

## CABINET

6.00 P.M.

31ST JULY 2008

**PRESENT:-** Councillors Roger Mace (Chairman), Evelyn Archer, Jon Barry, Eileen Blamire, Abbott Bryning, Shirley Burns, Susie Charles, Jane Fletcher, John Gilbert and David Kerr

Officers in attendance:-

Mark Cullinan	Chief Executive
Peter Loker	Corporate Director (Community Services)
Roger Muckle	Corporate Director (Finance and Performance)
Nadine Muschamp	Head of Financial Services and Section 151 Officer
Debbie Chambers	Principal Democratic Support Officer

### 30 MINUTES

The Minutes of the meeting held on 8<sup>th</sup> July were approved as a correct record.

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

The Chairman advised that there were no items of Urgent Business.

### 32 DECLARATIONS OF INTEREST

No declarations were made at this point.

### 33 PUBLIC SPEAKING

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

### 34 FESTIVAL & EVENTS

#### **(Cabinet Member with Special Responsibility Councillor Shirley Burns)**

The Head of Democratic Services submitted a report requesting Cabinet to consider a referral regarding Festivals and Events from the Overview and Scrutiny Committee. The recommendations arose from an original report on Festivals and Events, which the Head of Cultural Services presented to the Overview and Scrutiny Committee on 9<sup>th</sup> July 2008. The original report was appended to the Cabinet agenda for information and contained the options and options analysis (including risk assessment) which were put to the Overview and Scrutiny Committee.

The report contained Officer comments regarding the recommendations of the Overview and Scrutiny Committee.

It was moved by Councillor Barry and seconded by Councillor Blamire:-

- (1) That the Festivals and Events programme arrangements be revised as itemised below:
- Lancaster City Council's Cultural Services to continue to offer direct and indirect support to Festivals and Events within the District, in accordance with the City Council's Corporate Plan Regeneration Objective; - "Attract visitors to the district by promotion of cultural events" or to support priorities within the Community Strategy.
  - The above addresses and resolves the concerns expressed in Paragraph 2.11 in the report of the Head of Cultural Services to Overview and Scrutiny Committee, (see Appendix A), as part of the original rationale for reviewing the Festivals Innovation Fund (FIF).
  - To form a Cabinet Liaison Group, responsible for developing and reviewing Festival & Events policy and programmes, based on the Council's Corporate Plan priorities and that this Group also be responsible for developing partnership opportunities with the private and voluntary sectors for other festivals and events.
  - To identify a lead officer responsible for the planning, delivery, monitoring and evaluating of the festivals and events programme, whether organised directly or "in partnership" (e.g. via FIF support) with Cultural Services.
- (2) That Cabinet notes that the revision of the Festivals and Events programme arrangements could be incorporated into the Overview and Scrutiny Work Programme as a possible task group.
- (3) That Cabinet notes the recommendation of the Overview and Scrutiny Committee that monitoring of the Festivals Programme be referred to the Budget and Performance Panel in accordance with their terms of reference and the recommendations of the Grants Task Group.
- (4) That a report be presented to Cabinet on why Cabinet was told, just prior to the 2008 budget that an extra £10K was required for the 2008 maritime festival, when Cabinet had previously been told that the festival was fully funded.
- (5) That the Festivals and Events programme be delivered within the approved budget."

Members then voted as follows:-

**Resolved:**

**(9 members (Councillors Archer, Barry, Blamire, Bryning, Burns, Charles, Fletcher, Gilbert and Mace) voted in favour and 1 member (Councillor Kerr) abstained):**

- (1) That the Festivals and Events programme arrangements be revised as itemised below:

- Lancaster City Council's Cultural Services to continue to offer direct and indirect support to Festivals and Events within the District, in accordance with the City Council's Corporate Plan Regeneration Objective; - "Attract visitors to the district by promotion of cultural events" or to support priorities within the Community Strategy.
  - The above addresses and resolves the concerns expressed in Paragraph 2.11 in the report of the Head of Cultural Services to Overview and Scrutiny Committee, (see Appendix A), as part of the original rationale for reviewing the Festivals Innovation Fund (FIF).
  - To form a Cabinet Liaison Group, responsible for developing and reviewing Festival & Events policy and programmes, based on the Council's Corporate Plan priorities and that this Group also be responsible for developing partnership opportunities with the private and voluntary sectors for other festivals and events.
  - To identify a lead officer responsible for the planning, delivery, monitoring and evaluating of the festivals and events programme, whether organised directly or "in partnership" (e.g. via FIF support) with Cultural Services.
- (2) That Cabinet notes that the revision of the Festivals and Events programme arrangements could be incorporated into the Overview and Scrutiny Work Programme as a possible task group.
- (3) That Cabinet notes the recommendation of the Overview and Scrutiny Committee that monitoring of the Festivals Programme be referred to the Budget and Performance Panel in accordance with their terms of reference and the recommendations of the Grants Task Group.
- (4) That a report be presented to Cabinet on why Cabinet was told, just prior to the 2008 budget that an extra £10K was required for the 2008 maritime festival, when Cabinet had previously been told that the festival was fully funded.
- (5) That the Festivals and Events programme be delivered within the approved budget.

**Officers responsible for effecting the decision:**

Corporate Director (Regeneration)  
Head of Cultural Services

**Reasons for making the decision:**

The decision is broadly in line with the recommendations of the Overview and Scrutiny Committee and also reflects Cabinet's wish for Member involvement in the future development and review of festivals and events policy and programmes. Recommendation 1 supports the officer preferred option set out in paragraph 4.3 of the report to Overview and Scrutiny Committee, with an addition which recognises the priorities within the Sustainable Community Strategy. Recommendations 2 and 3 provide checks and balances via the Overview and Scrutiny process. Recommendations 4 and 5 seek to improve financial management within the Service.

**35 PROVISIONAL REVENUE AND CAPITAL OUTTURN 2007/08**

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

***(Councillor Archer declared a personal interest in that part of the report which referred to the Winter Gardens, Morecambe)***

The Head of Financial Services submitted a report which provided summary information regarding the provisional outturn for 2007/08 and the timetable for completion of the closure of accounts process. It also set out information regarding the carry forward of underspent/overspent revenue budgets and capital slippage for Members' consideration, and sought approval of various Prudential Indicators for last year for referral on to Council.

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

The City Council has a legal requirement to ensure that its expenditure is fully funded and to produce a Statement of Accounts in accordance with proper accounting practice. In addition, the Prudential Indicators are a statutory requirement linked to the budgetary framework. For these aspects, therefore, there are no alternative options for Cabinet to consider. Members are being asked to endorse certain actions taken by the Head of Financial Services, however. Cabinet should consider whether it has sufficient information to do so or whether it requires any further justification.

The report requests Cabinet to consider a number of revenue budget carry forward matters and capital slippage. The framework for considering these is set out in the report but basically Cabinet may:

- Approve any number of the items / requests, in full or part.
- Refuse any number of the requests and if commitments have already been incurred, require alternative funding options to be identified. Cabinet should note, however, that this may impact on other areas of service delivery.
- Request further information regarding them, if appropriate. Cabinet is asked to bear in mind any work required against the value of the individual bids.

Cabinet also considered a referral report from the Budget and Performance Panel notifying Cabinet Members of recommendations agreed by the Panel following its consideration of the Provisional Revenue and Capital Outturn 2007/8 at a special Panel meeting held on 29<sup>th</sup> July 2008.

A schedule of officer recommendations in respect of the requests for carrying forward budget overspends/underspends was circulated to assist Cabinet in their considerations.

In light of the recommendations from the Budget and Performance Panel, and assisted the schedule of officer recommendations referred to above, an updated set of proposed recommendations was circulated at the meeting.

It was moved by Councillor Mace:-

- “1. That the Housing Revenue Account (HRA) and General Fund revenue outturn position for 2007/8 be noted.
2. That the transfers to Provisions and Reserves actioned by the Head of Financial Services be noted and endorsed.
3. That Cabinet notes the recommendations of the Budget and Performance Panel that met on 29<sup>th</sup> July to consider the 2007/8 revenue and capital outturn report and that in particular, it has agreed a scrutiny process involving the relevant services and Cabinet Members to review significant outturn variances.
4. That in respect of (3) above, Cabinet receives a report from the Budget and Performance Panel on the outcome of its deliberations.
5. That Cabinet notes that officers are undertaking further analyses of the outturn variances to assess any ongoing implications for future years’ budgets, and requests a report back on these as part of the mid-year review of the Medium Term Financial Strategy.
6. That, in respect of the controllable overspends set out in Appendix F, no action be taken to reduce the 2008/9 budgets at this stage, but the overspends identified should be reviewed as part of the exercise agreed in (5) above.
7. That, in respect of the requests for carrying forward underspends, Cabinet notes the recommendations from the Budget and Performance Panel to seek to maximise opportunities for achieving the savings and efficiencies targets set out in the 2008/9 Corporate Plan/Medium Term Financial Strategy, and the Council Housing 30 year Business Plan, and consequently agrees the attached schedule of approved carry forwards.
8. That Cabinet notes the HRA and General Fund capital outturn as set out in Section 4 of the report and approves the slippage requests as set out in Appendix J. It further notes that a report on the Luneside East Regeneration project will be brought back to Cabinet in due course.
9. That Cabinet notes that the Annual Treasury Management Prudential Indicators, as set out in Appendix K, will be referred to Council for formal approval.
10. That Cabinet notes the timetable for the completion and reporting of the closure of the 2007/8 accounts as set out in section 6 of the report.”

Councillor Fletcher seconded this, subject to the addition of:-

- a sentence to recommendation 5:- “In particular, cabinet would like a report on overspending on the Dome, Salt Ayre and Community Pools” and
- a further recommendation: - “11. That Cabinet notes that a report on the Capital Investment Strategy for the delivery of the Capital Programme in 2008/9 will be presented to Cabinet in October 2008.”

Councillor Mace accepted these additions as a friendly amendment.

Members then voted as follows:-

***Resolved unanimously:***

- (1) That the Housing Revenue Account (HRA) and General Fund revenue outturn position for 2007/8 be noted.
- (2) That the transfers to Provisions and Reserves actioned by the Head of Financial Services be noted and endorsed.
- (3) That Cabinet notes the recommendations of the Budget and Performance Panel that met on 29<sup>th</sup> July to consider the 2007/8 revenue and capital outturn report and that in particular, it has agreed a scrutiny process involving the relevant services and Cabinet Members to review significant outturn variances.
- (4) That in respect of (3) above, Cabinet receives a report from the Budget and Performance Panel on the outcome of its deliberations.
- (5) That Cabinet notes that officers are undertaking further analyses of the outturn variances to assess any ongoing implications for future years' budgets, and requests a report back on these as part of the mid-year review of the Medium Term Financial Strategy. In particular, cabinet would like a report on overspending on the Dome, Salt Ayre and Community Pools.
- (6) That, in respect of the controllable overspends set out in Appendix F, no action be taken to reduce the 2008/9 budgets at this stage, but the overspends identified should be reviewed as part of the exercise agreed in (5) above.
- (7) That, in respect of the requests for carrying forward underspends, Cabinet notes the recommendations from the Budget and Performance Panel to seek to maximise opportunities for achieving the savings and efficiencies targets set out in the 2008/9 Corporate Plan/Medium Term Financial Strategy, and the Council Housing 30 year Business Plan, and consequently agrees the attached schedule of approved carry forwards.
- (8) That Cabinet notes the HRA and General Fund capital outturn as set out in Section 4 of the report and approves the slippage requests as set out in Appendix J. It further notes that a report on the Luneside East Regeneration project will be brought back to Cabinet in due course.
- (9) That Cabinet notes that the Annual Treasury Management Prudential Indicators, as set out in Appendix K, will be referred to Council for formal approval.
- (10) That Cabinet notes the timetable for the completion and reporting of the closure of the 2007/8 accounts as set out in section 6 of the report.
- (11) That Cabinet notes that a report on the Capital Investment Strategy for the delivery of the Capital Programme in 2008/9 will be presented to Cabinet in October 2008.

**Officers responsible for effecting the decision:**

Corporate Director (Finance and Performance)

Head of Financial Services

**Reasons for making the decision:**

The decision satisfies the City Council's statutory duties to produce a Statement of Accounts and Prudential Indicators. The resolutions in respect of outturn variances and requests for carry forward of overspends/underspends seek to manage the requests within the reserves/provisions that are already available and so maximise the outturn surplus to help achieve the savings and efficiency targets in the Medium Term Financial Strategy and Council Housing 30 year Business Plan. The Capital slippage approval is necessary to deliver on going and committed capital approved schemes. The reports requested back to Cabinet are consistent with the views expressed by the Budget and Performance Panel and will further assist Cabinet in fulfilling its financial management responsibilities.

**36 FINANCING FOR PORTLAND STREET AND HOME SUPPORT TEAM**

**(Cabinet Members with Special Responsibility Councillor John Gilbert and David Kerr)**

The Corporate Director (Community Services) submitted a report informing members about progress towards securing Supporting People (SP) programme monies for the Portland Street project and the Home Support Team and seeking approval for continued use of Homelessness Reserve funding.

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

**Option 1:** Do not agree to any further funding for the Home Support Team from the allocated reserve beyond the commitment to existing staff contracts, which run up until the end of August 2008.

- If SP have not been able to confirm funding by then, three postholders' contracts will end at 31<sup>st</sup> August 2008.
- These posts play an important part in helping those in imminent danger of homelessness to avoid it. The City Council is aiming to prevent homelessness and money spent on doing so can save money which would otherwise have to be spent on those accepted as homeless.
- If SP were to subsequently agree funding, there is a risk that the staff would no longer be in post and additional costs would be incurred in advertising and appointing staff.

**Option 2:** Agree to make up to £75,000 of allocated reserve available to the Home Support Team in 2008/9, pending the SP decision on funding

- This would enable the Council to extend the contracts for the three postholders concerned until 31<sup>st</sup> March 2009 and for the projects to continue with current levels of staffing, by which time a decision should have been made by SP

- If a positive decision is made by SP before 31<sup>st</sup> March 2009, less than the maximum would be spent.

The Officer preferred option was option 2, which would allow a skilled and experienced staff team to remain working together for as long as possible, pending the outcome of the SP bid.

It was moved by Councillor Gilbert and seconded by Councillor Mace:-

“That Cabinet agrees to allow the Home Support Team to draw down from the Homelessness Reserve of up to £75,000 in 2008/9, pending the Supporting People decision on Funding.”

Members then voted as follows:-

***Resolved unanimously:***

- (1) That Cabinet agrees to allow the Home Support Team to draw down from the Homelessness Reserve of up to £75,000 in 2008/9, pending the Supporting People decision on Funding.

**Officers responsible for effecting the decision:**

Corporate Director (Community Services)  
Head of Health and Strategic Housing

**Reasons for making the decision:**

The decision allows a skilled and experienced staff team to remain working together for as long as possible, pending the outcome of the Supporting People bid.

**37 BUDGET AND POLICY FRAMEWORK PROCESS 2009/10**

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

The Corporate Director (Finance and Performance) submitted a report to agree a process for reviewing the Council's Budget and Policy Framework. This report proposed a draft process and timetable for reviewing the existing plans and strategies included in (and supporting) the Budget and Policy Framework and also for prioritising existing objectives and bringing forward new Council initiatives.

The report set out the options, options analysis, including risk assessment as follows:

- 1 Approve the proposals and timetable set out in the report for reviewing and revising the Council's Budget and Policy Framework.
- 2 Approve an amended version of the proposals.

The Officer preferred option was option 1.



It was moved by Councillor Mace and seconded by Councillor Gilbert:-

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

Members then voted as follows:-

***Resolved unanimously:***

- (1) That the process outlined in the report and timetabled in Appendix A for reviewing the Corporate Plan, Budget/Medium Term Financial Strategy, and preparing the 2009/10 Budget be approved.
- (2) That Cabinet note the revised procedures as set out in Section 3 already in place for reviewing and updating the other Policy Framework documents.

**Officers responsible for effecting the decision:**

Corporate Director (Finance and Performance)

**Reasons for making the decision:**

The decision provides a structured approach for Cabinet to review the existing Budget and Policy Framework and for it to bring forward its budget and policy framework proposals for 2009/10 and beyond within the statutory timescales.

**38 THE DEVELOPMENT OF NEIGHBOURHOOD MANAGEMENT ARRANGEMENTS FOR THE DISTRICT**

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

The Corporate Director (Community Services) submitted a report suggesting a model for the way that Neighbourhood Management could be developed in Lancaster District and seeking approval to develop that approach into a practical implementation plan.

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

**Option 1**

This is the option as outlined in this report which builds on the success of Neighbourhood Management so far whilst utilising modest resources in integrating the Neighbourhood Management approach into the mainstream activity of the City Council and its partners within the LSP.

**Risk**

That insufficient resources are made available thus diluting the impact of this changed way of working. This can be overcome, should members approve the recommendations set out in the report, by developing this approach further and identifying the resource requirements required to deliver it. These could then be fed into the budget process and if approved, the proposals could go ahead.

**Option 2**

Researching and bringing forward other neighbourhood models.

**Risk**

There has been much interaction between the Neighbourhood Management Pathfinder in Poulton and other neighbourhood initiatives nationally since 2002. Visits have been conducted to other programmes, lessons learnt at national conferences and best practice shared by neighbourhood renewal advisors. It is not envisaged that any significant new approach is likely to be uncovered and momentum is lost.

**Option 3**

This is a 'do nothing' option which assumes that the current Neighbourhood Management programme finishes in 2010 when the Area Based Grant allocation ceases and it is no longer possible to support Neighbourhood Management in Morecambe's West End.

**Risk**

That the learning from the past six years of operating successful Neighbourhood Management is wasted and that an opportunity to develop a new cross-cutting, neighbourhood, agenda with our partners is lost.

The Officer preferred option was option 1 which, as outlined in the report, allowed for an integrated approach whilst keeping costs to a realistic minimum.

It was moved by Councillor Mace and seconded by Councillor Gilbert:-

- "1 That a Cabinet Liaison Group be formed, chaired by the Portfolio Holder responsible for Neighbourhood Management, to advise the Cabinet Portfolio Holder on options for the development of neighbourhood management arrangements for the District. The terms of reference for the Group to be that it should examine the options of an effective model for the delivery of Neighbourhood Management, considering how this would integrate into mainstream service delivery for Lancaster City Council, and how such a model would relate to the LDLSP, and the community engagement agenda, and be supportive of the Council's priorities and Core Values around Putting Our Customers First and Leading Our Communities.
- 2 That a further report be brought forward considering the outcomes of the Cabinet Liaison Group and setting out how Neighbourhood Management could be practically implemented in 2009/10, and the resource implications of such implementation.
- 3 That, as an interim measure, the existing functions of Strategic Housing be moved out of Neighbourhood Task Force and into the Health and Strategic Housing Service.

- 4 That Area Based Grant be used to continue existing neighbourhood management in Poulton and the exit strategy developed in line with the proposals from the Cabinet Liaison Group, with any under expenditure in Poulton being set aside to help fund any proposals for rolling out neighbourhood management elsewhere.”

Members then voted as follows:-

**Resolved:**

***(7 members (Councillors Barry, Blamire, Bryning, Charles, Fletcher, Gilbert and Mace) voted in favour, 2 members (Councillors Burns and Kerr) voted against and 1 member (Councillors Archer) abstained):***

- (1) That a Cabinet Liaison Group be formed, chaired by the Portfolio Holder responsible for Neighbourhood Management, to advise the Cabinet Portfolio Holder on options for the development of neighbourhood management arrangements for the District. The terms of reference of the Group to be that it should examine the options of an effective model for the delivery of Neighbourhood Management, considering how this would integrate into mainstream service delivery for Lancaster City Council, and how such a model would relate to the LDLSP, and the community engagement agenda, and be supportive of the Council's priorities and Core Values around Putting Our Customers First and Leading Our Communities.
- (2) That a further report be brought forward considering the outcomes of the Cabinet Liaison Group and setting out how Neighbourhood Management could be practically implemented in 2009/10, and the resource implications of such implementation.
- (3) That, as an interim measure, the existing functions of Strategic Housing be moved out of Neighbourhood Task Force and into the Health and Strategic Housing Service.
- (4) That Area Based Grant be used to continue existing neighbourhood management in Poulton and the exit strategy developed in line with the proposals from the Cabinet Liaison Group, with any under expenditure in Poulton being set aside to help fund any proposals for rolling out neighbourhood management elsewhere.

**Officers responsible for effecting the decision:**

Corporate Director (Regeneration)  
Head of Neighbourhood Management

**Reasons for making the decision:**

The decision allows for an integrated approach, which reflects the wishes of Cabinet for Member involvement in the development of neighbourhood management arrangements, whilst keeping costs to a realistic minimum. The resolution also provides for the necessary financing to be in place to continue the existing Neighbourhood Management schemes until their completion dates.

**39 ANNUAL TREASURY MANAGEMENT REPORT 2007/08****(Cabinet Member with Special Responsibility Councillor Roger Mace)**

The Head of Financial Services submitted a report setting out the performance of the Council in respect of Treasury Management for 2007/08 and giving details of the activities undertaken during the year.

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

There are no options available to Members as such; reporting of activities to both Cabinet and Council is required under Treasury Management Code of Practice and reflected in the Council's Strategy.

It was moved by Councillor Mace and seconded by Councillor Charles:-

"That the recommendation, as set out in the report, be approved."

Members then voted as follows:-

***Resolved unanimously:***

(1) That the report be noted and referred on to Council for information.

**Officer responsible for effecting the decision:**

Head of Finance

**Reasons for making the decision:**

The decision is in line with the necessary reporting of activities to Cabinet and Council as required under Treasury Management Code of Practice and reflected in the Council's Strategy.

**40 EXCLUSION OF THE PRESS AND PUBLIC**

The Chairman asked for any further declarations of interest from Cabinet Members regarding the exempt report. No further declarations were made at this point.

It was moved by Councillor Barry and seconded by Councillor Mace:-

"That, in accordance with Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business, on the grounds that they could involve the possible disclosure of exempt information as defined in paragraph 3 of Schedule 12A of that Act."

Members then voted as follows:

***Resolved unanimously:***

- (1) That, in accordance with Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business, on the grounds that they could involve the possible disclosure of exempt information as defined in paragraph 3 of Schedule 12A of that Act.

**41 FAIR PAY PROJECT****(Cabinet Member with Special Responsibility Councillor David Kerr)**

The Chief Executive submitted a report updating Cabinet on the Fair Pay process and the financial decisions that would need to be made as part of the process, and in particular to determine the approach to be adopted in dealing with Equal Pay claims.

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

1. Cabinet is asked to note the progress of the Fair Pay project and the need for it to approve any future pay and grading structure later in this financial year. At that stage, information about the transitional cost of pay protection will also be available.
2. Cabinet is also asked to consider its approach to dealing with equal pay claims. The remainder of this paragraph is exempt.

The Officer preferred option was contained in the exempt report.

It was moved by Councillor Kerr and seconded by Councillor Archer:-

“That recommendation 1, as set out in the report, be approved.  
Members then voted as follows:-

***Resolved unanimously:***

- (1) That Cabinet note the progress made with the Fair Pay project, and the need for a new pay and grading structure to be approved later in the financial year, including provision for pay protection.
- (2) As set out in the exempt minute.

**Officers responsible for effecting the decision:**

Chief Executive  
Head of Legal and Human Resources

**Reasons for making the decision:**

As set out in the exempt minute.

***At this point the press and public were re-admitted to the meeting.***

## 42 REVIEW OF SHELTERED HOUSING MANAGEMENT ARRANGEMENTS

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

The Corporate Director (Community Services) submitted a report identifying weaknesses within the existing arrangements for managing the Council's Sheltered Housing Schemes and proposing a more flexible approach utilising non resident managers for Category I Schemes.

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

**(i) Redesignate the Prospect Grove Sheltered Scheme as Non Residential.**

	<b>PROS</b>	<b>CONS</b>
<b>Option 1</b> To continue with existing arrangements	Tenants would not see any changes in service and would retain the perceived comfort of having a resident warden	The Service would not have sufficient flexibility to meet individual tenants Support Plans. The Council would not be able to meet the Quality Assessment Framework Service Standards.
<b>Option 2</b> To redesignate Prospect Grove as Non Residential	There would be increased flexibility to respond to the wider needs of the service and of individual tenants	Some residents are concerned about the loss of a Residential Scheme Manager.

**(ii) Redesignate the Penhale Gardens and Altham Walk Schemes to become non residential as and when managers posts become vacant.**

	<b>PROS</b>	<b>CONS</b>
<b>Option 1</b> To redesignate the schemes as posts become vacant	This would enable the service to provide even greater levels of flexibility in delivering support to vulnerable tenants	There are a minority of tenants who would prefer to retain the services of a Residential Scheme Manager
<b>Option 2</b> To continue with existing arrangements	Tenants would not see any changes in the service and	The Council would not have sufficient flexibility to

**PROS**

would retain the perceived comfort of having a residential scheme manager

**CONS**

meet individual support plans or meet the QAF Standards if any Scheme Managers were absent from work

**(iii) Conversion of Scheme Manager's House, Prospect Grove.****PROS****Option 1**

Not to proceed with the conversion

There would be a saving of £15,000 conversion costs and the Council would continue to receive rental income

**CONS**

The proposals for non residential scheme management would not work efficiently without the provision of an office base. It is difficult to envisage an alternative use for the house.

**Option 2**

To convert the Scheme Manager's House

Conversion would facilitate arrangements for providing an efficient "mobile" non residential service. There would also be an opportunity to provide a guest bedroom for visitors to Prospect Grove

The HRA would lose ongoing rental income for the house (currently £3,419pa).

**(iv) Opting Out of the Community Alarm Service – Ground Floor Flats, Ryelands and Vale.****PROS****Option 1**

To approve the opt out.

Would enable the better use of the flats to meet the housing needs of applicants.

**CONS**

There could be a potential loss of income for alarm monitoring (a maximum of £2,027pa).

**Option 2**

To continue with existing arrangements.

Would ensure alarm monitoring income is retained.

Would result in flats continuing to be allocated inappropriately, as tenants of these flats generally don't have support needs and the alarm service is of no value to them.

The Officer preferred options were set out in the report as follows:-

(i). Prospect Grove – Option 2 is the preferred option as redesignation will enable the service to be delivered more flexibly and the Council will be better placed to meet individual tenants' support needs.

(ii). Penhale Gardens and Altham Walk – Option 1 is preferred as this will further progress the principle of non residential managers for Category 1 Schemes. Officers are firmly of the view that providing a more flexible "mobile" service is the best way of ensuring the Council is well placed to meet the demands of the Supporting People Commissioning Body and also those of existing vulnerable tenants.

(iii). Conversion of Scheme Manager's House – Option 2 is the preferred option as an office base will be an integral part of providing a more comprehensive and flexible service.

(iv). Opting Out of Communal Alarm Service – Option 1 is preferred as it is clear that most tenants currently living in these ground floor flats do not require the Community Alarm Service. Opting out will also ensure that future vacancies can be allocated to those applicants with the greatest housing need.

It was moved by Councillor Kerr and seconded by Councillor Burns:-

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

By way of amendment, it was proposed by Councillor Barry, seconded by Councillor Fletcher and accepted as a friendly amendment by the original proposer and seconder, that recommendations 1-5 and recommendation 7, as set out in the report, be approved before dealing with recommendation 6. Members then voted as follows:-

***Resolved unanimously:***

- (1) That the Prospect Grove Sheltered Housing Scheme be redesignated as having a non residential manager.
- (2) That, as and when the Scheme Manager positions at Penhale Gardens and Altham Walk become vacant, the schemes be redesignated as having non residential managers.
- (3) That the pooling of the three schemes referred to in (i) and (ii) be approved.
- (4) That the Scheme Manager's house at Prospect Grove be converted into an operational base for all non residential scheme managers and a guest bedroom for visitors to the Scheme.
- (5) The cost of the house conversion, estimated at £15,000, be funded by an additional revenue contribution to the Capital Programme, utilising funds approved within the 2007-08 Carry Forward Requests.
- (6) That the Revenue Budget and Capital Programme be updated to reflect the above.



Members then turned their attention to recommendation 6, as set out in the report.

By way of amendment to the original proposition, Councillor Bryning proposed and Cllr Blamire seconded, that the word "personal" be added before the words "community alarm" in recommendation 6. Members then voted as follows:-

**Resolved:**

***(8 members (Councillors Barry, Blamire, Bryning, Burns, Charles, Gilbert, Kerr and Mace) voted in favour, and 2 members (Councillors Archer and Fletcher) abstained):***

- (7) That the tenants of the ground floor flats connected to the personal community alarm service on the Ryelands and Vale estates are given the option to opt out of the community alarm service with a view to phasing out the service in those blocks.

**Officers responsible for effecting the decision:**

Corporate Director (Community Services)  
Head of Council Housing

**Reasons for making the decision:**

The decision provides greater operational flexibility and places the Council in a better position to respond to future external demands.

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Chairman

(The meeting ended at 8.37 p.m.)

**Any queries regarding these Minutes, please contact  
Debbie Chambers, Democratic Services, telephone 01524 582057 or email  
dchambers@lancaster.gov.uk**

**MINUTES PUBLISHED ON MONDAY, 4<sup>TH</sup> AUGUST, 2008.**

**EFFECTIVE DATE FOR IMPLEMENTING THE DECISIONS CONTAINED IN THESE MINUTES:  
TUESDAY, 12<sup>TH</sup> AUGUST, 2008.**

**2007/08 Carry Forward of Underspends  
Resolutions of Cabinet 31 July 2008**

**Details of Approved Requests (or those subject to further information) for Carry Forward of Underspent Budgets, subject to Council Approval where indicated – Minute No. 35(7)**

**GENERAL FUND**

No.	Service	Budget	Amount £		Resolution
1	<b>CC(D)S</b>	Environmental Enforcement / Prizes	4,700		Approved
2		Three Stream Waste / Equipment & Tools	18,100	FC	Approved
4		White Lund Depot / Equipment & Tools	4,500		Approved
7	<b>Cultural</b>	Groundwork NW/ Grant	4,400		Approved
8		Heysham Mossgate / Professional Fees	10,000	FC	Approved in principle, subject to further information / clarification.
9		Grass Pitches / R&M	1,100		Approved
10	<b>ED&amp;T</b>	Marketing & Promotion / Advertising	2,000		Business Directory element approved
11	<b>Financial</b>	Management & Admin. / Consultancy	13,600	FC	Approved
12	<b>I&amp;CS</b>	Software / EDMS	9,400		Approved
13		Equipment Maintenance / Updates	10,100	FC	Approved
14		Services / Mystery Shopper	3,500		Approved
15		Software / Anite Task	13,000	FC	Approved
16		Software / CRM System	2,700		Approved
17		Software / BACS	34,100	FC	Approved
18		Software / PUMA	9,000		Approved
19	<b>H&amp;SH</b>	Homeless Priority Need Order	8,000		Approved
21	<b>Planning</b>	Luneside East / Cost of holding assets	67,700	FC	Approved
22		Middleton Wood / Shell ICI Site R&M	5,000		Approved
26	<b>Property</b>	Management & Admin. / Salary Savings	16,900	FC	Further information required; may need to be considered as growth item

**FC denotes Full Council approval required, as request is over £10,000.**

<b>SUMMARY</b>	<b>£</b>
Total per above	237,800
Not approved	41,800
<b>Total Requests</b>	<b>279,600</b>

**HOUSING REVENUE ACCOUNT – Council Housing Services**

No.	Budget	Amount £		Resolution
28	Management & Admin. / Marketing	3,200		Approved
29	Printing & Stationery (TSA Accreditation)	2,500		Approved
33	Management & Admin. / EDMS Workflow	15,500	FC	Approved
34	Management & Admin. / Electricity	9,900		Approved
35	Electricity	24,700	FC	Approved
36	Marketing	1,500		Approved
39	Planned Maintenance	55,000	FC	Approved, subject to providing breakdown of programme for last year and current year
40	Management & Admin. / Printing & Stationery	6,500		Approved

**FC denotes Full Council approval required, as request is over £10,000.**

<b>SUMMARY</b>	<b>£</b>
Total per above	118,800
Not approved	98,700
<b>Total Requests</b>	<b>217,500</b>