

## CABINET

### MINUTES OF MEETING HELD ON 2 AUGUST 2017

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## CABINET

### MINUTES OF MEETING HELD ON 2 AUGUST 2017

#### **Present:**

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

Councillor J Austen  
“ N Barker

Councillor P R Kerry  
“ J Lilley

#### **Also Present:**

D Swaine - Chief Executive  
D Clarke - Assistant Director – Finance & Revenues and Benefits  
A Wylie - Team Manager (Contentious) Solicitor  
D Raybould - Partnership Development Officer  
N Blaney - ICT Manager  
S Cottam - Senior Governance Officer (Acting)

#### **191 Apologies for Absence**

Apologies for absence were received from Councillors M Gordon and Mrs E A Hill.

#### **192 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.

Councillor J Lilley declared a non-significant other interest in Item 4 – Voluntary and Community Organisations – North East Derbyshire Citizens’ Advice Bureau – arising from his work as a volunteer at the Citizens’ Advice Bureau.

As the interest was non-significant Councillor J Lilley could remain in the meeting for this item.

#### **193 Minutes of Last Meeting**

RESOLVED – That the Minutes of the meeting of the Cabinet held on 28 June 2017 be approved as a correct record and signed by the Leader.

#### **194 Voluntary and Community Organisations – North East Derbyshire Citizens’ Advice Bureau**

Cabinet considered a presentation from North East Derbyshire Citizens’ Advice Bureau as part of a suite of presentations from the Voluntary Sector Organisations funded by the Council in 2016/17. Phil Morris of the North East Derbyshire Citizens’ Advice Bureau attended the meeting to give the presentation.

Cabinet were advised that enquiries directed to the North East Derbyshire Citizens' Advice Bureau had risen and it had been the busiest year to-date. There had been a significant rise in enquiries from the Shirland area. Debt enquiries on the whole had reduced from last year.

The presentation also provided the client profile accessing the Citizens' Advice Bureau, in particular 34% of Council/ALMO tenants were seeking advice with regards to Housing Tenure. The Leader felt it would be beneficial to receive a more detailed breakdown of what the issues were of the Council/ALMO tenants in order for this to be addressed where necessary.

Cabinet were advised that the biggest issue for clients seeking advice was for rent arrears.

Derbyshire County Council were North East Derbyshire's Citizens' Advice biggest funder but the core funding from North East Derbyshire/Bolsover Councils' was heavily relied upon, more so due to the Derbyshire County Council cuts.

The Leader, on behalf of Cabinet, thanked the Citizens' Advice Bureau for all their hard work and dedication.

**RESOLVED** – That the presentation be received by Cabinet and any comments from Members arising from the presentation be included in future commissioning considerations.

**REASON FOR DECISION** – To ensure that the Council maximises efficiencies and outcomes through commissioning voluntary sector organisations to help achieve Corporate Priorities.

**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.

(Partnerships Team)

## **Non Key Decisions**

### **195 Joint Information Security Policies**

Cabinet considered a report of Councillor J Austen, Portfolio Holder with Responsibility for Information Technology, E-Information and Asset Management which sought Cabinet's approval for the 2017 revision of the Joint Information Security Policy.

The current Joint Information Security Policies were developed and approved in 2014 but were now due for review. The original policy set was based on draft policies developed by the Local Government Association and a group of Councils. It aims to satisfy the compliance requirements of what is now know as the Public Service Network (PSN).

The key changes in relation to the 2017 revisions are:-

- Reference to and adoption to the new Government Security Classification Scheme;
- Improve clarity of key messages;
- Remove duplication.

The Policy was attached to the report as an Appendix and had currently been recommended for approval by the Strategic Alliance Joint Committee on 11 July 2017.

**RESOLVED** – That Cabinet approves the adoption of the Joint Information Security Policies.

**REASON FOR DECISION** – To ensure the Council has current information security policies in place.

**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.

(Joint ICT Manager)

**196 Corporate Plan Targets Performance Update – April to June 2017 (Q1 – 2017/18)**

Cabinet considered a report of Councillor G Baxter MBE, Leader of the Council on the Corporate Plan Target Performance updates for Quarter 1 2017/18. The purpose of the report was to report the Quarter 1 outturns for the Corporate Plan targets for 2015-2019.

Out of the 56 targets in total 45 (80%) were on track, 8 (14%) had been achieved (previously), 2 (4%) had been flagged as an 'alert' and 1 (2%) was withdrawn previously.

The two targets that had been flagged as an 'alert' were G12 – through a programme of targeted refurbishment bring 20 empty properties per year back into use by March 2019, and G14 – through the Private Rented Sector Leasing Scheme deliver five additional units of affordable housing each year.

No properties for either target were achieved in Quarter 1. Action Housing, the Council's preferred partner, had drawn down all the funding that they had secured under the 2015-18 HCA grant programme. This had been used in other districts meaning there was currently no funding available for the lease and repair of empty properties within the district. The Lead Officer had approached other registered providers and they had not expressed an interest in refurbishing empty properties. Action Housing were under CME (Continuous Market Engagement) looking to bid for funding towards a Purchase and Repair Scheme for empty properties, however, this was across the Sheffield City Region.

The Lead Officer and Team would work with Action Housing to encourage them to work in the district.

**RESOLVED** – That progress against the Corporate Plan 2015-2019 targets be noted.

**REASON FOR DECISION** – To keep Members informed of progress against the Corporate Plan targets, noting achievements and areas of concern.

**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.

(Assistant Director – HR & Payroll/  
Information, Engagement and Performance Manager)

**197 Medium Term Financial Plan – Budget Monitoring Report Quarter 1 – April to June 2017**

Cabinet considered a report of Councillor P R Kerry, Portfolio Holder with Responsibility for Economy, Finance and Regeneration, which sought to update Cabinet on the financial position of the Council following the first quarter's budget monitoring exercise for the General Fund, the Housing Revenue Account, Capital Programme and Treasury Management activity.

Officers had adopted the integrated approach to budget monitoring utilised in previous years for the first quarter with Performance, Risk and Finance being considered at Performance meetings held during July 2017.

The scope of this report was therefore to report the current financial position following 2017/18 Quarter 1 Monitoring exercise.

Cabinet were advised that everything was on track this year to balance but officers in Finance would need to look at savings for next year's budget. It was advised that all under-spends would be removed from department budgets.

**RESOLVED** – That Cabinet:-

- (1) Notes the monitoring position of the General Fund at the end of the first quarter as detailed in the appendix attached to the report and requests that Officers continue with work designed to deliver the target level of savings in respect of 2017/18
- (2) Notes the satisfactory position on the Housing Revenue Account (HRA), the Capital Programme and Treasury Management at the end of the first quarter.

**REASON FOR DECISION** – To advise Cabinet of the financial position of the Council for the first quarter.

**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.

(Assistant Director – Finance, Revenues & Benefits)

**198 Risk Management Update, Partnership Working and Strategic Risk Register**

Cabinet considered a report of Councillor P R Kerry, Portfolio Holder with Responsibility for Economy, Finance and Regeneration, which updated Members concerning the current position regarding the Risk Management and Partnership arrangements and to seek approval for the revised Strategic Risk Register as at 30 June 2017 as part of the suite of Finance, Performance and Risk reports.

The Council's Strategic Risk Register had been developed in light of consideration of the strategic and operational risks which had been identified by elected Members and officers as part of the Council's risk, service management and quarterly performance arrangements.

In its approach to Risk Management the Council was seeking to secure a number of objectives and to operate in line with recognised Best Practice. The revised Strategic Risk Register as of 30 June 2017 was attached to the report as an Appendix for consideration by Cabinet.

During the recent round of quarterly performance meetings one of the key issues discussed was the impact upon both the local community and the Council of a catastrophic event. While there was clear potential for this to arise as a result of circumstances beyond our control the Council itself had a clear requirement to ensure that its services were managed and delivered in such a way as to mitigate the risk of a major service failure in the Council's own services. While this was identified as an existing risk, given recent events, it was considered and appropriate that this and related issues be moved up the Risk Register with these now being set out as Strategic Risk 3. Issues raised included the uncertainty associated with the recent General Election, Brexit, the pace of legislative change and the ability to recruit and retain appropriately qualified staff were all viewed as remaining of concern.

In addition, in light of the level of savings that needed to be identified over the period of the current Medium Term Financial Plan, concerns were reiterated concerning the challenges in respect of securing savings against a background in which some services were experiencing increased pressures as a result of other agencies withdrawing services.

**RESOLVED** – That Cabinet notes the report and approves the Strategic Risk Register as at 30 June 2017.

**REASON FOR DECISION** – To enable Cabinet to consider the risks identified with the Strategic Risk Register/Partnership arrangements in order to assist in maintaining effective governance arrangements, service and financial performance.

**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.

(Assistant Director – Finance, Revenues and Benefits)

**199 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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