

## CABINET

### MINUTES OF MEETING HELD ON 7 JUNE 2017

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## **CABINET**

### **MINUTES OF MEETING HELD ON 7 JUNE 2017**

#### **Present:**

Councillor G Baxter MBE ..... Leader (in the Chair)

Councillor J Austen

" N Barker

" M Gordon

Councillor Mrs E A Hill

" P R Kerry

#### **Also Present:**

D Swaine - Chief Executive

D Clarke - Assistant Director – Finance & Revenues and Benefits

S Sternberg - Assistant Director of Governance and Solicitor to the Council & Monitoring Officer

S Cottam - Senior Governance Officer (Acting)

#### **47 Apology for Absence**

An apology for absence had been received from Councillor J Lilley.

#### **48 Declarations of Interests**

Members were requested to declare the existence and nature of any disclosable pecuniary interests and/or other interests, not already on their register of interests, in any item on the agenda and withdraw from the meeting at the appropriate time.

There were no interests declared at this meeting of Cabinet.

#### **49 Minutes of Last Meeting**

RESOLVED – That the Minutes of the meeting of Cabinet held on 10 May 2017 be approved as a correct record and signed by the Leader.

#### **50 Minutes of the Member Development Working Group – 26 April 2017**

RESOLVED – That the Minutes of the Member Development Working Group held on 26 April 2017 be noted.

#### **Non Key Decisions**

#### **51 Member Development Annual Report 201617**

Cabinet considered a report of Councillor N Barker, Portfolio Holder with Responsibility for Human Resources, Training and Member Development.

The purpose of the Member Development Annual Report was to enable Cabinet to review the Member Development work that has been undertaken during the municipal year 2016/17.

The report set out the Member Development activities that had taken place during the year, opportunities that had been made available to Members and information on the evaluation of Member Development that had taken place.

Cabinet noted that within the report a lot of work had been done over the year to provide opportunities to elected Members to increase their knowledge and skills, to help them carry out their role as Councillors.

Cabinet wished to put on record their thanks to the Governance Team, and in particular Sarah Cottam, for their commitment in facilitating the training sessions and co-ordinating the Member Development Working Group.

**RESOLVED** – That Cabinet notes the content of the Member Development Annual Report 2016/17.

**REASON FOR DECISION** – To enable Cabinet to consider the Annual Report on Member Development during 2016/17.

**ALTERNATIVE OPTIONS CONSIDERED & REJECTED** - The options for Cabinet's consideration were detailed in paragraph 4.1 of the report. There were no alternative options considered and rejected.

(Senior Governance Officer – Acting)

## **52 Customer Service Report 2016/17**

Cabinet considered a report of Councillor G Baxter MBE, Leader of the Council on the Customer Service Report for 2016/17.

The purpose of the report was to make elected Members aware of performance in relation to its Customer Service Standards across the organisation and to provide supporting evidence for Customer Service Excellence.

Elected Members did note that the Customer Service Excellence was compliant and checked annually to ensure that the organisation still met the standards. In total 144 written compliments were received and a good cross section of compliments were received from customers appreciating excellent service, including 57 for the Streetscene Services Department. 40 compliments were received for the Customer Service Department, 12 each for the Environmental Health Departments and the Revenues and Benefits Departments as well as other departments. Overall Cabinet found the report to be positive.

**RESOLVED** – That Cabinet notes the overall performance on customer service standards and compliments/comments and complaints.

**REASON FOR DECISION** – To keep elected Members informed of volumes and trends regarding customer service standards and compliments, comments and complaints. No consultation or equality impact assessment was required.

ALTERNATIVE OPTIONS CONSIDERED & REJECTED – The options for Cabinet’s consideration were detailed in paragraph 4.1 of the report. There were no alternative options considered and rejected.

(Customer Service Manager)

<b>Key Decisions</b>
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**53 Medium Term Financial Plan – Financial Outturn 2016/17**

Cabinet considered a report of Councillor P R Kerry, Portfolio Holder with Responsibility for Economy, Finance and Regeneration, which sought to inform Members of the financial outturn position of the Council for the 2016/17 financial year.

The Council had closed its financial accounts for 2016/17 in line with the target date of 31 May 2017, which had been set to reflect the forthcoming change in the statutory deadline. The draft Statement of Accounts 2016/17 was now subject to the independent audit from the Council’s external auditors KPMG.

The final audited accounts will be reported for approval to the Audit and Corporate Governance Scrutiny Committee at its meeting on 27 July 2017. The report provided information on the outturn position in respect of the following:-

- General Fund Revenue Account;
- Housing Revenue Account;
- The Council’s Capital Investment Programme, and
- The Treasury Management Activities.

In relation to the General Fund, during the previous financial year the Council managed its budgets effectively securing a favourable financial outturn. In particular the Council successfully met its financial savings target of £0.395m and was able to grow the balance in the Invest to Save Reserve by £0.195m. It was noted that although the outturn had allowed the Council to set aside earmarked reserves to meet contractual commitments and to address some of the key issues and potential liabilities it was facing, the Invest to Save Reserve which was the Council’s only general earmarked reserve not to have commitments against it in 2017/18 so continued prudence was needed when committing against this reserve.

The Housing Revenue Account continued to operate within the parameters set by the 30 year Business Plan and the Medium Term Financial Plan.

The Capital Programme saw good progress on approved schemes during the 2016/17 financial year. In particular, both the Sport Centre refurbishments and the North Wingfield New Build Scheme were progressing well. These were however a limited number of schemes which were a work in progress and this required that the associated expenditure and funding be carried forward in to the 2017/18 financial year.

Cabinet praised the hard work of the staff within the Accountancy Team in meeting the earlier deadline for publishing the accounts.

**RESOLVED** – That Cabinet:-

- (1) Note the outturn position in respect of the 2016/17 financial year.
- (2) Approve the proposed carry forward of capital budgets detailed in Appendix 4 of the report.

**REASON FOR DECISION** – To consider the financial outturn position of the Council for 2016/17 and its implications for future years budgets.

**ALTERNATIVE OPTIONS CONSIDERED & REJECTED** – The options for Cabinet’s consideration were detailed in Paragraphs 8.1 and 8.2 of the report.

As the financial outturn report for 2016/17 was primarily a factual report, which detailed the outcome of previously approved budgets, there were no alternative options to be considered.

(Assistant Director – Finance, Revenues & Benefits)

**54 Urgent Business (Public Session)**

There was no urgent business to be considered in the public session at this meeting of Cabinet.

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