

**THE CABINET**  
**20<sup>TH</sup> NOVEMBER 2014**

Present: Councillors:  
Ray Dawe Leader  
Helena Croft Deputy Leader and Communication, Horsham Town  
& Special Projects  
Andrew Baldwin The Environment  
Gordon Lindsay Resources  
Roger Paterson The Local Economy  
Claire Vickers Living & Working Communities

Apologies: Jonathan Chowen Arts, Heritage & Leisure  
Sue Rogers A Safer & Healthier District

Also present: Councillors: Clive Burgess, George Cockman, Leonard Crosbie,  
Malcolm Curnock, Frances Haigh, David Holmes, Christian Mitchell

EX/28 **RECORD OF THE MEETING OF 18<sup>TH</sup> SEPTEMBER 2014**

The record of the meeting of the Cabinet held on 18<sup>th</sup> September 2014 was approved as correct and signed by the Leader, subject to the amendment of the last paragraph of the preamble to Minute No. EX/24 to refer to Councillor *Duncan* England.

EX/29 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

EX/30 **ANNOUNCEMENTS**

There were no announcements.

EX/31 **PUBLIC QUESTIONS**

No questions had been received.

**REPORT BY THE CABINET MEMBER FOR A SAFER & HEALTHIER DISTRICT**

EX/32 **Funding Arrangements for a Community Advice Service from 2015**

The Cabinet Member for Resources presented a report on behalf of the Cabinet Member for a Safer & Healthier District regarding arrangements for the provision of a Community Legal Advice Service in West Sussex.

In 2010, following an open tender process, this Council, together with West Sussex County Council and the other Districts and Boroughs in the County, had entered into a contract with a consortium of the West Sussex Citizens Advice

EX/32 Funding Arrangements for a Community Advice Service from 2015 (cont.)

Bureaux (CAB) for the provision of a Community Legal Advice Service across the County. This contract would expire on 31st March 2015.

A Joint Scrutiny Task and Finish Group, comprising one Member from each District and Borough Council within the County and one from the County Council, had considered the operation and performance of the current service and future arrangements for the provision of generalist legal advice services to residents of West Sussex.

The Task and Finish Group had recommended that there was a continuing need for a community advice service in line with the current specification; that the current level of funding should be uplifted; and that a procurement method compliant with Contract Standing Orders and EU guidance should be used.

Work had been carried out by the County Council to scope the potential for other providers who might be able to undertake the service. However, the marketplace did not appear to have changed since the letting of the original contract in 2010 when the CAB had been the only provider able to meet the requirements of the contract. The County Council had therefore concluded that, due to the specialised and bespoke nature of the service and given the excellent levels of satisfaction achieved by the current provider, the West Sussex Community Advice Service contract should be offered to the consortium of West Sussex Citizen Advice Bureaux.

The Head of Community and Culture indicated that he would check that the specification for the service referred to all the protected characteristics contained within current equality legislation.

**RECOMMENDED**

- (i) *That, due to the specialised and bespoke nature of the service, the requirement within the Council's Contract Standing Orders to tender for these services be suspended.***
- (ii) *That funding for the service be held at the current level but that this figure be revisited when setting the final budget for 2015/16.***

**RESOLVED**

- (iii) That the findings of the West Sussex Joint Scrutiny Task and Finish Group, which had considered the current operation and future procurement of the West Sussex Community Advice Service (WSCAS) contract, be noted.**

EX/32 Funding Arrangements for a Community Advice Service from 2015 (cont.)

- (iii) That the advisory service be procured jointly with West Sussex County Council and the other six West Sussex District and Borough Councils.
- (iv) That the contract be offered to the consortium of West Sussex Citizen Advice Bureaux (CAB) for a period of five years, with an option to extend the contract on the same terms for a further five year period, with such terms being subject to review and agreement between the parties.
- (v) That the specification for the existing service was still largely appropriate in its terms and conditions for the service post March 2015.
- (vi) That revisions to and details of the contract be agreed by the Director of Community Services.

REASONS

- (i) The most effective, economic and efficient way of continuing to secure a Community Advice Service for Horsham District is to remain within the West Sussex partnership of local authorities and its commissioning arrangements.
- (ii) The Community Advice Service contract is specific in its requirements that the provider delivers much of the service by recruiting and training volunteers. The market place has not changed in the five years since the contract was last tendered so suspending the requirement to tender will save significant time and costs.
- (iii) There has been some growth in provider costs and whilst it is not appropriate to suggest that these costs should automatically be met by the funding partners some consideration should be given to an uplift as part of the budget process for 2015/16.

**REPORT BY THE CABINET MEMBER FOR THE ENVIRONMENT**

EX/33 **Clinical Waste Collection Service**

The Cabinet Member for the Environment reported that the Council was legally

EX/33 Clinical Waste Collection Service (cont.)

obliged to collect clinical waste arising from healthcare/medical treatment in a domestic setting. This waste was currently collected using a dedicated vehicle and single-man crew operating five days per week. The disposal and treatment of the collected waste was provided by West Sussex County Council.

The current disposal contract for clinical waste was due for renewal and the County Council had been working with the District and Borough Councils in the County to find a service provider capable of providing both a collection and disposal service for clinical waste. The procurement of this new contract had been structured in such a way that the service provider would not be able to undertake compliant disposal without the facility to also provide a collection service. There was no obligation on the District and Borough Councils to use the service provider and there was an option to 'call-off' the collection element at any time during the first three years of the contract.

The disposal element of the current and future service was solely the responsibility of the County Council and this Council did not contribute anything towards the costs of disposal.

The County Council's new disposal contract would start from 1<sup>st</sup> January 2015.

It was proposed that this Council should transfer the provision of its clinical waste collection service to the County Council's new contractor. The recommendation to transfer the service was led in part by increasingly stringent legislative demands on the service and the fact that the Council was not currently fully equipped with the specialist knowledge, equipment or experience to meet these demands, which were likely to increase in complexity into the future. It was also noted that if the service were to remain with the Council, full compliance would be required to transfer the waste for disposal and that this would result in a number of additional costs to the Council. This would include capital expenditure of £45,000 for the purchase of a specialist vehicle. However, if the service were contracted out, savings would be achieved.

RESOLVED

That the provision of the clinical waste collection service be transferred to a private contractor from 1<sup>st</sup> April 2015 and that responsibility for the transfer of the service be delegated to the Streetscene and Fleet Services Manager.

REASONS

- (i) Transferring the service will provide savings to the Council of £11,000 over three years.

EX/33 Clinical Waste Collection Service (cont.)

- (ii) Given the complexities surrounding clinical waste collections, a professional dedicated supplier experienced in clinical/healthcare collections will be able to provide an efficient service, with capacity to fully meet the increasingly stringent legislative and compliance demands of providing this service now and into the future.

**REPORT BY THE DIRECTOR OF CORPORATE RESOURCES**

EX/34 **Horsham District Council's Finance and Performance, District Plan Priorities and Key Projects for Quarter 2 2014/15**

The Director of Corporate Resources submitted a report summarising financial and performance information for the current financial year to 30th September 2014.

Net revenue expenditure for the half-year to 30th September 2014 was £4,654,000 excluding Housing benefits, which represented 33% of the net annual budget. In terms of gross expenditure, the amount spent represented 47% of the annual budget, whilst income was at 57%, including grants and fees paid in advance.

The forecast outturn for the year to 31st March 2015 now estimated that the approved revenue budget would be underspent by £395,000.

Actual spend from April to September on capital projects totalled £2,618,000 which represented 22% of the annual budget. A further £642,000 of expenditure was committed at the end of September. An under spend for the year of £4,500,000 was anticipated, as projects slipped to 2015/16.

It was noted that a capital overspend of £45,000 was forecast for the introduction of the new car park payment machines, resulting from the installation of additional machines to alleviate queueing and unforeseen engineering complications.

An analysis of the key performance indicator set showed that 65% were on or above target; 21% close to target and 14% outside the target range. The indicators falling outside of target range included the percentage of planning appeals allowed; Council Tax Benefits speed of change of circumstances processing and staff sickness and turnover.

Information on key projects tracked by the Project Assurance Core Team and on the progress on District Plan priorities was also submitted.

EX/34 Horsham District Council's Finance and Performance, District Plan Priorities and Key Projects for Quarter 2 2014/15 (cont.)

It was noted that the Finance & Performance Working Group had expressed some concern regarding staff turnover and the current ratio of temporary to permanent staff in Development Management. The Chief Executive indicated that a report was being submitted to the Personnel Committee on 26<sup>th</sup> November 2014 in respect of Development Management staffing issues.

Members raised a number of other issues including the introduction of online payment for parking and the proposed timescale for submission of the Broadbridge Heath Quadrant Business Case to Council.

Members also commended the Strategic Planning Team for their dedication in preparing for, supporting and attending the Examination in Public of the Horsham District Planning Framework.

RESOLVED

That the report be noted.

REASON

Performance Indicators are provided as part of the duty of Best Value to drive up service improvement.

EX/35 **SCRUTINY & OVERVIEW COMMITTEE – MATTERS REFERRED TO CABINET**

There were no matters currently outstanding for consideration.

EX/36 **MATTERS OF SPECIAL URGENCY**

There were no matters of special urgency to be considered.

The meeting closed at 6.51pm having commenced at 5.30 pm.

LEADER