

MINUTES OF CABINET MEETING HELD ON WEDNESDAY 23 JANUARY 2013**AT 12.00 NOON IN THE ESSEX HALL, TOWN HALL, CLACTON-ON-SEA****PRESENT:**

Councillor Halliday (Chairman)

Councillor Candy

Councillor Goggin

Councillor G V Guglielmi

Councillor P B Honeywood

Councillor S S Mayzes

Councillor McWilliams

Councillor Turner

PORTFOLIO:

Leader of the Council; Finance and
Asset Management

Inward Investment and Growth

Tourism

Planning and Corporate Services

Housing, Benefits, Revenues and

Sports Facilities

Education and Skills

Health and Community Safety

Environment and Coast Protection

Group Leaders Present by Invitation: Councillor Talbot

Also Present: Councillors Brown (except items 78 (part) -81), Casey (except items 78 (part) – 81), Challinor (except items 78 (part) – 81), De-Vaux Balbirnie, J Henderson, D R Mayzes (except items 78 (part) – 81), Nicholls (except items 78 (part) – 81), D Oxley (except items 78 (part) – 81).

In Attendance: Chief Executive (Ian Davidson), Corporate Director (June Clare), Corporate Director (Martyn Knappett) (except items 78 (part) – 81), Corporate Director (Paul Price) (except items 78 (part) – 81), Chief Executive Support Manager (Karen Neath), Democratic Services Manager (Colin Sweeney), Legal Services Manager (Michael Gibson-Davies), Communications and Public Relations Manager (Nigel Brown), Senior Democratic Services Officer (Ian Ford) and Democratic Services Officer (Elizabeth Ridout)

70. APOLOGIES FOR ABSENCE

The Leader of the Council informed Cabinet that the Leader of the Labour Group (Councillor I J Henderson) and the Leader of the Tendring First Group (Councillor P J Oxley) had both declined his invitation to attend the meeting as a result of unanimous decisions taken by their respective Group Members.

71. MINUTES OF THE LAST MEETING

The minutes of the meeting of the Cabinet held on 21 December 2012 were approved as a correct record and signed by the Chairman.

72. MATTERS ARISING FROM THE MINUTES

Further to minute 68, Councillor Candy asked when the requested report on the review of development of land at Horsley Cross and along the A120 corridor would be submitted to the Cabinet. The Leader of the Council replied that he expected the report to be submitted to the next meeting of the Cabinet on 1 March 2013.

73. ANNOUNCEMENTS BY LEADER OF THE COUNCIL

David Appleby – Strategic Director

The Leader of the Council (Councillor Halliday), on behalf of the Cabinet, formerly placed on record the Council's thanks to David Appleby, Strategic Director, who was retiring after

27 years of service with the Council. Councillor Halliday said that David had been an excellent officer at every level he had served at within the Council.

Cabinet Meetings – Invitations to Group Leaders

Councillor Halliday stated that he would continue to invite other Group Leaders to attend meetings of the Cabinet.

Cabinet Question Time

The Leader of the Council also announced that the Cabinet would, over the course of the next few months and at various locations across the urban centres of the District, be holding independently chaired “Question Time” sessions for the public to be able to question members of the Cabinet on key issues affecting the District or the nation.

74. ANNOUNCEMENTS BY CABINET MEMBERS

Replacement Minerals Local Plan

The Planning and Corporate Services Portfolio Holder (Councillor G V Guglielmi) advised Cabinet that following the Council’s robust objections to the then proposed Minerals Development document back in 2011, the three sites at Church Farm, Alresford, Frating Hall Farm, Frating and Park Farm, Ardleigh, had now been removed.

The new Document now produced by Essex County Council, renamed the Replacement Minerals Local Plan would be taken to independent examination after the final six weeks of consultation which would end on 28 February. In thanking the Officers for the work they had done, he hoped that the extractions would take place in the right locations and would not result in an unacceptable loss of amenities to local residents.

East Anglia Air Shows

The Tourism Portfolio Holder (Councillor Goggin) referred to recent announcements by other local authorities that the Lowestoft and Southend Air Shows could be cancelled. He gave an assurance that the Clacton Air Show would be going ahead on 22 and 23 August 2013 at nil cost to the Council. Given that the Air Show was estimated to bring in £4 million to Clacton and the District as a whole Councillor Goggin said that he would be promoting the concept that the Air Show provided, free of charge, six hours of entertainment on two successive days and the ethos that the attending public should contribute £1 in a bucket which would more than pay for the event.

Police and Crime Commissioner for Essex and Community Safety Partnerships

The Health and Community Safety Portfolio Holder (Councillor McWilliams) updated the Cabinet on recent meetings between the Police and Crime Commissioner for Essex (PCCE) and Community Safety Partnerships. Councillor McWilliams said that the PCCE was keen to engage with the public and to visit each Council in Essex twice a year. Councillor McWilliams also reported on a recent meeting she had attended with the Chief Inspector for Tendring and the local Members of Parliament which had discussed knife and alcohol-related crime and licensing issues. In conjunction with Councillor P B Honeywood, Councillor McWilliams had scrutinised the local Crime Plan and had put forward amendments to the Council’s Community Safety Manager in relation to prioritised actions and licensing issues.

Councillor McWilliams also updated the Cabinet in respect of recent meetings held at the Ambulance Station at Weeley, which had provided much useful information in relation to the ongoing changes to the Ambulance Service and issues such as the impact on response times of ‘hoax’ (or misdiagnosed) calls. For example, recent figures showed that

only 70.41% of 3,450 Category 'A' calls had been responded to within the eight-minute target. She was however pleased to report that from 1 February 2013 there would be an additional 16 hours provision of a double-staffed ambulance at Weeley Ambulance Station.

Fly Tipping

The Environment and Coast Protection Portfolio Holder (Councillor Turner) expressed his concern over alleged mis-reporting by a fellow Councillor of fly tipping within the District.

He confirmed that in 2011/12 and 2012/13, 15 fly tipping events had occurred in each of those years within the Member in question's ward.

In conclusion, Councillor Turner said that from 9 January 2011 to 8 January 2012 and from 9 January 2012 to 8 January 2013 the Council had logged two extra fly tipplings in Brightlingsea (15 to 17), one less fly tipping in Thorrington (7 to 6), with no difference in St Osyth (15 to 15) and that total increase in the three wards was one over the two year period.

75. MATTERS REFERRED TO THE EXECUTIVE BY THE COUNCIL

There were none on this occasion.

76. MATTERS REFERRED TO THE EXECUTIVE BY A COMMITTEE

A.1 - The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

The Cabinet had before it a report to enable it to recommend to Council proposed changes to the Constitution arising from the coming into force of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Cabinet recalled that, at its meeting held on 7 November 2012, it gave consideration to a report of the then Customer and Central Services Portfolio Holder, which informed it of the statutory changes imposed upon local authorities operating executive arrangements by the aforementioned Regulations. Having considered that report, it had been resolved that Cabinet:-

- (a) *“Notes the Regulations and agrees the proposed practical implementation stages set out in the report;*
- (b) *Notes that, within the proposed practical implementation stages, information previously contained within the Forward Plan with regard to who had been consulted, shall remain, even though there was no longer a requirement to do so;*
- (c) *Authorises the Monitoring Officer to be the proper officer to determine the Council's response to recommendations arising from the publication of 28 day notices in respect of executive decisions which were to be taken in private; and*
- (d) *Requests the Corporate Management Committee to consider the proposed changes to the Constitution and report back its comments in due course.”*

The Corporate Management Committee, at its meeting held on 6 December 2012, duly considered the proposed changes to the Constitution and decided to note them.

To enable this matter to proceed to full Council:-

It was moved by Councillor G V Guglielmi, seconded by Councillor McWilliams and:-

RECOMMENDED TO COUNCIL that the proposed changes to the Constitution, as set out in the Appendix to item A.1 of the Reference from the Corporate Management Committee, be approved and adopted with immediate effect.

A.2 - The Response to the Cabinet by the Corporate Management Committee on the Revised Financial Strategy for 2013/14 and Beyond and Initial Budget Proposals for a Revised Budget 2012/13 and Original Budget for 2013/14

The Cabinet had before it a report which gave details of the comments made by the Corporate Management Committee at its meeting held on 3 January 2013 on the Revised Financial Strategy for 2013/14, and beyond, and the initial budget proposals for a revised budget 2012/13 and original budget for 2013/14.

The comments of the Corporate Management Committee together with the proposed responses of the Finance and Asset Management Portfolio Holder were as follows:-

	CORPORATE MANAGEMENT COMMITTEE COMMENT ON GF BUDGET:	FINANCE AND ASSET MANAGEMENT PORTFOLIO HOLDER RESPONSE:
1.	The Council should pursue a more flexible workforce by identifying the specific needs and knowledge required and then encouraging staff to acquire the extra expertise to fill the gaps and provide staff cover by offering incentives to learn such as extra salary increments.	This remains an underlying principle to the current HR management approach but will be formally reconfirmed as part of the on-going FSR process and any future changes. A recent example of where this approach has already been applied is when snow clearing and gritting activities were undertaken by staff from within other Council services.
2.	The Committee supports the principle of maximising opportunities to introduce new fees and charges such as introducing a reasonable charge for pre-application advice on planning applications thereby both maximising income and assisting applicants through the planning process.	Cabinet request that Corporate Management Committee undertake a piece of work to look at the philosophy and policy behind the Council's fees and charges and to put forward specific proposals where they see opportunities for new fees and charges. A report back to Cabinet is requested once the piece of work is completed for inclusion in the Financial Strategy for 2014/15 and beyond.
3.	Future Corporate Budget Monitoring reports should provide additional analysis of expenditure on External Legal Advice and on planning enforcement to support the monitoring of this area of the Council's budget. The Committee supports the principle of keeping the provision of legal advice in house wherever possible and any decision to acquire external legal advice should be challenged and justified on each occasion.	Officers will be requested to provide additional analysis as part of future budget monitoring reports. Looking to procure internally wherever possible is a principle that has been fully supported by Cabinet in the past and continues to be so and will be reflected in the revised procurement rules that forms part of the on-going review of the Council's Constitution that will be considered by Members in 2013.
4	The Committee welcomes and applauds the partnership working with ICE Energy in refurbishing properties in Jaywick (by the	Cabinet recognises the value of partnership working across the district which has ensured that local residents from all parts of

	provision of double-glazing, ground source heat pumps and cladding etc) which is good news not just for that community but for the District as a whole. Success stories such as these should be highlighted at the appropriate time.	Tendring receive assistance with heating and insulation.
5.	The Committee supports and would like to see expanded partnership working with community organisations where additional funding may be on offer / available to further develop or enhance projects and initiatives undertaken by the Council.	Any opportunities to expand on current partnership arrangements would be welcomed, with services encouraged to explore all available opportunities to support the Council in delivery affordable excellence within a sustainable financial position. This will form a 'strand' of the Financial Strategy 2014/15 and Cabinet request that the Committee leads on an audit of third sector provision in the district to support this 'strand' of work.
6.	The Council should progress further multi-authority (county/district/parish) joined-up working on community issues such as grass-cutting and potholes in roads.	<p>The Council is already engaged on this type of multi-agency approach e.g. through the engagement of local highways rangers funded by ECC and through this Council being significantly involved in the Essex-wide community budgets pilot.</p> <p>Similarly to the above, all opportunities to expand on current arrangements would be considered and officers encouraged to explore future opportunities. This item will be added as a specific 'strand' of the Financial Strategy where actions will need to be identified to find savings to close the forecasted budget gap in future years.</p> <p>It is also worth pointing out that as TDC works very efficiently it is difficult to identify cheaper ways of working even in participation with others. Recent examples include Audit and IT.</p>
7.	The Committee would welcome an update from Cabinet on the Rural Infrastructure Project.	A report setting out an update and the next steps in respect of this project is currently due to be formally presented to Cabinet in March 2013.
8.	The Cabinet should seek clarification on whether the withdrawal of the Council's subscription to the LGA would effect the £150,000 support being provided by Improvement East for the Civic Hub project or any other future grant funding opportunities.	<p>Following the comments of the Committee and to potentially protect the Council's position, an amount of £10k has now been included within the detailed estimates that are set out elsewhere on the agenda to enable the Council's subscription to the LGA to continue. This budget will be subject to review on an annual basis based on value for money considerations and the on-going financial position of the Council.</p> <p>The Leader will ensure that any obligations</p>

		that the Council has in terms of attendance at any LGA meetings or similar are fulfilled.
9.	Following completion of the Fundamental Service Reviews a report should be submitted to Members (via the Human Resources Committee) which informs them of the number of Officers in each department by job title and the number of officers in the various grades.	A comprehensive report setting out the revised Council staff establishment and associated financial position is currently planned on being presented to the Human Resources Committee once the on-going fundamental service reviews are finalised.
10.	Cabinet is informed that the Committee will be looking to, as part of its consideration of future corporate budget monitoring reports, invite Portfolio Holders to attend the Committee in order that the Committee can influence the formation of future budgets.	Cabinet welcome the opportunity to engage with the Committee on the formation of future budgets and look forward to seeing the Committee's 2013/14 work programme.
	OTHER CORPORATE MANAGEMENT COMMITTEE COMMENTS:	FINANCE AND ASSET MANAGEMENT PORTFOLIO HOLDER RESPONSE:
1.	In relation to the HRA budget there is concern that there may be difficulty in collecting rent from some individuals/households that will receive their benefits directly under the new welfare reforms. There needs to be an early warning system in place to highlight and enable the Council to quickly react to those who fall behind on their rents. The Committee would encourage the expansion of the use of Rent Collectors which is currently the most efficient and cost effective way in which the Council collects rent at present.	Cabinet recognises and are aware that there are further significant changes expected as part of the Government's wider welfare reforms. For that reason Cabinet have already acted to put safeguards in place including a commitment to retaining the rent collection service, agreement of a hardship fund with ECC as well as our own provision, commitment to the Essex Family Tending Project, providing additional funding to the CAB and putting in place a Local Council Tax Scheme that is less harsh than other District's schemes.

FINANCE AND ASSET MANAGEMENT PORTFOLIO HOLDER RESPONSE IN RESPECT OF SPECIAL EXPENSES:

That in respect of the Committee's comments concerning Special Expenses set out in the main body of the report, officers are requested to present a report to a future meeting of the Cabinet setting out the various options as alternatives to the Council's current approach.

Having regard to the comments of the Corporate Management Committee and the responses of the Finance and Asset Management Portfolio Holder:-

It was moved by Councillor Halliday, seconded by Councillor G V Guglielmi and:-

RESOLVED – that the responses of the Finance and Asset Management Portfolio Holder to the comments of the Corporate Management Committee be agreed.

A.3 - Review of the Poor State of Repair of the District's Railway Station Infrastructure

The Cabinet had before it a report to enable it to consider the comments of the Community Leadership and Partnerships Committee, following its review of the District's railway station infrastructure on 24 September 2012.

The comments of the Community Leadership and Partnerships Committee together with the proposed responses of the Inward Investment and Growth Portfolio Holder (Councillor Candy) were as follows:

Community Leadership and Partnerships Committee comments	Inward Investment and Growth Portfolio Holder's responses
(a) that Greater Anglia have a named Tendring District Council officer, to liaise with, particularly in relation to Local Plan issues;	Greater Anglia (Abellio) was a consultee on the Local Plan and is therefore aware of Officers that it can contact on Local Plan issues including the Development Plan Manager (Gary Guiver).
(b) that a copy of the draft Local Plan be sent to Geraint Hughes to assist Greater Anglia in its work;	As a consultee, Greater Anglia was sent an electronic copy of the draft Local Plan.
(c) that the Committee have sight of the growth and pressure point forecast from Greater Anglia;	The Council's representative on the Essex and South Suffolk Community Rail Partnership Steering Group (ESSCRP), Gill Burden, will be requested to raise this matter at the next Steering Group meeting and to request Greater Anglia to provide the requested information.
(d) that Cabinet understand and be involved in the Department for Transport consultation process;	The Department for Transport consultation on the Greater Anglia Rail Franchise is currently due to take place in mid-2013 and the Cabinet will consider the consultation document and respond appropriately in due course.
(e) that Greater Anglia be lobbied for proper access for the disabled at Manningtree Station; and	The Cabinet recognises that this lobbying should be for stations where disabled facilities are inadequate rather than just Manningtree.
(f) that a link be made with the Tendring Tidy Campaign and a possible special prize for the tidiest stations.	Cabinet wishes to welcome the suggested link to the Tendring Tidy Campaign.

Councillor Candy thanked the Community Leadership and Partnerships Committee for its thorough piece of work on this issue.

Having regard to the comments of the Community Leadership and Partnerships Committee and the responses of the Inward Investment and Growth Portfolio Holder:-

It was moved by Councillor Candy, seconded by Councillor G V Guglielmi and:-

RESOLVED that

- (a) the responses of the Inward Investment and Growth Portfolio Holder to the comments of the Community Leadership and Partnerships Committee be supported; and
- (b) the Development Plan Manager (Gary Guiver) be requested to contact Network Rail and the rail operators to ascertain whether those organisations had intended not to respond to the consultation on the Local Plan.

77. LEADER OF THE COUNCIL'S ITEMS

A.4 - Outstanding Motions to Council

The Cabinet had before it a report of the Leader of the Council which provided it with details of motions that had been submitted to Council since May 2002 and remained

“outstanding” in that Council was yet to take a final decision on those motions. Attached as an appendix to the report was a list of eleven motions (most recent first) that were still outstanding since May 2002.

In view of the significant length of time that had elapsed since those motions were first submitted to the Council the Leader of the Council proposed that those motions (with the two exceptions set out below) be not considered and that the Council only progress those motions received by the current political administration (i.e. since May 2011).

In respect of Councillor I J Henderson’s motion regarding the size of the executive and Councillor P J Oxley’s motion regarding the future delivery of leisure provision (listed as motions (1) and (2) respectively in the appendix to the report) the Leader of the Council was of the view that Cabinet should take a view on those motions and that such views be submitted to the Council meeting to be held on 26 March 2013 for consideration.

To enable this matter to proceed to full Council:-

It was moved by Councillor Halliday, seconded by Councillor Turner and:-

RECOMMENDED TO COUNCIL that

- (a) the Council progresses only those motions which were received by the current political administration (i.e. since May 2011) and that the Council determines that those motions outstanding since before that time be not considered;
- (b) in respect of motion (1), Councillor I J Henderson’s motion regarding the size of the executive, Council be informed that in the opinion of the Cabinet the motion should not be supported on the grounds that the executive has recently been reduced in size from ten members to eight; and
- (c) in respect of motion (2), Councillor P J Oxley’s motion regarding the future delivery of leisure provision, Council be informed that in the opinion of the Cabinet the motion should not be supported on the grounds that the Cabinet has requested the Chief Executive to consider the long-term viability of the sports provision provided in the District and to develop a robust business plan to ensure that sports provision is delivered in a cost effective and aspirational way so as to secure its long-term future.

RESOLVED (d) That the Cabinet’s recommendations in respect of the aforementioned motions (1) and (2) be submitted for Council’s consideration at its meeting due to be held on 26 March 2013.

78. CABINET MEMBERS’ ITEMS

A.5 - Renewal of Lease: Holland-on-Sea Bowls Club, York Road, Holland-on-Sea

Cabinet had before it a report of the Finance and Asset Management Portfolio Holder seeking its approval for the renewal of the existing lease with The Trustees of Holland-on-Sea Bowls Club for a new 21 year term for continued use as a Bowls Club.

Having considered the matter:-

It was moved by Councillor Halliday, seconded by Councillor G V Guglielmi and:-

RESOLVED that the renewal of the existing lease be progressed.

A.6 - Annual Treasury Strategy for 2013/14 (including Prudential and Treasury Indicators)

Cabinet had before it a report of the Finance and Asset Management Portfolio Holder seeking its agreement to the Annual Treasury Strategy for 2013/14 (including the Prudential and Treasury Indicators) for submission to the Corporate Management Committee for review.

To progress the production of the Treasury Strategy:-

It was moved by Councillor Halliday, seconded by Councillor Candy and:-

RESOLVED that

- (a) the Annual Treasury Strategy for 2013/14 (including the Prudential and Treasury Indicators) be approved for submission to the Corporate Management Committee for its review; and
- (b) the Corporate Director (Corporate Services) be authorised to make any necessary amendments regarding job titles and responsibilities within the Treasury Management Practices.

A.7 - Final General Fund Revenue Budget and Capital Programme

The Cabinet considered a report which sought its approval of the final budget proposals for 2013/14 (including the Council Tax proposals) for recommendation to Council on 12 February 2013.

To enable the Cabinet's final proposals to be submitted to the meeting of the Council to be held on 12 February 2013:-

It was moved by Councillor Halliday, seconded by Councillor Candy and:-

RESOLVED that

- (a) following the revised arrangements in respect of the council tax income from second homes; the Corporate Director (Corporate Services), in consultation with the Finance and Asset Management Portfolio Holder, be authorised to enter into any associated agreements whereby 25% of additional income from second homes and other discounts and exemptions will be passed over to Tendring District Council by the major precepting authorities;
- (b) if the financial position changes prior to Council considering the budget on 12 February 2013; the Corporate Director (Corporate Services), in consultation with the Finance and Asset Management Portfolio Holder be authorised to adjust the Fit for Purpose budget/Contingency Budget as required;
- (c) the Corporate Director (Corporate Services), in consultation with the Leader of the Council/Finance and Asset Management Portfolio Holder, reports directly to Council in respect of the formal draft resolutions necessary to implement the Cabinet's budget proposals together with any late information or notifications received from the Department for Communities and Local Government etc. as may necessarily affect the budget, which include the budget changes needed to correctly present the new requirements associated with the changes to the Local Government Finance Settlement, such as those concerning the new business rates retention approach and the Local Council Tax Support Scheme;
- (d) should further staffing changes be required following the Fundamental Service Reviews, the use of the £0.300m provision set up to support such changes be delegated to the Chief Executive, in consultation with the Leader of the Council;

- (e) up to £0.100m is earmarked from the 2012/13 Contingency Budget to meet any potential contributions required from this Council in accordance with the associated Municipal Mutual Insurance 'Scheme of Arrangement';
- (f) the use of the Waste Collection Support Scheme Grant to deliver waste and other environmental initiatives in accordance with the bid to the Department of Communities and Local Government be delegated to the Corporate Director (Public Experience), in consultation with the Environment and Coast Protection Portfolio Holder.
- (g) Officers undertake a review of the future level of uncommitted reserves to enable further consideration of this item as part of the Financial Strategy and budget setting process for 2014/15.

RECOMMENDED TO COUNCIL that

- (h) having considered the comments from the Corporate Management Committee and the responses from the budget consultation activities undertaken, the following final budget proposals be made (based on a 0.5% reduction in a Band D Council Tax for District services);
- i) the detailed budgets, as per Appendix 'A' to item A.7 of the Report of the Finance and Asset Management Portfolio Holder, be approved (subject to any presentational changes arising from the new Business rate Retention Scheme) which provide for a Council Tax Requirement for 2013/14 of £6.272m (£7.641m for 2012/13) (excluding parish precepts);
- ii) Council agrees and formally approves:-
 - (a) the specific recommendations, calculations and other matters in respect of the Council's requirements, Special Expenses and Parish/Town Council precepts as set out in Appendix 'C' to the above report (this includes but is not limited to the contrary resolution in paragraph (b) of that Appendix).
 - (b) the Council Tax for District and Parish/Town Councils, as set out in Appendix 'F' of the above report.

A.8 - Big Society Fund

Cabinet had before it a report of the Finance and Asset Management Portfolio Holder seeking its approval to review the operation of the Big Society Fund to date and in the future it was now proposed that the criteria for the Big Society Fund be reviewed to focus on the key priorities for the Council of the emerging Education and Aspiration Plan along with sport provision and physical activity in addition to the existing criteria. Those were set out in the proposed revised application, attached as Appendix A to item A.8 of the Report of the Finance and Asset Management Portfolio Holder. Attached as Appendix B to the aforementioned report was a summary of Big Society Awards to date.

It was also proposed to amend the approval process to increase the transparency of funding allocation by setting up a Portfolio Holder's Working Party with final decisions being confirmed by a formal Portfolio Holder decision.

Having considered the proposed way forward:-

It was moved by Councillor Halliday, seconded by Councillor G V Guglielmi and:-

RESOLVED that

- (a) the outcomes from the allocation of Big Society funding to date be noted;

- (b) the creation of a Portfolio Holder's Working Party to assess and determine future applications be approved and that the Finance and Asset Management Portfolio Holder nominates Members to sit on that Working Party;
- (c) future allocations from the fund should focus on Education, Skills and increasing participation in sport and physical activity; and
- (d) a monitoring report setting out the outcomes from future Big Society funding allocations be brought back to Cabinet at six monthly intervals.

A.9 - Clacton and Holland Coastal Defence Work

Cabinet had before it a report of the Environment and Coast Protection Portfolio Holder which informed it of the progress to date on the preparation of the Project Appraisal Report (PAR) for the frontage of Clacton and Holland-on-Sea.

Mott MacDonald, the Council's Engineering Consultant had developed five different options for the area comprising Zone B - Clacton Pier to Eastcliff and Zone C - Eastcliff to Holland Haven, which were considered to be the areas at greatest risk. The following options had been identified:-

- a) The do nothing scenario.
- b) Beach recharge with straight rock groynes.
- c) Beach recharge with fishtail rock groynes.
- d) Beach recharge with a combination of both fish tail and straight rock groynes.
- e) Beach recharge with and a combination of rock groynes and rock revetment.

It was reported that the PAR process required the options to be taken to public consultation and provisional arrangements were being made for this to take place in late January/February 2013 with a display in the Town Hall and one at Holland-on-Sea. It was hoped that the consultation event would act as a springboard for involving the community affected by this issue so that they became fully engaged in the process.

An Environmental Baseline Review was also a requirement of the PAR process and the completed document was before Cabinet as Appendix 3 to the above report. That document was required to be submitted to the following statutory consultees:-

Marine Management Organisation
Natural England
English Heritage
Environment Agency

The target was to submit the completed PAR to the Environment Agency's Large Project Review Group in May 2013.

To assist and inform the current option work being developed, various surveys of the coast defence frontage at strategic locations needed to be undertaken to provide greater confidence at an early stage in the preliminary design process. Officers were currently in discussion with Mott MacDonald regarding the procurement of those services as a variation to their current works.

Members were informed that it would also be beneficial for the detailed design work to be undertaken at the earliest opportunity and that continuity was of high importance in order to deliver the early build stages of the project in 2015. Officers were therefore exploring how that could be achieved using the services of Mott MacDonald.

Having considered the information submitted:-

It was moved by Councillor Turner, seconded by Councillor Candy and:-

RESOLVED that Cabinet notes and welcomes the progress to date.

A.10 - Bereavement Services, Capital Works and Income Matters

Cabinet had before it a report of the Environment and Coast Protection Portfolio Holder which sought approval to proceed with tenders for capital works at the Weeley Crematorium following receipt of a consultants' report from Ramsey Project Management in May 2012, together with potential income generation proposals.

The report provided Cabinet with information on the state of the existing cremators which were near the end of their economic working life and the advantages and disadvantages of the replacement options, which included removing the two existing cremators and replacing them with two new cremators in the same location or a new location.

Cabinet was also informed of the Council's obligations to remove mercury from the cremation process and also of some ideas on opportunities for income generation which included woodland burials, a pet cemetery and a wall of remembrance.

Having considered the information submitted:-

It was moved by Councillor Turner, seconded by Councillor G V Guglielmi and:-

RESOLVED that

- (a) the obtaining of tenders for the replacement of the existing cremators be approved;
- (b) the obtaining of tenders for the extension to the flower court to include a wall of remembrance (to be constructed at the same time as the cremators are replaced to ensure value for money in tendering the work as one project) be approved;
- (c) the decision to install mercury abatement equipment be deferred;
- (d) the appointment of project management consultants for resolutions (a) and (b) above up to the tender evaluation stage be approved and funded from the allocated capital programme budget;
- (e) the Service Development and Delivery Committee be requested to investigate the development of either a woodland burial site or/and a pet cemetery and to report back to Cabinet with its findings; and
- (f) Officers be authorised to enter into a local burden sharing scheme with neighbouring crematoria, the cost of this scheme being met by the addition of an extra fee on each cremation to be agreed with the Portfolio Holder for Environment and Coast Protection.

A.11 - Empty Homes Funding – Jaywick

Further to Minute 39 of the meeting of the Cabinet held on 3 October 2012, the Housing, Benefits and Revenues and Sports Facilities Portfolio Holder submitted a report seeking Cabinet's approval for the spending of the £1.3 million Homes and Communities Agency Award to the Council.

At that meeting it had been resolved that:

- (a) Officers bring forward a further report forthwith examining the innovative approaches detailed in this report and during examination hold discussions with the relevant ward

Members to feed into future recommendations. This future report would also give detailed proposals of the measures to be put in place to ensure probity and transparency on all expenditure against the £1.3million grant; and

- (b) resources released through the Life Opportunities Fundamental Service Review be used to recruit an officer on a two-year basis (the details of which to be agreed by the Head of Resource Management, the Head of Life Opportunities and the Housing Portfolio Holder and the Finance and Asset Management Portfolio Holder) but backfilled via the new homes bonus generated through bringing homes back into use.

Cabinet was informed that the officer post referred to in (b) above was currently in the recruitment process.

Cabinet was aware that the money was to be used to bring empty property back into use and that it did not have to be used in any particular way, or through one particular scheme. Schemes could be varied, removed or added to during the course of the funding, however, all funds had to be committed (but not fully spent) by April 2014.

The emphasis in the bidding guidance was on flexibility and tailoring to the requirements of the area and local housing market. It could be used to convert empty commercial property into residential, as part of a development programme, or in other ways to encourage matching investment from incoming owner- occupiers or others, to bring empty property back into use.

Appendix B to the aforementioned report set out in detail how it was proposed the allocation be best utilised. In summary the proposals included:

- Homesteading for first time Owner-Occupiers
- Assistance to Owner-Occupiers moving into or within the area
- Absentee Owners of individual empty homes
- Developers and reconfiguration
- Commercial reconfiguration
- Landlords with a number of empty properties
- Purchasers of empty homes to rent

Some of the proposals resembled more traditional grant schemes, though very much tailored to Jaywick, however, there was no need to run any of the project as a grant scheme, or in fact in any particular per defined way. Flexibility was a key factor. The schemes outlined could need to be varied if they were not delivering as intended, or if events on the ground dictated or encouraged a revised approach. The funders wanted to see the money used to bring about, or contribute to, a visible change in Jaywick through reducing the number of empty properties.

It would be a requirement, throughout the project, that the outcomes of expenditure would be quantifiable on the ground, that proper estimates and receipts were submitted, that reasonable cost principles were followed, that there was at least 50% match funding and that an Audit trail existed that would stand external scrutiny.

Cabinet was also informed that in respect of consultation, the report to its meeting on 3 October 2012 did not set out the full range of consultation and involvement that had taken place as part of the original 2012 bid submission. In practice, extensive consultation and local support was an integral and required part of formulating the bid. A number of meetings had been held with Golf Green Ward Councillors, the Jaywick Tenants and Residents Association and Jaywick Forum Members. All had given formal written support to the bid. Since October additional meetings and discussions had taken place. There was a general local concern to release the funding, as soon as practicable, in order to contribute to the other initiatives taking place in Jaywick.

There had been a particular request, supported by all of the above, to extend the funding area as far as possible into Jaywick village. This was being implemented, and a revised funding area boundary would be agreed with the Homes and Communities Agency. That would reduce the existing percentage of properties vacant in the area from its current 14 percent, to an enlarged area with only 10 per cent vacant, the minimum percentage for funding.

Having considered the further information submitted:-

It was moved by Councillor P B Honeywood, seconded by Councillor G V Guglielmi and:-

RESOLVED that

- (a) Cabinet supports the overall approach to the use of the empty homes funding and agrees that programme delivery can now commence; and
- (b) the relevant Corporate Directors provide quarterly updates to the Finance and Asset Management Portfolio Holder and the Housing, Benefits & Revenues and Sports Facilities Portfolio Holder on its use.

A.12 - Renewal of the lease of land at Valley Road, Clacton-on-Sea

Cabinet had before it a report of the Housing, Benefits and Revenues and Sports Facilities Portfolio Holder which sought its approval for the renewal for a further term of seven years of the existing lease of land at Valley Road, Clacton-on-Sea used by East Anglia Reserve Forces and Cadets Association as a training centre.

Having considered the matter:-

It was moved by Councillor P B Honeywood, seconded by Councillor Turner and:-

RESOLVED that Cabinet agrees, in principle, to progress the renewal of the existing lease.

A.13 - EssexFamily Tendring – Prototype Approach to improve outcomes for Families with Complex Needs

Cabinet had before it a report of the Inward Investment and Growth Portfolio Holder which provided it with a comprehensive overview of the EssexFamily (Families with Complex Needs) prototype that the Council was leading on with key partners. The overview reported, amongst other things, that:

In developing the families with complex needs work stream, and delivering the Government's 'Troubled Families' programme, multiagency teams would be established across Essex from October 2013, working with disadvantaged families with multiple problems. The joined-up approach would enable families to make significant changes and improvements to their lives and thus reduce their dependence on high cost public services.

The Tendring *EssexFamily* prototype was developing a new approach to secure better outcomes for families with complex needs whilst securing financial savings. Many public sector interventions were reactive, duplicative and inefficient. Families with complex needs often experienced the worst effects of a lack of integration through multiple interventions or assessments and wasteful, uncoordinated services.

It was estimated that there were 320 families in Tendring which had complex needs with an average public sector cost of £139,000 per family per year. The Tendring prototype would work with a total of 20 families from Clacton and Harwich which would enable risks

to be more carefully managed as the approach was innovative and challenged current delivery models. Independent evaluation was being undertaken to assess the impact of the approach with a view to demonstrating improved outcomes, more responsive multidisciplinary service delivery, and reduced cost to the public purse.

The Tendring prototype had secured significant funding from Essex County Council and NHS North East Essex). There was a multiagency Steering Group that was overseeing the delivery of the project and Barnardo's had been appointed to deliver a Family Support Service for a period of one year ending in September 2013. A long term sustainable business case had to be developed and submitted to Essex County Council by September 2013. The Tendring prototype consisted of three interlinking elements:

1. Directly addressing the needs of families with complex needs, using a dedicated family support worker which is a key link between the family and service providers
2. Strengthening and adapting systems and process to enable effective cooperation between agencies to improve the quality of service delivery and make efficiency savings.
3. Identifying, harnessing and developing sources of community support to increase sustainability of the approach

The project was being rolled out on a phased approach so that the approach could evolve with experience until all 20 families had been engaged. Appropriate exit strategies would be developed to ensure families were not disadvantaged when the prototype concluded in September 2013.

Having considered the information provided:

It was moved by Councillor Candy, seconded by Councillor McWilliams and:-

RESOLVED that Cabinet notes the position with regards to the EssexFamily prototype and seeks a further report when the outcomes from the prototype are available.

A.14 - Performance Dashboard – Quarter 2 2012-13

Cabinet had before it a report of the Planning and Corporate Services Portfolio Holder which informed it of the comments of the Corporate Management Committee (CMC) in regard to the corporate performance against the agreed Performance Dashboard (including Corporate Goals) for the period July – September 2012 (Quarter 2).

The Performance Dashboard (including Cabinet Goals) set out the current position of the 57 Performance Indicators and Projects that were selected by Management Team and also the 25 Targets and Projects from the Cabinet Goals to reflect performance against key objectives. Of the 72 indicators and projects reported on, 68 (94.4%) were on or above their respective target. There were 4 (5.6%) that were currently not in line with the expected performance.

The dashboard had been reviewed by CMC at its meeting held on 6 December 2013 and CMC had resolved that:

- (a) the Council's performance for July – September 2012 (Quarter 2) be noted and generally supported; and
- (b) Cabinet be informed that the Committee considered in particular the following matters:
 - Careline;
 - Asset Management;
 - Atlanta Café Site at Clacton Pier;

- Tourism Events;
- Provision of information to Parish/Town Councils; and
- Multi-agency involvement on major projects e.g. The Naze Visitor Centre”

At the suggestion of Councillor Candy, the Planning and Corporate Services Portfolio Holder (Councillor G V Guglielmi) undertook to include, for monitoring purposes, figures in respect of incidences of fly tipping in the District in the next Performance Dashboard.

Having considered the comments of the Corporate Management Committee:-

It was moved by Councillor G V Guglielmi, seconded by Councillor Candy and:-

RESOLVED that Cabinet notes the comments of the Corporate Management Committee and the contents of the Performance Dashboard.

A.15 - Housing Revenue Account Budget Proposals – Revised Budget 2012/13 and Original Budget 2013/14

Cabinet had before it a comprehensive joint report of the Housing, Benefits and Revenues and Sports Facilities Portfolio Holder and the Finance and Asset Management Portfolio Holder which sought its approval of:-

- A Revised Housing Revenue Account (HRA) budget for 2012/13;
- An Original HRA Budget for 2013/14;
- The level of rents and fees and charges for 2013/14;
- The five year HRA Capital Programme.

In order to progress this matter to a satisfactory conclusion:-

It was moved by Councillor Halliday, seconded by Councillor P B Honeywood and:-

RESOLVED that Cabinet

- (a) Approves the 2013/14 Scale of Charges, as shown in Appendix ‘B’ to item A.15 of the Joint Report of the Housing, Benefits and Revenues and Sports Facilities Portfolio Holder and the Finance and Asset Management Portfolio Holder and that the final charge for the Careline Alarm Service that is subject to further discussions with Essex County Council, be delegated to the relevant Corporate Director in consultation with the Housing, Benefits and Revenues and Sports Facilities Portfolio Holder.
- (b) Approves the level of rents for 2013/14 in accordance with the existing rent setting policy based on an increase in the average rent of 4.89% with no tenant bearing an increase of more than the limit set out within the rent setting policy of RPI (2.6%) + 0.5% plus £2.00 per week.
- (c) Approves the Housing Revenue Account (HRA) revised estimates for 2012/13 and original estimates for 2013/14, as set out in Appendix ‘A’, along with the HRA Capital Programme, as set out in Appendix ‘C’ to the afore-mentioned report.
- (d) Agrees that, in respect of 2012/13, the corporate financial system be amended accordingly to reflect these changes along with any amendments arising from revised financial reporting requirements.

A.16 - Proposed Development and Refurbishment of Dovercourt Swimming Pool

Cabinet had before it a joint report of the Finance and Asset Management Portfolio Holder and the Housing, Benefits and Revenues and Sport Facilities Portfolio Holder which sought its agreement to proceed with the proposal to redevelop and extend Dovercourt swimming pool. In addition, Cabinet's approval was also sought to utilise any funding which remained unspent when all works at the Dovercourt swimming pool were completed at other sites as and when proposals were brought forward.

As part of the business review of sports facilities and sports activities a public consultation exercise had been undertaken across the District in July/August 2012 to ensure public input into the future direction of investment in sports facilities. Parallel to the consultation process officers had undertaken a desk top exercise to identify whether there were any opportunities for attracting grant funding. Initial feedback was very positive. An early analysis of the consultation responses as well as some very encouraging discussions with both Active Essex and a local sports club identified that one of the key priority areas for work was the Dovercourt sports facility.

The proposed design for the refurbishment encompassed a modern, village style unisex changing facility, with provision for group changing and an accessible shower room and in addition, there would be provision for a flexible space which would enable officers to maximise the potential for delivering sustainable activities at the facility for years to come. It was anticipated that this area would be used as a ground floor fitness studio, which would address the issue of access to the current gym situated on the first floor. It was also proposed to develop 'dry' changing facilities to serve this area, in order to enhance the offer for users of the fitness suite.

At the request of Councillor Talbot, the Housing, Benefits and Revenues and Sports Facilities Portfolio Holder (Councillor P B Honeywood) undertook to investigate whether the number of disabled parking places could be increased from the proposed two spaces.

Having considered the proposed works at Dovercourt swimming pool:

It was moved by Councillor P B Honeywood, seconded by Councillor Turner and:

RESOLVED that

- (a) Cabinet agrees the proposed works at Dovercourt pool and agrees to the commissioning of more detailed plans based on the initial outline and the subsequent commissioning of these works, subject to tender and the Council's financial procedure rules; and
- (b) Cabinet agrees to the virement of any capital funds not used for the development of the Dovercourt site to be used at other Council sports facilities elsewhere in the District as and when plans emerge, subject to a report back to Cabinet on any proposals.

79. ANY OTHER ITEMS THE CHAIRMAN DECIDES ARE URGENT

There were none.

DATE AND TIME OF NEXT MEETING

The next meeting of the Cabinet will be held on Friday 1 March 2013 at 10.30 a.m. in the Essex Hall, Town Hall, Station Road, Clacton-on-Sea.

The meeting was declared closed at 2.34 p.m.