

CABINET

Minutes of the meeting held on 19 April 2018 commencing at 7.00 pm

Present: Cllr. Fleming (Chairman)

Cllrs. Dickins, Firth, Hogarth, Piper and Scholey

Apologies for absence were received from Cllr. Lowe

Cllrs. Abraham, Clack, Coleman, Dyball, Edwards-Winser, Hunter, Maskell, McGregor, Pett, Purves and Raikes were also present.

85. Minutes

The Chairman welcomed Chief Superintendent Julia Chapman. Members took the opportunity to ask her questions relating to Minute 84, Cabinet 6 March 2018 - 'Sevenoaks District Community Safety Strategy and Action Plan 2018-19'. She agreed that she would type up the information she had given and share it with Members.

Resolved: That the minutes of the meeting of Cabinet held on 8 March 2018 be approved and signed as a correct record.

86. Declarations of interest

There were no additional declarations of interest.

87. Questions from Members

Cllr Edwards-Winser asked a question about the difficulties Members were experiencing with emails. He stated that emails sent from certain providers were not being delivered and he asked what was being done to correct the issue. The Leader responded that he was aware of the problem and that the Council would be moving the Member email system onto the Microsoft platform to help standardise and improve the Member experience. A pilot group would be testing the system and it was hoped to migrate all Members to the new platform by the end of May.

Cllr Purves asked a question about the use of the Argyle Road car park, asking whether consideration could be given to providing an extra level, to contain housing. The Leader responded by saying that options for the use of the car park would be considered.

88. Matters referred from Council, Audit Committee, Scrutiny Committee or Cabinet Advisory Committees

There were none.

CHANGE IN AGENDA ITEM ORDER

With Cabinet's agreement, the Chairman advised that he would take agenda item 9 next (Minute 89).

It was moved by the Chairman and

Resolved: That, under section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the ground that likely disclosure of exempt information was involved as defined by paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information) as identified in Schedule 12A to the Local Government Act 1972.

89. Income Strip Funding

(Exempt Information by virtue of Para. 3 of Part 1 of Schedule 12A LGA 1972)

The Portfolio Holder for Finance presented the report on Income Strip Funding. He introduced a presentation by David Whelan of Link Asset Services on the matter.

The Finance Advisory Committee had noted a report on Income Strip Funding and recommended it for approval. Cabinet considered the comments of the Finance Advisory Committee.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Council that

- a) the proposed approach to Income Strip Funding be adopted subject to approved criteria; and
- b) an Income Strip Board be set up to approve schemes, after the criteria above has been agreed.

90. Review into the Best Value delivery of the Environmental Health Out of Hours Service for SDC and DBC

The Portfolio Holder for Direct Services introduced the Assistant Environmental Health Manager, who presented the report. The report recommended that the Out of Hours (OOH) service targeted the Environmental Health Officer resource at times of peak demand, whilst simultaneously empowering the CCTV team to respond, record and provide advice to the majority of 'one off' complaints received by the service.

This proposal was in order to make more efficient and effective use of resources, allowing serious or emergency public health matters to be dealt with all year round and providing an enhanced system during periods of highest demand. The existing OOH provision for serious or emergency public health complaints would be extended via a year round cascade call system.

The Direct Services Advisory Committee had noted the same report and recommended it for approval.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That

- a) a targeted OOH service be implemented during the busiest service periods of Friday and Saturday night 18:00 to 00.00;
- b) during the periods in (a) above; all calls in respect of environmental health (other than first time complaints) be passed to the OOH Duty Officer for review and investigation as per the current service.
- c) at all other times OOH calls be reviewed and logged by the CCTV team;
- d) training and guidance be provided to CCTV operators to ensure they provide accurate advice and assistance to a customer at the time of their call;
- e) Environmental Health continue to provide additional advice or assistance as required via a cascade telephone system (or similar) for emergency situations or difficult/ demanding customers;
- f) it be noted that the proposed system would allow serious or emergency public health matters to be dealt with all year round and provide an enhanced system during periods of highest demand;
- g) it be noted that the proposed service would also ensure all customers calling the District Council outside of working hours receive an enhanced level of information and advice (provided by CCTV) during their initial call to the Council (rather than just in current service hours). It will also enable CCTV to contact an officer from Environmental Health in periods not currently covered by the existing service.
- h) it be noted that the provision of a secondary cascade rota would enable the OOH Duty Officer to seek a second opinion or if necessary operational support on difficult and challenging cases.
- i) it be noted that it is hoped that the recommended service could continue to be staffed using volunteers from within the EH Team.

However, there remained a high risk that contract conditions may need to be applied to adequately staff this option.

91. Environmental Health Partnership - Environmental Protection Consultancy - Recovery of Costs

The Portfolio Holder for Direct Services presented the report which provided an overview of the proposed Environmental Protection team's consultancy scheme. The scheme would recover reasonable costs from businesses for bespoke consultancy advice. The charge would be based on cost recovery and would be calculated on the average cost that the Council currently incurred for the provision of the service.

The Direct Services Advisory Committee had noted the same report and recommended it for approval.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That

- a) the Environmental Health Partnership recover their resource costs from businesses for Environmental Protection consultancy work; and
- b) a minimum fee be charged of £108 plus VAT and a standard photocopying charge for 2 hours work, and £72 per hour thereafter and a standard photocopying charge (cost recovery charge only).

92. Carry Forward Requests 2017/18

The Portfolio Holder for Finance presented the report which sought approval from Cabinet for carry forward requests. The Finance Advisory Committee had noted the same report and recommended it for approval.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That

- a) the Revenue 'carry forward' requests totalling up to £318,800 as set out in paragraph 3 of the report be approved; and
- b) the Capital carry forward request totalling £240,000 as set out in paragraph 4 of the report be approved.

93. Financial Results 2017/18 - to the end of January 2018

The Portfolio Holder for Finance introduced the Head of Finance who presented the report which showed the year end forecast position to be a favourable variance of £16,000.

Unfavourable variances had arisen due to lower expectations from Land Charges income, delays in savings from IT development and Business Rates being paid for a property in Swanley under redevelopment. Following capital works commencing on both the Sennocke and Buckhurst 2 sites during the year, users had been re-allocated to other car parks or on-street parking sites which had impacted on income levels. However, this had been offset slightly by additional income from the decked Bradbourne car park which had reopened. The Finance Advisory Committee had noted the same report and recommended it for approval.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That the report be noted.

THE MEETING WAS CONCLUDED AT 9.35 PM

CHAIRMAN

IMPLEMENTATION OF DECISIONS

This notice was published on 20 April 2018. The decisions contained in Minutes 85,86, 87, 88, 92 and 93 take effect immediately. The decision contained in Minute 89 is a reference to Council. The decisions contained in Minutes 90 and 91 take effect on 30 April 2018.