

Time began 6.01pm
Time ended 7.11pm

**COUNCIL CABINET
16 MARCH 2010**

Present: Councillor Allen (Chair)
Councillors Care, Carr, Naitta, Skelton and Troup

In attendance: Councillors Bayliss, Ingall and Jennings

This record of decisions was published on 18 March 2010. The key decisions set out in this record will come into force and may be implemented on the expiry of five clear days unless a key decision is called in.

192/09 Apologies for Absence

An apology for absence was received from Councillor Jones.

193/09 Late Items Introduced by the Chair

In accordance with Section 100(B) (4) of the Local Government Act 1972, the Chair agreed to admit the following late item:

- Disposal of the site of the former Arthur Neal and Lois Ellis homes.

**194/09 Identification of Urgent Items to which Call-In
will not apply**

The late item on the Disposal of the site of the former Arthur Neal and Lois Ellis homes (minute number 198/09) would be implemented with immediate effect, following the agreement of the Chair of the Scrutiny Management Commission.

The Corporate Director for Corporate and Adult Services reported that the situation had changed since the agreement had been sought and received for the item to be taken as an urgent item, but it was agreed to continue on this basis and that the Chair of the Scrutiny Management Commission would be informed accordingly.

**195/09 Minutes of the meeting held on 16 February
2010**

The minutes of the meeting held on 16 February 2010 were agreed as a correct record and signed by the Chair subject to an amendment at minute 163/09 to record more accurately Councillor Naitta's interest as detailed below:

1. That Councillor Naitta was on the Hallmark Community Housing Association management committee but had not been appointed by the Council.
2. That the Hadhari Nari project was run by the housing association as opposed to being a standalone organisation.

Matters Referred

196/09 Report on the Public Attitudes Towards Climate Change

The Council Cabinet considered a report on the Public Attitudes Towards Climate Change, presented by the Chair of the Climate Change Commission. The report detailed the format and the outcomes of the review carried out in 2009 by the Climate Change Overview and Scrutiny Commission into the Public's attitudes towards climate change.

The objectives of the review were to:

- Provide the Commission with accurate and verifiable data showing public attitudes and their awareness of climate change
- Determine what the public knew and believed about climate change, who they considered to be responsible for dealing with it, and how much they thought they could address the issues associated with climate change.
- Identify specific actions that the public were prepared to take and how much they might be prepared to invest to tackle the problem.
- Explore the experiences of the public with contractors who supply energy saving and renewable energy products and with the source of information about such products.

The Commission made the following recommendations

1. That the Council should consider the public to be relatively well informed about climate change when producing marketing, educational or publicity information on climate change.
2. That the Council should target any information which aimed to encourage the public to take action to reduce their carbon emissions at the following groups
 - Women (page 17 Marketing Innovations Survey)
 - people of 'middle age' (Page 23 Marketing Innovations Survey)

3. In these economically trying times the Commission felt that the Council should demonstrate cost savings associated with efforts to reduce carbon emissions in any information it produces on climate change.
4. That any publications should adopt a 'we're in this together' approach which both informed the public about what the Council was doing on their behalf and provided information about what they could do to combat climate change.

Decision

To ask officers to compile a report responding to the Climate Change Commission's recommendations and for that report to be brought back to Council Cabinet.

197/09 Review of Heritage Assets and the Management of the Historic Environment

The Council Cabinet considered a report on a Review of Heritage Assets and the Management of the Historic Environment. The Planning and Transportation Commission decided that a major item of their work programme in 2009/10 should be The Historic Environment and in particular Buildings of Heritage and Importance. This area of responsibility had been transferred to the Commission's portfolio and it coincided with the recent English Heritage (EH) publication 'Making the Most of Your Local Heritage: A Guide for Overview and Scrutiny Committees' (May 2009). Officers in the Regeneration Division prepared a full report (at Appendix 2) to give a local view and to answer the two key questions set out in the English Heritage Guidance:

- a) How can the Historic Environment contribute more toward our Authority's main strategic aims?
- b) How is our Authority protecting key historic assets for future generations?

The report also addressed the supplementary questions posed in the English Heritage guidance note.

Following a brief introduction that highlighted the importance of the historic environment, the report looked at the local conservation service here in Derby. Each of the case studies featured in the English Heritage guidance note were then reviewed in the local context from which the most salient points were drawn together in the concluding section, paras.3.53 to 3.58 of the report. The report made specific reference to Derby's statutory list of Listed Buildings and to the Derwent Valley Mills World Heritage Site, (DVMWHS). The report's authors suggested practical steps that the Commission might wish to put forward to Council Cabinet. The Commission's

consideration of the report was on 10 December 2009 and the outcome was the confirmation of the recommendations below.

1. To request English Heritage to undertake a full review of the Derby list of statutory listed buildings
2. To support the active promotion of the Derwent Valley Mills Worlds Heritage Site as a major heritage/tourism asset and as a major economic driver for the city
3. To acknowledge the historic environment as a major contributor to the character and economic well-being of the city within the Local Development Framework Core Strategy and within future reviews of the Sustainable Community Strategy
4. To request officers to continue to seek out external funding opportunities to assist bringing historic buildings back into use; and
5. To recommend that Heritage Open Days be promoted by all those Council services that can contribute towards a varied programme of events

Decision

To note the report.

Key Decisions

198/09 Disposal of the site of the former Arthur Neal and Lois Ellis homes

The Council Cabinet considered a report from the Corporate Director of Corporate and Adult Services. Members were reminded that the Council had agreed to the replacement of Arthur Neal Residential Home with an Extra Care Housing facility on the same site and that the Lois Ellis Residential Home had been closed several years previously. Sanctuary Housing Association had subsequently been selected as the preferred developer.

The £11 million development would be funded, developed and managed by Sanctuary Housing. Sanctuary, in partnership with the Council, would submit a funding application for around £4.7 million to the Homes and Community Agency (HCA) to support the development of this scheme given its critical strategic importance to the city. As a condition of securing the HCA funding support, the Council would be required to contribute its assets and to waive any capital receipt. However, Sanctuary would be committed to providing 100 per cent nomination rights to the affordable rent properties to the Council for the duration of the lease.

The Corporate Director explained that the HCA had not approved the grant at their March meeting but the matter was now expected to receive consideration in April.

Decision

1. To approve the principle of a letting to Sanctuary Housing Association of the sites of the former Arthur Neal and Lois Ellis homes for Extra Care Housing.
2. To authorise the Corporate Director of Corporate and Adult Services to complete the 125 year lease following consultation with the Cabinet Member for Direct and Internal Services on the detailed terms.

In accordance with Procedure Rule A126, the Chair of the Scrutiny Management Commission had been advised that this item would be considered although not included in the Forward Plan.

199/09 Outcome of Regeneration Review

The Council Cabinet considered a report on Outcome of Regeneration Review. There were two reports to this Council Cabinet meeting on the outcome of the regeneration review. This paper (Paper 1) described the background to the review and the proposals that resulted. Paper 2 was confidential, and contained the appendix with all the implications, and a detailed structure for the Regeneration Division in the Chief Executive's Office. Following a review of the Regeneration functions across the Council and Derby City Partnership, this paper presented proposals for the future delivery of regeneration. The proposals included:

- the composition and role of the Regeneration Division in the Chief Executive's Office, including current Derby Cityscape functions
- a stronger working relationship with, and role for, Marketing Derby
- the use of a small element of the new Regeneration Fund (approved by Cabinet on 16 February 2010) to contribute to some of the staffing, and some early projects
- a newly constituted, private sector led 'Derby Renaissance Board', to replace City Growth Executive in Derby City Partnership whilst also incorporating the strategic functions of City Growth Executive, Derby Cityscape Board and Marketing Derby Board.

Options Considered

1. The status quo option would involve all partners continuing as they were at present, but with reduced impact because of the current economic climate.
2. A 'do nothing' option could be similarly dismissed because it would entail the withdrawal of Council financial support for regeneration projects and partnership work, including Marketing Derby and the replacement for Derby Cityscape Ltd.
3. The private sector could not lead in regeneration in the current economic climate, although their input through the new Derby Renaissance Board and the private sector chairing of that Board would be essential.

Decision

1. To note the proposed structure of the Regeneration Division in the Chief Executive's Office, including the funding proposals for staffing and the delivery of the Regeneration Fund.
2. To note the closure of Derby Cityscape Ltd, and agree to the transferring of functions into the City Council. This would include the associated requirements for the transfer of staff under TUPE, an ongoing commitment by partners to the continued funding of the functions of Derby Cityscape, and the transfer of existing contracts, external funding agreements, and other novated projects.
3. To request officers to produce a new Service Level Agreement with Marketing Derby, giving it a greater role in marketing, promotions, and enquiry handling, and including in the SLA any required secondments of Council or Partnership staff.
4. To recommend Council to nominate the Leader of the Council (or appropriate Cabinet Portfolio Holder) to be a Director of Marketing Derby Ltd.
5. To request officers to consult further with partners and produce detailed proposals for the newly constituted Derby Renaissance Board, to incorporate the proposed joint strategic working arrangements of the current City Growth Executive, Derby Cityscape Board and Marketing Derby Board.

Reasons

1. The national and local economy has got to a stage where the City Council needs to take a more direct role in making interventions for economic benefit. The approval of the Regeneration Fund at Cabinet on 16 February was the starting point for this 'shift change' in approach. The proposals in this paper would enable the Council and

its partners to make best use of resources in intervening in the local economy to produce and retain investment, jobs and the economic, social and environmental wellbeing of our citizens.

2. This would build on the work of the Council, Derby Cityscape, Marketing Derby, and the City Growth Executive over the last five years. The Regeneration Division would enable the Council to take the lead in driving our ambitions to be a leading, vibrant and globally ambitious city.

In accordance with Procedure Rule A126, the Chair of the Scrutiny Management Commission had been advised that this item would be considered although not included in the Forward Plan.

200/09 Review of Derby Community Safety Partnership

The Council Cabinet considered a report on Review of Derby Community Safety Partnership. During the last few months, reviews had been undertaken of some of the Council's principal partnership arrangements including Derby Community Safety Partnership and the allied arrangements for neighbourhood management in Derby, and Derby City Partnership, the Council's Local Strategic Partnership. These had taken place alongside the Council's own organisational review to ensure that partnership arrangements continued to be fit for purpose and sit appropriately within the new Council organisational structure. The reviews of the Community Safety Partnership and Neighbourhood Management had been the subject of consultation with key partners who broadly supported the preferred options subject to their continued involvement in policy and operational development of these key services. Partners considered all options including:

- Disband the CSP
- Transfer some services out of CSP
- Retain the CSP as it is now but with improvements to governance and accountability and improved efficiency services
- Improve, develop and grow the CSP.

The key findings of the review were included under Supporting Information and a full copy of the review reports could be found on CMIS.

Options Considered

These were set out in the supporting information and the full review reports on CMIS.

Decision

1. To transfer the neighbourhood unit into the Council's new Neighbourhoods department.

2. To retain all other Community Safety Partnership services within the Community Safety Partnership.
3. To consider opportunities as they emerge to enhance the range of CSP services where there are clear benefits to be gained from synergies with existing joint services.
4. To confirm that the CSP Director will continue to take direction from the Partnership Board but for line management purposes will report to the City Council Chief Executive and sit on his management team (currently this is at Director level).
5. To develop re-branding options which clearly show the CSPs connectivity to its accountable body partners.
6. To review reporting arrangements into key partner agencies and develop them to partners' satisfaction. In the case of the Council, CSP now reports to the Crime and Disorder Committee of the Scrutiny Management Commission.
7. To establish formal service agreements below full CSP board level with its accountable body partners and meet at least bi-annually to set and review those arrangements.
8. To hold joint meetings between CSP and accountable body partners quarterly to prepare and monitor budgets and review joint objectives.
9. To explore further efficiencies in "support services" in a 'DECATS' style review to consider whether integrating CSP support with the Council (or another partner agency) services would yield savings.
10. To begin recruitment to the permanent post of CSP Director as soon as possible.
11. To continue to engage partners fully in the development and implementation of Neighbourhood policies and plans.
12. To retain the inter-agency neighbourhood teams as currently developed and seek to strengthen these where appropriate to incorporate other services where joint working would be beneficial.
13. To retain and strengthen the role of the 'Stronger' Strategy group of the Safer, Stronger and Cleaner Communities Executive of Derby City Partnership as a partnership advisory body to give direction to neighbourhood working, to the key partner agencies involved, and to the partnership neighbourhood teams.
14. To develop a programme of work to take forward recommendations for operational improvement and development summarised in paragraph 4.11 of the report.

15. To delegate the consideration of any comments arising from Scrutiny Management Commission's consideration of this item at its meeting on Monday, 22 March, 2010, to the Leader of the Council and the Chief Executive.

Reasons

1. Transferring neighbourhood management to the new Neighbourhoods Directorate would demonstrate full Council commitment and democratic accountability.
2. The CSP has a strong track record of success in integrating common 'safety' agendas within a single partnership organisation and this should be valued and built on.
3. Improvements to governance, accountability and efficiency will help to secure the full support of partners and lead to further strong performance.
4. To give clearer Council commitment, direction and democratic accountability to neighbourhood management.
5. To fully integrate neighbourhood management arrangements into the Council's new Neighbourhoods Directorate.
6. To reinforce the core nature of neighbourhood management to all Council services.

In accordance with Procedure Rule A126, the Chair of the Scrutiny Management Commission had been advised that this item would be considered although not included in the Forward Plan.

201/09 Review of Derby City Partnership

The Council Cabinet considered a report on a Review of Derby City Partnership. During the last few months reviews had been undertaken of some of the Council's principal partnerships arrangements including Derby City Partnership, the Councils Local Strategic Partnership and Derby Community Safety Partnership and the allied Neighbourhood management arrangements. These had taken place alongside the Councils own organisational review to ensure that partnership arrangements continued to be fit for purpose and sit appropriately within the new Council organisational structure. A core function of Derby City Partnership was to lead and manage the development and delivery of the priorities within Derby's Sustainable Community Strategy. Planning would begin in early 2010 to work with local people and partners to identify those priorities from 2011 onwards. As these priorities and associated actions were identified consideration would be given to a fuller partnership review of the partnership structures required to deliver the Sustainable Community Strategy in early 2011. The purpose of this first

stage review was to clarify the role of DCP to ensure strategic fit with Derby City Council in light of the Council's current organisational restructure 'One Derby One Council' and ensure financial sustainability. This would re affirm the role of DCP until March 2011. The Derby City Partnership review had been the subject of consultation with key partners who broadly supported the recommendations. The key findings of the review were included in the report's 'supporting information' and its appendices could be found on CMIS.

Options Considered

A major element of the salary cost with Derby City Partnership was the Director post. Other options to consider for the Director role included:

- A percentage of the posts role fulfilling responsibilities of the main funding partner - the Council
- Having responsibility for a key additional role such as 'Total Place'
- Taking additional Partnership responsibilities
- Reducing to part time hours.

Decision

1. To conduct a full review of Derby City Partnerships organisational structure during, and on completion of, the new Sustainable Community Strategy (SCS).
2. To ensure wider engagement and consultation with partners and stakeholders in producing a new SCS, in particular at Neighbourhood level, and to reflect such in determining the new structure of the DCC.
3. To retain the post of Director at its current grade on a full time appointment basis until the completion of the review outlined as Decision 1, above.
4. To give further consideration on the appropriate way of securing future European Funding which was part of the responsibilities of the vacant PO5 Funding Coordination Manager post.
5. To note the staffing structure for 2010/11 but to consider the options for strengthening the European Service as resources permit.
6. To bring forward a programme for improving communications and engagement between Derby City Partnership and elected members and Council service managers.
7. To agree and implement the performance management arrangements.
8. To agree with partners their future role and financial contributions to the DCP.

9. To delegate the consideration of any comments arising from Scrutiny Management Commission's consideration of this item at its meeting on Monday, 22 March, 2010, to the Leader of the Council and the Chief Executive.

Reasons

1. A review of organisational structure post SCS would ensure the structure best fits future delivery requirements.
2. The post of Director was a crucial role in developing partnership arrangements through working with senior managers in our key partner organisations.
3. Enhancing the European role could improve funding opportunities for public services in Derby.
4. To fully engage members and officers in Derby City Partnership activities.
5. To improve performance against Local Area Agreement targets.
6. To manage the 2010/11 budget.

In accordance with Procedure Rule A126, the Chair of the Scrutiny Management Commission had been advised that this item would be considered although not included in the Forward Plan.

202/09 Derby Community Legal Advice Centre Review and Funding 2010/11

The Council Cabinet considered a report on Derby Community Legal Advice Centre Review and Funding 2010/11. The report gave an update on the current demand and pressures being experienced by the Derby Community Legal Advice Centre CLAC who provided generalist and specialist community legal advice services within the city. It also set out an evidenced case from the Derby CLAC with a view to Council Cabinet considering an increase in the Community Grants Budget investment into the Derby CLAC during 2010/11.

Options Considered

If Derbyshire Access2Law's Board decided Derby CLAC should only work to the targets set out in the contract, we would effectively see a large number of people seeking generalist advice and in some cases specialist advice, whose needs would not be met.

Decision

1. To note the actual and projected increase in demand for advice services in Derby and particularly the impact on the Derby CLAC.
2. To increase by £25,000 the grant to Derby CLAC in 2010/11 only for the provision of additional advice capacity through the appointments of an additional part-time Triage worker and a part-time Advice Session Supervisor.
3. To recommend that the additional new staff employed by Derby CLAC in 2010/11 are placed on a fixed term contract of one year.
4. To authorise officers to amend the existing contract targets and outcomes for 2010/11 as appropriate, to reflect the increased investment into the Derby CLAC during 2010/11.

Reasons

1. On the 15 December 2009 Council Cabinet considered a report on the Demand for Community Legal Advice Services in the City. Council Cabinet requested that the situation at the CLAC be closely monitored and kept under review by officers, with a view to a further report being considered when appropriate. Derby CLAC had now provided officers with evidence of continued demands and pressures on the service. The report allowed for decisions to be made to address this situation in a timely manner as recommended by Council Cabinet. A decision to further invest into the Derby CLAC would also alleviate any adverse effects on people seeking advice in 2010/11.
2. If agreed the appointment of two additional part-time staff would enable Derby CLAC to manage the forecast high demand into 2010/11. The current economic downturn had resulted in a greater demand for the service in most categories of legal advice at specialist level, and had seen a large unprecedented increase in demand at the generalist level. The Council was the sole funder of the generalist service but we also contributed to funding in three specialist categories of law, namely Employment, Debt and Housing, all of which were demonstrating increases in demand in 2009/10 and forecasting further increases in demand in 2010/11.
3. The CLAC had a contract target of securing appointments for clients within 10 working days, which in all categories of law they had and continued to achieve. However, in recent weeks waiting times in a number of categories were now on the 10 day maximum limit. Derby CLAC continued to provide appointments on the same day for emergency cases.
4. The Derby CLAC had a number of management measures in place to deal with peaks and troughs in demand, main peaks in demand being usually in July, October and March. However with this unprecedented

and continued rise in demand for advice services year on year, these were all but exhausted. The predicted increase in demand for generalist services over the contract target for 2009/10 was almost 30%. The organisation was stating that it could not be expected to continue operating at this level of demand without an increase in resource

In accordance with Procedure Rule A126, the Chair of the Scrutiny Management Commission had been advised that this item would be considered although not included in the Forward Plan.

203/09 Review of Processes and Procedures for Grants Funding to Voluntary Organisations

The Council Cabinet considered report on Review of Processes and Grants Funding to Voluntary Organisations. In 2009, Leadership agreed that there was a need to restate the Council's policies and practices on grants to voluntary and community organisations – VCOs. A Review Team was established to complete this work. The report outlined the key findings from the review and made a number of recommendations. A consultation on these recommendations had been carried out with the voluntary sector in line with the Derby Compact Agreement.

It was agreed at the start of the review as part of the Terms of Reference that the final report and recommendations should include:

- good practice which will establish consistency in process and practice across the Council
- supporting the third sector to develop
- do we need to rationalise the system?
- how can we cater better for new bids for grants from new organisations?
- how do we make sure the Council's processes and procedures are compliant with the Derby Compact?

Officers and voluntary and community sector representatives had generally welcomed the review and contributed positively. Voluntary and community groups make a huge contribution to the quality of life in the city and its residents. Around £3m was given as grants to voluntary organisations in 2008/09, supporting more than 360 organisations. Grants range from £100 to over £180,000. 53 organisations received two or more grants. In support of the Compact Agreement, some grants had moved to multi-year funding agreements, however, this meant that funding was tied up for longer and new groups find it difficult to obtain funding. There were a number of officers in different departments administering grants and some co-ordination was undertaken by the Compact Implementation Network. The Council did have commissioning frameworks and there was national guidance on funding for the voluntary and community sector but there was a lack of consistency around:

- The use of contracts and grants
- Application forms and agreements
- Thresholds for lighter touch processes
- Reporting arrangements.

The Project Review Group had followed the principles of the Compact agreement and liaised closely with the voluntary and community sector, particularly around options for consultation. A five-week consultation to gather views, based on the initial findings, was launched at the Compact Forum on 3 November 2009. The consultation was promoted to existing grant recipients, in the media, on the Council website and through Community Action and Children and Young People's Networks. 58 responses were received and many were happy with the guidance and support available from officers to apply for Council grants. The main themes which came out of the consultation were around:

standardising processes
 transparency
 fairness
 publicity, communications, information
 monitoring
 support for infrastructure groups
 training, guidance and help to apply for funding
 support for running costs/revenue
 support for new organisations/activities
 allocating funding according to priorities.

A further three week consultation on draft recommendations took place and finished on 31 January 2010. The draft recommendations and feedback from the consultation were also considered at Scrutiny Management Commission on 2 February 2010. A summary of comments was attached at Appendix 2 of the report. Subject to Cabinet approval, an Action Plan for the implementation of the recommendations was attached at Appendix 3 of the report.

Options Considered

The Review considered a number of options and these were outlined within the report.

Decision

1. To ensure consistency in process and practice by following the actions as set out in the report.
2. To support the third sector to develop by following the actions as set out in the report.
3. To create more opportunities for bids for grants from new organisations by following the actions as set out in the report.

4. To ensure the Council's processes and procedures in relation to Grants are compliant with the Derby Compact.
5. To ensure transparency, fairness and equality in all aspects of the Grants Funding process by following the actions as set out in the report.
6. To raise awareness of the Council's Grant Funding process by following the actions as set out in the report.
7. To rationalise the system by following the actions as set out in the report.
8. To streamline report arrangements by following the actions as set out in the report.
9. To implement the action plan as set out in Appendix 3 of the report.

Reasons

1. The Council expects applications for grants will continue to be greater than the funding it has available. New needs are emerging all the time and the Council wants to be able to respond to these fairly – now and in the future.
2. These recommendations are based on a five week consultation to gather views and determine key themes. These themes were discussed at a meeting of the Compact Implementation Network – CIN. CIN is made up of representatives of Derby City Council Grant Officers, other statutory sector agencies and funding bodies operating in Derby and the region, who have responsibility for partnership working with the voluntary and community sector. The initial ideas were discussed at a focus group of representatives of the Diversity Fora to gain feedback to inform the recommendations.

204/09 'First Contact' Citywide Pilot Project

The Council Cabinet considered a report on 'First Contact' Citywide Pilot Project. A pilot 'First Contact' project had been in operation based at Perth House from January 2008 to March 2010, managed by Help the Aged. This project had been funded by Derwent Community Team and hence had a restricted coverage of Derwent and neighbouring wards. The report recommended an adaptation to the current model on a city-wide basis. The Care Quality Commission performance report for Adult Social Care 2008/9 also made this recommendation. First Contact schemes were one successful element of the national Partnerships for Older People Projects (POPPs). The First Contact project aimed to provide information and sign-posting to older people via a checklist that was used by a range of partner agencies. Services included in this project were benefits advice; community fire safety; and social

inclusion activities. The original pilot achieved some success but the units costs were expensive and offered a relatively intensive casework approach. Many partners highlighted the difficulties of managing a project in a small geographical area and not across the whole city. This proposal was for a 1 year pilot project to provide a signpost and support service for the over 50's, under the heading First Contact (FC). Following the development of this citywide model it could then be developed to cover all adults. FC was viewed as a vital part of the Universal Advice and Information service for Derby from 2011 onwards in line with the wider personalisation agenda.

The wider strategy development for the Universal Information Service was progressing well and was due to be finalised by May. However, it was appropriate to move ahead with this particular aspect of the wider service at this point in time. This new service would be much more focussed on dealing with larger numbers across a wider area using a more 'pure' FC model based on generating and distributing questionnaires, thus was less resource intensive.

Any casework would be picked up by the partners relevant to the support needs identified. This approach had been successful in Derbyshire, Nottingham and Lincolnshire along with other authorities across the country. The voluntary sector was well placed to work with the Council to jointly manage and provide this service. The cost savings achieved through the use of the voluntary sector staff were significant relative to Council employed staff. Voluntary sector organisations were providing this type of service successfully in other areas. The report recommended that Age Concern Derby and Derbyshire (from April to be known as Age UK) were grant funded to become the delivery partner for the citywide First Contact pilot hosted within the Adult Social Care Universal advice and information service (via a funding agreement). The front end of the First Contact service would be physically located with the Council and a dedicated number would be used. As the universal information and advice service develops the First Contact scheme would be integrated into the wider service. This would make access to advice and information simple for people, about a range of subjects. The recommendation to grant fund as opposed to procuring these services was in line with guidance within the Joint Commissioning Framework for the Voluntary and Community Sector (2008). Reasons for this included the status of the project as a pilot; the need to stimulate the market in this area; the fact that the service was not statutory but complementary to existing services. The funding agreement with Age Concern (Age UK) for the above services would total £60,266.70 for one year.

Options Considered

1. To extend the current FC model, the cost of this would be £90,500 and the model had a large case work style approach which did not fit with the Universal Advice and Information model.
2. To not have a FC support mechanism, would leave a void in the structure of linking people to early support services.

Decision

To grant fund Age Concern Derby and Derbyshire (from April to be known as Age UK) to become the delivery partner for the citywide First Contact pilot hosted within the Adult Social Care universal advice and information service.

Reasons

1. The FC pilot would provide a link for service users accessing the Advice and Information Service enabling service users to access a range of information services through one contact. This would support the well being and prevention agenda to assist people to live within their home and remain independent through low level support links.
2. The report supports the recommendation made by the Care Quality Commission to Derby City Council to extend the First Contact Scheme across the city.

205/09 Modernisation of the Cashiers Service in the Council House

The Council Cabinet considered a report on Modernisation of the Cashiers Service in the Council House. Over recent years payment receipt methods had been modernised by encouraging our customers to adopt cost effective, safer and more efficient methods of payment. Time has been spent with customers visiting the cash counter to talk through their individual circumstances and help them find the most appropriate alternative payment method that suits their needs. Giving customers a wider variety of payment options has had the effect of significantly reducing the number of customers using the cash counter in the Council House. In particular, the volume of people paying their Council bills in cash has significantly decreased. Council Cabinet had approved the closure of the Council House cashiers' service from 31 March 2010. The DECATS programme included proposals to extend the range of enquiries handled by Derby Direct. This strategy has led us to revise thinking on the future of the cash payment facility in the Council House. The report provided an update on progress made in encouraging take up of alternative payment methods and made recommendations about the future provision of a payment facility in the Council House and the arrangements to be in place when the Council House closes for refurbishment later this year.

Options Considered

To continue with the closure of the cash counter as approved by Council Cabinet on 2nd March 2009. For the reasons outlined in the report this option was no longer considered to be the best option for our customers.

Decision

1. To agree that the cash payment counter in the Council House remains open with the same opening times until the Council House closes to the public later this year.
2. To agree that the cash payments service be integrated into the Derby Direct service during the temporary relocation to the decant premises.
3. To agree that the option for a permanent cash payments service offer to the public be considered as part of the DECATS review of Customer Services and Derby Direct.

Reasons

1. Throughout the programme of modernisation one to one discussions had taken place with all the customers who used the cash counter to make them aware of alternative payment methods and the rationale behind the decision to close it. Most customers had accepted this and had made alternative arrangements. However there were some customers who continued to choose the Council House as their preferred location for paying their Council bills.
2. The payment modernisation programme had enabled us to reach a point where a purely cash function was no longer require within the Council. As the number of customers using the cash counter had been steadily reducing the cashier role had been reconfigured alongside other transactional services in Derby Direct which had led to a more efficient use of our resources. Cashiers had been trained to answer switchboard calls and had a training development plan to support them in dealing with a more varied range of customer contacts.
3. The proposals under the DECATS programme included the vision of a corporate customer service centre. This would offer opportunities to consolidate the full range of different transaction types, which could include a cash payment service.

Budget and Policy Framework

206/09 Varying the Level of Council Tax Discount Applied to Long Term Empty Properties

The Council Cabinet considered a report on Varying the Level of Council Tax Discount Applied to Long Term Empty Properties. Since 1 April 2004 local authorities have had discretionary powers to vary the amount of Council Tax discount applied to long term empty homes, which were classed as properties "unoccupied and empty for a period of more than six months". Owners of second homes also fell into this category. Derby City Council used these discretionary powers to reduce the level of discount on long term empty homes to 10% from 1 April 2004, effectively meaning a 90% Council Tax charge. Council Cabinet could vary the amount of Council Tax discount

applied to long term empty homes between the range of 50% and zero. Such a decision had to be made before the financial year in which it would take effect. Council Cabinet was asked to consider increasing the discount applied to long term empty homes from 10% to 25% from 1 April 2011.

Decision

To agree to increase the level of Council Tax discount applied to long term empty homes from 1 April 2011 from 10% to 25% subject to due consideration of the implications on Council Tax revenue on other council tax payers.

Contract and Financial Procedure Matters

207/09 Contract and Financial Procedure Matters

The Council Cabinet considered a report on Contract and Financial Procedure Matters. The report dealt with the following items which required reporting to and approval by Council Cabinet under contract and financial procedure rules:

- changes to the capital programme, including additional capital grants
- additional revenue grants allocation – Boarding Placements for Vulnerable Children, Youth Crime Action Plan and Ponds Management Programme
- Treatment of Trading reserves – Environmental Services
- CYP Formula Change
- Contract Waiver – Families Information Service - FIS
- Contract Extension – Employee Benefit Scheme
- Contract Waiver – Cultural Landscape
- Contract Extension - Community Equipment Contract.

Decision

1. To approve and note the following changes in relation to the capital programme:
 - To approve the changes in the capital programme as shown in Appendix 2 of the report and to amend the 2009/10 to 2012/13 capital programme as set out in paragraph 3 of the report
 - To note the revised capital programme and associated funding for 2009/10 as set out in paragraph 3.1 of the report
 - To approve the £100,000 contribution to 'Umbrella' from the aiming higher for disabled children grant as set out in paragraph 3.11 of the report
 - To approve entering into the funding agreement with EMDA for the Derby Railway Station interchange as set out in paragraph 3.12 of the report
 - To approve scheme commencements for the schemes detailed in Appendix 3 and set out in paragraph 3.13 of the report

- To note the proposed use of section 106 funding as set out in table 2 in paragraph 3.15 of the report.
2. To note the additional grant allocations of £112,461 and approve the increased income and expenditure to the revenue budgets as set out in paragraph 4 of the report, relating to:
 - Boarding Placement for Vulnerable Children - £10,000
 - Youth Crime Action Plan - £10,000
 - Ponds Management Programme - £92,461.
 3. To approve the planned use of the Environmental Services Trading Account reserve as shown in paragraph 5 of the report.
 4. To approve changes to the Schools' Funding Formula to take effect from April 2010, to remove the Post-16 Enhanced Resource deduction and to add a factor for the hydrotherapy pool at Ivy House, as set out in paragraph 6 of the report.
 5. To approve a waiver of contract procedure rule 8 and to purchase additional modules from Tribal at a total cost of £41,350, in the absence of other providers of compatible modules, to allow the Family Information Service - FIS to more effectively update and enhance their existing childcare and families services directories, as set out in paragraph 7 of the report.
 6. To note the six month extension to the current Employee Benefit Schemes contracts in order to ensure continuity of these employee benefit schemes during the retendering process, and to approve the tender proposal for a single contract to provide employee discounts, and salary sacrifice schemes for cycle to work and child care vouchers, as set out in paragraph 8 of the report.
 7. Cabinet is asked to approve a waiver of contract procedure rule 8 and award the advertising contract for the Cultural Landscape to JC Decaux at a cost of £40,000, as set out in paragraph 9 of the report.
 8. To note the extension to the Community Equipment Contract to 31 March 2011, as set out in paragraph 10 of the report.

208/09 Single Programme Funding Update

The Council Cabinet considered a report on Single Programme Funding Update. The report set out a number of key issues on the management of the Single Programme funding stream:

- commitments and spend position for 2009/10
- future spend implications for 2010/11

- an update on the commissioning process for the remainder of the Single Programme Funding alongside the European Regional Development Fund – ERDF – programme.

Decision

1. To note the updated grant allocations relating to the Single Programme for 2009/10 and 2010/11.
2. To note the forecast outturn position on the Single Programme for 2009/10.
3. To approve the proposal to over allocate against the 2010/11 Single Programme revenue allocation.
4. To approve the increased income and expenditure to the relevant Council departments for those schemes allocated to the Council for delivery, as detailed in paragraph 4.7 and in Appendix 2 of the report.
5. To note the process for identifying and allocating the remainder of the Single Programme capital through the proposed commissioning process as described in paragraph 4.16 for the report.

209/09 Exclusion of Press and Public

To consider a resolution to exclude the press and public during consideration of the following item

“that under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting during discussion of the following items of the grounds that they involve the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Act and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information”

Key Decision

210/09 Outcome of Regeneration Review

The Council Cabinet considered exempt information in relation to the outcome of the regeneration review

Decision

To approve the recommendations set out in the report.

MINUTES END