

## CABINET

### MINUTES OF MEETING HELD ON 6 APRIL 2016

## I N D E X

<b>Page No</b>	<b>Minute No</b>	<b>Heading</b>
1	712	Apologies for Absence
1	713	Declarations of Interests
1	714	Minutes of Last Meeting
1	715	Proposed Calendar of Meetings 2016/17
2	716	Single Equality Scheme 2016-2019 and Final Review of Single Equality Scheme 2012-2016
3	717	Urgent Business (Public Session)
3	718	Exclusion of Public
4	719	Exempt Minutes of Last Meeting
4	720	Corporate Property Estate Maintenance Contract 2015-2016
5	721	Urgent Business (Private Session)

## **CABINET**

### **MINUTES OF MEETING HELD ON 6 APRIL 2016**

#### **Present:**

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

Councillor J Austen

" N Barker

" M Gordon

Councillor Mrs E A Hill

" P R Kerry

" Mrs L Robinson

#### **712 Apologies for Absence**

No apologies for absence were submitted as all members of Cabinet were present for the meeting.

#### **713 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.

#### **714 Minutes of Last Meeting**

RESOLVED – That the Minutes of the meeting of the Cabinet held on 9 March 2016 be approved as a correct record and signed by the Leader.

#### **715 Proposed Calendar of Meetings 2016/17**

Cabinet considered Report No GBXR/25/15-16/MK of Councillor G Baxter MBE. The purpose of the report was to enable Cabinet to consider the Council's calendar of meetings for 2016/17.

The calendar of meetings proposed in the municipal year 2016/17 had been developed in consultation with officers from Planning, Licensing, Improvement, Scrutiny and Finance, together with Members.

The calendar of meetings had followed the same format as in previous years, subject to a number of minor amendments. Members were requested to note the following:-

- There will be briefings held prior to the first meetings of Licensing, Planning and Audit and Corporate Governance Scrutiny Committees.
- Training for all Chairs and Vice Chairs had been arranged for 16 May 2016, following the Annual Council meeting.

- Meetings of Political Leadership Group had been moved from 2.00 pm to 3.00 pm at the request of the Leader.
- The new arrangements for District and Parish Liaison events are covered in the new schedule.
- Details of the quarterly finance, performance and risk meetings are also included in the schedule for the first time.
- It was proposed that all Members and officers will be sent electronic invitations for meetings listed in the calendar. Further information on how this would be managed would be provided in due course.

**RESOLVED** – That Cabinet:-

- (1) Approves the calendar of meetings 2016/17 as attached at Appendix 1 to the report.
- (2) Grants delegated authority to the Governance Manager, following consultation with the Leader of the Council and the Chairs' of the relevant Committee(s)/Working Group(s), to amend the calendar of meetings 2016/17 as and when required.

**Reason for Decision**

To enable Cabinet to consider and approve a calendar of meetings for the municipal year 2016/17.

**Other Options Considered and Rejected**

Not applicable.

(Governance Manager)

**716 Single Equality Scheme 2016-2019 and Final Review of Single Equality Scheme 2012-2016**

Cabinet considered Report No LR/07/15-16/KD of Councillor L Robinson. The Single Equality Act 2010 imposed a duty on public authorities to eliminate discrimination, harassment, victimisation and any other prohibited conduct, advance equality of opportunity and foster good relations between different groups.

The Single Equality Scheme 2016- 2019 provided a framework for implementing the authority's obligations with regard to the equality duties and encompasses the range of protected characteristics as defined within the Equality Act 2010.

The Scheme set out the evidence base for the Council's equality objectives which are then set out as deliverable actions in the associated action plan.

The final review of the Single Equality Scheme 2012-2016 evidenced that since its adoption by Council in 2012, 20 actions had been achieved and two had been withdrawn.

The achievements that had been during the period of the previous scheme included:-

- Successful support and delivery of 16 Disabled Peoples' Joint Consultative Group meetings, which had received positive feedback.
- Production of a Joint Equality Impact Assessment (EIA) template and guidance to streamline the process and support service areas.
- Approval and adoption of a corporate EIA programme.
- Improved contract documentation in relation to equality requirements.
- Mandatory equality and diversity training delivered to new employees and those seeking a re-fresh and also provided to elected Members.
- The Customer Service Team had received awareness training on Mental Health, Adult Care, Autism, Aspergers, British Sign Language and Suicide.

It was noted that the chart in the 2016-2019 Scheme showing employee data would be amended to represent the information more clearly.

**RESOLVED** - That Cabinet:-

- (1) Approves the Single Equality Scheme 2016-19 in compliance with the Council's statutory equality duties as specified in the Equality Act 2010 and the Equality Act 2010 (Statutory Duties) Regulations 2011.
- (2) Approves the final review of the Single Equality Scheme 2012-2016.

**Reason for Decision**

The decision enables the Council to comply with the legal duties set out in the Equality Act 2010 to produce a Single Equality Scheme.

**Other Options Considered and Rejected**

Not applicable.

(Information, Engagement and Performance Manager)

### **717 Urgent Business (Public Session)**

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

### **718 Exclusion of Public**

**RESOLVED** - That the public be excluded from the meeting during the discussion of the following items of business to avoid the disclosure to them of exempt information as defined in Paragraph 3 Part I of Schedule 12A to the Local Government Act 1972 (as amended by the Local Government (Access to

Information)(Variation) Order 2006). [The category of exempt information is stated after each Minute].

**719 Exempt Minutes of Last Meeting**

RESOLVED – That the Exempt Minutes of the meeting of the Cabinet held on 9 March 2016 be approved as a correct record, subject to the noting of the attendance of Councillor Austen, and signed by the Leader.

**720 Corporate Property Estate Maintenance Contract 2015-2016**

Cabinet considered Report No PRK/31/15-16/GG of Councillor P R Kerry which recommended to Cabinet a three year extension to the Corporate Property Estates Maintenance Contract with Gary Fletcher (Surfacing) Ltd.

The contract was agreed in April 2015 to run from 1 April 2015 to 31 March 2016. The contract included an option to extend for a further three years to be evaluated on a year-on-year basis.

The quality of work, response time and overall contract performance had been good over the first year of the contract. In addition, Gary Fletcher (Surfacing) Ltd was assessed as the most economically advantageous tender when the work was originally tendered. Gary Fletcher (Surfacing) Ltd were satisfied that the mutually agreed price increase of 10% to the Schedule of Rates would enable them to carry out the contract for the extended period.

It was proposed that an extension to the contract run for a period of three years from 1 April 2016 to 31 March 2019, with the continuation of the contract for years two and three being subject to a delegated decision by the Assistant Director – Property and Estates following satisfactory analysis of the contractor's performance.

RESOLVED- That:-

- (1) Cabinet approves the extension of the Corporate Property Estates Maintenance Contract with Gary Fletcher (Surfacing) Ltd from 1 April 2016 to 31 March 2017.
- (2) The Assistant Director – Property and Estates be granted delegated authority to extend the contract for a further two years in one year increments, following satisfactory analysis of the contractor's performance and consultation with the Portfolio Holder.

**Reason for Decision**

To maintain the performance of the Corporate Property Estates Maintenance Contract.

**Other Options Considered and Rejected**

The alternative option to go back out to tender was rejected as the current contractor provided a good performance and value for money assessed against the original tenders. A further tender process would have increased the workload and

lead to a delay in the letting of the contract and would be unlikely to secure a more beneficial package.

(Assistant Director – Property and Estates)  
(Paragraph 3)

**721 Urgent Business (Private Session)**

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

---