

## CABINET

10.00 A.M.

19TH APRIL 2011

**PRESENT:-** Councillors Stuart Langhorn (Chairman), June Ashworth, Jon Barry, Eileen Blamire, Abbott Bryning, David Kerr, John Whitelegg and Keith Sowden

Officers in attendance:-

|                 |                                      |
|-----------------|--------------------------------------|
| Mark Cullinan   | Chief Executive                      |
| Heather McManus | Deputy Chief Executive               |
| Andrew Clarke   | Accountancy Services Manager         |
| Alan Humphreys  | Legal Services Manager               |
| Liz Bateson     | Principal Democratic Support Officer |

### 120 MINUTES

The minutes of the meeting held on Tuesday 15 March 2011 were approved as a correct record.

### 121 ITEMS OF URGENT BUSINESS AUTHORISED BY THE LEADER

The Chairman advised that there were no items of urgent business.

### 122 DECLARATIONS OF INTEREST

Councillor Ashworth declared a personal interest with regard to the Shared Services Programme (Minute 124 refers) in view of the reference to the Citizens' Advice Bureau within the report, and her position as a trustee of that organisation.

### 123 PUBLIC SPEAKING

Members were advised that there had been no requests to speak at the meeting in accordance with Cabinet's agreed procedure.

### 124 SHARED SERVICES PROGRAMME

**(Cabinet Member with Special Responsibility Councillor Langhorn)**

***(Councillor Ashworth declared a personal interest in the following item in view of the reference to the Citizens' Advice Bureau within the report, and her position as a trustee of that organisation.)***

Cabinet received a report from the Chief Executive which reported on progress made in developing a shared services programme for the Council as requested as an action from the Corporate Performance Monitoring Report Quarter 1, 2010. The last progress report had been presented to Cabinet on the 18 January 2011.

The options, options analysis, including risk assessment and officer preferred option, were set out in the report as follows:

**Option 1**

To note the progress being made in respect of the service areas identified in the Appendix to the report and to receive reports back to Cabinet as appropriate to ensure that any service improvements and efficiencies are considered as part of the budget exercise.

**Option 2**

To note the progress being made in respect of the service areas identified in the Appendix to the report and identify any particular priorities.

It was proposed by Councillor Langhorn and seconded by Councillor Kerr:

- “(1) That Cabinet notes the progress made in developing a Shared Services Programme for the Council, since the last progress report presented to Cabinet on the 18 January 2011.
- (2) That officers continue to develop shared service partnership opportunities for achieving service improvements and efficiencies with a view to reporting back as determined by Cabinet and to help achieve future years’ savings targets
- (3) That Facilities Management and .Information Services be considered as priorities for the future Shared Services Programme.”

Councillors then voted:-

***Resolved unanimously:***

- (1) That Cabinet notes the progress made in developing a Shared Services Programme for the Council, since the last progress report presented to Cabinet on the 18 January 2011.
- (2) That officers continue to develop shared service partnership opportunities for achieving service improvements and efficiencies with a view to reporting back as determined by Cabinet and to help achieve future years’ savings targets
- (3) That Facilities Management and .Information Services be considered as priorities for the future Shared Services Programme.

**Officers responsible for effecting the decision:**

Chief Executive

**Reasons for making the decision:**

The efficiencies and service improvements delivered from developing a shared service programme will greatly assist in achieving the outcomes of the Council’s Corporate Plan priorities by working closely with other partner organisations to deliver improved benefits for the Lancaster district community.

It has been clarified that the interceptor car park referred to at page 9 of the agenda referred to the Hospitals site not the Auction Mark Car Park.

**125 SHARED SERVICES ARRANGEMENTS WITH PRESTON CITY COUNCIL FOR THE REVENUES AND BENEFITS SERVICE**

**(Cabinet Member with Special Responsibility Councillor Langhorn)**

Cabinet received a report from the Heads of Financial Services and Governance to consider arrangements for establishing a Joint Committee of this Council and Preston City Council to administer a shared service for Revenues and Benefits with effect from the 01 July 2011.

The options, options analysis, including risk assessment and officer preferred option, were set out in the report as follows:

|               | <b>Option 1:</b> To approve the entering into of a Shared Service Agreement and the establishment of a Joint Committee  | <b>Option 2:</b> Not to approve the entering into of a Shared Services Agreement and the establishment of a Joint Committee                 |
|---------------|---|---|
| Advantages    | A robust and fully integrated service will be established with the potential for efficiency savings as set out in the business case previously considered by Cabinet. | None – it would be necessary to consider alternative arrangements for the provision of the service, to achieve the approved budget savings. |
| Disadvantages | None identified.  | The considerable work in negotiating the arrangements to this stage would have been wasted, and there would be uncertainty for staff.       |
| Risks         | No further risks identified.  | See comments above – these points would raise new financial and operational risks potentially.  |

Option 1 was the Officer preferred option. It was noted that an options analysis was included as part of the business case approved back in December and therefore the options presented below follow on from this. For more details on the options and risks associated with the business case itself, Members were requested to refer back to the December Cabinet agenda.

Councillor Langhorn proposed, seconded by Councillor Kerr:-

“That the recommendations, as set out in the report, be approved.”

By way of an amendment, which was accepted as a friendly amendment by the mover and seconder of the original proposition, Councillor Barry proposed:

“That the composition of the Joint Committee be as stipulated in the draft terms of reference in Appendix 1 to the report.”

Councillors then voted:-

**Resolved unanimously:**

- (1) To enter into a Shared Revenues and Benefits Service Agreement with Preston City Council with effect from the 1st July 2011, and to authorise the Chief Executive to approve the terms of such agreement on behalf of the Council.
- (2) Through the Shared Service Agreement, to delegate Cabinet's Revenue and Benefits functions to a Joint Committee with Preston City Council
- (3) To recommend to Council that the Council's Constitution be amended to reflect the establishment of a Joint Committee to carry out the Revenues and Benefits functions of this Council and Preston City Council, with the terms of reference as set out in Appendix 1.
- (4) That the composition of the Joint Committee be as stipulated in the draft terms of reference in Appendix 1 to the report.

**Officers responsible for effecting the decision:**

Chief Executive  
 Head of Financial Services  
 Head of Governance

**Reasons for making the decision:**

The implementation of the Council's agreed programme for Shared Services was a key action in the 2010/11 Corporate Plan and is included in the proposed Plan for 2011/12 onwards. The decision enables this key action to be progressed.

**126 CHARITIES REVIEW****(Cabinet Member with Special Responsibility Councillor Langhorn)**

Cabinet received a report from the Head of Governance to consider options for the use of existing charity and trust funds for which the Council is responsible which are currently dormant.

The options, options analysis, including risk assessment and officer preferred option, were set out in the report as follows:

|               | <b>Option 1:</b> To transfer the Council's dormant funds to the Community Foundation for Lancashire | <b>Option 2:</b> To take no action  |
|---------------|---|---|
| Advantages    | Currently dormant accounts will be reactivated to fund good causes in the Lancaster district.       | No known advantages   |
| Disadvantages | No known disadvantages  | Charitable bequests and funds would continue to lie dormant in the Council's accounts, as |

|  |  |  |
|--|--|--|
|  |  | opposed to supporting good causes in the District. |
|--|--|--|

Option 1 was the officer preferred option. The transfer of the Council's dormant charitable funds to the Community Foundation for Lancashire would establish a new endowment fund to support good causes exclusively within the District.

Councillor Langhorn proposed, seconded by Councillor Barry-

“That Cabinet agree to transfer the Council's dormant charity and trust funds to the Community Foundation for Lancaster to establish a grant-making fund for the benefit of the district and that a new Grants Panel be established to make recommendations on funding.”

**Resolved unanimously:**

That Cabinet agree to transfer the Council's dormant charity and trust funds to the Community Foundation for Lancaster to establish a grant-making fund for the benefit of the district and that a new Grants Panel be established to make recommendations on funding.

**Officers responsible for effecting the decision:**

Head of Governance

**Reasons for making the decision:**

The decision supports the Council's priority of providing strong community leadership and promoting partnership working to address local need, such as housing, health, children and young people, environment, education, social care and crime and disorder. Bringing the Council's dormant charitable trusts into active use would support the Council's Community Leadership role, and have a beneficial impact on charitable organisations in the District which successfully bid for funding.

**127 CORPORATE PLAN AND RESOURCE POLICY FRAMEWORK 2011-14**

**(Cabinet Member with Special Responsibility Councillor)**

Cabinet received a report from the Deputy Chief Executive which presented the Corporate Plan and Resource Management Framework for the 3 year period commencing 2011/12 and sought any amendments.

The options, options analysis, including risk assessment and officer preferred option, were set out in the report as follows:

|  |   |  |
|--|---|--|
|  | <p><b>Option 1:</b><br/>That Cabinet considers the Corporate Plan and Resource Management</p> | <p><b>Option 2:</b><br/>That Cabinet determines an alternative course of action to prepare the Corporate</p> |
|--|---|--|

|               | <b>Framework and makes any changes as appropriate</b>  | <b>Plan and Resource Management Framework than that recommended in Option 1</b>                |
|---------------|--|--|
| Advantages    | The Corporate Plan and Resource Management Framework set the strategic direction for council services and the necessary framework for performance management.    | None   |
| Disadvantages | None   | There would be no strategic framework set in time for Council to implement its budgets.        |
| Risks         | Objectives and funding may change throughout the year following Government initiatives. However, this will be managed through the Planning and Policy Framework. | There could be insufficient strategic direction for officers to implement members' priorities. |

The Officer preferred option was Option 1, as it would provide a process for ensuring that Cabinet could agree a version of the Corporate Plan and Resource Management Framework to refer to Full Council in May.

Councillor Langhorn proposed, seconded by Councillor Kerr:-

- “(1) That Cabinet approves the Council’s Corporate Plan and the Resource Management Framework, which includes the Medium Term Financial Strategy (MTFS), the Medium Term Corporate Property Strategy (MTCPS), the Human Resources (HR) Strategy and the Information and Communication Technology (ICT) Strategy, and makes any amendments that it considers appropriate.
- (2) That Cabinet refers the Corporate Plan and Resource Management Framework to Council, and recommends Council to approve the Corporate Plan and MTFS, which form part of the Policy Framework, and asks Council to note the MTCPS, HR Strategy and ICT Strategy, which do not.
- (3) That Cabinet notes that officers will be reviewing the definition of the Policy Framework as set out in Article 4.01 of the Constitution, and will be bringing recommendations to Cabinet and Council in due course.”

By way of amendment, it was proposed by Councillor Whitelegg and accepted by the mover and seconder of the original proposal as a friendly amendment:

“That ‘Commit to provide an adequate level of resourcing to ensure that these

commitments are met', be added as a fourth bullet point to the section 'Our resource management framework – people.'

By way of a further amendment, it was proposed by Councillor Barry and accepted by the mover and seconder of the original proposal as a friendly amendment:

"That the words 'and energy generation' be inserted in the fourth bullet point in the 'Climate change section: in the next three years we will' to read 'Commission energy efficiency and energy generation works at Salt Ayre Sports Centre.'

By way of a further amendment, it was proposed by Councillor Barry and accepted by the mover and seconder of the original proposal as a friendly amendment:

"That the words 'together with promotion of offshore wind industry' be added to the end of the third bullet point in the Economic regeneration – Energy Coast section."

By way of a further amendment, it was proposed by Councillor Barry and accepted by the mover and seconder of the original proposal as a friendly amendment:

"That the words 'including open source and free software' be added to the second bullet point of section 2.2 within the Information and Communication Technology (ICT) Strategy."

It was proposed by Councillor Sowden and seconded by Councillor Kerr:

"That 'explore the possibility of reverting to a weekly non-recyclable waste bin collection service' be added as an additional bullet point within the Statutory responsibilities section."

Councillors then voted on the amendment:-

*(2 Members (Councillors Sowden and Kerr) voted in favour, 6 Members (Councillors Ashworth, Barry, Blamire, Bryning, Langhorn and Whitelegg) voted against whereupon the Chairman declared the amendment to be lost.)*

Members then voted on the original proposition with the friendly amendments.

**Resolved unanimously:**

(1) That Cabinet approves the Council's Corporate Plan and the Resource Management Framework, which includes the Medium Term Financial Strategy (MTFS), the Medium Term Corporate Property Strategy (MTCPS), the Human Resources (HR) Strategy and the Information and Communication Technology (ICT) Strategy with the following amendments:

- 'Commit to provide an adequate level of resourcing to ensure that these commitments are met', added as a fourth bullet point to the section 'Our resource management framework – people.
- Insertion of 'and energy generation' in the fourth bullet point in the 'Climate change section: in the next three years we will' to read 'Commission energy efficiency and energy generation works at Salt Ayre Sports Centre.'
- That the words 'together with promotion of offshore wind industry' be added to

- the end of the third bullet point in the Economic regeneration – Energy Coast section.
- That the words ‘including open source and free software’ be added to the second bullet point of section 2.2 within the Information and Communication Technology (ICT) Strategy.
- (2) That Cabinet refers the Corporate Plan and Resource Management Framework to Council, and recommends Council to approve the Corporate Plan and MTFS, which form part of the Policy Framework, and asks Council to note the MTCPS, HR Strategy and ICT Strategy, which do not.
- (3) That Cabinet notes that officers will be reviewing the definition of the Policy Framework as set out in Article 4.01 of the Constitution, and will be bringing recommendations to Cabinet and Council in due course.

**Officers responsible for effecting the decision:**

Deputy Chief Executive

**Reasons for making the decision:**

The Corporate Plan and Resource Management Framework link the council’s priorities to its spending plans included in the budget and capital programme. It is essential that the Council considers its Corporate Plan and MTFS in good time to provide a clear framework for officers to work within.

**128 LANCASTER MARKET**

**(Cabinet Member with Special Responsibility Councillor Barry)**

Councillor Barry reported that he had met with market traders and the Head of Property Services and a further report would be brought to Cabinet in June or July.

Councillor Barry responded to Cabinet Members’ questions, following which Cabinet:-

***Resolved unanimously:***

- (1) That the oral update be noted.

**Officers Responsible for effecting the decision:**

Deputy Chief Executive  
Head of Property Services

**Reasons for making the decision:**

The terms of reference of the Lancaster Market Cabinet Liaison Group stipulate regular reports for information to Cabinet. Oral reports are provided only where no decisions are required.

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Chairman



(The meeting ended at 10.50 a.m.)

**Any queries regarding these Minutes, please contact  
Liz Bateson, Democratic Services - telephone (01524) 582047 or email  
ebateson@lancaster.gov.uk**

**MINUTES PUBLISHED ON 21<sup>ST</sup> April, 2011.**

**EFFECTIVE DATE FOR IMPLEMENTING THE DECISIONS CONTAINED IN THESE MINUTES:  
THURSDAY 5<sup>TH</sup> MAY, 2011.**