

THE CABINET
5TH JUNE 2014

Present: Councillors:
Ray Dawe Leader
Helena Croft Deputy Leader and Communication, Horsham Town
& Special Projects
Andrew Baldwin The Environment
Roger Paterson The Local Economy
Sue Rogers A Safer & Healthier District
Claire Vickers Living & Working Communities

Apologies: Jonathan Chowen Arts, Heritage & Leisure
Gordon Lindsay Resources

Also Councillors: George Cockman, Frances Haigh, Ian Howard
present:

EX/1 **RECORD OF THE MEETING OF 23RD APRIL 2014**

The record of the meeting of the Cabinet held on 23rd April 2014 was approved as correct and signed by the Leader.

EX/2 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

EX/3 **ANNOUNCEMENTS**

There were no announcements.

EX/4 **PUBLIC QUESTIONS**

No questions had been received.

REPORT BY THE CABINET MEMBER FOR A SAFER & HEALTHIER DISTRICT

EX/5 **General Enforcement Policy for Environmental Health and Licensing**

The Cabinet Member for a Safer & Healthier District submitted a report seeking Cabinet approval for a revised Enforcement Policy for Environmental Health and Licensing, which had been updated to reflect the draft new Regulators' Code. The revised policy would provide a transparent and consistent approach to enforcement with clear information and advice.

The Council had a duty under the Legislative and Regulatory Reform Act 2006, when exercising its regulatory function, to have regard to the principles of good

EX/5 General Enforcement Policy for Environmental Health and Licensing (cont.)

regulation. Adoption of the revised policy would be a key method of ensuring that the Council complied with this legal obligation.

The main areas of work covered by the enforcement policy included Food Safety; Occupational Health and Safety; Public Health; Pollution Control; Private Sector Housing; Licensing; and Pest Control.

RESOLVED

- (i) That the draft General Enforcement Policy for Environmental Health and Licensing be adopted as submitted.
- (ii) That the Environmental Health & Licensing Manager, in consultation with the relevant Cabinet Member, be authorised to make minor amendments to the policy, once adopted, to reflect changes in legislation or guidance and codes of practice where a full review of the policy is not warranted.

REASON

It is a legal obligation for regulators, including the Council in respect of almost all its regulatory functions, to have regard to the Regulators' Code when developing policies and operational procedures that guide regulatory activities.

REPORT BY THE CHIEF EXECUTIVE

EX/6 Land West of 36 The Fieldings, Southwater

The Chief Executive reported that, in July 2008, planning permission had been granted for a residential development of eight dwellings on land west of 36 The Fieldings, Southwater. Attached to the decision was a signed unilateral S106 agreement which secured a contribution of £20,900 for community facilities.

Unfortunately, although the developer notified the Council through the Building Control team of the commencement of works on site, they were not pursued for the s106 contributions.

In June 2012, the developer went into liquidation and the Council was advised that there was insufficient dividend to be paid to unsecured creditors. Investigation of alternative ways of securing the monies concluded that there were no means by which this could be achieved.

EX/6 Land West of 36 The Fieldings, Southwater (cont.)

As the local community had lost the funding for community facilities which would otherwise have been available for an appropriate project, it was suggested that a compensatory transfer from the money received from New Homes Bonus could be made without impacting on revenue or capital budgets.

It was noted that, since the date of this case, more robust procedures had been introduced in respect of the notification procedure and monitoring of planning agreements.

RECOMMENDED

That a sum of £25,845 be transferred from the New Homes Bonus reserve to the Community Facilities section 106 reserve and ring-fenced to the parish of Southwater for use in accordance with the terms of the section 106 agreement relating to land west of 36, The Fieldings, Southwater.

REASON

To replace the community facilities funding which would otherwise have been secured through the s106 agreement.

REPORT BY THE DIRECTOR OF COMMUNITY SERVICES

EX/7 **Assets of Community Value – Revisions to Scheme of Delegation**

The Director of Community Services reminded Cabinet that the Government had introduced legislation that enabled community groups to buy and run community assets. In November 2012, Cabinet had approved the Council's Assets of Community Value Scheme, which made provision for local community groups to nominate buildings or land within the District to be included in a List of Assets of Community Value. If listed as an asset, local community groups had a chance to bid to buy the asset if it was sold on the open market.

On 22nd January 2014, the Council had agreed a new management structure and the Council's Scheme now required updating, as the responsibilities of particular post-holders had changed.

RESOLVED

- (i) That powers be delegated to officers to administer the Scheme in accordance with the scheme of delegations set out the report.

EX/7 Assets of Community Value – Revisions to Scheme of Delegation (cont.)

- (ii) That the Director of Community Services, in consultation with the Leader, be authorised to make revisions to the Scheme accordingly and from time to time as necessary.

REASON

To comply with the Localism Act 2011 and the Assets of Community Value (England) Regulations 2012.

REPORT BY THE CHIEF EXECUTIVE

EX/8 **Business Transformation Programme – 18 month progress report**

The Chief Executive reported that Horsham's Business Transformation Programme was now 18 months into its delivery timetable. A number of projects in the programme had been delivered and others were close to completion. It was noted that the Programme was now being refreshed to take account of the new operating environment.

In particular it was noted that:

- The new Council website was due to go live on 17th June 2014.
- The new Customer Services Manager was in post and would lead the development of face-to-face and telephone contact.
- The new customer services team, which in Phase 1 brought together current front-of-house, switchboard and the Hop Oast telephone team, had gone live on 2nd June 2014.
- In June a paperless challenge was being launched with staff, in order to reduce significantly the volume of paper stored.
- An electronic document and records management system was being implemented across the Council, with the aim that all incoming paper was handled electronically by the time a move of offices was anticipated.
- Work was progressing with West Sussex County Council to explore the business case for relocating to their Horsham offices and a report would be submitted to Council on 25th June 2014.
- The Terms and Conditions Review had been completed and the new management restructure had been approved, each of which would deliver approximately £200,000 of savings per annum. Implementation of the new structure was well underway and was expected to be in place by late summer 2014.

Alongside the formal transformation programme, a number of interdependent projects in respect of telephony, Windows 7/Office 2010 and Desktop Refresh had been ongoing, assisting in delivering positive change.

EX/8 Business Transformation Programme – 18 month progress report (cont.)

RESOLVED

That progress in respect of the Business Transformation Programme be noted.

REASON

To monitor progress of the delivery of the Business Transformation Programme's objectives.

EX/9 SCRUTINY & OVERVIEW COMMITTEE – MATTERS REFERRED TO CABINET

There were no matters currently outstanding for consideration.

EX/10 MATTERS OF SPECIAL URGENCY

There were no matters of special urgency to be considered.

The meeting closed at 5.42pm having commenced at 5.30 pm.

LEADER