

**CABINET****Tuesday, 16th May, 2017**

Present:-

Councillor P Gilby (Chair)

Councillors T Gilby  
Blank  
Huckle  
LudlowCouncillors Serjeant  
A Diouf  
BagleyNon Voting Catt  
Members

Dickinson

\*Matters dealt with under the Delegation Scheme

**1 DECLARATIONS OF MEMBERS' AND OFFICERS' INTERESTS  
RELATING TO ITEMS ON THE AGENDA**

No declarations of interest were received.

**2 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Brunt and J Innes.

**3 MINUTES****RESOLVED –**

That the minutes of the meeting of Cabinet held on 18 April, 2017 be approved as a correct record and signed by the Chair.

**4 FORWARD PLAN**

The Forward Plan for the four month period 1 June to 30 September, 2017 was reported for information.

**\*RESOLVED –**

That the Forward Plan be noted.

**5 DELEGATION REPORT**

Decisions taken by Cabinet Members during April and May, 2017 were reported.

**\*RESOLVED –**

That the Delegation Report be noted.

**6 MINUTES OF THE SHEFFIELD CITY REGION COMBINED AUTHORITY**

The Minutes of the meetings of the Sheffield City Region Combined Authority held on 22 March, 2017 were reported for information.

**\*RESOLVED –**

That the Minutes be noted.

**7 REVIEW OF CODE OF CORPORATE GOVERNANCE AND ANNUAL GOVERNANCE STATEMENT**

The Internal Audit Consortium Manager submitted a report reviewing the Council's compliance with the Code of Corporate Governance requirements during the year 2016/17.

The review of the Code of Corporate Governance had been used to provide evidence to support the preparation of the Annual Governance Statement.

The report included:

- A review of the key elements of the systems and processes that comprised the Authority's governance arrangements, and examples and evidence of assurances in support of the Authority's Annual Governance Statement;
- An action plan arising from the above assessment;
- An Annual Governance Statement for the Council.

The Code of Corporate Governance had first been adopted in 2002, revised in 2008 and revised again following further guidance issued jointly by SOLACE (Society of Local Authority Chief Executives) and CIPFA (Chartered Institute of Public Finance and Accountancy) in 2016.

**\*RESOLVED –**

1. That the following documents be noted and referred to the Standards and Audit Committee for approval:

- a) the Annual Review of the Local Code of Corporate Governance for 2016/17;
  - b) The review of the key elements that comprise the Council's governance arrangements;
  - c) the Annual Governance Statement, subject to a minor revision of the action plan relating to "devolution" ;
  - d) the Annual Governance Statement Action Plan, subject to a minor revision of the action plan relating to "devolution" ;.
2. That a review of the Code of Corporate Governance be undertaken in 12 months' time.
  3. That progress on the Action Plan be monitored by the Corporate Management Team.

### **REASONS FOR DECISIONS**

To enable the Cabinet and the Standards and Audit Committee to influence the development of, and monitor compliance with, the Code of Corporate Governance.

In order to comply with the requirements of the Accounts and Audit Regulations 2015.

To support the maintenance of sound governance arrangements within the Council.

## **8 ADAPTATIONS POLICY AND PROCEDURE 2017 - 2020**

The Housing Manager submitted a report to seek approval for the implementation of a new policy and procedure for assessing and delivering disabled adaptations within the council's housing stock.

The Housing Manager advised that Chesterfield Borough Council, in partnership with Derbyshire County Council formed the Derbyshire Adaptation Partnership to facilitate the provision of adaptations in the homes of council tenants with disabilities. The provision of these adaptations both improved tenant's wellbeing and reduced potential hospitalisation and demand on social care services, and that an annual budget of £750,000, within the Housing Capital Programme had been agreed to fund both minor and major adaptation requests. The report noted that the council tried to minimise the need to install adaptations by allocating tenants with disabilities to properties with existing adaptations or by looking to provide equipment, or where appropriate, to re-house a tenant to enable their needs to be met.

The report noted that decisions on applications for adaptations were made by a panel, with each case being decided on an individual, case by case basis. The proposed Adaptations Policy and Procedure, which was attached as an appendix to the officer's report, would provide the panel with a robust framework to work within and would enable a clearer and more transparent decision making process to be used when it

considered applications for adaptations. The report also included information on proposed plans to review the methods of recording adaptation works to properties which would enable a more effective analysis and evaluation to be made of the adaptation works carried out.

**\*RESOLVED –**

1. That the Adaptations Policy and Procedure 2017 – 2020 be approved and implemented.
2. That the way in which adaptation works are recorded be reviewed, and that a new method of recording and reporting on adaptations work be developed.
3. That an ongoing review of the impact of the implementation of the Adaptations Policy and Procedure 2017 – 2020 be carried out, and that a report on its impact be brought to Cabinet by April, 2019.

**REASON FOR DECISIONS**

To provide a robust framework that promotes equality and fairness along with compliance with disability legislation, and to meet the increasing demands and needs of our tenants whilst enabling effective management of the service and budget.