of the Deputy Chief Executive (Enclosure 10.1 – 10.11 of the Official Minutes of the Council).

A response to the Rugeley Town Centre Area Action Plan consultation on behalf of Tesco Stores Limited was received and considered as part of the report.

RESOLVED:

That:-

- (A) The responses to the Rugeley Town Centre Area Action Plan – Preferred Options consultation be noted and that they be used to help prepare the Publication version of the document
- (B) That a report be submitted to a future meeting of Cabinet and Council to approve the Publication version of the Rugeley Town Centre Area Action Plan for consultation.

Reason for the Decision

The Rugeley Town Centre Area Action Plan will establish local planning policy for the future development of Rugeley Town Centre over the next ten years. Cabinet noted the consultation responses on the Council's Preferred Options for shaping the future of the town centre. The consultation will be taken into account in developing the Publication stage of the Plan, which will be consulted on in early 2010.

97. Prince of Wales Theatre – Current Operating Arrangements

Consideration was given to a report of the Director of Organisational Improvement (Enclosure 11.1 – 11.22 of the Official Minutes of the Council).

Cabinet was advised that the Scrutiny Committee held on 7 December, 2009, had considered the report and determined to establish a Prince of Wales Working Group to meet in the New Year.

RESOLVED:

That the contents of the report be noted.

Reason for the Decision

No actions were proposed at the time, though matters might arise in the future once the Working Group was established.

98. Tenancy Agreement

Consideration was given to a report of the Director of Service Improvement (Enclosure 12.1 – 12.7 of the Official Minutes of the Council).

RESOLVED:

That:-

- (A) The adoption of the revised tenancy agreement as attached in Annex 1 to the report be approved.
- (B) A Notice of Variation be issued to the Council's Secure tenants.
- (C) A revised introductory tenancy agreement be formulated to be signed up by all subsequent introductory tenants from the date that the varied secure tenancy comes into force.

Reason for the Decision

There had been no objections following consultation with the Council's tenants, therefore, the revised tenancy agreement should be adopted for all secure tenants, together with a revised introductory tenancy.

99. Disposal of Vacant One Bedroom Bungalows – Policy Review

Consideration was given to a report of the Director of Service Improvement (Enclosure 12.1 – 12.7 of the Official Minutes of the Council).

RESOLVED:

That a revised one bedroom bungalow disposal policy be adopted whereby:-

further pre-1970 one bedroom bungalows are identified for sale provided that:

- (i) the bungalow has a whole life cost requirement of £7,500 or over during the next 10 years; and
- (ii) the bungalow was considered to be in low demand from high priority banded applicants (bands 1 & 2) registered on 'uchoosehomes'.

Reason for the Decision

Due to the success of the interim one bedroom bungalow disposal policy and the current improvement in the housing market, it was recommended that a revised policy be adopted.

100. Teenage Pregnancy Update

Consideration was given to a report of the Community Partnerships Officer (Enclosure 14.1 – 14.5 of the Official Minutes of the Council).

Cabinet was advised of the views of the Scrutiny Committee held on 7 December, 2009, that owing to the way in which data was required to be collated and presented it could give a misleading picture of the actual number of pregnant teenagers in attendance at individual schools, and did not contain any meaningful evaluation as to the effectiveness, or otherwise, of various partners' education programmes. Accordingly, the Scrutiny Committee had asked the Community Partnerships Officer to examine ways in which the data could be reported more meaningfully, and that evaluation should begin as soon as possible.

RESOLVED:

That the contents of the report, and the views of the Scrutiny Committee, be noted.

Reason for the Decision

Cabinet concurred with the concerns expressed by the Scrutiny Committee, and agreed that more meaningful and representative data was required.

101. Adoption of Dog Control Orders

Consideration was given to a report of the Director of Service Improvement (Enclosure 17.1 – 17.9 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The implications of the introduction of the proposed Dog Control Orders be noted.
- (B) Subject, to an agreed definition of 'road' being reached in consultation with partners, the making of Dog Control Orders as detailed in paragraph 4.4 of the report under "key issues and implications" and at Annex 1 be approved.

- (C) The Director of Service Improvement be authorised to:
- (i) undertake all necessary steps to ensure the correct implementation of the Orders;
and
 - (ii) ensure suitable publicity and enforcement of same.

Reasons for the Decision

The District continues to suffer from problems associated with irresponsible dog owners. Dog fouling was perceived by many residents to be an issue of concern and this was reflected in citizen's panel consultation responses. Similarly, the numbers of stray dogs seized and taken to kennels was not falling, and had in fact risen in recent months. The Council's Environmental Enforcement Action Plan included a commitment to introduce dog control orders for both fouling and keeping dogs on leads. The introduction of these orders would strengthen the Council's powers to deal with these issues and would hopefully act as a greater deterrent to potential offenders.

102. Hednesford Post Office

Consideration was given to a report of the Deputy Chief Executive (Enclosure 18.1 – 18.6 of the Official Minutes of the Council).

A formal notification confirming the Post Office's decision in respect of the branch relocation was received and considered by Cabinet.

RESOLVED:

That:

- (A) The action of the Deputy Chief Executive, in consultation with the Cabinet Leader for Access to Skills, Education and Employment, in objecting, as set out in the letter attached at Annex 2 to a formal consultation from the Post Office Limited relating to a proposal to relocate Hednesford Post Office be endorsed.
- (B) Cabinet noted with disappointment the formal notification of the Post Office's decision to relocate the Post Office in Hednesford town centre to the Co-op Foodstore in Anglesey Street, Hednesford.

Reasons for the Decision

In order for its views to be taken into account by the Post Office, the Council had to submit its representations on the proposal to relocate Hednesford post office by 9 December 2009, Following due consideration of the information provided by the Post Office relating to the proposed relocation of Hednesford Post Office to the Co-op, Cabinet endorsed the action taken to object formally to the proposal.

Cabinet noted that, regrettably, the Post Office had chosen to exercise its discretion in the matter and confirmed the original proposal to relocate the service as planned to the Co-op Foodstore, Anglesey Street, Hednesford.

103. Exclusion of the Public

RESOLVED:

That the public be excluded from the remainder of the meeting because of the likely disclosure of exempt information as defined in Paragraphs 1, 2, 3, 4 and 6, Part 1, Schedule 12A of the Local Government Act 1972 (as amended)

CANNOCK CHASE COUNCIL
MINUTES OF THE MEETING OF THE
CABINET
THURSDAY, 17 DECEMBER 2009 AT 4.30 P.M.
IN THE CIVIC CENTRE, BEECROFT ROAD, CANNOCK
PART 2

104. Debt Recovery

Consideration was given to the Not for Publication Report of the Head of Financial Management (Enclosure 20.1 – 20.6 of the Official Minutes of the Council).

RESOLVED:

That:

- (A) The amounts detailed in Annexes 1 to 4 be written off.
- (B) The actions of the Head of Financial Management in writing off the irrecoverable debts, below £1,000 be noted.

Reason for the Decision

There was no reasonable prospect of the Council recovering the debts and so writing them off was the best conclusion. Should any of the debtors' circumstances change, such that the debts become recoverable, the Council's officers would take the appropriate action to resurrect the debts and recover them.

The meeting closed at 5.45 pm.

LEADER