

## CABINET

Wednesday, 7th June, 2017  
Time of Commencement: 6.00 pm

|                  |  |
|------------------|--|
| <b>Present:-</b> | Deputy Mayor Councillor Elizabeth Shenton – in the Chair   |
| Councillors      | Beech, T. Kearon, Turner, J Williams, A. Rout and K. Robinson  |
| Officers         | Executive Director (Resources and Support Services) - Kelvin Turner, Executive Director Operational Services- David Adams, Executive Director (Regeneration and Development) - Neale Clifton, Geoff Durham - Mayor's Secretary / Member Support Officer, Chief Executive - John Sellgren and Janet Baddeley - Communications Manager |
| Apologies        | Councillor(s)  |

### 11. **DECLARATION OF INTEREST**

There were no declarations of interest stated.

### 12. **VICTIMS OF TERROR ATTACKS AND ALDERMAN DYLLIS CORNES**

A minute's silence was held in tribute to those who had lost their lives in the recent terror attacks and also Alderman Dyllis Cornes who had recently passed away.

### 13. **MINUTES**

**Resolved:** That the minutes of the meeting held on 22 March, 2017 be agreed as a correct record.

### 14. **DOCUMENT MANAGEMENT RENEWAL**

A report was submitted to Cabinet seeking approval for the renewal of the Council's Electronic Document and Records Management System (EDRMS) maintenance contract with Northgate Public Sector for a further three year period.

- Resolved:**
- (i) That the Council renew its support and maintenance contract for its EDRMS with Northgate Public Sector for a further period of three years.
  - (ii) That the Council conduct a full re-procurement exercise for its EDRMS software to commence approximately one year before the renewed contract ends.
  - (iii) That the Council procures additional licences for the Northgate

Office Connect product.

- (iv) That the Council waives its own standing orders regarding procurements over £50,000.

15. **FINANCIAL AND PERFORMANCE MANAGEMENT REPORT TO END OF QUARTER FOUR (JANUARY-MARCH) 2017**

*A report was submitted to Cabinet providing information on the performance of individual council services for the fourth quarter of 2016/17.*

*Members were informed that the end of year totals had come within budget, with a small surplus. The Portfolio Holder for Finance, IT and Customer asked the Executive Management Team to thank their teams in helping to achieve this.*

*The performance indicators shown at Appendix B of the agenda report were explained to Members*

*Resolved: (i) That the contents of the agenda report be noted and the recommendation that the Council continues to monitor performance alongside the latest financial information for the same period be agreed.*

16. **SHARED LEGAL SERVICE WITH STOKE ON TRENT CITY COUNCIL**

A report was submitted to Cabinet seeking approval for the council to enter into a shared service agreement with Stoke on Trent City Council for the provision of legal services.

Members were informed of the three options available as outlined in paragraph four of the agenda report.

**Resolved:** That Option two, as outlined in the agenda report – to create a shared legal service with Stoke-on-Trent City Council be progressed.

17. **CRACKLEY LOCAL LETTINGS PLAN**

A report was submitted to Cabinet to consider implementing a Crackley Local Lettings plan in partnership with Aspire Housing to allocate properties on the proposed development at Birch House Road, Crackley.

**Resolved:** (i) That the disposal of the land at Birch House Road, Crackley to Aspire Housing for the development of affordable housing be progressed alongside further discussions with Aspire on the nominations process and possible Local Letting Plan.

- (ii) That the Executive Director for Regeneration and Development be authorised in conjunction with the Portfolio Holder for Planning and Housing to finalise the Local Lettings Plan and nominations process with Aspire Housing.

18. **IMPLEMENTATION OF NEW PROVISIONS UNDER THE PLANNING AND HOUSING ACT 2016**

A report was submitted to Cabinet advising of the opportunity to impose civil penalties for certain housing offences under the Housing and Planning Act, 2016 and seeking a decision on the charging scheme.

- Resolved:**
- (i) That civil penalties for housing offences in appropriate circumstances be adopted.
  - (ii) That the charging system set out in appendix A of the agenda report , which sets a civil penalty of £5000 for a first offence with multipliers of up to £30, 000 for serious offences and reductions for some special circumstances, be approved.
  - (iii) That the scheme of delegation be amended to “Power to authorise the institution / enforcement of civil proceedings under section 126 and Schedule 9 Housing and Planning Act 2016” to Head of Housing Regeneration and Assets and appropriately qualified housing officers.
  - (iv) That the updated Housing Enforcement Guidance 2017, set out in Appendix B of the agenda report, to include use of civil penalties and rent repayment orders also introduced by the Housing and Planning Act 2016, be approved.

**19. CONFIRMATION OF DECISION TAKEN UNDER DELEGATION**

Members were informed of a decision taken under delegated authority by the Leader / Portfolio Holder for Policy People and Partnerships.

Due to the timescales involved in printing the materials required for the parliamentary elections, it had been agreed to go with the provider who had done the county council elections materials in May.

**Resolved:** That the information be received.

**20. URGENT BUSINESS**

Kidsgrove Leisure Centre

A verbal update was given in relation to the above.

**Resolved:** That the information be noted and a further full report be brought to the Cabinet meeting to be held on 19 July, 2017.

**DEPUTY MAYOR COUNCILLOR ELIZABETH SHENTON**  
**Chair**

Meeting concluded at 7.10 pm