

CABINET**Tuesday, 17th June, 2014**

Present:-

Councillor Burrows (Chair)

Councillors	Blank	McManus
	Gilby	Russell
	Ludlow	Serjeant

Non Voting	Brown	Hollingworth
Members	Hill	

*Matters dealt with under Executive Powers

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

No declarations of interest were received.

22 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Huckle, King and Martin Stone.

23 MINUTES**RESOLVED –**

That the Minutes of the meetings of Cabinet held on 4 June, 2014 and 10 June, 2014 be approved as a correct record and signed by the Chair.

24 FORWARD PLAN

The Forward Plan for the four month period 1 July, 2014 to 31 October, 2014 was reported for information.

***RESOLVED –**

That the Forward Plan be noted.

25 **LEADER & EXECUTIVE MEMBER FOR REGENERATION
PORTFOLIO ACCOUNTS 2013/14 (R000)**

The Head of Finance and Head of Regeneration submitted a report on the Revenue Outturn and the Capital Outturn for the Leader and Executive Member for Regeneration Portfolio Accounts for 2013/14. The report provided explanations for significant variations from the Revised Estimates approved at Cabinet on 18th February 2014 (Minute No. 155 (2013/14)).

***RESOLVED –**

That the report be noted.

REASON FOR DECISION

To enable the portfolio's Revenue Outturn to be included in the Council's overall Statement of Accounts.

26 **DEPUTY LEADER & EXECUTIVE MEMBER FOR PLANNING
PORTFOLIO ACCOUNTS 2013/14 (J000)**

The Head of Finance, Head of Regeneration and Head of Business Transformation submitted a report on the Revenue Outturn for the Deputy Leader and Executive Member for Planning Portfolio Accounts for 2013/14. The report provided explanations for significant variations from the Revised Estimates approved by Cabinet on 18th February 2014 (Minute No. 155 (2013/14)), and sought approval for the carry forward of the funding for the consultancy advice still needed to support adoption of the Community Infrastructure Levy (£5,100) and strategic site assessment.

***RESOLVED –**

That the report be noted.

REASON FOR DECISION

To enable the portfolio's Revenue Outturn to be included in the Council's overall Statement of Accounts.

27 **EXECUTIVE MEMBER FOR CUSTOMERS AND COMMUNITIES
PORTFOLIO ACCOUNTS 2013/14 (S000)**

The Head of Finance, Head of Business Transformation, Head of Governance and Head of Regeneration submitted a report on the Revenue Outturn and the Capital Outturn for the Executive Member for Customers and Communities Portfolio Accounts for 2013/14. The report provided explanations for significant variations from the Revised Estimates approved at Cabinet on 18th February 2014 (Minute No. 155 (2013/14)).

***RESOLVED –**

That the report be noted.

REASON FOR DECISION

To enable the portfolio's Revenue Outturn to be included in the Council's overall Statement of Accounts

28 **EXECUTIVE MEMBER FOR ENVIRONMENT PORTFOLIO
ACCOUNTS 2013/14 (E000)**

The Head of Finance, Head of Environment and Head of Regeneration submitted a report on the Revenue Outturn and the Capital Outturn for the Executive Member for Environment Portfolio Accounts for 2013/14. The report provided explanations for significant variations from the Revised Estimates approved at Cabinet on 18th February 2014 (Minute No. 155 (2013/14)) and sought approval for a number of carry forward requests.

***RESOLVED –**

That the report be noted.

REASON FOR DECISION

To enable the portfolio's Revenue Outturn to be included in the Council's overall Statement of Accounts.

29 **EXECUTIVE MEMBER FOR HOUSING GENERAL FUND FINAL ACCOUNTS 2013/14 (H000)**

The Head of Finance and Housing Service Manager – Business Planning and Strategy submitted a report on the Revenue Outturn and the Capital Outturn for the Housing General Fund Final Accounts for 2013/14. The report provided explanations for significant variations from the Revised Estimates approved at Cabinet on 20th December 2013 (Minute No. 131 (2013/14)).

***RESOLVED –**

That the report be noted.

REASON FOR DECISION

To enable the portfolio's Revenue Outturn to be included in the Council's overall Statement of Accounts.

30 **EXECUTIVE MEMBER FOR GOVERNANCE AND ORGANISATIONAL DEVELOPMENT PORTFOLIO ACCOUNTS 2013/14 (B000)**

The Head of Finance, Head of Business Transformation and Head of Governance submitted a report on the Revenue Outturn and the Capital Outturn for the Executive Member for Governance and Organisational Development Portfolio Accounts for 2013/14. The report provided explanations for significant variations from the Revised Estimates approved at Cabinet on 18th February 2014 (Minute No. 155 (2013/14)).

***RESOLVED –**

That the report be noted.

REASON FOR DECISION

To enable the portfolio's Revenue Outturn to be included in the Council's overall Statement of Accounts.

31 **EXECUTIVE MEMBER FOR LEISURE, CULTURE AND TOURISM
PORTFOLIO ACCOUNTS 2013/14 (L000)**

The Head of Finance, Head of Environment and Head of Regeneration submitted a report on the Revenue Outturn and the Capital Outturn for the Executive Member for Leisure, Culture and Tourism Portfolio Accounts for 2013/14. The report provided explanations for significant variations from the Revised Estimates approved at Cabinet on 18th February 2014 (Minute No. 155 (2013/14) and sought approval for a carry forward request.

***RESOLVED –**

That the report be noted.

REASON FOR DECISION

To enable the portfolio's Revenue Outturn to be included in the Council's overall Statement of Accounts.

32 **GENERAL FUND BUDGET OUTTURN 2013/14 (R000)**

The Chief Executive and Head of Finance submitted a report on the General Fund Revenue and Capital Outturns for 2013/14. The report provided explanations for significant variations from the Revised Estimates approved at Cabinet on 18th February 2014 (Minute No. 155 (2013/14) and sought approval for a number of carry forward requests.

***RESOLVED –**

(1) That the General Fund Revenue and Capital Outturn reports for 2013/14 be noted.

(2) That the General Fund carry forward requests of £40,600 (paragraph 4.4 of the report) be approved.

(3) That the level of General Fund Reserves and Balances (Section 6 and Appendix E of the report) be approved.

(4) That the capital financing arrangements set out in Appendix F of the report be approved.

REASON FOR DECISION

In the interest of sound financial management.

33 HOUSING REVENUE ACCOUNT BUDGET FINAL ACCOUNTS 2013/14 (H000)

The Head of Finance and Housing Service Manager – Business Planning and Strategy submitted a report on the Revenue Outturn and the Capital Outturn for the Housing Revenue Account Budget Final Accounts for 2013/14. The report provided explanations for significant variations from the Revised Estimates approved at Cabinet on 28th January 2014 (Minute No. 149 (2013/14)) and sought approval for a number of carry forward requests.

***RESOLVED -**

- (1) That the report be noted.
- (2) That the revenue and capital carry forward requests for £164,740 (paragraph 3.6 of the report) and £4,256,310 (paragraph 4.1 of the report) respectively and the associated financing arrangements be approved.

REASON FOR DECISION

To enable the Housing Revenue Account Budget Revenue Outturn to be included in the Council's overall Statement of Accounts.

34 LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC

RESOLVED –

That under Regulation 21(1)(b) of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972 – as they contained information relating to financial and business affairs.

35 **SECURITY SERVICES DSO FINAL ACCOUNTS 2013/14 AND BUSINESS PLAN 2014/15 (J000)**

The Head of Finance and Head of Contract (Kier) submitted a report on the Final Accounts for 2013/14 and the Business Plan for 2014/15 in respect of the Security Services D.S.O.

It was proposed that the deficit of £10,932 be transferred to the Budget Risk Reserve.

***RESOLVED –**

- (1) That the final accounts for the 2013/14 financial year in respect of the Security Services D.S.O. be received and the financial position noted.
- (2) That the deficit of £10,932 be transferred into the Budget Risk Reserve.
- (3) That the Business Plan forecast for 2014/15 be approved.

REASON FOR DECISION

To enable the financial position of the Security Services D.S.O. to be included in the Council's overall Statement of Accounts for 2013/14.

36 **CLEANSING INTERNAL SERVICE PROVIDER CLEANING OF BUILDINGS FINAL ACCOUNTS 2013/14 AND BUSINESS PLAN 2014/15 (E000)**

The Head of Finance and Head of Environment submitted a report on the Final Accounts for 2013/14 and the Business Plan for 2014/15 in respect of the Cleaning of Buildings Internal Service Provider (ISP).

It was proposed that the surplus of £5,790 be transferred to the Budget Risk Reserve.

***RESOLVED –**

- (1) That the final accounts for the Cleaning of Buildings ISP for the 2013/14 financial year be received and the financial position noted.

(2) That the surplus of £5,790 be transferred into the Budget Risk Reserve.

(3) That the Business Plan forecast for 2014/15 shown at Appendix A to the report be approved.

REASON FOR DECISION

To enable the financial position of the Cleaning of Buildings ISP to be included in the Council's overall Statement of Accounts for 2013/14.

37 LANDSCAPE AND STREETSCENE SERVICES (SPIREPRIDE) FINAL ACCOUNTS 2013/14 AND BUSINESS PLAN 2014/15 (E000)

The Head of Finance and Head of Environment submitted a report on the Final Accounts for 2013/14 and the Business Plan for 2014/15 in respect of Landscape and Streetscene Services.

***RESOLVED –**

(1) That the Final Accounts for the 2013/14 financial year in respect of SpirePride be received and the financial position noted.

(2) That the Business Plan for 2014/15 be approved.

REASON FOR DECISION

To enable the financial position of Landscape and Streetscene Services to be included in the Council's overall Statement of Accounts for 2013/14.

38 PVCU WINDOW AND DOOR ASSEMBLY FACTORY FINAL ACCOUNTS 2013/14 (H000)

The Head of Finance and Housing Service Manager – Operational Services submitted a report on the Final Accounts for 2013/14 for the PVCU Window and Door Assembly Factory.

It was proposed that the deficit of £417 be transferred to the Housing Revenue Account.

***RESOLVED –**

- (1) That the Final Accounts for the 2013/14 financial year in respect of the PVCU Window Factory be received and the financial position noted.
- (2) That the deficit of £417 be transferred to the Housing Revenue Account.

REASON FOR DECISION

To enable the financial position of the PVCU Window and Door Assembly Factory to be included in the Council's overall Statement of Accounts for 2013/14.

39 OPERATIONAL SERVICES I.S.P. FINAL ACCOUNTS 2013/14 AND BUSINESS PLAN 2014/15 (H000)

The Head of Finance and Housing Service Manager – Operational Services submitted a report on the Final Accounts for 2013/14 and the Business Plan for 2014/15 in respect of the Operational Services Internal Service Provider (ISP).

It was proposed that £218,000 of the surplus be set aside to fund the items detailed in paragraph 3.4 of the report and that the balance of the 2013/14 surplus (£500,003) be transferred to the Housing Revenue Account.

***RESOLVED –**

- (1) That the Operational Services I.S.P. Final Accounts for 2013/14 be received and the financial position noted.
- (2) That £218,000 of the surplus be set aside to fund the items detailed in paragraph 3.4 of the report.
- (3) That the balance of the 2013/14 surplus (£500,003) be transferred to the Housing Revenue Account (HRA).
- (4) That the Business Plan forecast for 2014/15 be approved.

REASON FOR DECISION

To enable the financial position of the Operational Services ISP to be included in the Council's overall Statement of Accounts for 2013/14.

40 READMISSION OF THE PRESS AND PUBLIC

RESOLVED –

That the press and public be readmitted.

41 REVIEW OF CODE OF CORPORATE GOVERNANCE AND THE ANNUAL GOVERNANCE STATEMENT (B000)

The Corporate Management Team submitted a report reviewing the Council's compliance with the Code of Corporate Governance requirements during the year 2013/14.

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 to accompany the Council's Statement of Accounts for 2013/14.

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 2012.

The report would be further considered at the next meeting of the Standards and Audit Committee.

***RESOLVED -**

- (1) That the following documents be referred to the Standards and Audit Committee:
 - a) the Annual Review of the Local Code of Corporate Governance for 2013/14 (Appendix 1 to the report);
 - b) the review of the key elements of the systems and processes (Appendix 2 to the report);
 - c) the Review of Assurances (Appendix 3 to the report);
 - d) the Action Plan (Appendix 4 to the report); and
 - e) the Annual Governance Statement (Appendix 5 to the report).

- (2) That the Standards and Audit Committee:
 - a) consider the documents listed in resolution (1) above;
 - b) subject to any amendments that they consider appropriate, approve the Annual Governance Statement and Action Plan; and
 - c) recommend that the Annual Governance Statement be signed by the Leader and Chief Executive.

- (3) That a review of the Code of Corporate Governance be undertaken in 12 months time.

- (4) That progress on the Action Plan be monitored by the Corporate Management Team.

REASONS FOR DECISIONS

1. To enable the Cabinet and the Standards and Audit Committee to monitor the Council's compliance with the Code of Corporate Governance.

2. To comply with the requirements of the Accounts and Audit Regulations 2011.

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

42 **UPDATED COLLECTING AND RATIONALISATION AND DISPOSAL POLICIES FOR CHESTERFIELD MUSEUM (L000)**

The Head of Regeneration submitted a report on the work done to update the Acquisitions and Disposals Policy for Chesterfield Museum, in line with Arts Council England Accreditation Standards, and to develop a procedure for dealing with the disposal of items from Chesterfield Museum's collections, in accordance with good practice.

Chesterfield Museum's current Acquisitions and Disposal Policy had last been approved in 2008, although there were no procedures within it on how to dispose of objects from the collection, if they did not fit the acquisition guidelines contained in the Policy.

In accordance with best practice, the Acquisitions and Disposal Policy had now been divided into separate but linked policies – the Collecting Policy and the Rationalisation and Disposal Policy.

The Collecting Policy (attached at Appendix 1 to the report) outlined the Council's policies in respect of acquiring material for its museum collections. The Policy set criteria and limitations for future collecting, including an emphasis on collecting items relevant to Chesterfield Borough, not actively collecting new archaeological items unless they were significant finds discovered as part of an official excavation within the Borough and consideration of the costs of storage and conservation.

The Rationalisation and Disposal Policy (attached at Appendix 2 to the report) outlined the Council's rationale and procedures for reviewing material in its museum collections and assessing their significance in order to inform decisions about their future care. The Policy included a Collections Assessment Matrix with criteria, against which items could be assessed. The initial rationalisation assessment of any item would be carried out by senior curatorial staff, with reference to the Tourism, Museums & Events Manager, in order to produce a rationalisation report. It was proposed that delegated responsibility for disposal of items from the collections should be given to a cross-party Museum Collections Committee of Members, which would be chaired by the Executive Member for Leisure, Culture and Tourism, with decisions informed by the evidence presented in the rationalisation reports.

The report identified a number of options available for disposal of an item where this was agreed by the Committee, with preference to be given to keeping the item in the public domain where possible.

Consultation on the proposed Policies had taken place with the Museums Association through their Collections Development Programme.

The meeting considered the option of including a member of the public on the Museum Collections Committee, although it was noted that Arts Council advice did not recommend this. It was felt that the elected Members on the Committee could represent the interests of the public.

***RESOLVED –**

- (1) That the updated Collecting Policy for the Chesterfield Museum Service be approved.
- (2) That the Rationalisation and Disposal Policy for the Chesterfield Museum Service be approved.
- (3) That a cross-party Museum Collections Committee be formed, chaired by the Executive Member for Leisure, Culture and Tourism, to consider recommendations for retention or disposal of objects from Chesterfield Museum's collections.
- (4) That the responsibility of disposing of objects from Chesterfield Museum's collections be delegated to the Museum Collections Committee, acting on the advice of the curatorial staff.

REASONS FOR DECISIONS

1. There is currently no delegated responsibility for disposal of items from the Museum's collections. As disposal is a necessary part of any Collections Policy, it is important that this matter is addressed.
2. Rationalising Chesterfield Museum's collections will allow better care and conservation of objects retained, as well as more opportunities to display retained items and achieve better access for people wanting to use the collections for research.

43 LOCAL GOVERNMENT ACT 1972 - EXCLUSION OF THE PUBLIC**RESOLVED –**

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44 CONTRACT FOR THE FUTURE PROVISION OF SECURITY SERVICES TO THE PAVEMENTS CENTRE, YARDS AND MARKET (J000)

The Head of Finance and Head of Kier – Asset Management submitted a report on the performance of the Security Services Internal Service Provider (ISP) contract at the Pavements Shopping Centre and surrounding areas; also, recommending that the ISP be permitted to submit a bid for the new contract that is to be let from September 2014 following the outcome of a market testing exercise.

In November 2013 Cabinet had approved the final one year extension of the contract for the Security Services ISP at the Pavements Shopping Centre (Minute No. 110 (2013/14)) with a requirement for a stepped improvement in the delivery of the service during the first six months of the extension period.

The report set out the performance of the service against the improvement areas agreed at that time, noting a significant improvement in the number and frequency of patrols. It was therefore proposed that an ISP bid be promoted when the Security Services contract was next market tested. This exercise was to commence within the next month.

***RESOLVED –**

- (1) That the improvements made by the ISP Security Service over the past 8 months be acknowledged.
- (2) That a procurement process be undertaken for the future delivery of the Security Service on the basis of a 3 year contract with the option to

extend for a further 2 years in accordance with the 2006 Procurement Regulations.

(3) That the submission of an ISP bid as part of the market testing exercise be approved.

REASON FOR DECISION

To ensure that an efficient, effective and economical security service is provided for the benefit of the businesses located in the Pavements Shopping Centre, Yards and Market.