

Open

Cabinet

Agenda

6pm
Tuesday, 22nd April 2014
Council Chamber
Wyre Forest House
Finepoint Way
Kidderminster



Cabinet

The Cabinet Members and their responsibilities:-

Councillor M J Hart	Leader of the Council & Environmental Services
Councillor N J Desmond	Resources and Transformation
Councillor I Hardiman	Community Well-Being
Councillor A Hingley	Place-Shaping
Councillor J-P Campion	Economic Prosperity

Scrutiny of Decisions of the Cabinet

The Council has one Scrutiny Committee that has power to investigate policy issues and question members of the Cabinet who have special responsibility for a particular area of the Council's activities. The Cabinet also considers recommendations from this Committee.

In accordance with Section 10 of the Council's Constitution, Overview and Scrutiny Procedure Rules, and Standing Order 2.4 of Section 7, any item on this agenda may be scrutinised by the Scrutiny Committee if it is "called in" by the Chairman or Vice-Chairman of the Overview & Scrutiny Committee and any other three non-Cabinet members.

The deadline for "calling in" Cabinet decisions is 5pm on 2nd May 2014.

Councillors wishing to "call in" a decision on this agenda should contact Sue Saunders, Committee & Electoral Services Officer, Wyre Forest House, Finepoint Way, Kidderminster. Telephone: 01562 732733 or email susan.saunders@wyreforestdc.gov.uk

Urgent Key Decisions

If the Cabinet needs to take an urgent key decision, the consent of the Scrutiny Committee Chairman must be obtained. If the Scrutiny Committee Chairman is unable to act the Chairman of the Council or in his/her absence the Vice-Chairman of the Council, must give consent. Such decisions will not be the subject to the call in procedure.

Declaration of Interests by Members – interests of members in contracts and other matters

Declarations of Interest are a standard item on every Council and Committee agenda and each Member must provide a full record of their interests in the Public Register.

In addition, alongside the Register of Interest, the Members Code of Conduct ("the Code") requires the Declaration of Interests at meetings. Members have to decide first whether or not they have a disclosable interest in the matter under discussion.

Please see the Members' Code of Conduct as set out in Section 14 of this constitution for full details.

Disclosable Pecuniary Interest (DPI) / Other Disclosable Interest (ODI)

DPI's and ODI's are interests defined in the Code of Conduct that has been adopted by the District.

If you have a DPI (as defined in the Code) in a matter being considered at a meeting of the Council (as defined in the Code), the Council's Standing Orders require you to leave the room where the meeting is held, for the duration of any discussion or voting on that matter.

If you have an ODI (as defined in the Code) you will need to consider whether you need to leave the room during the consideration of the matter.

For further information

If you have any queries about this Agenda or require any details of background papers, further documents or information you should contact Sue Saunders, Committee and Electoral Services Officer, Wyre Forest House, Finepoint Way, Kidderminster, DY11 7WF. Telephone: 01562 732733 or email susan.saunders@wyreforestdc.gov.uk

Documents referred to in this agenda may be viewed on the Council's website - www.wyreforestdc.gov.uk/council/meetings/main.htm

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If members of the public do not wish to have their image captured they should sit in the Stourport and Bewdley Room where they can still view the meeting.

If any attendee is under the age of 18 the written consent of his or her parent or guardian is required before access to the meeting room is permitted. Persons under 18 are welcome to view the meeting from the Stourport and Bewdley Room.

If you have any queries regarding this, please speak with the Council's Legal Officer at the meeting.

Wyre Forest District Council

Cabinet

Tuesday, 22nd April 2014

Council Chamber, Wyre Forest House, Finepoint Way, Kidderminster

Part 1

Open to the press and public

Agenda item	Subject	Page Number
1.	Apologies for Absence	
2.	Declarations of Interests by Members In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any Disclosable Pecuniary Interests (DPI's) and / or Other Disclosable Interests (ODI's) in the following agenda items and indicate the action that they will be taking when the item is considered. Please see the Members' Code of Conduct as set out in Section 14 of the Council's Constitution for full details.	
3.	Minutes To confirm as a correct record the Minutes of the meeting held on the 18th February 2014.	6
4.	CALL INS a verbal update will be given on any decisions which have been "called in" since the last meeting of the Cabinet.	
5.	Items Requiring Urgent Attention To consider any item which, in the opinion of the Chairman requires consideration at the meeting as a matter of urgency.	
6.	Public Participation In accordance with the Council's Scheme for Public Speaking at Meetings of Full Council/Cabinet, to allow members of the public to present petitions, ask questions, or make statements, details of which have been received by 12 noon on Thursday 10 th April 2014 . (See front cover for contact details).	
7.	Leader of the Council	
7.1	Leader's Announcements	

8.	<i>Recommendations from Committees</i>	
8.1	Audit Committee, 24th March 2014 <ul style="list-style-type: none"> • Corporate Procurement Strategy 	11
8.2	Strategic Review Committee, 27th March 2014 <ul style="list-style-type: none"> • Organisational Development and Cultural Change 	12

9.	To consider any other business, details of which have been communicated to the Solicitor to the Council before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.	
10.	Exclusion of the Press and Public To consider passing the following resolution: “That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of “exempt information” as defined in paragraph 3 of Part 1 of Schedule 12A to the Act”.	

Part 2

Not open to the Press and Public

11.	Disposal of Land To consider a report from the Director of Economic Prosperity and Place which asks for Cabinet’s agreement to dispose of the freehold interest in land, which is identified in the report to the current leaseholder.	-
12.	To consider any other business, details of which have been communicated to the Solicitor to the Council before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.	

**WYRE FOREST DISTRICT COUNCIL
CABINET**

**COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY, KIDDERMINSTER
18TH FEBRUARY 2014 (6.00 PM)**

Present:

Councillors: J-P Champion, I Hardiman, M J Hart and A T Hingley.

Observers:

Councillors: G W Ballinger, H E Dyke, F M Oborski and M Price.

CAB.55 Apologies for Absence

Apologies for absence were received from Councillor N J Desmond.

CAB.56 Declarations of Interests by Members

No declarations of interest were made.

CAB.57 Minutes

Decision: The minutes of the Cabinet meeting held on 21st January 2014 be confirmed as a correct record and signed by the Chairman.

CAB.58 Call Ins

No decisions had been called in since the last Cabinet meeting.

CAB.59 Items Requiring Urgent Attention

There were no items requiring urgent attention.

CAB.60 Leader's Announcements

Members were advised that a significant milestone had been reached in that the second phase of the Hoobrook Link Road had been given the go ahead. In response to a question, it was perceived that the link road would ease the congestion on the Stourport Road, Kidderminster.

Following the public realm consultation for Kidderminster Town Centre, the town had been identified as a key priority for investment and the town would be developed.

In relation to the flooding problems in Stourport-on-Severn and Bewdley, car parks in the two towns would be free until the end of the half term holidays.

CAB.61 Financial Strategy 2014-2017

A report was considered from the Chief Financial Officer which provided an update on the Medium Term Financial Strategy and made recommendations to Council on the proposed budget decision and also considered the recommendations from the Strategic Review Committee at its meeting on 10th February 2014. In addition, the report of the Chief Financial Officer was considered in respect of the statutory duties in relation to budget setting and monitoring.

The Financial Strategy 2014-2017 document was circulated to Members prior to the commencement of the meeting and their attention was drawn to the updated Cabinet proposals. These included the Government's decision not to top slice the New Homes Bonus, a review of the structure of the Council's Leadership Team, the decision to reform the service for Revenues, Benefits and Customer Services by making internal savings; and the continuation of the Community Leadership Fund for two years.

Council tax would be increased by just under 2%. At Band D, this would mean a £3.83 increase for households over 12 months.

The Leader of the Council thanked the opposition groups for their input into the budget process and added that the process had been open and transparent and the report would now be sent to Council for debate.

Members agreed that the budget process the Council had was far superior to other authorities in the County.

Decision:

Recommend to Council: The Financial Strategy 2014-2017 as recommended on 21st January 2014, the results of the Council Tax consultation exercise and recommendations of the Strategic Review Committee, as follows:

1.1 FEES AND CHARGES

1.1.1 **APPROVAL** of the updated fees and charges as attached in Appendix 1, in respect of Control of Dogs to replace those approved by Council on the 27th November 2013.

1.2 THREE YEAR BUDGET, CAPITAL PROGRAMME AND POLICY FRAMEWORK 2014-17

1.2.1 **APPROVAL** of the updates to the Medium Term Finance Strategy 2014-17 as approved by Council in November 2013, as set out in the Cabinet report of the 21st January 2014.

- 1.2.2 **APPROVAL** of the Base Capital Programme and Vehicle, Equipment and Systems Renewal Schedule as set out in Appendices to the Cabinet Report on the 21st January 2014, further amended to incorporate all approved Cabinet Proposals and final amendments detailed in this report. The revised Capital Programme for approval is contained in Appendix 2 (Parts 1 and 2); updated Prudential Indicators are also presented in the separate Treasury Management report on this agenda. In doing so, Capital Budgets for 2014-17 are approved.
- 1.2.3 **APPROVAL** that the first £338,000 of the Right to Buy (RTB) receipts in 2014/15 be allocated to Disabled Facilities Grants (to a maximum Capital budget of £800,000). Any subsequent RTB Capital Receipts be allocated to general capital reserves. That the allocation of future years' RTB receipts will be considered in future budget setting processes.
- 1.2.4 **APPROVAL** that the initial £1m funding allocated for the Local Authority Mortgage Scheme be removed from the Capital Programme given the launch of the Government's Help to Buy Scheme and withdrawal of the Lloyds Banking Group from this initiative.
- 1.2.5 **APPROVES** that any Final Account savings arising from 2013-17 over and above the target allowed for in the Council's Finance Strategy, together with surplus Earmarked Reserves, be allocated by the Chief Financial Officer in consultation with the Leader.
- 1.2.6 **The General Fund Revenue Budget be APPROVED including updated CABINET PROPOSALS (Appendix 3) and updated FEES AND CHARGES (Appendix 1) and related amendments** as set out in paragraph 5 of this report.

1.3 COUNCIL TAX

- 1.3.1 **RECOMMENDS** a Council Tax for Wyre Forest District Council on a Band D Property of £201.45 for 2014-15 (£197.62 2013-14) which represents a 1.94% increase on Council Tax from 2013-14.
- 1.3.2 **RECOMMENDS** a provisional Council Tax on a Band D Property in 2015-16 of £205.36 and £209.34 in 2016-17, an increase of 1.94 % per annum over 2014-15.
- 1.3.3 **APPROVES** the discount for dwellings in Class C prescribed by the Council Tax (Prescribed Classes of Dwelling) (England) Regulations 2003 No 3011 shall, with effect from 1st April 2014, be one hundred per cent for the first calendar month and zero per cent thereafter, with any occupation for any period of less than 6 weeks being ignored. The period for which any discount under Class C applied to a dwelling immediately before 1st April 2014 shall count towards the period of one calendar month in awarding any discount for the period commencing on 1st April 2014.

1.4 MEMBER ALLOWANCES

- 1.4.1 **HAVE REGARD** to the conclusions and recommendations of the Independent Review Panel (IRP) in making any amendments to the Members' Allowances Scheme for 2014-15;
- 1.4.2 **DECIDE** to maintain the scheme of allowances set out in Appendix 4 – Part 2, for the financial year 2014-15, with the omission of the allowances for the Strategic Review Committee as this committee operates only in the 2013-14 municipal year;
- 1.4.3 **DECIDE** to withdraw from the joint Worcestershire Independent Remuneration panel.
- 1.4.4 **AUTHORISE** the Solicitor to the Council to amend the Constitution as appropriate to give effect to the Council's decisions, including the constitution of a new IRP to advise on the future scheme of allowances.

- 1.5 The Chief Financial Officer's opinion on the budget proposals, as recommended by Cabinet on 18th February 2014 and detailed in appendix 5 of the Cabinet report be noted.

CAB.62 Treasury Management Strategy 2014/15

A report was considered from the Chief Financial Officer which recommended to Council the approval of the restated Prudential Indicators and Limits for the financial years 2014/15 to 2016/17, the updated Treasury Management and Investment Policy and Strategy Statements for the period 1st April 2014 to 31st March 2015, the Minimum Revenue Provision (MRP) Statement that set out the Council's policy on MRP and the Authorised Limit Prudential Indicator. Cabinet also considered the recommendations from the Overview & Scrutiny Committee at its meeting on 6th February 2014.

Decision:

Recommended to Council:

- 1. **The restated Prudential Indicators and Limits for the financial years 2014/15 to 2016/17 included in Appendix 3 of the report to Cabinet be approved.**
- 2. **The updated Treasury Management and Investment Policy and Strategy Statements for the period 1st April 2014 to 31st March 2015 (the associated Prudential Indicators are included in Appendix 3 of the report to Cabinet and the detailed criteria is included in Section 10 and Appendix 5) of the report to Cabinet be approved.**

3. **The Minimum Revenue Provision (MRP) Statement that sets out the Council's policy on MRP included in Appendix 1 of the report to Cabinet be approved.**
4. **The Authorised Limit Prudential Indicator included in Appendix 3 of the report to Cabinet be approved.**

CAB.63 Budget Monitoring Third Quarter 2013/14

A report was considered from the Chief Financial Officer that outlined the monitoring of the Revenue Budget and Capital Programme in accordance with the Local Government Act 2003.

Members were advised that an underspend of just under £150,000 was predicted and this included a saving of £69,220 in environmental maintenance. Figures had also been released confirming that 300 houses had been built in the area during the past 12 months, with approximately 150 being affordable homes. Members were pleased that the budget papers for the Council agenda had been circulated and thanked Officers in achieving this.

Decision: The projected budget variations and comments outlined within the report to Cabinet and appendices 2 to 5 be noted.

CAB.64 Recommendation from Overview & Scrutiny Committee, 6th February 2014

- **Chaddesley Corbett Neighbourhood Plan – Regulation 14 Consultation Response**

Members were advised that a lot of work had been undertaken in getting to this stage and representatives from Chaddesley Corbett Parish Council had provided an excellent presentation in the foyer of Wyre Forest House to explain the details of the Plan. Congratulations were asked to be passed on to the Parish Council on their quality of work.

Decision:

1. **The response set out at Appendix 2 of the report to the Overview and Scrutiny Committee, to Chaddesley Corbett Parish Council as the District Council's formal response to the Regulation 14 consultation be submitted.**
2. **Delegated authority be granted to the Director of Economic Prosperity and Place to publish the Neighbourhood Plan upon its receipt and to appoint an examiner to undertake an examination of the Plan.**
3. **The Chief Executive to write to Chaddesley Corbett Parish Council congratulating them on their quality of work on their Parish Plan.**

The meeting closed at 6.29 pm.

WYRE FOREST DISTRICT COUNCIL

**Cabinet
22nd April 2014**

**Audit Committee
24th March 2014**

Corporate Procurement Strategy

The Committee considered a report which proposed an updated Corporate Procurement Strategy which had been reviewed and linked to the Council's objectives.

Recommend to Cabinet:

The Updated Corporate Procurement Strategy, as attached at Appendix 1 to the report to the Audit Committee, be approved.

Background papers:

Report to the Audit Committee 24th March 2014

<http://www.wyreforest.gov.uk/council/meetings/com57.htm#mt7322>

WYRE FOREST DISTRICT COUNCIL

Cabinet
22nd April 2014

Strategic Review Committee
27th March 2014

Recommendations from the Strategic Review Committee held on 27th March 2014.

Recommend to Cabinet:

1. **Setting the Standard for Consultation** – the work delivered for the service and spending priorities consultation should be the minimum standard for all future consultation exercises.
2. **Skills Audit** – to roll out a skills audit in the form of a pen portrait across service teams and Councillors. The information will be used to better utilise the skills, knowledge and expertise of Councillors and officers across all areas of council activity.
3. **Income Generation** – to produce a clear plan of how the council intends to bring in new money and secure other funding streams and to regularly review and monitor the plan.
4. **Implementation of Systems Thinking** – to only implement those principles of Systems Thinking which are appropriate to the work being undertaken and to share the learning of delivering this methodology across all council activity.
5. **Communication Issues**
 - a) To ensure the style and language used in publications we produce is positive and embraces our target audience e.g. Grow, Save, Charge Business Plan (Wychavon Council)
 - b) Minimise the use of emails for making important announcements and, where possible, get staff or Councillors together even if the notice is very short to make the announcement
 - c) Produce a monthly roundup of news for Parishes as per the Wychavon Model
6. **Engagement** - ensure that all staff and Councillors are engaged and understand their role in the organisational development and cultural change journey.