

## CABINET

### MINUTES OF MEETING HELD ON 23 NOVEMBER 2016

## I N D E X

<b>Page No</b>	<b>Minute No</b>	<b>Heading</b>
1	407	Apologies for Absence
1	408	Declarations of Interests
1	409	Minutes of Last Meeting
1	410	Parking Issues at Churchside, Calow
2	411	Joint Mobile Device Policy
3	412	Client ICT Strategy
4	413	Joint Procurement Strategy
5	414	Sheffield City Region Social & Affordable Housing Compact
6	415	Budget Monitoring Report – Quarter 2 – April to September 2016
7	416	Risk Management Update, Partnership Working and Strategic Risk Register
7	417	Medium Term Financial Plan – Revised Budgets 2016/17
8	418	Urgent Business (Public Session)
8	419	Exclusion of Public
8	420	Regeneration Update – Rykneld Homes Limited
9	421	Re-development Proposal off Broom Drive, Grassmoor
10	422	Manor Farm, Dronfield – Proposed Regeneration
11	423	Medium Term Financial Plan
11	424	Urgent Business (Private Session)

## **CABINET**

### **MINUTES OF MEETING HELD ON 23 NOVEMBER 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

" J Lilley

#### **407 Apologies for Absence**

There were no apologies for absence at this meeting of Cabinet. All Members of Cabinet were present.

#### **408 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.

Councillors Mrs E A Hill and N Barker declared a non significant other interest in item 13 – Regeneration Update – arising from their membership of Rykneld Homes Board. As these interests were non significant Councillors Mrs E A Hill and N Barker could remain in the meeting for this item.

#### **409 Minutes of Last Meeting**

**RESOLVED** – That the Minutes of the meeting of the Cabinet held on 23 October 2016 be approved as a correct record and signed by the Leader.

### **Non Key Decisions**

#### **410 Parking Issues at Churchside, Calow**

Cabinet considered a report of Councillor J Austen, Portfolio Holder with Responsibility for Information Technology, E-Information and Asset Management to consider an approach from a developer with proposals for resolving parking issues on Churchside, Calow, to allow conditions attached to a planning consent on the adjacent field to be discharged so that development can proceed.

Churchside, Calow was an adopted highway within an existing council estate and was shown on a plan linked to this report. The field at the end of Churchside had planning consent for development with residential dwellings, the proposed access being via Churchside. As a condition of the grant of that permission the developer had to provide a traffic management plan to alleviate the on-street parking issues.

The street itself was narrow and used by residents for parking as the orientation of the properties meant that they could only be accessed by foot and vehicle parking was only available on the highway. The developers had proposed to create 14 parking bays for residents within the grass verges along the highway which belonged to North East Derbyshire District Council and an additional three in the turning head which would become redundant when the new road was constructed. The scheme would need to be considered further by the County Council's Planning Office to assess its viability but the developer was confident that a workable scheme, as proposed, was possible.

Members noted that Calow was situated close to Chesterfield Hospital and the roads around the council's housing estate were frequently used by staff and visitors as free parking to avoid parking charges at the hospital. Congestion on these roads presently caused problems for local residents. Within the planning consent for the development site a foot access to the hospital would be left.

Opinion was that when this becomes known the route would be viewed as a short cut which could lead to further congestion on the estates in Calow.

Rykneld Homes had considered the scheme and the matter had been discussed at the Asset Management Group on 8 September 2016 where the recommendation was to reject the proposals on the basis that the parking bays would not be economically viable to maintain and that the control of the spaces would be problematic as there was no managed parking scheme available nor the finances to establish one.

**RESOLVED** – That the proposal is rejected and the applicant be informed of the decision.

**Reason for Decision**

The proposal is rejected in line with the Asset Management Group's recommendation for the reasons highlighted in the report.

**Other Options Considered and Rejected**

The developers had not presented any other options.

(Senior Valuer)

**411 Joint Mobile Policy**

Cabinet considered a report of Councillor J Austen, Portfolio Holder with Responsibility for Information Technology, E-Information and Asset Management which provided guidance for the safe use of equipment, to provide regulation for the financial costs of devices and to ensure that employees and Members were aware of their responsibilities when using the equipment.

The current policies that cover mobile devices at Bolsover and North East were now five years old and did not reflect current best practice. The North East policy was updated in 2014 to reflect changes in personal use allowance. The procedure was in place with procurement, deployment and administration currently differed at both Councils.

The Joint ICT Service was given responsibility for mobile telephony in April 2016 and tasked with producing a Joint Mobile Device Policy, along with the procurement of a new mobile telephony contract.

The new joint policy seeks to:-

- Remove ambiguity over device offering;
- Ensure common procedures were in place across the Strategic Alliance;
- Define responsibilities for mobile devices;
- Reduce administration overhead;
- Improve clarity;
- Provide a basis for device refresh as part of the new mobile device contract.

**RESOLVED** – That Cabinet approved the Joint Mobile Device Policy.

#### **Reason for Decision**

A joint policy would provide a common and consistent approach to mobile device deployment and usage across the Strategic Alliance.

#### **Other Options Considered and Rejected**

To maintain separate policies would be unsustainable given the increase in joint roles and shared services across the Strategic Alliance and the current policies in place were not deemed fit for purpose.

(ICT Manager)

### **412 Client ICT Strategy**

Cabinet considered a report of Councillor J Austen, Portfolio Holder with Responsibility for Information Technology, E-Information and Asset Management on the outcomes of the NEDDC 2013-2015 Client ICT Strategy and to present a joint Client ICT Strategy to cover the period from 2016-2018 for approval.

A Joint ICT Service Strategy was in place to cover the key aims and covered the period 2014-2017. This focused on activities for which the Joint ICT Service were responsible for. Client ICT Strategies collated the activities which had an ICT element, but which were led by the service areas.

For 2013-2016 separate Client ICT Strategies were developed for Bolsover and North East Derbyshire. From the action plan agreed the following outcomes were delivered.

At North East Derbyshire of the 17 items agreed:-

- 9 were delivered on schedule;
- 4 were delivered, but behind initial target date;
- 4 were not progressed, all of which would be rolled over to 2016-2018 action plan.

The new Client Strategy had identified 41 separate projects, these were defined in the new Client ICT Strategy which was available through a link to this report.

**RESOLVED** – That:-

- (1) Cabinet approves the joint 2016-18 Client ICT Strategy.
- (2) The actions within the 2016-18 Client ICT Strategy were incorporated into the next revision of service plans where not already identified.
- (3) Progress against the action plan is reviewed on a six monthly basis and reported back to SAMT.

**Reason for Decision**

The new Strategy and associated action plan consolidated all significant client led activities with an ICT element. This would assist in ensuring the ICT resource could be allocated and early involvement from ICT could ensure that costs and additional impacts and risks could be identified in good time.

**Other Options Considered and Rejected**

Maintaining separate Strategies would lead to considerable overlap and duplication.

(ICT Manager)

**413 Joint Procurement Strategy**

Cabinet considered a report of Councillor G Baxter MBE, Leader of the Council, which sought approval of the draft Joint Procurement Strategy that had been developed.

The Council had a corporate target to produce a Joint Procurement Strategy. The deadline for this had been extended to the end of November. Over the last few months a Joint Procurement Strategy for the Strategic Alliance had been developed and had been considered by SAMT, the Procurement Unit and the Members of the Strategic Alliance Joint Committee.

**RESOLVED** – That the Joint Procurement Strategy be approved.

**Reason for Decision**

The Council should have a Procurement Strategy and had made this a Corporate target.

**Other Options Considered and Rejected**

Various other formats had been considered and this was the preferred option.

(Assistant Director of Governance  
and Solicitor to the Council & Monitoring Officer)

**414 Sheffield City Region Social and Affordable Housing Compact**

Cabinet considered a report of Councillor Mrs E A Hill, Portfolio Holder with Responsibility for Housing Strategy and Social Inclusion, which sought a decision for North East Derbyshire District Council to be a signatory of the SCR Social and Affordable Housing Compact.

The SCR Housing Forum met in January 2016 to discuss the key issues of meeting the challenge to deliver housing growth, Right to Buy extension to Housing Association and the collective framework for allocations. It was agreed that a Working Group should be established to develop a common set of principles that all major landlords across the SCR could sign up to.

The Working Group was launched in March 2016 and identified roles and responsibilities to ensure appropriate linkages to the SCR Housing Executive Board and Housing Directors Group. The Working Group had been developing the Compact between April and August with the expected official date of launch in early December.

Cabinet considered the objectives of the SCR Social and Affordable Housing Compact and that the Compact would be signed by 8 Councils, 4 ALMOs and up to 29 Housing Associations.

The SCR Social and Affordable Housing Compact would help stimulate the development of social and affordable housing, feeding in to the work of the Housing Executive Board and the more New Homes HCA bid from the Sheffield City Region.

The Council's Planning and Legal Departments, and also Rykneld Homes, had been consulted regarding the SCR Social and Affordable Housing Compact.

Cabinet felt that the Compact was a good document, not only to sign up to but also to get involved in. Councillor Mrs E A Hill outlined the definition of affordable housing as used in the Compact.

*Affordable housing:-*

*Formerly a general term, used more or less interchangeably with social housing. Housing produced by a registered provider (usually with subsidy from the Homes and Communities Agency) which is intended to be for households who cannot pay the market price in their area.*

*The Government definition of affordable housing was:-*

*Affordable housing includes social rented, affordable rented and intermediate housing, provided to specified eligible households whose needs are not met by the market. It can be a new build property or a private sector property that has been purchased for use as an affordable home.*

It was still unclear if the allocation of the Sheffield City Region funding had been decided, but being a signatory on the Compact would put the Council and Rykneld Homes in a good position once the decision was made.

**RESOLVED** – That Cabinet agrees to sign up to the SCR Social and Affordable Housing Compact.

**Reason for Decision**

As a signatory of the Sheffield City Region Social and Affordable Housing Compact North East Derbyshire would be included in developing and shaping the SCR Compact as it evolves over time.

**Other Options Considered and Rejected**

If the Council did not sign the SCR Social and Affordable Housing Compact this would result in North East Derbyshire District Council being excluded from future developments in the Sheffield City Region Social and Affordable Housing Compact. This would reduce the Council's influence on the delivery of social and affordable housing and the SCR call for flexibility in the current shared ownership and affordable housing programme bid 2016-2021.

(Housing Strategy and Growth Manager)

**415 Budget Monitoring Report – Quarter 2 – April to September 2016**

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 second quarter's budget monitoring exercise for the General Fund, the Housing Revenue Account, Capital Programme and the Treasury Management activity.

Officers had adopted the integrated approach to Budget Monitoring utilised in previous years for the second quarter with Performance, Risk and Finance being considered together at Directorate meetings held during October 2016. The scope of this report was therefore to report the current financial position following the 2016/17 quarter two monitoring exercise. It should be noted that a separate report was elsewhere on the agenda recommending a revised budget for 2016/17, which was based upon a separate but related piece of work.

**RESOLVED** – That Cabinet:-

- (1) Notes the monitoring position of the General Fund at the end of the second quarter as detailed in appendix 1 to the report and requests officers continue with the work designed to deliver the targeted level of savings in respect of 2016/17.
- (2) Notes the satisfactory position on the Housing Revenue Account (HRA), the Capital Programme and Treasury Management at the end of the second quarter.

**Reason for Decision**

The report summarised the financial position of the Council following the second quarter Budget Monitoring exercise for the General Fund, the Housing Revenue Account, Capital Programme and Treasury Management activity. In overall terms Budget Monitoring supported the view that the Council would be able to operate within the context of approved budgets and would secure its financial savings target by the year end.

**Other Options Considered and Rejected**

None.

(Assistant Director – Finance, Revenues & Benefits)

**416 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 Risk Management and Partnership Arrangements and to seek approval for the revised Strategic Risk Register as at 30 September 2016, as part of a suite of Finance, Performance and Risk details.

The Council's Strategic Risk Register had been developed in light of a consideration of the strategic and operational risks that 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.

**RESOLVED** – That Cabinet notes the report and approves the Strategic Risk Register as at 30 September 2016 as set out in appendix 1 to the report.

**Reason for Decision**

The Strategic Risk Register was intended to highlight those areas where the Council needed to manage its risks effectively and to encourage both Members and officers to actively consider whether the Strategic Risk Register and supporting Service Risk Registers actively covered all the issues facing the Council.

**Other Options Considered and Rejected**

None.

(Executive Director - Operations)

<b>Key Decisions</b>
----------------------

**417 Medium Term Financial Plan – Revised Budgets 2016/17**

Cabinet considered a report of Councillor P R Kerry, Portfolio Holder with Responsibility for Economy, Finance and Regeneration, which sought approval for the revised budget for 2016/17 for the General Fund, Housing Revenue Account and Capital Programme which would assist in improving the Council's financial position in both 2016/17 and future financial years.

**RESOLVED** – That Cabinet:-

- (1) Approves the revised General Fund operational budget for 2016/17 as set out in appendices 1 and 2 to the report.

- (2) Approves the revised Housing Revenue Account operational budgets for 2016/17 as set out in appendix 3 to the report.
- (3) Approves the revised Capital Programme for 2016/17 as set out in appendix 4 to the report.

**Reason for Decision**

To set revised budgets as early as possible within the financial year for the General Fund and Housing Revenue Account which would ensure the identified budget savings were realised, that all budget managers were working to revised budgets and to allow the plan changes in the HRA budgets to be delivered.

To update to 2016/17 Capital Programme to reflect schemes approved during the year and to approve the detailed allocation for the Asset Refurbishment Budget and to note the re-profiling of certain schemes within the Programme.

**Other Options Considered and Rejected**

In terms of the General Fund and Housing Revenue Account, the anticipated surplus on the Council's two main revenue accounts would result in an increase in financial reserves at the end of the year which were available to protect services at the time of declining central government support. How these additional resources were utilised in the decision for Members, which would be taken as part of the 2017/18 budget process. There were no alternative options being considered with regards to the proposed allocations from the Capital Programme budget as it ensured the Council's assets met the health and safety requirements in that they were maintained in a fit for purpose state that ensured they remained fully operational.

(Assistant Director – Finance, Revenues & Benefits)

**418 Urgent Business (Public Session)**

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

**419 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 Paragraphs 1, 3, 4 & 5 Part 1 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].

<b>Non Key Decisions</b>
--------------------------

**420 Regeneration Update – Rykneld Homes Limited**

Councillors Mrs E A Hill and N Barker declared a non significant other interest arising from their membership of Rykneld Homes Board. As these interests were

non significant Councillors Mrs E A Hill and N Barker could remain in the meeting for this item.

Cabinet considered a report of Councillor Mrs E A Hill, Portfolio Holder with Responsibility for Housing Strategy and Social Inclusion on the progress of the current regeneration projects that Rykneld Homes were delivering in partnership with the Council. Cabinet had previously received detailed reports for each of the projects seeking approval to proceed at each appropriate stage.

The report contained information setting out the current status of each of the key regeneration projects. All projects had been considered by the Asset Management Group and had been approved by Cabinet.

**RESOLVED** – That Cabinet notes this report and agrees that a further regeneration update report will be provided in Spring 2017.

#### Reason for Decision

The report provided an update on the current regeneration work being undertaken by Rykneld in partnership with the Council. The report was for information only and did not contain any recommendations other than Cabinet considering the information contained in it.

#### Other Options Considered and Rejected

None.

(Director of Property Services and Development  
Rykneld Homes Ltd)

### **Key Decisions**

#### **421 Re-development Proposal off Broom Drive, Grassmoor**

Cabinet considered a report of Councillor J Austen, Portfolio Holder with Responsibility for Information Technology, E-Information and Asset Management, which sought consideration of a development proposal made to the Council for a large site off Broom Drive/Gill Lane, Grassmoor.

The development, which remained subject to Planning approval, could only proceed on the basis that the Council agreed to demolish four Council houses in order to provide access to the site.

**RESOLVED** – That:-

- (1) The Asset Management Group, having considered the proposals for a re-development off Broom Drive, Grassmoor, have come to the view that due to the significant uncertainties surrounding the proposal it should be rejected and that in light of the view taken by the Asset Management Group, Cabinet agrees that the proposal be rejected.

- (2) Officers write to the developer on behalf of the Council advising them that the properties required to progress the scheme would not be made available by the Council.

#### Reason for Decision

Initially officers of the Council and Rykneld Homes Limited discussed the proposals with the owners and agents for the site and advised them that a joint development was not feasible given the cost of the scheme which included the Council's properties at Broom Drive.

#### Other Options Considered and Rejected

None.

### **422 Manor Farm, Dronfield – Proposed Regeneration**

Cabinet considered a report of Councillor J Austen, Portfolio Holder with Responsibility for Information Technology, E-Information and Asset Management, which provided the outcomes of the Due Diligence work requested at its meeting held on 31 August 2016 in respect of the Dronfield Manor Farm site. The report also provided an update on progress to date in relation to the scheme.

On 31 August 2016 Cabinet approved outline proposals to re-develop the former area housing office at Manor Farm, Dronfield. It was also agreed that a report be taken to full Council on 5 September 2016 to obtain approval to undertake General Fund Prudential Borrowing. However, Cabinet requested further Due Diligence work to be undertaken.

#### RESOLVED - That:-

- (1) Cabinet notes the outcome of the independent valuation and reaffirms its commitment to progress the scheme at Manor Farm as outlined within the report.
- (2) Cabinet notes the outcomes of the Due Diligence work and agreed that a further report be presented if any issues relating to the Land Title became detrimental to the development.
- (3) If no further report is necessary Cabinet agree that the development scheme progresses to ensure completion in line with previously approved timescales.
- (4) Cabinet reaffirms that any surplus generated from the Manor Farm scheme is earmarked towards the financing of future Council housing schemes within the Dronfield area to respect the covenant associated with the site.

#### Reason for Decision

To progress an appropriate re-development of the Manor Farm site in Dronfield which would both generate Capital Receipts for reinvestment in social housing, whilst ensuring the re-development takes place at the earliest opportunity.

**Other Options Considered and Rejected**

The option to do nothing was rejected because the Council would forego a Capital Receipt while the building and the land would be subject to further deterioration and increased anti-social behaviour.

(Executive Director - Operations)

**423 Medium Term Financial Plan**

Cabinet considered a report of Councillor P R Kerry, Portfolio Holder with Responsibility for Economy, Finance and Regeneration to secure agreement to making the posts of (PR007) and (AC017A) within the Council's Financial Services Team redundant. Two members of the Financial Services Team had indicated that they wished to be considered for voluntary redundancy and this had provided officers with an opportunity to review the existing structure and introduce an apprenticeship opportunity.

Given the process improvements that continue to be secured following implementation of the new financial management system in 2014, officers were of the view that these requests could be accepted allowing a new structure to be implemented which would yield further efficiencies within the Financial Services Team.

**RESOLVED** - That Cabinet agrees to request the Chief Executive as Head of Paid Services to utilise his delegated powers in order to make posts PR007 and AC017A redundant with resultant costs for pension strain and redundancy payments totalling £32k, offset by annual savings of £23k.

**Reason for Decision**

The Council's Medium Term Financial Plan approved in February identified a significant savings target over the period to March 2019. The Council was taking steps to achieve the financial savings required while seeking to protect the level of service, including internal control arrangements. The proposed redundancy had been discussed and agreed with both officers concerned.

**Other Options Considered and Rejected**

Given the requirement to make significant financial savings the option put forward in this report to achieve the necessary savings was considered to be a positive option. The impact on both service provision and the Council's employees was considered to be limited with other options likely to have significantly more adverse consequences.

(Assistant Director – Finance, Revenues & Benefits)

**424 Urgent Business (Private Session)**

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